

FOREST HILL WITH SHOTOVER PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON

Thursday 13th August 2026 at 7.00pm in Forest Hill Village Hall

Present: Cllrs A Waite Brown (Chair), G Blomley, G Shepherd, J Stutfield, T Molloy, J Hobbins, D Waters.

In Attendance: S Cox, Clerk and RFO; County Cllr T Bearder (OCC); a Village Hall Committee representative.

Members of the Public: Three

Ref No	Item
26/27 083	APOLOGIES FOR ABSENCE – None. All Councillors present.
26/27 084	DECLARATIONS OF INTEREST – Cllr Molloy: item 26/27 096(a), Fete donation. Withdrew from the room for that item.
26/27 085	PUBLIC FORUM – Village Hall Committee update on revised booking terms (capacity 50, finish 10.30pm, parking marshal for 20+, breach sanction). AGREED: to remain a standing monthly agenda item.
26/27 086	MINUTES OF LAST MEETING – 9th July 2026. One correction to 077 Cemetery – change Diocese to SODC. RESOLVED: confirmed and signed as an accurate record.
26/27 087	UPDATES ON PROGRESS FROM MINUTES OF THE LAST MEETING: Bus pull-in – response awaited from OCC Highways (14–21 days). Forest Hill traffic bump/filter – AGREED: survey does not support an application; item removed from future agendas.
26/27 088	BUS SERVICE and TRANSPORT – no update. Next PTR meeting Tuesday 17th November 2026, 1.30pm online.
26/27 089	OCC and SODC MATTERS – County Cllr Bearder: LGR update, parish expected in new "Greater Oxford" unitary authority; warding proposals contested. Noted.
26/27 090	PLANNING: Ref P26/S2516/HH, Felbridge, Stanton Road – rear extension. RESOLVED: Support (unanimous). Ref P26/S3011/HH, Hillside, Main Street – side extension/canopy. RESOLVED: Support (unanimous).

Ref No	Item
	Ref P26/S2600/HH, The Oaks, Old Road – external stair/canopy. RESOLVED: No objection (unanimous). Appeal, land near Mulberry House, The Ridings (ref P25/S3264/FUL, appeal 6013677). RESOLVED: Council's original objection resubmitted as its representation; due to SODC by 4th September 2026.
26/27 091	FINANCE: a) Balances: Current £10,739.21; Reserve £30,004.99. Total available funds £4,624.19. CIL £21,580.62. b) Payments totalling £3,118.92 (Admin, postage, bank charge, dog bins, Starboard, AJG insurance, Damprot inspection, payroll). RESOLVED: approved unanimously. c) Bank reconciliation 30.06.26 and 31.07.26. RESOLVED: checked and signed by Cllr Molloy. e) Internal Financial Control check – completed by Cllr Stutfield. f) Direct Debit, Scribe £37.20/month (combined accounts/cemetery software). RESOLVED: approved, effective 1st September 2026.
26/27 092	CLERK/RFO: Annual Review – Clerk to fix a date in the next two weeks. Internal Auditor 2026/27 – three quotes received (£200/£275/£300). RESOLVED: appoint the £200 provider, subject to satisfactory reference.
26/27 093	SECTION 137 EXPENDITURE – see item 26/27 096(a).
26/27 094	VILLAGE AND PARISH MATTERS: Defibrillator – checked, working correctly. Grass cutting (Rectory Farm) – satisfactory. Annual insurance renewal – RESOLVED: renew on same terms. Rural Housing Enablers – feedback from Cllr Waite Brown. No action: Council owns no suitable land. Cash for Community Groups grant – possible future application re cabin electricity/solar; none made. Bridleways/footpaths, Powell Close – RESOLVED: Clerk to write to Countryside Services (OCC) on the correct boundary line.
26/27 095	VILLAGE HALL: Managing Trustees report received – current account £8,766.04; deposit £2,992. Total £11,758.22.

Ref No	Item
	Repointing brickwork – in hand. Wi-Fi (Gigaclear) – landowner consent obtained; timing awaited.
26/27 096	RECREATION GROUND: a) Fete hire, Risk Assessment, insurance, bouncy castle docs. RESOLVED: approved, conditional on Public Liability Insurance and updated Risk Assessment reaching the Clerk by Wed 26th August 2026. a) Fete donation request (£1,000), Cllr Molloy – left the room. RESOLVED: Section 137 grant of up to £250 (+VAT) for a single invoiced item, paid direct to the supplier. OALC advised the PC not to pay for hire of a bouncy castle due to liability risk. b) Electricity at the cabin – reconnection scheduled 24th August 2026. AGREED: no standing-charge commitment until a firm quotation is obtained. c) Water testing, green cabin, £260 + VAT – RESOLVED: to pay on receipt of a correctly addressed invoice. d) Green Box, anti-social behaviour – AGREED: security lighting/table tennis table relocation once power restored; Clerk to write to Thames Valley Police. e) Playground inspection – no issues; picket to be replaced before the Fete. f) Annual Playground Inspection – due, not yet received.
26/27 097	CEMETERY: Mowing and upkeep – satisfactory. Scribe Cemetery Software – training completed; further session to follow. Land Registry first registration – submitted by solicitors; outcome awaited.
26/27 098	ALLOTMENTS: Perimeter fence – materials still awaited; Cllr Shepherd chasing.
26/27 099	OALC/NALC: Payroll service via OALC, £8.50/run (vs current £125+VAT/quarter). RESOLVED: move to OALC service, subject to references.
26/27 100	INFORMATION AND CORRESPONDENCE: LGR/Greater Oxford – AGREED: Chairman to add Council's name to collective representation. Ragwort complaint – landowner and Defra contacted. AGREED: newsletter article for next year. JLP2 scoping consultation – noted, 8–29 September 2026. Water leak, Main Street – repair scheduled 12th August 2026. Noted.

Ref No	Item
	TTRO T18445, St Clements Street – 29th–30th September 2026. Noted. Rec ground grass-cutting complaint – see item 26/27 094; response sent.
26/27 101	ITEMS FOR NEXT AGENDA: all items for the next agenda to be submitted to the Clerk by 27th August 2026.
26/27 102	DATE, TIME, AND PLACE OF NEXT MEETING: Thursday 10th September 2026 at 7.00pm in the Village Hall, Forest Hill.

Meeting closed at: 21:05.

Signed as a true and accurate record of the meeting:

Chairman: _____

Date: _____