

**FOREST HILL WITH SHOTOVER PARISH COUNCIL**

**MINUTES OF THE PARISH COUNCIL MEETING HELD ON**

**Thursday 12<sup>th</sup> February 2026 at 7.00pm in Forest Hill Village Hall**

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

**In Attendance:** S Cox – Clerk and RFO

**Members of the Public:** Two

**No. Item**

**191. APOLOGIES FOR ABSENCE:** None received.

**192. DECLARATIONS OF INTEREST:** received from Cllrs Molloy, Hobbins, Stutfield and Waite Brown regarding specific items including the container, village hall, and finance.

- Container -TM
- Container – JH
- VHC and Wi-fi – JS
- Item 199 finance and two payments - AWB

**193. PUBLIC FORUM:**

- Parking and Safety: Residents raised concerns regarding visibility at the Mickle Way/Main Street junction due to high vans. Advisory white lines are in place; Cllrs and residents were urged to park mindfully. A disabled spot application was suggested.
- Village Upkeep: Significant concerns regarding dog fouling and litter issues on the Recreation Ground and paths. Litter picking is scheduled for next month. Action: Clerk to include a notice in the *Four Parishes Magazine* regarding owner responsibilities and litter. Garden Club to replace disappointing flower box plants.

**194. MINUTES OF LAST MEETING OF THE PARISH COUNCIL:** The minutes of 8<sup>th</sup> January 2026 were signed as an accurate record.

**195. UPDATES ON PROGRESS FROM MINUTES OF LAST MEETING –**

- Asset Register – Council resolved to engage a solicitor at a quote of £950 plus fees to register the land deeds.
- Community Emergency Plan – formally adopted by the PC. **Action**: Clerk to send off the Plan to JORT.
- Church Hill – the Speed camera has been moved and maintained.
- Streetlights on Church Hill – all eleven streetlights have been repaired.

**196. BUS SERVICE and TRANSPORT:**

- PTR meeting - The next meeting is currently scheduled for Tuesday 10th March 2026 at 1.30pm – noted.

**197. OCC and SODC MATTERS** – Cllr Bearder was not present, and no reports have been received. Thanks to Cllr Bearder for the rapid repair of a dangerous manhole on Powell Close.

**198. PLANNING** – To consider all recent applications received and to report notifications and decisions from South Oxfordshire District Council – all previously circulated:

Planning Applications:

**P26/S0078/LDP**

Oak Apples, Shotover Hill, Shotover, OX3 8TA

The stationing of a roadworthy bus within the curtilage of Oak Apples for ancillary residential use.

*No response required from the Parish Council*

**P26/S0029/CM**

Sewage Treatment Works, Polecat End Lane, Forest Hill, OX33 1EH

Details pursuant to Condition Mandatory Biodiversity Net Gain and Condition 8 (CEMP and surveys) of planning permission no. (MW.0006/25).

Planning Decisions:

**P26/S0029/CM**

Sewage Treatment Works, Polecat End Lane, Forest Hill, OX33 1EH

Details pursuant to Condition Mandatory Biodiversity Net Gain and Condition 8 (CEMP and surveys) of planning permission no. (MW.0006/25).

*Responded on 14th January 2026*

**P25/S3516/HH**

Bramley Cottage, Main Street, Forest Hill, OX33 1DY

Demolition of existing garage and construction of two storey rear extension with correspondent changes to the elevations.(Additional Information Received 18th December 2025)

*Planning Permission granted on 9th January 2026*

**199. FINANCE** – To receive, approve, consider, and review the following:**a) Balances at bank:**

Current Account – Nat West - closed	£0	at 19.11.25
Unity Current Account	£9,857.94	at 31.01.26
Unity Reserve Account – (2.10%)	<u>£33,920.69</u>	at 31.01.26
<b>Sub Total</b>	<b>£43,778.63</b>	

<b>Less:</b> Unpresented cheques	£32.50
<b>Plus:</b> unpresented receipts	<u>£0</u>
<b>Sub Total</b>	<b>£43,746.13</b>

<b>Less:</b> Earmarked general reserves	£10,000.00
<b>Less:</b> Earmarked reserves - traffic calming	£30,000.00
<b>Less:</b> Earmarked reserves – Garden Club	<u>£1120.01</u>

Total available funds **£2,626.12**

CIL balance £27,278.17

Receipts included in above figure £0

Reserve Adjustments: Resolved to reduce the Traffic Calming reserve to £20k and create a £5k maintenance reserve. CIL money to be used for refurbishment of the Rec and streetlights.

**b) Payment requests – by Online Banking, SO, DD, or Cheque**

Admin to the Parish Council – February	£605.63
Unity Service Charge – January	£6.00
Tactical Facilities Management Ltd – Jan waste	£65.00
Tactical Facilities Management Ltd – Jan ground	£495.00
Reimburse AWB for Mobility Smart Online battery	£89.94
Reimburse AWB for HCL Drive Socket Bit	£12.71
Chapman Worth – Payroll services for Qtr.	£150.00
Solar Lighting Solutions repairs to solar lights	£4224.48*

\*Payment to be deducted from CIL funds and transferred from Reserve Account to Current Account.

All payments were approved and AWB did not vote.

**c) Scribe Reports:** Bank Reconciliation as at 31.12.25 and 31.01.26 - Cllr to approve and sign – resolved.

**d) Summary of Receipts and Payments** against Budget Report up to end January 2026. Noted overspends in general repairs, IT, and insurance.

**f) Internal Financial Control check:**

- October to December – JS to complete in January 2026 – resolved.

**200. CLERK / RFO:**

- Internal Audit Checklist for 2025/26 - ongoing

**201. SECTION 137 EXPENDITURE:** none.

**202. VILLAGE and PARISH MATTERS:**

- Defibrillator – monthly check by AWB – resolved. **Action:** Clerk to update The Circuit website.
- Memorial Bench: Resolved to purchase a wooden bench for former Cllr Malcolm Leeding (Budget: max £700) to be sited on the Recreation Ground.
- Old council paperwork previously stored at the Holford Centre, to keep or dispose of. **Action:** AWB to give the paperwork to a resident who will then return the paperwork to the PC for storage or disposal.
- Offer of free gardening services from Chilworth House Upper School. **Action:** JS has contacts who would help, and she will make direct contact with the school. The PC has nothing to offer the school.
- Tommy Soldier: Resolved to store the silhouette until November/December.
- Summer Festival: No objection in principle to Cllr Molloy organising a fete as a private individual with his own insurance.
- Business Plan for the re-opening of Stanton St John Village Shop. Apologies were received from the Acting Chair of the 4PCS Steering Group. Item to be removed from next agenda as no business plan was received.
- Grounds Maintenance: TFM requested to quote for cemetery clearance and hedge cutting. A separate quote for hedge laying is required.
- The Great British Spring Clean 2026 – 13<sup>th</sup> to 29<sup>th</sup> March 2026. The VHC have organised a litter pick on 7<sup>th</sup> March. AWB has some litter pickers and Hi-Viz if needed.
- Quote for repair of 2 x Bus Shelter lighting (A40) – not needed.

## 203. VILLAGE HALL – Managing Trustees report – February 2026

Current account balance	£8,029.21
Deposit account balance	<u>£2,979.46</u>
Total Reserves	£11,008.67

- *Update on the following Village Hall items and progress:*
- Repointing brickwork – in the spring.
- To replace the clock and the electrical supply – after repointing.
- Wi-Fi – Resolved to split Gigaclear Wi-Fi costs (50/50) with the VHC at £30 plus VAT per month. **Action:** Clerk to complete the Gigaclear form.

## 204. RECREATION GROUND:

- a) Container Status: The redundant football container (estimated value £3k-£5k) is currently under-utilised and considered a liability. Options include donating it to SSJ Cricket Club, refurbishing for village use, or selling it to fund equipment like a ‘trim trail’. Decision deferred to next meeting; Chairman to obtain formal valuations.
- b) Routine Monthly Playground Inspection and actions required – none.
- c) Reids Playgrounds – the zip wire cable is due to be repaired.

## 205. CEMETERY:

- Mowing and upkeep of the Cemetery – discussed.
- Muslim Burial Provision: Resolved to accept the Chairman’s report. Due to operational and statutory constraints, the Council cannot guarantee the 24-48-hour burial timeline.
- Scribe Cemetery Management Software: Resolved to adopt cloud-based management software to ensure LACO 1977 compliance (Year 1 cost: £365).

## 206. ALLOTMENTS:

- Perimeter fence – quote for materials £178.52 plus VAT. Resolved to fund fence repairs to a maximum of £200.00. JB to send the invoice to the Parish Council.
- Allotment Fees for 1<sup>st</sup> April 2026 – fees for 2026 to remain unchanged, i.e. £12.50 for a full plot and £6.50 for a half plot. Water charges of £10 full plot and £6.50 half plot are paid direct to the VHC. **Action:** Clerk to send a list of allotment holders to JB to check and collect payment by cash or BACS. Four Parishes Magazine – a couple of plots are available – contact the Clerk if interested.

**207. OALC / NALC** - all updates previously circulated.

**208. INFORMATION and CORRESPONDENCE** – all circulated when received:

- Email received regarding the appearance of the village and Main Street. *AWB has reported a branch that was overhanging on the bus route.*
- Complaint by a resident to Thames Water re speeding traffic on Polecat Lane and reply received from Kier.
- Howe Trust Christmas Hamper Campaign report and thank you note.
- OCC CONSULTATION – Old Road (Forest Hill with Shotover) – Proposed 20mph Speed Limit - any objections or other representations on the proposals should be submitted by Friday 27th February 2026.
- Government's Water White Paper - A Response from Freddie van Mierlo MP (Case Ref: FV05385)
- The Threat of the Grey Belt to Your Parish - Real and Immediate
- CIL Funds and Collaborating with River Thame Conservation Trust
- CANCELLATION TTRO (T16761) Temporary Road Closure - Oxford, Horspath Driftway from 16<sup>th</sup> to 22<sup>nd</sup> March.
- SODC - Have your say on our Taxi Licensing Policy
- Public Consultation on LGR next month - Urgent Action - Sign Letter to SoS Opposing Greater Oxford
- SODC - Town and Parish Council Planning Training Session on 26.02.26 and 03.03.26.
- Shotover Preservation Society: Dates for your diaries
- Invitation - T&P councils and Local Government Reorganisation on 11.02.26
- SODC Neighbourhood Planning Event – Virtual Session Available - 2 February 2026
- Oxford Local Plan 2045 – six-week consultation opens on 30<sup>th</sup> January until 13<sup>th</sup> March 2026.
- SODC - Invitation - Connecting Local Action
- Open Spaces Society - January updates: Our victory on map scales | Celebrating a new town green | Our 2026 training dates
- SODC - £320k capital grants awarded to improve quality of life in South Oxfordshire

**209. Items for next Agenda:** all items for the next agenda to be submitted to the Clerk by 1<sup>st</sup> March 2026.

**210. DATE, TIME, AND PLACE OF NEXT MEETING:**

- A meeting of the Parish Council will be held on the second Thursday of each month. Next meeting on **Thursday 12<sup>th</sup> March 2026 (TBC)** at 7.00pm in the Village Hall at Forest Hill.
- **Agendas and Minutes** are available on the notice boards and website: [Forest Hill with Shotover Parish Council | Home \(parish-council.com\)](http://parish-council.com)

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- Meeting closed at 21:15.

Signed as a true and accurate record of the meeting:

Chairman: .....