

FOREST HILL WITH SHOTOVER PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON

Thursday 12th March 2026 at 7.00pm in Forest Hill Village Hall

Present: Cllrs G Shepherd (Acting Chair), D Waters, T Molloy, G Blomley,
J Stutfield

In Attendance: S Cox – Clerk and RFO

Members of the Public: one

No. Item

211. APOLOGIES FOR ABSENCE – Received and accepted from Cllr A Waite Brown and Cllr J Hobbins.

212. DECLARATIONS OF INTEREST –

- JS – Village Hall
- TM – Recreation ground and cabin, proposed community events.

213. PUBLIC FORUM – a member of the public attended representing a couple of people regarding item 224. A resident had spent weeks working for a grant (£50k grant) and wanted it to be an asset for the children and the future. She had worked hard for a long time and was quite sad at the lack of use of the cabin. Current Cllrs also worked on the grant. Football groups etc have not flourished. The community should think about donating an asset to another village. It needs more village support. The community do not know what TM has proposed.

214. MINUTES OF LAST MEETING OF THE PARISH COUNCIL – the minutes were signed as an accurate record by the Acting Chair.

215. UPDATES ON PROGRESS FROM MINUTES OF LAST MEETING –

Chairman/Clerk to report on progress of outstanding items that do not require further decision.

- Asset Register – AWB has contacted a solicitor.
- Memorial Bench – defer to April meeting
- Holford Centre and old paperwork – the paperwork has been passed to a resident and will then be passed back to JS and AWB.
- Scribe Cemetery Management Software – access has been granted and AWB is moving records across. Item to be moved to the cemetery section of the next agenda.
- Website – defer to April meeting

216. BUS SERVICE and TRANSPORT:

- PTR meeting on Tuesday 10th March 2026 at 1.30pm – no updates.

217. OCC and SODC MATTERS – To receive reports from the County Councillor and District Councillor: Cllr Bearder was not present at the meeting.

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

Planning Applications: None received.

Planning Decisions:

P25/S3264/FUL

Land near Mulberry House, The Ridings, Shotover, OX3 8TB
Erection of a self-build dwelling with associated landscaping. (Additional Information Received 6th & 13th January 2026)

Refusal of Planning Permission on 23rd February 2026

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.

Certificate of Lawful Use or Development on 9th March 2026

219. 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	£8,433.66	at 28.02.26
Unity Reserve Account – (2.10%)	<u>£29,696.21</u>	at 28.02.26
Sub Total	£38,129.87	

Less: Unpresented cheques (remove)	£32.50	
Plus: unpresented receipts	<u>£0</u>	
Sub Total	£38,097.37	

Less: Earmarked reserves - General	£10,000.00	
Less: Earmarked reserves - Maintenance	£5,000.00	
Less: Earmarked reserves - Traffic calming	£20,000.00	
Less: Earmarked reserves - Garden Club	<u>£1120.01</u>	

Total available funds	£1977.36	
CIL balance	£23,053.69	
<u>Receipts included in above figure</u>	£0	

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

Admin to the Parish Council – March	£605.63
WFHA for Clerk – Qtr.	£26.00
Unity Bank Service Charge – February	£6.00
Tactical Facilities Management Ltd – Feb waste	£65.00
Tactical Facilities Management Ltd – Feb ground	£495.00
Reids Playground Maintenance – Cableway*	£2,550.00
Starboard Systems Ltd – Cemetery software	£21.60
Lincoln College, Oxford – Allotment rent	£150.00
MSM Electrical – fitting clock to front wall VH	£99.00

*To be paid out of CIL money funds

The payments were approved in principle for AWB and JH to approve online. Note: a third signatory is required.

- c) **Scribe Reports:** Bank Reconciliation as at 28.02.26 - Cllr to approve and sign – resolved.
- d) Summary of Receipts and Payments against Budget Report up to end February 2026 – defer to April meeting.
- e) **Financial Reporting and Re-alignment of Section 137 expenditure:** resolved to set up three new cost centres on Scribe Accounts.
- f) **Internal Financial Control check:**
 - January to March – JS to complete in April 2026.

220. CLERK / RFO:

- Internal Audit Checklist for 2025/26 - ongoing

221. SECTION 137 EXPENDITURE: none.

222. VILLAGE and PARISH MATTERS:

- Defibrillator – monthly check by AWB – deferred to AWB and TM.
- Logo design from AWB – resolved unanimously to accept the new logo.

223. VILLAGE HALL – To receive a report and updates

a. Managing Trustees report – March 2026

Current account balance	£8,116.52
Deposit account balance	<u>£2,981.75</u>
Total Reserves	£11,098.27

- *Update on the following Village Hall items and progress:*
- Repointing brickwork – in the spring.
- Wi-Fi – installation date - tbc

224. RECREATION GROUND:

- a) A presentation for a proposed community event on the rec was received from Cllr Molloy. AWB had responded before the meeting with advice for TM. TM was asked to get in touch with the ex-sports committee. The PC would ask AWB to lead on this item. It was agreed in principle that TM can run a Fete with his own insurance.
- b) Changing facilities – PC discussed whether to keep the container or let it go. No figures have been received from JH yet. AWB had spoken to three companies for valuations of the container. It is not worth much unless someone wants it for a project. Cllrs supported TM to give his utmost to do something and not get rid of the container. The purpose of the grant was for sport. Consideration to be given to the running costs to the Council. This is not an issue as long as these are approved and we have an understanding of the costs to the PC for the year. After 3-5 years the PC can re-assess the usage of the container. The PC could give it a chance and a last hurrah. To decide on a proposal in principle to keep or dispose of the container. **Proposal** to keep the cabin for community events. Resolved by four votes and one abstention.
- c) Routine Monthly Playground Inspection and actions required – deferred.
- d) Reids Playgrounds – repaired and back in use. Item closed.

225. CEMETERY: to receive a report, updates and matters for consideration:

- Mowing and upkeep of the Cemetery – nothing to report.
- Instruction Request: First Registration of Forest Hill Cemetery – resolved that Cllr A Waite Brown and Cllr J Stutfield will be the contact point for the solicitor along with the Clerk.
- Quotes received from TFM for Cemetery work – two quotes have been received, and we will need two more. Soil used for topping up graves could be used on the allotment but is there room to level it. **Action:** TM to have a look with GS. Second quote was to cut down all overgrowth. We need a second quote for hedge laying next winter. **Action:** Clerk to send a contact phone number to GS to get a quote. TM to provide a quote.

226. ALLOTMENTS: to receive any updates and matters for consideration:

- Perimeter fence – no update.
- Allotment Holders list for 2026/27 – no update.

227. OALC / NALC - all updates previously circulated.

228. INFORMATION and CORRESPONDENCE – all circulated when received:

- North Oxfordshire Resident Action - Common sense planning: add up the impacts before it is too late – please sign the petition
- Oxfordshire Playing Fields Association - 2026/27 membership for renewal – *agreed, pending on AWB, defer to next meeting.*
- Invitation: Oxford City Council Briefing on Local Government Reorganisation for Oxfordshire and West Berkshire on 11th March at 6.30 pm
- Your data protection fee - Upcoming Direct Debit payment due on 8th April – *agreed to renewal.*
- OALC Membership Subscription 2026-27 due for renewal - *agreed to renew.*
- Forest Hill with Shotover Parish Council - Spanglefish Gold Reminder - renewal not needed.
- Temporary Road Closure and No Waiting - Bicester / Blackthorn, A41 – 9th May 2026
- One Oxfordshire and LGR - Invitation to Town and Parish Councils Briefing Session - The Government's consultation **closes at 11:59pm on 26 March 2026**
- OALC - Reminder - Local Government Reorganisation survey
- TTRO (T17631) temporary road closure Islip, Wheatley Road – 16th March 2026
- Join the conversation - Invitation - T&P councils and Local Government Reorganisation – summary and video of the meeting
- Open Spaces Society – Membership renewal for 2026/27 – *not agreed, defer to next meeting.*

229. Items for next Agenda: all items for the next agenda to be submitted to the Clerk by 30th March 2026.

- Details of the cabin and recreation ground
- TFM – contract and future of grass mowing arrangements
- Bank signatory

230. 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 9th April 2026** 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)
- Meeting closed at 20:15

Signed as a true and accurate record of the meeting:

Chairman:

Date: