

# NETTLEBED PARISH COUNCIL MEETING

Minutes of the meeting of the Nettlebed Parish Council at  
Nettlebed Village Club, High Street, Nettlebed on  
**Tuesday 1<sup>st</sup> April 2025 at 7.30pm**

## Councillors

**Present:** Chair: James Leach (JL)  
Councillors: David Camburn (DC), Geoff Bond (GB),  
Amanda Foister (AF), Steve Marley (SM)

**In attendance:** Parish Clerk: Jo Pugh (JP)

**Also present:** 0 members of the public

## MINUTES

- 281/25 **To receive and accept apologies for Absence**  
Apologies received from Paul Overment, Ondrej Zacko and Andy Bryan.
- 282/25 **Requests for Dispensations, Declarations of Interest, Gifts and Hospitality**  
There were none
- 283/25 **To facilitate public participation with regards to items on the agenda**  
It should be noted that the time allocated for the public session is a total of 10 minutes for all those wishing to speak.  
There was no public participation
- 284/25 **To receive reports from District and County Councillors**  
Reports not yet received from Cllr Jo Robb, SODC.
- 285/25 **To approve the Minutes of the Parish Council Meeting held on 4<sup>th</sup> March 2025, previously circulated**  
**Resolved:** that the minutes for the meeting be accepted as a true record.
- 286/25 **Update on progress from the Minutes** – the Clerk / Chairman to report on progress of outstanding items which do not require further decision.  
Updates below
- 287/25 **Neighbourhood Plan / Affordable Housing** – update  
JL – awaiting response from Tom Wyatt regarding potential amendments to the draft Local Plan 2041
- 288/25 **Crocker End Green Management Committee** - update  
The next meeting is on 10<sup>th</sup> June. The bylaw signs are in production. **Action:** SM & JL to install.
- 289/25 **Website refresh** - update  
Transition to the new website is underway and most information has been transferred. The Clerk has advised contacts to update their records with the new website (nettlebed-pc.gov.uk) and email addresses.

290/25 **Governance and Consultations**

i. Review and adopt Standing Orders as previously circulated

**Resolved:** The Standing Orders were adopted.

ii. Review and adopt Retention of Documents and Records Policy as previously circulated

**Resolved:** The policy was adopted.

iii. Webhosting – to confirm the webhosting and emails for 2025/26.

**Resolved:** to pay Parish Online £357.00 for the year 25/26. Function28, the current provider, will run in parallel for up to 12 months at the current cost.

Parish Online Mapping – free trial for 3 months.

**Resolved:** to trial the Mapping software and review after three months.

291/25 **Finance**

The Council noted that the annual letter from the External Auditor has been received – 26/3/25.

i. Bank Standing Orders

Councillors noted Function28 is a trading name of Core Synergy Ltd - as from 31<sup>st</sup> March the Standing Order bank details are to be amended as advised.

**Resolved:** To update the Function28 Standing Order. **Resolved:** Clerk’s Salary and Function28 to be paid by Standing Order.

ii. To receive the Finance Report, previously circulated

**Resolved:** to accept the year end 2024-25 Finance Report

As at 31<sup>st</sup> March (online download), the Year End Accounts stood at:

**Bank Transactions (online download)**

	31 <sup>st</sup> March
Barclays Community Account	£1,869.22
Barclays Premium Account	£40,826.64
Total Holdings	£42,695.86

**INCOME RECEIVED – MARCH 2025**

Date of Receipt	Payment Method	Ref	Payer	Current Acc	Bus Acc
12.03.25	Counter Credit	168	HMRC – VAT reclaim	£1,006.21	-
03.03.25	INT	163	Bank Interest Received	-	£169.19

**PAYMENTS MADE – MARCH 2025**

Date of Payment	Payment Method	Ref	Payee/Description	Current Acc	Bus Acc
18.03.25	BACS	151	HMRC 6 Feb 5 March month 11 PAYE 18.03	£60.85	
18.03.25	BACS	152	LGPS 6 Feb 5 March month 11 PAYE 18.03	£302.57	
28.03.25	BACS	154	Salary – March month 12	£1,065.25	
06.03.25	BACS	156	Jo Pugh – expenses	£11.70	
06.03.25	BACS	159	OALC	£240.00	
06.03.25	BACS	160	Village Club – hall hire	£200.00	

06.03.25	BACS	162	Massimo Nicolossi – IT support	£155.00	
06.03.25	BACS	155	TLGO – play area	£351.78	
06.03.25	BACS	164	TLGO – CE supply	£159.29	
06.03.25	BACS	165	TLGO – CE installation	£164.70	
06.03.25	BACS	166	Shield Maintenance – dog bin	£12.98	
27.03.25	DD	169	Castle Water 01.02.25-28.02.25 due 27.03	£3.62	
27.03.25	BACS	167	Higgs Group	£333.00	
06.03.25	DC	170	Amazon – hi viz	£7.58	
06.03.25	DC	171	Amazon – litter pickers	17.01	
06.03.25	DC	172	Robert Dyas – litter hoops	£11.93	
03.03.25	SO	148	Function 28 - March	£24.00	
19.03.25	DD	157	iD Mobile March - due 17.03	£6.00	

#### TRANSFERS MADE – MARCH 2025

Date of Payment	Payment Method	Ref	Payee/Description	Current Acc	Bus Acc
04.03.25	TRF	173	Transfer Barclays Premium to Business acc	£3,000.00	£3,000.00

It was noted that the images for CEGC byelaws were £72.60 less expensive than had been approved at March meeting.

**Resolved:** the council accepted the finance report.

iii. To acknowledge scrutiny and acceptance of the previously circulated bank statements

As at 10<sup>th</sup> March (bank statements), the Accounts stood at:

#### Bank Statements

	10 <sup>th</sup> March
Barclays Community Account	£2,634.30
Barclays Premium Account	£40,826.64
Total Holdings	£43,460.94

**Resolved:** the council accepted the bank statements.

iv. Invoices for Payment – to consider and approve invoices for payment itemised on the schedule below:

#### PAYMENTS SCHEDULE – APRIL 2025

Payment due	Payment Method	Ref	Payee/Description	Current Acc	Bus Acc
02.04.25	BACS	176	Shield Maintenance	£6.50	
02.04.25	BACS	177	TLGO – The Green	£222.49	
02.04.25	BACS	178	Sonning Common Green Gym	£30.00	
18.04.25	BACS	1	HMRC 6 March 5 April month 12 PAYE 18.04	£60.85	
18.04.25	BACS	2	LGPS 6 March 5 April month 12 PAYE 18.04	£302.57	
28.04.25	SO	3	Administration to the Council – month 1	£1,065.25	

03.04.25	SO	4	Function 28 - April	£24.00	
19.04.25	DD	5	iD Mobile March - due 19.04	£6.00	
21.04.25	DD	7	Castle Water 01.03.25-31.03.25 due 21.04	Variable Direct Debit	

**Resolved:** the council approved the payments as listed above.

#### Outstanding Payments / Accruals

Invoices received in March 2025 unpaid	Shield Maintenance – dog waste	£6.50
	TLGO – The Green	£222.49
	Sonning Common Green Gym	£30.00

**Resolved:** the council accepted the outstanding Payments / Accruals - £258.99

The Clerk has not yet had the first meeting with the Internal Auditor. There will be a round of questions.

- v. 2024/25 Unspent Budget Items – to consider a virement of items budgeted to the new financial year

**Resolved:** to agree a virement of  
£10,000 – Traffic Calming to Earmarked Reserves (unspent project)  
£800 – Crocker End Green Conservation Earmarked Reserves

- vi. Regular Payments – to consider and approve the list including standing orders and direct debits

Castle Water - monthly	Variable Direct Debit	
Information Commissioner Office – annual	Direct Debit	£35.00
iD Mobile - monthly	Direct Debit	£6.00
Website NPC hosting and email – Function28 - monthly	Standing Order	£24.00
Clerk’s Salary	Standing Order	As per info provided by payroll provider
Microsoft 365 Apps for business – annual - July	Debit Card	£123.84
Website / Emails Parish Online	BACS	£357.00
Website NPC domain name – Function28 - annual	BACS	£18.00
HMRC	BACS	As per info provided by payroll provider
Local Government Pension Scheme	BACS	As per info provided by payroll provider
Village Hall Hire – 15 meetings	BACS	£750
Nettlebed Estate – allotment rent - annual	BACS	£3.45
TLGO – Grounds Maintenance	BACS	£3,329.00 / split monthly payments
External Auditor - annual	BACS	£252.00
PATA Payroll Services (including monthly	BACS	£189.84

and yearly pension reports)

PATA Payroll Pension re-declaration of Compliance	BACS	£15.00
PATA Payroll Annual Salary Calculations	BACS	£15.00
RoSPA play equipment inspection - annual	BACS	£103.20
Lingwoods - Play equipment power wash	BACS	£150.00

#### **Subscriptions**

Oxfordshire Association of Local Clerks	BACS	£200.00
Chiltern Society	BACS	£50.00
Open Spaces Society	BACS	£45.00
Open Spaces Legal Fund	BACS	£25.00
CPRE	BACS	£50.00
Society of Local Council Clerks	BACS	£183.00

#### **Donations**

Nettlebed & District Good Neighbour Scheme (Comet bus)	BACS	£400.00
Age UK	BACS	£100.00
Community First Oxfordshire	BACS	£55.00
My Vision Oxfordshire	BACS	£50.00
Nettlebed District Commons Conservators	BACS	£500.00
RBL – The Poppy Appeal	BACS	£25.00
Website hosting – community site – Timeless Dimension - annual	BACS	£150.00

**Total s137** **£1,280.00**

Seniors Christmas Party	BACS	£200.00
Citizens Advice Bureau	BACS	£450.00

#### **Grants**

S214(6) Parochial Church Council	BACS	£50.00
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**Resolved:** to approve the payments as listed above.

vii. Budget – to review the budget for 2025/26 expenditure/income

**Resolved:** Following the close of the 2024/25 year, the Council agreed the budget expenditure total of £34,402.68 and anticipated income of £32,685.00

viii. Reserves – to confirm the reserves for 2025/26

**Resolved:** to agree to the following reserves:

3 month's running costs	£5,000.00
Clerk sickness / overtime contingency	£1,000.00
General contingency funds	£4,000.00
Election Expenses	£1,600.00
Insurance Excess	£300.00

External Audit contingency	£200.00
Defibrillator contingency	£300.00
Playground Refurbishment / Replacement	£12,000.00
Crocker End Green Common Contingency	£1,000.00
Shelters (brick and bus)	£7,000.00

ix. To agree to continue payment of the Clerk's salary by Standing Order

**Resolved:** to agree to continue to pay the Clerk's salary by Standing Order (as per payslip provided by PATA Payroll – Clerk to adjust any month that it necessary). The Council noted the Clerk's current scale point (SCP:30) and 12.5 contracted hours work per week.

x. To confirm the rates of the Clerk's expenses and home working allowance

**Resolved:** to agree to confirm the Clerk's expenses as listed:

Postage: standard cost of stamps  
 Mileage at 45p per mile as per HMRC guidelines  
 Home working allowance of £26.00 per month

xi. PAYE Year End

PATA Payroll Services have are processing the tax year end and will make the final submission to HMRC for 2024/25 on behalf of NPC. Employee Details Report was checked by the RFO.

292/25 **Grants** – to consider any grant applications received

Application received from Nettlebed Art Society. **Resolved:** that NPC will donate item(s) up to a value of £200.

293/25 **Training** – to consider any further training offered by OALC, NALC and SLCC

The Clerk provided a list of training from OALC.

294/25 **IT Support** – to discuss and agree

**Resolved:** the Clerk may engage IT support between meetings if unable to work effectively or there is a risk to online security. Massimo Nicolosi is the preferred supplier, if unavailable Andy Warner, Zentech may be used.

295/25 **Planning**

i. **Planning Applications** – to consider all recent applications received from SODC detailed below and any other planning applications submitted and published on the SODC planning portal between the circulation of this agenda and the meeting.

[P25/S0836/CC](#) Nettlebed Community School High Street Nettlebed RG9 5DA  
 Proposed retention and continued use of prefabricated classroom unit Block T2 for a further temporary period of 5 years.

No response needed.

ii. **To note notices of decision**

None.

296/25 **Village Matters**

i. Project Gigaclear – update

**Action:** JP chase for an update.

ii. Annual Litter Pick - update

There was a great turnout of 17 volunteers, and the good weather made for a successful day. The

Chair expressed his gratitude to everyone who took part. A significant amount of rubbish was collected, leaving the village looking much cleaner and tidier.

iii. Allotment – update DC

DC, RP, and JP met at the allotment to assess the site and noted the need for a significant cleanup. There are at least seven vacant plots, possibly due to issues with muntjac deer and lack of vehicular access and onsite storage. Councillors discussed installing deer fencing and other ways to encourage allotment uptake.

**Resolved:** JP to write to the Estate regarding fencing and vehicular access and to advertise vacant plots with the first 12 months free for new tenants.

iv. Play area – update JL

Quarterly inspection completed. JL met with Jessie Grimond and a representative from Nature Spaces to look at the feasibility of a new play area and equipment.

v. The Green - update

TLGO have repaired and re-seeded the damaged verge.

vi. Traffic Calming - update

**Action:** Defect on the speed hump on Watlington Street.

vii. Village Maintenance / Grass cutting

Grass cutting starts again this month.

297/25 **Nettlebed District Commons Conservators (NDCC) – update JL**

Additional work has been carried out to convert the ponds into peat beds on the land off Chapel Lane, along with extensive clearance on Priest Hill to remove bracken and encourage the growth of native flora. The AGM will take place on 21st May at 7pm in the Community Hall.

298/25 **Nettlebed School & Community Centre (NSCC) / Joint Use Committee**

i. To receive report (AF)

Bookings remain consistent with good weekly use. Facilities: All lights have been replaced with LED lighting and the new sound system is working well. Finance records were not complete for the meeting, however the income remains consistent with previous years and expenditure has been light. The next JUC meeting will be held on 23<sup>rd</sup> June via Teams.

299/25 **Correspondence – to note correspondence received not otherwise on the agenda where decisions are not required**

None

300/25 **Chair's and Clerk's Report**

None

301/25 **To raise any items for the agenda for the next Parish Council meeting**

Meeting Closed 8.45pm

**2025 Meetings:**

4<sup>th</sup> Feb, 4<sup>th</sup> March, 1<sup>st</sup> April, 6<sup>th</sup> May, 20<sup>th</sup> May (Annual Parish Meeting), 3<sup>rd</sup> June,  
1<sup>st</sup> July, 2<sup>nd</sup> September, 7<sup>th</sup> Oct, 4<sup>th</sup> Nov, 6<sup>th</sup> Jan 2026, 3<sup>rd</sup> Feb, 3<sup>rd</sup> March

