

NETTLEBED PARISH COUNCIL MEETING

Minutes of the meeting of the Nettlebed Parish Council at
Nettlebed Village Club, High Street, Nettlebed on
Tuesday 6th January at 7.30pm

Councillors

Present:

Chair: Andy Bryan (AB)
Councillors: Amanda Foister (AF), Geoff Bond (GB),
Stuart Mackie (SM), Conway Shaw (CS)
Emilia Henderson (EH), Ondrej Žacko (OZ)

In attendance: Jo Pugh (JP), Parish Clerk, Cllr. Ben Higgins (BH),
Cllr. Jo Robb

Also present: 1 member of the public

MINUTES

001/26 **To receive and accept apologies for absence**

Cllr. Dennis Rocks did not attend.

002/26 **Requests for Dispensations, Declarations of Interest, gifts and hospitality**

There were none

003/26 **To facilitate public participation with regard 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.

Jack Shaylor (JS) said he had volunteered to assist with the Play Area / Play Trail / Sports Hub project along with Tom Edwards (TE) and Simon Thorpe. TE had hoped to attend but was unable to do so due to family commitments. JS referred to the November meeting, at which it was agreed that a meeting would be arranged, and asked for an update on the status of this. AB advised that he is seeking to obtain a consolidated viewpoint before arranging a meeting.

004/26 **To receive a report from the South Oxfordshire District Councillors for Nettlebed**

Cllr. Jo Robb's (JR) Jan report, previously circulated. JR highlighted the following:

The **Joint Local Plan** Examination was paused after Inspectors advised withdrawal due to concerns over the Duty to Cooperate. Following the Government's announcement in late November that the Duty to Cooperate will be abolished, SODC and Vale of White Horse confirmed in early December their intention to resume the Examination hearings. The Joint Local Plan is therefore now progressing again. **Planning Refusal** The Planning Committee refused the South Oxfordshire application for 70 dwellings at Emmer Green, finding it contrary to Kidmore End's Local Plan. Councillors noted that it was reassuring to see the council upholding adopted planning policies. **SODC bin collections:** bin lid must be fully closed or Biffa won't collect it. **Council Tax Enforcement:** at Full Council, JR requested detail

on the practices of outsourced enforcement agencies and asked for a review of enforcement practices to ensure vulnerable residents are treated fairly and proportionately. The full report is available on the NPC website.

005/26 To receive a report from the Oxfordshire County Councillor for Nettlebed

Cllr. Ben Higgins (BH) Nov report, circulated (10.11.25) available on NPC website

No report yet, as got back from holiday today. OCC is at the later stages of budget setting with scrutiny taking place next week and a Full Council meeting scheduled to consider the draft green budget in February. Final decisions will be influenced by the funding settlement from central government. While indicative figures are known for the next three years, the Fair Funding Review is expected to rebalance funding away from London and the South East towards northern areas. BH advised he would provide further updates at a future meeting. BH is seeking to arrange time with the Highways Engagement Team and Parish Councillors in February/March to undertake a highways walkabout. The walkabout would focus on identifying longstanding issues and agreeing priorities. It was confirmed that this could include cycleways, and BH was happy to include consideration of a potential shared-use cycle path between Nettlebed and Bix, subject to local input. Cllr Higgins also reported that a number of FixMyStreet requests had been submitted in late November/December regarding drains and drainage issues, particularly on Watlington Street, which he will follow up. **Action:** AF to post on Facebook to gather local feedback and identify issues ahead of any highways walkabout.

006/26 To approve the Minutes of the Parish Council Meeting held on 4th November, previously circulated

The Council **Resolved** that the minutes from the meeting on 4th November be accepted as a true record with the addition of the 'Sports Hub' and 'OZ was present at the meeting. The minutes were signed by the Chair.

007/26 Update on Progress and Matters Arising - The Clerk/Chairman to report on the status of outstanding items from previous Minutes and any other issues arising between meetings which do not require a decision

Area	Description	Action Required	Owner	Status
Allotment	Installation of deer-proof field and pedestrian gates at each end of the allotment	Gates to be installed	JP	Gates installed, but not self-closing. TLGO have been informed and will rectify ASAP.
Allotment	Notification of allotment plot inspections in January	To be sent to all tenants	CS/JP	15/12 emailed
Allotment	Padlocks for deer-proof vehicle access gates	To be purchased and fitted	JP	18/12 Completed by JP
Allotment	Water	To be turned off	JP	18/12 Actioned by Simon Topley
Allotment	Clearance of allotment plots and Councillor Grant Application	Obtain quotes and agree to apply for funding	JP	Quotes obtained from two contractors the third contractor is yet to respond. Discussed with SODC Councillor grant application.

Banking	Open Unity Trust Bank Instant Access Business Savings Account	Submit application	JP	15/12 Account opened
Bus Stops	Additional bus stops requested near Priest Close on B481	Liaise with OCC, Bus Infrastructure Officer	JP	18/12 David Bellchamber will approach OCC Highways and TVP to identify possible locations.
Cycle Path	Proposed shared footway/cycleway from Nettlebed to Bix	Liaise with Julia Hawkins, OCC and Tracy Moreton	AF	AF to contact after the Christmas break. Item for February agenda
Internal Audit	Annual Internal Audit	Complete IA Questionnaire	JP	26/11 completed form sent to IA
Paths	Finger post sign at Crocker End obscured by vegetation	Report to Chiltern Society	JP	13/11/25 Cleared by Paul Wisdell, Chiltern Society
Play Area	Rubbish bin base rotted through	Replace or repair bin	JP	Barry Lamden offered to provide a solution for existing bin
Play Area, Play Trail, Sports Hub	New potential projects being explored by Simon Thorpe and Jack Shaylor	Arrange meeting with stakeholders	AB	Awaiting update

008/25 Governance and Consultations

- i. **Finance Committee** - To consider and, if agreed, to establish a Finance Committee, including agreement of its terms of reference, membership and delegated powers. Draft Terms of Reference for Finance Committee, previously circulated

RESOLVED:

- To establish a Finance Committee
- To approve the Terms of Reference for the Finance Committee, including delegated authority as detailed.
- To appoint the following councillors as members of the Finance Committee: Cllr Stuart Mackie and Cllr Emilia Henderson

- ii. **Community Sport and Play Facilities Working Group** - To consider and, if agreed, to establish a Community Sports and Play Facilities Working Group

Resolved: that the Parish Council establishes a Community Sport and Play Facilities Working Group as an advisory working group to explore options for sport and play provision within the parish, including a community sports hub, outdoor gym equipment, children's play provision (ages 4–14) and a play trail, and to report recommendations to the Council.

Resolved: that the Terms of Reference for the Community Sport and Play Facilities Working Group be approved, and that membership be up to a maximum of six members, including a minimum of one Parish Councillor, with the ability to appoint non-councillors.

Resolved: that the following members be appointed in accordance with the approved Terms of Reference:

- Cllr Stuart Mackie be appointed as the Council's nominated member of the Working Group and Cllr Amanda Foister be appointed to lead on funding opportunities/applications.
- Jack Shaylor, Simon Thorpe and Tom Edwards – appointed as non-councillor members.

009/25 **To review and update policies**

- i. **Standing Orders Review** – to review and adopt, previously circulated

Resolved: To adopt Standing Orders based on the 2025 revised NALC model, with the addition of 'Section 5 -Ordinary Council Meetings', setting out the order of business, Nb, the addition of clause (k) which states that that all Council policies will be reviewed and adopted on a four-year rolling programme, or sooner where required by legislation, rather than annually - excluding Standing Orders and Financial Regulations both of which will continue to be reviewed annually.

- ii. **Press and Media Policy** – to review and adopt, previously circulated

Resolved: To adopt the Press and Media Policy

010/26 **Projects and Proposals**

- i. **New Play Area, Playtrail and Sports Hub** – update and to discuss and agree next steps
Community Sport and Play Facilities Working Group to progress.

- ii. **Traffic Calming** – update and to discuss and agree next steps

EH reported that she had contacted Jon Beale (OCC Highways) regarding potential speed reduction measures and safety precautions on the A4130 and B4030. JB advised that an initial review of recent traffic survey data indicates vehicle speeds have reduced compared with 2021, following measures supporting the 20mph limit. The use of Vehicle Activated Signs (VAS) and/or Speed Indicator Devices (SID) remains an option for the Parish to consider. **Action:** JP to contact neighbouring parishes to explore possibility of sharing mobile SIDs.

011/25 **Crocker End Green Management Committee (CEGCMC)** – update and next steps

Update from AB - The Green Gym have been engaged to carry out clearance work in Q2. Nothing further to report.

012/25 **Accounts & Finance** – to consider and decide upon matters relating to the Council's Finance.

- i. **Unity Trust Bank Account** - agree to transfer funds from Barclays Premium Account

The bank account has been set up – JP & EH have set up – AB, AF & SM need to set up their accounts.

- ii. **Fixed Asset Register** - to review and approve the updated register

The Fixed Asset Register was updated to reflect the installation of a dog waste bin at the recreation ground. The Council resolved to accept the amended register.

Action: JP to follow up with the OCC Estates Team regarding securing the brick kiln door.

- iii. **Budget 2026-27** - To consider and approve the Budget for the financial year 2026/27

SM presented the draft budget as proposed by SM, EH and JP.

The proposed draft budget increases the precept from £31 2025-26 to £34,500 for 2026-27 following comment from External Auditor that reserves held were not adequate. A household living in a Council Tax Band D property will pay a total of £91.03. (increase of £10.20 from 2025.26 and £1.18 from 2024/25). The Precept is be collected by South

Oxfordshire District Council as part of the Council Tax.

Resolved: to accept the draft budget, as previously circulated for the financial year 2026/27, as recommended by SM and EH.

Resolved: That the Parish Council Budget for the financial year 2026/27, with total expenditure of £32,919.73 and total income of £86,405.44 be approved.

Action: AF to prepare a Social Media Poll – to ask the residents of the Parish what they would like delivered in 2027-28.

iv. To consider and agree the Precept for the financial year 2026/27

Resolved: That the Council noted and agreed the recommendations regarding the Parish Council Precept for the financial year 2026/27, as presented by SM and EH.

Resolved: That the Parish Council formally approved the Precept for the financial year 2026/27 at £34,500.

v. **To receive the Finance Report and Budget Monitoring Reports**, previously circulated

Resolved: to accept the Finance Reports 01.121.25 – 31.11.25 and 01.12.25 – 31.12.25

vi. **To acknowledge scrutiny and acceptance of the bank statements**, previously circulated

Resolved: the Community Account and Premium Account bank statements were reviewed and accepted.

	Bank Statements	Bank Transactions
	As at 10 th December 2025	As at 31 st December 2025
Community Account Balance	£9,073.10	£125.19
Business Premium Account Balance	£36,974.51	£36,974.51

vii. **Income Received and Transfers** – to acknowledge payments received and transfers between accounts

Payment Method	Ref	Payee/Description	Payment Inc VAT
TRF	141	Transfer from Premium Acc to Community Acc	£2,000
TRF	146	Transfer from Premium Acc to Community Acc	£8,800.00
INT	150	Bank Interest Received	£132.67

viii. **Payments between meetings**

Payment Method	Ref	Payee/Description	Payment Inc VAT
BACS	123	The Landscape Group Oxfordshire (15/10/25)	£4,414.26
DD	143	Castle Water 01.10.25-31.10.25 due 20.11.25	£4.22
DD	149	Castle Water 01.11.25-31.11.25 due 20.12.25	£9.77

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

Resolved: to agree the following payments which Cllr EH would authorise. **Noted.** Payment for Seniors Christmas Party has not been paid – awaiting confirmation of bank account details.

Payment Method	Ref	Payee/Description	Payment Inc VAT
BACS	145	Senior's Christmas Party	£200.00
DC	142	Parish Online Subscription	£126.72
BACS	144	Shield Maintenance	£14.30
BACS	147	Clerk's mileage expenses	£44.55
BACS	148	Comet Bus – Nettlebed Good Neighbours Scheme	£343.75
BACS	151	HMRC 6 Dec to 5 Jan month 9 pay 18.01	£127.30
BACS	152	LGPS 6 Dec to 5 Jan month 9 pay 18.01	£312.32
SO	153	Salary - Jan month 10 due 28.01	£1,093.46
DD	154	ID Mobile - Nov due 17.01	£6.00

013/25 **Training** – to consider training courses and other training sources

Available courses circulated in OALC Newsletter.

<https://www.oalc.org.uk/event>

<https://www.slcc.co.uk/events/>

014/25 **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/S3587/HH](#) Kiln House 5 The Old Kiln Nettlebed RG9 5BA -

Ground floor front porch extension and partial garage conversion into habitable space.

No Objections

[P25/S3937/HH](#) The Cottage Nettlebed RG9 5BE Conversion of a storage room above garage into a home office including the introduction of windows including dormer windows. New one

No Objections

[P25/S4071/OH](#) The Chilterns AONB

The replacement of 8 x 33 Kv wooden electricity poles & 1 x ground stay on the CHIS-NUFF-WATL (Green) - 33 Kv circuit during the 2026/2027 financial year. The poles are located as per the attached plans circled red. The poles have been identified for replacement due to condition and are located within The Chilterns AONB. All poles will be replaced like-for-like in the same location.

ii. **Notices of Decision** – to note

[P25/S3700/DIS](#) Sue Ryder Home For Palliative Care Joyce Grove Nettlebed RG9 5DF

Discharge of condition(s) 3 (Materials Schedule) on application reference P22/S2739/LB. (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). Fully Discharged on 24th December 2025

[P25/S3764/DIS](#) Sue Ryder Home For Palliative Care Joyce Grove Nettlebed RG9 5DF Discharge of Condition(s) 3 (Materials Schedule) on planning application reference P22/S2734/FUL. (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). Partially Discharged on 24th December 2025

015/25 **Village Matters**

- i. **Allotment** – update and review tenancy agreement

Deferred from November meeting.

Following review and discussion, the Council **Resolved:** to approve the amended tenancy agreement. To align the tenancy year to run from 1 October to 30 September, the Council **Resolved:** that the next agreement issued will be for a six-month period from 1 April to 30 September, charged at £7.50 for a full plot and £3.75 for a half plot. A subsequent agreement will then run from 1 October to 30 September at £15 for a full plot and £7.50 for a half plot.

Tenants will have the option to pay either in full for 18 months or in two instalments.

- ii. **Allotment** – agree to engage contractor for clearance of vacant plots and apply for funding

The Council reviewed the two quotes submitted (a third contractor did not provide a quote). **Resolved:** to engage the services of TLGO and apply for 50% funding from Jo Robb's Councillor Community Grant. **Action:** JP to create 'Allotment' page on the NPC website.

- iii. **Allotment** – discuss and agree installation of 'No Cycling' signs

The proposal was considered, and it was agreed not to approve the signage at this time. The matter will be reviewed at a later date should complaints be received.

- x. **External Structures Report** – review and agree next steps

Deferred to next meeting.

016/25 **Correspondence** – to note correspondence received not otherwise on the agenda where decisions are not required (other than adding to the agenda for a future meeting)

- Allotment – request for self-closing mechanism on gates and advising of misalignment of drop bolt. *Has been rectified.*
- Email from resident regarding Blocked Road Drains Priest Close / Elms Way. *Drainage scheduled to be cleaned out in March 26. Ben Higgins is contacting the team managing the drainage programme to see if this issue could be bought forward.*
- CAB Thank you letter regarding donation - *noted.*
- Email from resident 29.12.25 – Port Hill 40 campaign. *February agenda item*
- Proposed disbanding of Joint Use Committee - not an option. *February agenda item*

017/25 **Attendance at Meetings and Reports / Courses**

i. **Nettlebed School & Community Centre (NSCC) – Joint Use Committee – AF proposal to disband the JUC**

Following the email received today from a resident who was involved in the initial set up of the Joint Use Committee and the Overarching Agreement, the Council agreed to defer this item to the February meeting.

ii. **To receive report from Nettlebed District Commons Conservators (NDCC)**

No report

iii. **Nettlebed Path Report** – Paul Wisdell, Chiltern Society

AB thanked Paul Wisdell for his report and for clearing the vegetation from the finger sign (Footpath 14)

018/25 **Full Council Meetings 2026** – to determine the time and place or ordinary meetings of the full Council for the following year.

Resolved: 3rd Feb, 3rd March, 7th April, 5th May (Annual Parish Council Meeting), 2nd June, 7th July, 1st Sept, 6th Oct, 3rd Nov – all meetings to be held at the Village Club, Small Hall at 7.30pm. The Annual Parish Meeting will be held 19th May at 7pm

019/25 **Items for information or next Agenda only**

IT Policy – JP to draft and circulate prior to Feb Meeting **Action:** AB to review.

OZ tendered his resignation with immediate effect. AB thanked him for his contribution to the Council, both as a councillor and as former Chair of the Crocker End Green Common Committee.

Better informed about what's happening in Sue Ryder. Fact finding tour. Open day for the village.

Cycle Path – AF progress report

020/25 **Date of next meeting**

Full Council – 3rd Feb

Meeting closed: 21:08

2026 Meetings:

6th Jan, 3rd Feb, 3rd March, 7th April, 5th May (Annual Parish Council Meeting), 19th May (Annual Parish Meeting), 2nd June, 7th July, 1st Sept, 6th Oct, 3rd Nov