

Nettlebed Parish Council

Minutes of the Nettlebed Parish Council at The Village Club, High Street, Nettlebed
on Tuesday 7th April 2026 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

062/26 **To receive and accept apologies for absence**

Apologies received from Conway Shaw.

063/26 **Requests for Dispensations, Declarations of Interest, gifts and hospitality**

There were none.

064/26 **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.

065/26 **To receive a report from the South Oxfordshire District Councillors for Nettlebed**

Cllr. Jo Robb was unable to attend. March report previously circulated and is available on the NPC website.

066/26 **To receive a report from the Oxfordshire County Councillor for Nettlebed**

Cllr. Ben Higgins: The April report will be published on the NPC website once it has been received.

067/26 **To approve the Minutes** of the Parish Council Meeting held on 3rd March, and **to receive the Minutes** of the Crocker End Green Common Management Committee meeting on 17th March, previously circulated.

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

068/26 **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

The gate at the play area gate has been vandalised - DR has made repairs to the top of the gate and the spring.

GB advised that the tree planted to commemorate the coronation of the king appears to have died.

Area	Description	Action Required	Owner	Status
Allotment	Allotment Follow-Up Inspections	30/03 - Follow up inspection To send letters (as agreed) to allotment holders who have not made efforts to clear or cultivate their plots following the initial inspection.	JP/CS	Follow-up inspection - complete
Allotment	Allotment Regeneration	Engage TLGO	JP	TLGO Engaged - awaiting start date
Area	Description	Action Required	Owner	Status
Bus Stops	Additional bus stops requested near Priest Close on B481	Liaise with OCC, Bus Infrastructure Officer	JP	David Bellchamber is awaiting photos from bus company identifying suitable locations
Consultation	Local Government Reorganisation	Submit response as agreed at March Meeting by 26 March	DR	10/03 Submitted
Councillor Vacancy	A vacancy exists on Nettlebed Parish Council	Raise awareness	JP/NPC	One vacant seat remains
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 was postponed - awaiting new date.
Internal Audit	Annual Internal Audit - follow up meeting	Complete year end.	JP	10/04 IA and RFO: to review the AGAR
Neighbourhood Plan	Joint Neighbourhood Plan	Contact neighbouring parish councils to gauge initial interest in exploring a joint Neighbourhood Plan	JP	10/03 Email sent to Highmoor PC, Nuffield PC, Swyncombe PC, and Bix and Assendon PC
Litter Pick	Annual Litter Pick - 28th March - 10am	Quote for Henley Standard Photos sent to Henley Standard. Equipment collected by SODC	DR JP	Complete
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 April meeting.
Traffic Calming	Speed Indicator Devices (SIDs)	Jon Beale to advise suitable locations. Ollie Brake to be kept informed.	JP / EH	EH to present options to NPC.
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	Arrange for screws to be fitted	JP	To request that TLGO replace missing screw fittings on the memorial plaques during the first grass cut of the season.

069/26 **Neighbourhood Plan** – to discuss and agree next steps

The Clerk contacted neighbouring parishes to gauge interest in a joint neighbourhood plan. Nuffield, Rotherfield Greys and Swyncombe PC's expressed interest, however, following discussion, members felt a multi-parish approach may be too complex and agreed to explore working with Nuffield Parish Council only (subject to sufficient local interest and leadership.) As neighbourhood plans should be community-led, this will be included as an agenda item at the Annual Parish Meeting in May, with Amanda Foister to present. Nuffield Parish Councillors will be invited.

070/26 **Governance and Consultations**

- i. **Data Protection Toolkit** – to review and accept – as previously circulated

- a. Data Breach Policy
- b. Data Protection Notice for Staff Councillors and Role Holders
- c. Data Protection Policy
- d. General Privacy Notice
- e. Health and Safety Policy
- f. Data Map
- g. Subject Access Request

Councillors **Resolved** to adopt the policies as listed above.

- ii. **Review and adopt Code of Conduct** – as previously circulated

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

- iii. **Review and adopt Co-option Policy** – as previously circulated

Councillors **Resolved** to adopt the Co-option Policy

- iv. **Review and adopt Statement of Internal Control** – as previously circulated

Councillors **Resolved** to adopt the Statement of Internal Control

- v. **Review Finance Committee Terms of Reference (TOR)**

Members of the committee will meet next week to review the year-end finances.

Councillors **Resolved** to **amend the TOR to two meetings per year** to be held in April and October with additional meetings if and when required.

071/26 **Projects and Proposals**

- vi. **Traffic Calming** – to discuss and agree locations of poles for Speed Indicator Device

EH led the discussion on the proposed locations for the two poles. Following advice from Oxfordshire County Council and Ollie Brake (the contractor responsible for relocating the SID units), members **Resolved** to install two poles: one opposite the Cheese Shed on the A4130, and a second just beyond the vehicular entrance to the Cricket Ground on the B481 (Nettlebed to Watlington road), heading south-east towards Watlington. Members were mindful that the proposed location on the A4130 is in close proximity to residential properties. **Action:** Clerk to write to neighbouring residents/occupiers advising of the installation. **Action:** Clerk to obtain quotes and lead times for installation of the posts and proceed with the order as previously agreed providing within the allocated budget.

072/26 **Sport and Play Facilities Working Group** - update

No update. **Action:** SM to arrange a meeting of the working group.

073/26 **Crocker End Green Management Committee (CEGCMC)** – update

At the CEGCMC meeting on 17 March, it was agreed to make a recommendation to Full Council to amend the Terms of Reference for the Committee to reduce meetings to twice yearly (March and October).

Resolved: to accept the recommendation and amend the Terms of Reference accordingly.

074/26 **Accounts & Finance** – to consider and decide upon matters relating to the Council's Finance.

Official notification has been received from to submit the Annual Governance and Accountability Return for 2025/26 by 30th June

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

Resolved: to accept the Finance Reports 01.03.26-31.03.26

ii. **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 March	As at 31st March 2026
Community Account Balance	£3,305.81	£1,907.31
Business Premium Account Balance	£17,551.34	£17,551.34
Unity Trust Bank	Bank Statements	Bank Transactions
	As at 31st March	As at 31st March 2026
Unity Trust Acc Balance	£15,000.00	£15,000.00

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

Payment Method	Ref	Payee/Description	Payment Inc VAT
	176	Councillor Community Grant – Allotment regeneration	£1,000.00
	175	VAT reclaim	£2,473.47

iv. **Payments between meetings**

Payment Method	Ref	Payee/Description	Payment Inc VAT
DD	180	Castle Water 01.02.26 – 28.02.26 due 23.03.26	£6.22
BACS	181	Shield Maintenance	£14.30

v. **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	001	HMRC 6 March to 5 April month 12 pay 18.04	£127.10
BACS	002	LGPS 6 March to 5 April month 12 pay 18.04	£312.32
SO	003	Salary - April month 01 due 28.04 (TBC by PATA)	£1,093.46
DD	004	ID Mobile - April due 17.04	£6.00

Outstanding Payments / Accruals			
		None	

- vi. **Payments** – to consider and approve the list of future payments including Standing Orders and Direct Debits for the Financial Year 2026-27.

It was noted that some costs may alter.

Payment Method	Payee/Description	Payment Inc VAT
Variable Direct Debit	Castle Water – monthly	As per meter readings
Direct Debit	Information Commissioners Office – annual	£47.00
Direct Debit	iD Mobile – monthly	£6.00
BACS	Parish Online – website and email hosting – annual	
BACS	Timeless Dimension – Community Website – annual	£300.24
BACS	HMRC (PAYE & NICS) – monthly	As advised by PATA Payroll
BACS	Local Government Pension Scheme – monthly	As advised by PATA Payroll
BACS	Village Club – hall hire – 15 meetings	£750.00
BACS	Nettlebed Estate – allotment rent	£3.45
BACS	The Landscape Group Oxfordshire (paid monthly during season)	£3,575.95
BACS	Moore – External Auditor	£283.50
BACS	PATA Payroll	£204.84
BACS	Playsafety Ltd - RoSPA Play Inspection	£105.60
BACS	Play Equipment Power Wash	£150.00
Debit Card	Microsoft 365 Apps for business - annual	£138.24
BACS	Honorarium Payment – recognition of service	£50.00
Subscriptions		
BACS	Society of Local Council Clerks	£200.00
BACS	Oxfordshire Association of Local Clerks	£252.00
BACS	Open Spaces Society	£45.00
BACS	Open Spaces Legal Fund	£25.00
BACS	Campaign for the Protection of Rural England	£60.00
BACS	Chiltern Society	£50.00
Donations		
BACS	Nettlebed & Dist Good Neighbour Scheme - s137	£450.00
BACS	Age UK - s137	£100.00
BACS	Community First Oxfordshire - s137	£55.00
BACS	My Vision Oxfordshire - s137	£50.00
BACS	The Poppy Appeal - s137	£25.00
BACS	Nettlebed District Commons Conservators - s137	£500.00
BACS	Community Website Hosting - s137	£350.00
BACS	Seniors Christmas Party	£200.00
BACS	Citizens Advice Bureau (CAB)	£450.00
Grants Awarded by NPC		
BACS	Nettlebed Parochial Church Council	£50.00

- vii. **To agree to continue payment of the Clerk's salary by Standing Order**

Resolved: to continue to pay the Clerk's salary by Standing Order.

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

Resolved: to agree the following expenses rates:

- Postage: standard cost of stamps
- Mileage at 45p per mile as per HMRC guidelines
- Home working allowance of £6.00 per week – paid monthly

ix. **PAYE Year End**

PATA Payroll Services have processed the tax year end and made the final submission to HMRC for 2025/26 on behalf of NPC. Employee Details Report was checked by RFO.

075/26 **Training** – to consider training courses and other training sources

DR attended a Chairmanship Skills course delivered by Breakthrough Communications and found it very useful. GB attended the Councillor Pros course. CS and DR are booked onto the Introduction to Local Councils Nimble course - DR has completed and found it basic, but informative.

076/26 **Planning**

- 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.

P26/S0719/HH 19 Crocker End, Nettlebed: Side porch, timber construction with concrete base and pitched roof. **Resolved:** to submit no objection to planning application

- Notices of Decision** – to note

None

077/26 **Village Matters**

- Allotment** – update

A follow-up inspection of plots not adhering to the Tenancy Agreement took place at the end of March. Following a discussion members **Resolved** to grant a three month tenancy agreement to current tenants who's plots have only recently shown any signs of being worked on – followed by a further inspection at the end of that term. Providing the plots are being cultivated, a rolling three month agreement for the remaining months will be offered.

- Play Area** – equipment cleaning – to discuss and agree next steps

Resolved: to engage the services of Lingwoods to carry out the annual powerwash.

- Brick Shelter – graffiti** – to discuss and agree next steps

The rear exterior wall of the shelter has been graffitied. **Resolved** to engage Lingwoods to remove the graffiti and repaint the area, as per the quotation received. Two other suppliers were approached but did not respond.

078/26 **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)

OCC: How to cut back vegetation & weeding on Public Highway

Watlington Parish Council: Community Speed Watch – Sentinel digital camera

079/26 **Attendance at Meetings and Reports / Courses**

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

AF – to share policy (As discussed at March meeting)

080/26 **Items for information or next Agenda only**

None

081/26 **Date of next meeting**

5th May - Annual Parish Council Meeting

19th May - Annual Parish Meeting

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