

Nettlebed Parish Council

Council Members are hereby summoned to attend the Meeting of the Nettlebed Parish Council at The Village Club, High Street, Nettlebed on Tuesday 5th May 2026 at 7.30pm

Public participation: The council welcomes the public's involvement in meetings, which must be in accordance with our Standing Orders Section 3 (Meetings Generally).

Parish Council Clerk:  Date: 30th April 2026

AGENDA

- 082/26 **To elect the Chair for the year 2026/27**
- 083/26 **To elect the Vice Chair for the year 2026/27**
- 084/26 **To receive and accept apologies for absence**
- 085/26 **Requests for Dispensations, Declarations of Interest, gifts and hospitality**
- 086/26 **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.
- 087/26 **To receive a report from the South Oxfordshire District Councillors for Nettlebed**
- 088/26 **To receive a report from the Oxfordshire County Councillor for Nettlebed**
- 089/26 **To approve the Minutes** of the Parish Council Meeting held on 7th April, previously circulated.
- 090/26 **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	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	Complete: Appropriate letters sent.
Allotment	Tenancy Agreements 2026-27	2026-27 Tenancy Agreements to be sent to all plot holders	JP	Complete
Allotment	Allotment Regeneration	Engage TLGO	JP	TLGO Engaged - awaiting start date
Allotment	Gate not functioning correctly	TLGO to investigate fault and repair	JP	TLGO - awaiting start date
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. 29/04 Chased DB.
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.
Neighbourhood Plan	Joint Neighbourhood Plan	Invite Nuffield to APM	JP	APM Agenda and invitation to be sent to Clerk at Nuffield PC.

Area	Description	Action Required	Owner	Status
Traffic Calming	Speed Indicator Devices (SIDs)	29/04 EH & JP to meet with Jon Beale, OCC Highways to finalise location of pole on A4130 by the allotment track	JP / EH	30/04 EH & JP met with JB and resident. Location of pole agreed. Awaiting quote from OCC Highways
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

091/26 Governance and Consultations

- i. **Scheme of Delegation** – to review and accept – as previously circulated
- ii. **Review of Terms of Reference for committees**
 - a. **Finance Committee** – Terms of Reference
 - b. **Crocker End Green Common Management Committee (CEGCMC)** – Terms of Reference
 - c. **Sports and Play Facilities Working Group** – Terms of Reference
- iii. **Appointment of members to existing Committees and Working Groups**
 - a. **Finance Committee**
 - b. **Crocker End Green Common Management Committee (CEGCMC)**
 - c. **Sports and Play Facilities Working Group**
- iv. **Standing Orders** – to review and accept – as previously circulated
- v. **Financial Regulations** – to review and accept – as previously circulated
- vi. **Review of representation on or work with external bodies and arrangements for reporting back**
 - a. **School Governance Policy:** Review of Draft Policy and Dissolution of the Joint Use Committee
 - b. **Appointment of Local Authority Representative** (in relation to School Governance Policy)
- vii. **Fixed Asset Register** – to review and accept updated register – as previously circulated
- viii. **External Structures Report** – to review and agree next steps
- ix. **Insurance Cover Review** – adequacy of cover
- x. **Risk Assessment 2026/27** – to review and accept – as previously circulated
- xi. **Review of Expenditure Incurred under s.137 of the Local Government Act 1972**
- xii. **Guardian of the Defibrillator** - appointment of Guardian
- xiii. **Allotment Representative** - appointment of councillor representative
- xiv. **Transport Representative** - to appoint representative

092/26 Accounts & Finance

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

- ii. **To acknowledge scrutiny and acceptance of the previously circulated bank statements**
- iii. **Income Received and Transfers** – to acknowledge payments received and transfers between accounts
- iv. **Payments between meetings**
- v. **Invoices for Payment** – to consider and approve invoices for payment itemised on the schedule below:

Payment Method	Ref	Payee/Description	Payment Inc VAT
BACS	030	HMRC 6 April to 5 May month 1 pay 18.05	£124.90
BACS	031	LGPS 6 April to 5 May month 1 pay 18.05	£291.65
SO	032	Salary - May month 2 - due 28.05 (TBC by PATA)	£1,093.46
BACS	034	Zurich Insurance	£516.37

- vi. **To consider the bank mandate and confirm signatories**
- vii. **Appointment of Internal Auditor**
- viii. **External Audit** – to consider the 2025/26 AGAR for submission to the External Auditor
 - a. **Annual Internal Audit Report 2025/26** – to review and accept the report
 - b. **Section 1: Annual Governance Statement** - to consider the questions and respond accordingly
 - c. **Section 2: Accounting Statements** - to consider and agree the accounting statement figures
 - d. **Electors’ Rights** - to note the dates for the Notice of Public Rights
 - e. **Statement of Variance** - to consider and approve the draft Statement of Variance
 - f. **Bank Reconciliation** - to consider and approve the draft Bank Reconciliation
 - g. **Breakdown of Reserves Held** - to consider and approve the draft Breakdown of Reserves

093/26 **Training** – to consider training courses and other training sources

094/26 **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.
- ii. **Notices of Decision** – to note

095/26 **Village Matters**

- i. **Allotment** – update and to consider signage on the gates to discourage cycling

096/26 **Sport and Play Facilities Working Group** – update

097/26 **Crocker End Green Management Committee (CEGCMC)** – update

098/26 **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)

- Emails x 2 from residents regarding cyclists going through allotment – request for signage
- SODC Community Infrastructure Levy: Notification of Payment
- Email from resident regarding sink hole in garden (Freddie van Mierlo and Cllr. Ben Higgins are seeking further information)

099/26 **Items for information or next Agenda only**

100/26 **Date of next meeting**

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