

NETTLEBED PARISH COUNCIL MEETING

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

Councillors

Present: Chair: Dennis Rocks (DR) following election of Chair
Councillors: Amanda Foister (AF), Geoff Bond (GB),
Emilia Henderson (EH)

In attendance: Jo Pugh (JP) - Parish Clerk

Also present: 0 member(s) of the public

MINUTES

041/26 **Election of Chair of the Parish Council** – to elect a Chair to serve for the remainder of the municipal year following a casual vacancy in the office of Chair

The Vice-Chair invited nominations for the office of Chair. Cllr Dennis Rocks was proposed by Cllr Amanda Foister and seconded by Cllr Geoff Bond. There being no further nominations, it was **Resolved:** that Cllr Dennis Rocks be elected Chair of the Council for the remainder of the municipal year. Cllr Dennis Rocks signed the Declaration of Acceptance of Office

042/26 **To receive and accept apologies for absence**

Conway Shaw, Andy Bryan, Stuart Mackie and Emilia Henderson sent apologies.

043/26 **Requests for Dispensations, Declarations of Interest, gifts and hospitality**

There were none

044/26 **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 present

045/26 **To receive a report from the South Oxfordshire District Councillors for Nettlebed**

Cllr. Jo Robb's February update is available on NPC website. It was noted that the grant application for the allotment regeneration project had been successful and would cover 100% of the project costs, rather than the 50% originally applied for. Members agreed that the Clerk should accept the grant once official notification is received from SODC.

046/26 **To receive a report from the Oxfordshire County Councillor for Nettlebed**

Cllr. Ben Higgins February and March reports, are available on NPC website. The walkaround with Highways and Councillors, scheduled for 9 March, has been postponed and a new date is awaited.

047/26 **To approve the Minutes** of the Parish Council Meeting held on 3rd February, previously circulated.

The Council **RESOLVED** that the minutes from the meeting on 3rd February be accepted as a true record and were signed by the Chair.

048/26 **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.	JP	Complete.
Allotment	Allotment Inspections	Letters to be sent to plot holders that are not complying with the tenancy agreement.	CS/JP	Completed. Follow up inspection to be arranged (before April)
Allotment	Allotment Regeneration	Engage TLGO	JP	Councillor Grant application successful. Engage TLGO.
Archiving	Archiving of documents	Collate docs to be archived. Make appointment with Oxfordshire History Centre to archive NPC Minutes.	JP	19/02 1910 - 2025 Minutes archived
Bus Stops	Additional bus stops requested near Priest Close on B481	Liaise with OCC, Bus Infrastructure Officer	JP	24/02 David Bellchamber is awaiting photos from bus company identifying suitable locations.
Councillor Vacancy	A vacancy exists on Nettlebed Parish Council	Raise awareness	JP/NPC	
Cycle Path	Proposed shared footway/cycleway from Nettlebed to Bix	Proposal to be shared with OCC to assess viability and clarify next steps	AF	Meeting with Ben Higgins and Highways as part of the 'walkabout' on 09/03
Internal Audit	Annual Internal Audit - follow up meeting	Meet with Internal Auditor	JP	The IA has been completed, with the exception of the AGAR review, which will be carried out after the financial year end.
Joyce Grove	Update on how work is progressing	Subscribe to receive email updates on Grove Park	JP	Complete. Open Day planned for the Spring - residents may attend if they wish.
Play Area, Play Trail, Sports Hub	Meeting to understand the relationship between landowners/ land managers and identify possibilities to develop amenities.	Meeting with Jessie Grimond (The Estate and NDCC), Holy Rosier (NDCC & Estate Office) AB & SM	AB / SM	Complete. SM/AB to report at March meeting.
Traffic Calming	Speed Indicator Devices (SIDs)	Request Highways for advice regarding locating the two poles for SID devices quotation and installation lead time.	JP	Jon Beale, OCC Highways is away until 27/2 - awaiting a response.
Traffic Calming	Speed Indicator Devices (SIDs)	Order 1 x Evolis Solar Mobile Pack from Elan City	JP	Awaiting dependencies
Traffic Calming	Speed Indicator Devices (SIDs)	Engage services of Ollie Brake	JP	Awaiting dependencies
External Structures	Screws and caps missing from tree memorial plaques	Order replacements.	JP	10/02 screws and caps received.

049/26 **Governance and Consultations**

i. **Local Government Reorganisation Consultation**

Following a review of the options for the Local Government Reorganisation consultation,

Members present **Resolved:** to submit a response in favour of a single unitary council for Oxfordshire. **Action:** DR to submit the response. (Information about the Consultation has been posted on NPC website and Facebook page - closes 26th March).

ii. **Appointment of Internal Auditor 2026-27**

Two quotes were reviewed, with two further auditors declined to quote. Members considered the letter of engagement (LOE) and scope of audit provided by Theresa Goss and **Resolved:** to appoint her as Internal Auditor. TG is a member of the Internal Audit Forum (IFA), is not known to members of the Council, and does not undertake any other work for NPC.

050/26 **To review and update policies**

i. **Social Media** – to review and adopt, previously circulated

Resolved: To adopt the draft Social Media Policy.

051/26 **Projects and Proposals**

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

Resolved: To purchase the SID equipment as quoted by Evolis. Final quotation/installation of two poles by OCC had not progressed due to OCC staff leave. **Resolved:** To approve the supply and installation of two poles by OCC contractor, capped at £2,000. **Resolved:** To engage Ollie Brake to undertake the initial installation and future rotation of the SID between poles every six-eight weeks.

052/26 **Sport and Play Facilities Working Group**

As neither SM nor AB were present, the item was deferred to the next meeting.

053/26 **Crocker End Green Management Committee (CEGCMC)** – update

Next meeting: 17th March.

054/26 **Training** – to consider training courses and other training sources

A list of courses had been circulated. **Resolved:** CS and DR will attend the following Nimble courses @ £16.00 each: Introduction to Local Councils / Introduction to planning for local councils / Understanding Precepts. GB will attend the Parish Pro's Course on 28th March. **Resolved:** DR to attend a Chairmanship Course

054/26 **Accounts & Finance** – to consider and decide upon matters relating to the Council's Finance.

Resolved: To transfer the £1,000.00 Councillor Community Grant for Allotment Regeneration to ringfenced reserves once received.

i. **To review and accept draft VAT reclaim**

Resolved: to accept the draft VAT reclaim. **Action:** Clerk to submit reclaim.

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

Members reviewed the Finance Report and compared the budget vs expenditure - no concerns were raised. **Resolved:** To accept the Finance Report for 01.02.26 - 28.02.26.

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

Resolved: the Unity Trust Bank Account, Barclays Community Account and Barclays

Premium Account bank statements were reviewed and accepted

Barclays Bank	Bank Statements	Bank Transactions
	As at 10th February	As at 28th February 2026
Community Account Balance	£2,425.98	£1,957.80
Business Premium Account Balance	£17,474.51	£17,551.34

Unity Trust Bank	Bank Statements	Bank Transactions
	As at 28th February	As at 28th February
Unity Trust Acc Balance	£15,000.00	£15,000.00

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

Payment Method	Ref	Payee/Description	Payment Inc VAT
TRF	163	Transfer from Premium Acc to Community Acc	£1,500.00
TRF	164	Transfer from Premium Acc to Community Acc	£15,000.00
TRF	165	Transfer from Community Acc to Unity Trust Acc	£15,000.00

v. **Payments between meetings**

Payment Method	Ref	Payee/Description	Payment Inc VAT
DD	160	Castle Water 01.01.26 - 31.01.26 due 18.02.26	£19.31
DC	167	Brunel Engraving – replacement screws and caps	£22.05

vi. **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.

Payment Method	Ref	Payee/Description	Payment Inc VAT
BACS	168	HMRC 6 Feb to 5 March month 11 pay 18.03	£127.30
BACS	169	LGPS 6 Feb to 5 March month 11 pay 18.03	£312.32
SO	170	Salary - March month 12 due 28.03 (TBC by PATA)	£1,093.46
DD	171	ID Mobile - March due 17.03	£6.00
BACS	172	OALC Membership 01.04.26-31.03.27	£240.00
BACS	173	OALC Parish Pros Training Course	£72.00
BACS	174	Nimble IT Training Courses x 6	£102.00
BACS	175	Parish Online Website and email hosting	£458.40

- 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.

None

- ii. **Notices of Decision** – to note

P25/S1651/FUL The Forge Watlington Street - Removal of existing garage. Conversion and extension of The Forge to create a two bedroom dwelling; with associated parking, turning, landscaping, private amenity space and access arrangements. Erection of two detached dwellings; with associated parking, turning, landscaping, private amenity space and access arrangements. Provision of car parking area to serve numbers 8-12 Watlington Street (Bat Emergence Survey Report submitted 5th September 2025. Response to drainage officer's comments received 3rd November 2025. Revised plan and section for the building conversion received 5th November 2025; revised drainage strategy report received 19th December 2025). **GRANTED**

P25/S3830/HH, for development work at the following location: Mill House Mill Road Nettlebed **GRANTED**

057/26 **Village Matters**

- i. **Allotment** – update

A follow-up inspection of plots not adhering to the Tenancy Agreement will take place on 30 March 2026. It was agreed that plot holders who received a warning letter following the January inspection and who have not made reasonable efforts to cultivate their plots will be informed by email that their tenancy agreement will not be renewed, and they will be given two weeks to clear their plots. If, after this period, the plot has not been cleared and the tenant has not contacted the Parish Council with a valid reason for the delay, any remaining items on the plot (including rubbish, compost bins, fencing, tools or other materials) will be offered to other tenants or disposed of.

- ii. **Annual Litter Pick** – to agree date

Members agreed that the Annual Litter pick will take place on 28th March.

058/26 **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)

- Nuffield Parish Council – Article 4 (1) Directions

059/26 **Attendance at Meetings and Reports / Courses**

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

DR submitted the consultation response on Nettlebed Community School joining The River Learning Trust and requested confirmation that the Joint Use Agreement will remain in place for the benefit of the Nettlebed community if the academy proposal is approved.

Action: AF to circulate the 'Nettlebed School Policy' referenced at the meeting and contact OCC regarding disbanding the Joint Use Committee.

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

No report

060/26 **Items for information or next Agenda only**

Neighbourhood Plan – to discuss and consider next steps

To review Data Protection Policy and consider appointment of Data Controller

061/26 **Date of next meeting**

Full Council – 7th April. CEGCM on 17th March.

Meeting closed: 20:45

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.