

NETTLEBED PARISH COUNCIL MEETING

Minutes of the meeting of the Nettlebed Parish Council at
Nettlebed Village Club, High Street, Nettlebed on
Tuesday 3rd February at 7.30pm

Councillors

Present: Chair: Meeting chaired by Dennis Rocks (DR)
Councillors: Andy Bryan (AB), Geoff Bond (GB),
Stuart Mackie (SM)

In attendance: Jo Pugh (JP) - Parish Clerk

Also present: 0 member(s) of the public

MINUTES

021/26 **To receive and accept apologies for absence**

Cllr Andy Bryan resigned as Chair of the Parish Council on 30th January, however will remain a Councillor and Chair of CEGCM Committee. Conway Shaw, Emilia Henderson and Amanda Foister sent apologies. The Clerk apologised to Dennis Rocks for an admin error that resulted in him not receiving any NPC emails last month.

022/26 **Requests for Dispensations, Declarations of Interest, gifts and hospitality**

There were none.

023/26 **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.

There were no members of the public.

024/26 **To receive a report from the South Oxfordshire District Councillors for Nettlebed**

Cllr. Jo Robb January report, circulated and is available on the NPC website. Jo Robb sent apologies.

025/26 **To receive a report from the Oxfordshire County Councillor for Nettlebed**

Cllr. Ben Higgins January report, circulated and is available on NPC website.

NPC Councillors GB, SM, AF and DR will attend a walkaround session on 9th March with Ben Higgins, Highways to identify problem areas.

026/26 **To approve the Minutes** of the Parish Council Meeting held on 6th January, previously circulated

The Council **Resolved** that the minutes from the meeting on 6th January be accepted as a true record and were signed by the Chair.

027/26 **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	Deer fencing / gates	Gaps near deer-gates to be fenced off. 'Stop post(s)' to be installed to ensure gates self-close. TLGO to revisit as stop posts may not work.	JP	TLGO requested to carry out work as part of the original remit.
Allotment	Allotment Inspections	Warning letters to be sent to plot holders that are not complying with the tenancy agreement.	CS/JP	Inspections took place in January. Letters to be sent to plot holders that are not complying with the tenancy agreement.
Allotment	Clearance of allotment plots and Councillor Grant Application	Apply for grant	JP	Grant application submitted
Bus Stops	Additional bus stops requested near Priest Close on B481	Liaise with OCC, Bus Infrastructure Officer	JP	19/01 Chased David Bellchamber for update. 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 Hawins, 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	Awaiting further inspection from the IA
Joyce Grove	Update on how work is progressing	Email Beechcroft Developments requesting update	JP	12/01 & 26/01 no update received
Play Area, Play Trail, Sports Hub	New potential projects being explored by Simon Thorpe and Jack Shaylor	Arrange meeting with stakeholders	AB	Awaiting update
Traffic Calming	Speed Indicator Devices (SIDs)	JP to contact neighbouring parishes to see if there is any appetite to share SID's and rotate units across parishes	JP	Bix and Assendon - No Stoke Row - on Feb agenda Pishill with Stonor - no response Rotherfield Greys - no response Nuffield - no response Highmoor - no response
Councillor Vacancy	Ondrej Zacko has resigned from Nettlebed Parish Council	Display Notice of Casual Vacancy on noticeboard and inform Electoral Services.	JP	Notice displayed. 30/01/26 is the last day that Electoral Services can accept a request to hold an election.

028/25 **Governance and Consultations**

- Nettlebed School – Proposed Academy Conversion. The school hosted a consultation meeting on 2 February, which was attended by GB. Consultation closes on 13 February at 5pm. Discussion at the NPC meeting raised questions about how a conversion to academy status might affect the terms of the Joint Use Agreement, in relation to hire charges, the maintenance and improvement of facilities, and the continued provision of sporting facilities for local residents and sports organisations. **Action:** DR to draft a letter on behalf of NPC requesting clarification on these points.
- SODC Have your say on our Taxi Licensing Policy – no response

029/25 **To review and update policies**

- i. **IT Policy** – to review and adopt, previously circulated

Resolved: To adopt draft IT Policy as amended and recommended by AB.

030/26 **Projects and Proposals**

i. **Port Hill 40 Campaign** – for discussion

Members of the Campaign wrote to the NPC requesting support for an urgent review of the speed limit on the A4130 between Nuffield and Nettlebed. The request was also sent to Nuffield Parish Council, Freddie van Mierlo MP, Ben Higgins (OCC) and Andrew Gant, Cabinet Member for Transport Management. The Council agreed that the issue would be raised during the walkabout with Ben Higgins and Highways on 9 March, particularly in the context of Vision Zero and speed-related safety concerns.

ii. **Traffic Calming** – to consider installing Speed Indicator Devices / VAS units

Resolved:

- To install two poles: one on the A4130 at the entrance from the petrol station into the village, and the second on the B481 Watlington Street heading into Nettlebed.
- To purchase one mobile SID from Elan City.
- To engage Ollie Brake to install the two solar panels, install the unit, download the data, and rotate the SID between the two poles on an eight-week cycle.

Noted: there would be additional costs for jubilee clips, electrical dry boxes and padlocks.

Action: JP to request guidance from Highways on the optimum locations for the poles/SIDs to achieve maximum speed reduction.

iii. **New Play Area, Playtrail and Sports Hub** – update and to discuss and agree next steps

AB has requested a meeting with relevant representatives of the Estate. SM has requested a meeting of the Sport and Play Facilities Working Group.

031/26 **Crocker End Green Management Committee (CEGCMC)** – update and next steps

AB update: Next meeting scheduled for 10 March **Action:** AB to circulate the date to CEGCMC. A discussion was held on reverting Committee Meetings to two per year, as it has been difficult to secure member attendance for four meetings and there is often insufficient business. **Resolved:** Full Council approves the proposal in principle. If agreed at the committee meeting, CEGCMC to advise the months in which the meetings will be held.

032/26 **Accounts & Finance** – to consider and decide upon matters relating to the Council's Finance.

Noted: The Finance Committee had carried out a full inspection of the Invoices/Payments/Cashbook from 01.04.26-20.01.26 and identified an overpayment to HMRC of £0.20 (Ref: 151 month 10) to be adjusted this month.

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

Resolved: to transfer £15,000.00 from Barclays Acc to Unity Trust Bank Acc.

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

Resolved: to accept the Finance Reports 01.01.26-31.01.26

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

Resolved: the Community Account and Premium Account bank statements were reviewed and accepted. **Noted:** Barclays Premium Acc interest rate falls to 1.05% from 24 March 2026.

	Bank Statements	Bank Transactions
	As at 9th January 2026	As at 31st January 2026
Community Account Balance	£125.19	£976.63
Business Premium Account Balance	£36,974.51	£33,974.51
Unity Trust Acc	-	£0.00

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

Payment Method	Ref	Payee/Description	Payment Inc VAT
TRF	155	Transfer from Premium Acc to Community Acc	£3,000.00

v. **Payments between meetings**

Payment Method	Ref	Payee/Description	Payment Inc VAT
DD	160	Castle Water 01.12.25-31.12.25 due 21.01.25	£6.88

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

Resolved: to agree the following payments which Cllr SM would authorise.

Noted. Ref: 144 Shield Maintenance inv ref 9711 approved in January, had not been paid – payment to be authorised this month.

Ref: 151 HMRC there was an overpayment of £0.20 – to be adjusted this month.

Payment Method	Ref	Payee/Description	Payment Inc VAT
BACS	144	Shield Maintenance	£14.30
BACS	156	HMRC 6 Jan to 5 Feb month 10 pay 18.02 <i>(-£0.20 adjusted)</i>	£127.30 £127.10
BACS	157	LGPS 6 Jan to 5 Feb month 10 pay 18.02	£312.32
SO	158	Salary - Feb month 11 due 28.02 (TBC by PATA)	£1,093.66
DD	159	ID Mobile - Feb due 17.02	£6.00
BACS	160	Nettlebed Estate allotment rent	£3.45
BACS	162	Shield Maintenance	£14.30

033/26 **Training** – to consider training courses and other training sources

Available courses circulated in OALC Newsletter and link to SLCC event. Nimble course details sent to all councillors. Cllr Conway Shaw has requested to attend all three Nimble courses @ £16.00 each – **Agreed.**

034/26 **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/S3830/HH Mill House, Mill Road, Nettlebed, RG9 5AU
Demolition of existing garage and replacement with an outbuilding.

Resolved: no objections to this application.

ii. **Notices of Decision** – to note

P25/S3587/HH Kiln House 5 The Old Kiln Nettlebed RG9 5BA -
Ground floor front porch extension and partial garage conversion into habitable space.
GRANTED

035/26 **Village Matters**

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

Review of Allotment Inspections that took place in January. **Resolved:** plot charges to remain at £15 for a full plot and £7.50 for a half plot per annum. Plot No. 7 has been rented – awaiting signed tenancy agreement. **Agreed:** Plot holders making no effort to cultivate or keep tidy their plots to be sent a warning letter (draft letter approved at the meeting).

ii. **External Structures Report** – review and agree next steps

Screws missing from memorial plaque **Action:** JP to source and purchase replacement screws and caps. Clean windows on Bus Stop. **Action:** DR to carry out Play Area Equipment inspection.

036/26 **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)

- Call from resident – reporting surface issues on footpath 25 (306/25/20) from Lion Meadow to B4043 – Countryside Officer carried out an inspection: Lions Meadow (tarmacked section): Although a public footpath, responsibility appears to lie with OCC Highways due to the tarmac surface. The issue has been reported to the Highways Engagement Team. B481 entrance footpath: Currently satisfactory for pedestrians. Damage appears to be caused by vehicle use by residents/businesses with access rights. If it becomes hazardous, those concerned will be asked to carry out repairs.
- SODC Neighbourhood Planning Event – Virtual Session Available – 2nd Feb 26.
- Nettlebed Community School – Consultation on proposed academy conversion – meeting on 2nd Feb. Consultation closed 13th February at 5pm
- Email from residents: Port Hill 40 Campaign
- Email from OCC Estates: Brick Kiln Gate secured
- Email from Nuffield PC Clerk re Groveridge Woods
- Email from LGPS: 2025 Valuation Results – *Acknowledged*
- Email from resident advising of gap in deer fencing at allotment
- SODC £750,000 funding boost help South Oxfordshire’s growing communities –

037/26 **Attendance at Meetings and Reports / Courses**

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

AF's proposal and the Overarching Agreement were circulated to all Councillors. The item was deferred to the next meeting with no discussion, as the situation has changed since the consultation on the proposed Academy conversion.

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

No report

039/26 **Items for information or next Agenda only**

Internal Auditor 2026-27.

040/26 **Date of next meeting**

Full Council – 3rd March

Meeting closed: 20:51

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.