

# NETTLEBED PARISH COUNCIL MEETING

Minutes of the meeting of the Nettlebed Parish Council at The Village Club,  
High Street, Nettlebed on  
**Tuesday 4<sup>th</sup> February 2025 at 7.30pm**

## Councillors

**Present:** Chair: James Leach (JL)  
Councillors: David Camburn (DC), Amanda Foister (AF),  
Geoff Bond (GB), Paul Overment (PO),  
Andy Bryan (AB), Steve Marley

**In attendance:** Parish Clerk: Jo Pugh (JP)  
SODC: Cllr. Jo Robb

**Also present:** 1 member of the public

## MINUTES

### 236/25 **To receive and accept apologies for Absence**

Apologies received from Ondrej Zacko.

### 237/25 **Declarations of interest and dispensations**

#### i. **To receive declarations of interest from councillors on items on the agenda**

Cllr James Leach declared an interest as a member of Nettlebed District Commons Conservators in respect of item 248/25.

### 238/25 **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 were no members of the public

### 239/25 **To receive reports from District Councillor**

Cllr Jo Robb reported on the Government's White Paper on Local Government Reorganisation and SODC's major concerns • Garden Waste Changes starting in April • SODC 2025/26 Budget • Performing Arts Grant open for applications • 5 year Housing Land Supply • Oxfordshire's Local Nature Recover Strategy • GLL Sports Foundation providing support to athletes • Wild weather in Satwell -see full report on the Parish Council website.

When asked about a Neighbourhood Plan (NP), JR explained that with a NP, the parish would receive 25% of CIL monies instead of 15%. However, as Nettlebed had two sites removed from the draft local plan by the planning inspector due to their unsuitability for greenfield development, the best protection for the village remains its location within The Chilterns Area of Outstanding Natural Beauty.

Joyce Grove Planning Applications Update: The planning officer has approved the applications at Joyce Grove, originally submitted in 2022. These include:

- Conversion of the main house to 21 residential units (P22/S2734/FUL)
- Conversion of the potting shed to one residential unit (P22/S2740/FUL)

- Conversion of the squash court to one residential unit (P22/S2736/FUL)

Approval was granted after additional viability assessments confirmed that the development could not support a financial contribution towards affordable housing. Initially, officers requested a £1.85m contribution towards off-site affordable housing. Had this been agreed in 2023, the applicant would not have been liable for CIL (Community Infrastructure Levy) because, under CIL regulations, existing floor area is exempt from CIL if it has been used in its lawful use for six months of the last three years. However, delays in the viability assessment process meant that this exemption expired, and the council has now issued a CIL liability notice for £1,725,245 instead. The applicant is contesting the CIL charges, and a further appeal may follow. The Chair thanked JR and she left the meeting.

240/25 **To receive reports from County Councillor**

No report received

241/25 **To approve the Minutes** of the Parish Council Meeting held on 7<sup>th</sup> January 2025 and to accept the Minutes of the Crocker End Green Common Management Committee Extraordinary Meeting held on 14<sup>th</sup> January 2025.

The Council **RESOLVED** that the draft minutes of the Full Council meeting held on 7<sup>th</sup> January be accepted as a true record **Action: Planning Decisions:** The Clerk to update the format for recording NPC's planning responses. **RESOLVED** to accept the draft minutes of the CEGCMC Extraordinary meeting held on 14<sup>th</sup> January.

242/25 **Update on progress from the Minutes** – the Clerk / Chair to report on progress of outstanding items which do not require further decision.

Ben Little has returned the Wetpour repair kit as he is no longer able to carry out the work. TLGO have been instructed to proceed with the work.

243/25 **Affordable housing** – to discuss

Two residents have requested an informal meeting with councillors to discuss affordable housing. Date to be confirmed.

244/25 **Crocker End Green Common**

The Crocker End Green Common Management Committee Annual Report was sent sent to SODC on 31<sup>st</sup> Jan 2025. Tim Sonnex, SODC will respond if they have any comments.

An Extraordinary Meeting was held on 14 January to address safety concerns regarding a trench installed opposite the Triangle to deter parking on common land. The Committee agreed to backfill the trench and restore the area. David Pinder will lead the work with resident support. Progress will be reviewed at the next CEGCMC meeting.

The Committee made a recommendation to Full Council that four meetings be held during the year - in March, June, September, and December (the committee currently holds two meetings). The next meeting is proposed for 11 March. The Council **RESOLVED** to agree to four meetings each year **Action:** Clerk to update the Terms of Reference.

TLGO have been instructed to install three byelaw posts in agreed locations. Higgs Group have provided initial designs for the byelaw signs – awaiting for the dimensions of the weather top edge for the graphics from TLGO (to give to Higgs). Hopefully being installed this week.

To help alleviate the parking at Crocker End, OCC have been asked to widen back to full width areas along Old Camp Road where vegetation has encroached onto the

highway. OCC have advised that a separate report for each issue should be reported via FixMyStreet (FMS) - Including accurate location information and photos to assist with the investigation. **Action:** JP and AB to report areas on FMS.

245/25 Website refresh – update

All Councillors have been issued with a.gov.uk emails. Clerk has been populating the website (nettlebed-pc.gov.uk) in readiness for the switch over. The Council agreed that Massimo Nicolosi, IT support may help set up if required.

246/25 **Governance and Consultations**

i. Review and adopt Code of Conduct as previously circulated

Councillors **RESOLVED** to adopt the Code of Conduct Policy

ii. Review and adopt Beekeeping Policy as previously circulated

Councillors **RESOLVED** to adopt the Beekeeping Policy

247/25 **Finance**

i. Assets Register – to confirm the asset list for the year 2024/25

**RESOLVED:** The Council reviewed and accepted the Fixed Asset Register with the addition of the dog waste bin.

ii. Insurance Cover – to review existing insurance cover is adequate and renew policy

**RESOLVED:** Councillors reviewed and accepted the policy with the addition of the dog waste bin and agreed that the existing cover was adequate (the policy is a 3 year LTA with Zurich that renews 1<sup>st</sup> June 2027)

iii. To receive the Finance Report

Councillors **RESOLVED** to agree to accept the Financial Report which had been previously circulated.

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

**Bank Transactions (online download)**

	31 <sup>st</sup> January
Barclays Community Account	£1,918.21
Barclays Premium Account	£46,657.45
Total Holdings	£48,575.66

**INCOME RECEIVED – JANUARY 2025**

Date of Receipt	Payment Method	Ref	Payer	Current Acc	Bus Acc
02.12.24	INT	137	Bank Interest Received - Premium Acc		£179.98

**PAYMENTS MADE – JANUARY 2025**

Date of Payment	Payment Method	Ref	Payee/Description	Current Acc	Bus Acc
10.01.25	BACS	128	Massimo Nicolosi - IT Support	£100.00	

20.01.25	BACS	130	HMRC 6 Dec to 5 Jan month 9 PAYE 18.01	£46.18	
20.01.25	BACS	131a	LGPS 6 Dec to 5 Jan month 9 PAYE 18.01 underpaid – should have paid £292.74 - see 131b below	£233.55	
10.01.25	BACS	136	Parish Online - new website	£258.00	
10.01.25	BACS	138	Thomas (James) Leach expenses - Photo image	£15.00	
10.01.25	BACS	139	Shield Group	£386.90	
17.01.25	DD	133	iD Mobile Jan - due 17.01	£6.00	
30.01.25	DD	149	Castle Water to 01.10.25 - 31.12.25	£7.78	
28.01.25	SO	132	Salary - Jan - month 10 - due 28.01	£1,288.82	

#### TRANSFERS MADE – JANUARY 2025

Date of Payment	Payment Method	Ref	Payee/Description	Current Acc	Bus Acc
17.01.25	TRF	140	Transfer Barclays Premium to Business acc	£3,000.00	£3,000.00

The Council **RESOLVED** to agree to accept to accept the finance report.

- iv. To acknowledge scrutiny and acceptance of the previously circulated bank statement

#### Bank Statements

10<sup>th</sup> January  
Community Account Balance £500.54

10<sup>th</sup> January  
Business Premium Account Balance £49,657.45

The Council **RESOLVED** to agree to accept the bank statements.

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

05.02.25	BACS	131b	LGPS 6 Dec to 5 Jan month 9 PAYE 04.02.25	£59.20
05.02.25	BACS	141	The Village Club - hall hire	£200.00
05.02.25	BACS	142	Nettlebed Estate - allotment rent	£3.45
05.02.25	BACS	143	NPC Grant awarded to St Bartholomew's PCC	£500.00
18.02.25	BACS	145	HMRC 6 Jan to 5 Feb month 10 PAYE 18.02	£195.33
18.02.25	BACS	146	LGPS 6 Jan to 5 Feb month 10 PAYE 18.02	£392.49
05.02.24	BACS	150	TLGO – Crocker End Common maintenance	£975.00
03.02.25	SO	134	Function 28 - Feb	£24.00
28.02.25	SO	144	Salary - Feb - month 11 - due 28.02	£1,112.38
17.02.25	DD	147	iD Mobile Feb - due 17.02	£6.00
30.01.25	DD	149	Castle Water 01.10.24-31.12.24 due 19.02	£7.78

Payment for TLGO was not included on the published agenda. CEGCMC agreed for TLGO to be instructed to carry out the work Minute Ref: 020/24. The Council **RESOLVED** to approve the invoices itemised above, Cllr James Leach to authorise all BACS payments as listed.

248/25 **Grants** – to consider any grant applications received

Nettlebed District Commons Conservators submitted an application for £500.00 towards funding the process of looking into a new site for the play area. Following a discussion (without JL who had declared an interest) the Council **RESOLVED** to award a grant of £500.00.

249/25 **Training** – to consider any further training offered by OALC, NALC and SLCC

A list of training courses/events available has been send to the Council.

250/25 **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/S0170/HH** Magpies House, Woodcutters Lane Nettlebed RG9 5BG  
Ground and first floor rear extensions.

No objections

**vote:** unanimous

**P25/S0168/DIS** Manor Farm South High Street Nettlebed RG9 5DA

Discharge of conditions 5 (Cycle Parking Facilities), 6 (Construction Traffic Management (details required) & 7 (Landscaping (incl access road and hard standings) on application P23/S3533/FUL (Change of use and extension of existing building to allow for expansion of existing creamery business and change of use of Dutch barn to cafe in association with creamery (part retrospective). Provision of new parking area, landscaping and other works).

**P25/S0161/DIS** Manor Farm South High Street Nettlebed RG9 5DA

Discharge of conditions 10 (Archaeological Watching Brief) and 11 (Archaeological Watching Brief Findings) on application P23/S3533/FUL(Change of use and extension of existing building to allow for expansion of existing creamery business and change of use of Dutch barn to cafe in association with creamery (part retrospective). Provision of new parking area, landscaping and other works).

ii. **To note notices of Planning Decisions**

**P22/S3264/LB** Sue Ryder Home For Palliative Care Joyce Grove Nettlebed RG9 5DF  
Conversion of existing squash court building to create a single dwelling with ancillary garden and parking. (as amended by plans received 18 October 2022) **GRANTED**

**P22/S2736/FUL** Sue Ryder Home For Palliative Care Joyce Grove Nettlebed RG9 5DF  
Conversion of existing squash court building to create a single dwelling with ancillary garden and parking. (as amended by information and plans received 18 October 2022 and 8 March 2023). **GRANTED**

**P22/S2734/FUL** Sue Ryder Home For Palliative Care Joyce Grove Nettlebed RG9 5DF  
Conversion and extension of Joyce Grove (Grade II Listed) to provide 23 apartments, retaining all existing buildings and footprints with the addition of a first and second floor staircase extension to replace the existing fire escape structure to the north elevation of the building (as amended by plans received 03 and 18 October 2022, 8 March 2023 and 24 May 2023 and clarified by viability information received 5 September 2023, 13 March 2024, 14 May 2024, 26 June 2024 and 18 October 2024).

## GRANTED

[P22/S2740/FUL](#) Sue Ryder Home For Palliative Care Joyce Grove Nettlebed RG9 5DF Conversion and extension of existing potting shed to create a single dwelling with ancillary garden and parking. (as amended by Information and Plans received 18 October 2022 and 8 March 2023). **GRANTED**

[P22/S3260/LB](#) Sue Ryder Home For Palliative Care Joyce Grove Nettlebed RG9 5DF Conversion and extension of existing potting shed to create a single dwelling with ancillary garden and parking (as amended by plans received 18 October 2022). **GRANTED**

[P22/S2739/LB](#) Sue Ryder Home For Palliative Care Joyce Grove Nettlebed RG9 5DF Conversion and extension of Joyce Grove (Grade II Listed) to provide 23 apartments, retaining all existing buildings and footprints with the addition of a first and second floor staircase extension to replace the existing fire escape structure to the north elevation of the building (amendments to consents P15/S0198/FUL & P15/S0199/LB approved on 1 April 2021) (amended plans received 03 October 2022 and 24 May 2023 and as amplified by additional information received 06 June 2023 and as amplified by additional information received 26 February 2024). **GRANTED**

251/25

Project Gigaclear – update

Progress is ongoing in linking Nettlebed to fibre broadband. Gigaclear is holding a meeting on 12th February at 6:30 PM at the Community Hall to provide information on full fibre.

252/25

Village Matters

i. Annual Litter Pick – agree date

The Great British Spring Clean 2025 returns from 21 March - 6 April 2025. Councillors agreed that the litter pick would take place on 29th March.

ii. Allotment update - DC

An enquiry has been received regarding the possible rental of three allotment plots.

iii. Play area – update

The Council reviewed the quarterly inspection carried out by JL.

**RESOLVED:** TLGO to carry out repairs to the gate and leaf blow the area, as previously quoted by Ben Little, who is now unable to complete the work.

iv. The Green

Councillors **RESOLVED** to accept TLGO's quote to reinstate the post that was knocked down. JL to liaise with The Estate and NDCC to discuss options to protect the verge at The Green.

v. Traffic calming – update

**RESOLVED:** To book a repeat speed survey for mid-September/October to assess the impact of the 20mph roundels on traffic speed through the village and determine the potential need for VAS or SID devices. **Action:** Clerk to request OCC to reposition the speed camera.

vi. Village Maintenance / Grass Cutting

Clerk contacted Christopher Marks at OCC regarding vegetation obscuring street lamps on Priest Hill. Christopher is investigating ownership. **Action:** JP to follow up.

- 253/25 Nettlebed District Commons Conservators (NDCC) – update JL
- Commemorative Tree – Death of Elizabeth II: NDCC has donated a small oak sapling, and NPC has received approval from the Estate and the Conservators to plant it. Awaiting a date from the Butlers to plant the sapling and construct a protective cage.
- 254/25 Nettlebed School & Community Centre (NSCC) and Joint Use Committee (JUC)
- Next Joint Use Committee Meeting: Scheduled for February (date TBC). **Action:** JP to contact a High Street resident to assess whether the "Think Before You Park" sign placed on the pavement in front of their house, is helping to deter inconsiderate parking during school drop-off / collection times.
- 255/25 Correspondence – to note correspondence received not otherwise on the agenda where decisions are not required
- Notice of thermal imaging drone survey south of the M40 3-6 Feb
  - Gigaclear Ltd planned works at Crocker End Common
  - Gigaclear Ltd – Parish Council 28 day notice email for section of unregistered track identified as The Green, Nettlebed
  - Gigaclear Limited- Parish Council 28 day notice email for section of unregistered track identified as Digberry Lane, Nettlebed RG9 6DP
  - NDCC Application for Parish Council Grant
  - Allotment availability enquiry
  - St Botolph’s Church – permission to display ‘Snowdrop Weekend’ signs
  - Email from GIS Team Leader & Street Naming and Numbering Officer, South & Vale: Annexe, now independent residential address known as: 25A High Street, Nettlebed, HENLEY-ON-THAMES RG9 5DA
  - OCC Nettlebed Brick Kiln – progression of works. Site visit 3/2 have opened the metal gate, padlock has disappeared. Have taken some of the scaffolding away.
  - Email from resident regarding Speed Indicator Devices for the village. JL responded.
  - OALC January Newsletter
- 256/25 Chair’s and Clerk’s Report
- Missing 20mph Repeater Signs:** Signs at The Green have not yet been replaced. **Dog Waste Bin:** Shield Group has been affected by flu; the bin will be emptied as soon as possible. **Budget 2025/26:** Published and available on the website. **Councillor Roles:** The Chair asked Councillors to consider roles for May, including Chair and Vice-Chair, Finance Group, Allotments, Play Area, CEGCMC, Joint Use Committee, Transport Representative, and Communications/Social Media.
- 257/25 To raise any items for the agenda for the next Parish Council meeting

#### 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