

Nettlebed Parish Council

Minutes of the Nettlebed Parish Council at The Village Club, High Street, Nettlebed
on Tuesday 5th May 2026 at 7.30pm

Councillors

Present: Chair: Dennis Rocks (DR) following election of Chair
Councillors: Geoff Bond (GB), Emilia Henderson (EH),
Stuart Mackie (SM), Conway Shaw (CS), Andy Bryan
(AB), Amanda Foister (AF)

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

Also present: 0 member(s) of the public

MINUTES

082/26 **To elect the Chair for the year 2026/27**

Dennis Rocks was proposed by Emilia Henderson and seconded by Andy Bryan. There being no other nominations this was agreed unanimously. **Resolved:** That Dennis Rocks be elected Chair for the ensuing municipal year. DR signed the Declaration of Acceptance of Office.

083/26 **To elect the Vice Chair for the year 2026/27**

Amanda Foister was proposed by Andy Bryan and seconded by Dennis Rocks. There being no other nominations this was agreed unanimously. **Resolved:** That Amanda Foister be elected Vice Chair for the ensuing municipal year.

084/26 **To receive and accept apologies for absence**

There were none

085/26 **Requests for Dispensations, Declarations of Interest, gifts and hospitality**

There were none

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.

There were no members of the public present.

087/26 **To receive a report from the South Oxfordshire District Councillors for Nettlebed**

Cllr. Jo Robb's full May report is available on the NPC website. Key points: •The Annual Waste Services Survey is now open (link included in JR's report) - NPC to circulate to residents, as the feedback can have a real impact on services. •Bin Collection App - a new app for bin collection days has replaced the old "Binzone" app. •Disabled Facilities Grants - delays are often experienced with these grants. Anyone affected by delays, or who has feedback, is encouraged to contact Jo Robb directly. •SODC Planning Portal - users need to

sign up again to receive Planning Portal alerts. • Reporting Dead Deer - dead deer should be reported to Biffa.

088/26 To receive a report from the Oxfordshire County Councillor for Nettlebed

Cllr. Ben Higgins' May report is available on the NPC website. • Highways Surface dressing works are taking place along the A4130 towards Wallingford • Highways teams are now carrying out more pothole repairs with more being completed than reported - although it will take time to clear the backlog of reported issues. • BH is now a FixMyStreet 'super-user' and can escalate reports for repair where they are in 20mph or 30mph areas.
 • The government has lifted SEND (Special Educational Needs and Disabilities) improvement notice for Oxfordshire, which was noted as a sign of progress. • New public EV charging points are being introduced. • No fire stations closures are now being recommended.

GB raised that he had received numerous comments about the potholes at the A4130/B481 T-junction - BH will follow this up with Highways.

089/26 To approve the Minutes of the Parish Council Meeting held on 7th April, previously circulated.

Resolved: the minutes of the previous meeting were approved, subject to the amendment that AT and BJ were recorded as present.

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.
Traffic Calming	Speed Indicator Devices (SIDs)	29/04 EH & JP to meet with Jon Beate, 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

Resolved: to agree to accept and approve the Scheme of Delegation.

ii. **Review of Terms of Reference for committees**

a. **Finance Committee** – Terms of Reference

Resolved: to agree to accept and approve the TOR. Members agreed that a third member would be desirable.

b. **Crocker End Green Common Management Committee (CEGCMC)** – Terms of Reference

Resolved: to agree to accept and approve the TOR – as adopted in April 2026.

c. **Sports and Play Facilities Working Group** – Terms of Reference

Resolved: to agree to accept and approve the TOR.

iii. **Appointment of members to existing Committees and Working Groups**

a. **Finance Committee**

Stuart Mackie was proposed as Chair by Dennis Rocks and seconded by Conway Shaw.

Resolved: That Stuart Mackie be appointed Chair of the Finance Committee, and that Emilia Henderson and Conway Shaw be appointed as members, for the ensuing municipal year.

b. **Crocker End Green Common Management Committee (CEGCMC)**

Andy Bryan was proposed as Chair by Stuart Mackie and seconded by Dennis Rocks.

Resolved: That AB be appointed Chair of the CEGCMC, that Geoff Bond be appointed as a member, along with Crocker End residents: Beverley Philips, Jo Overment and David Pinder for the ensuing municipal year.

c. **Sports and Play Facilities Working Group**

Resolved: That Stuart Mackie and Amanda Foister be appointed as the Council's nominated members of the Sports and Play Facilities Working Group, and that Jack Shaylor, Simon Thorpe and Tom Edwards remain as appointed members, for the ensuing municipal year.

iv. **Standing Orders** – to review and accept – as previously circulated

Resolved: That the Standing Orders, as approved in January 2026.

v. **Financial Regulations** – to review and accept – as previously circulated

Resolved: That the Financial Regulations, based on the NALC Model Financial Regulations issued in March 2025.

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

Following the April meeting, AF had circulated the draft School Governance Policy, and a number of suggested amendments and additions were subsequently raised and circulated among members. **Action:** AF to send updated policy for review at June meeting.

b. **Appointment of Local Authority Representative** (in relation to School Governance Policy)

Resolved: AF be nominated by Nettlebed Parish Council as Local Authority Rep at

Nettlebed Community School.

vii. **Fixed Asset Register** – to review and accept updated register – as previously circulated

Resolved: to approve the updated Fixed Asset Register, incorporating the allotment deer fencing and gates.

viii. **External Structures Report** – to review and agree next steps

Following a review of the report **Resolved:** to replace the faded defibrillator sign at the Village Club. The gate at the top end of allotment to be adjusted/fixed. The street sign at Old School Green is not secure, to be reported on Fixmystreet for OSG. TLGO to replace the screws. – Budgetting next year Wooden bus shelters, notice boards and wayfinding signs.

ix. **Insurance Cover Review** – adequacy of cover

Members reviewed the insurance cover for Crocker End Green Common (Ashburnham) and the Zurich Parish Council Insurance policy. Zurich had confirmed no additional premium for the allotment fence and gate in 2026. Members agreed the cover for both policies was adequate. **Resolved:** To approve payment for Zurich renewal of £516.37.

x. **Risk Assessment 2026/27** – to review and accept – as previously circulated

Resolved to agree to accept and approve the Risk Assessment for 2026/27.

xi. **Review of Expenditure Incurred under s.137 of the Local Government Act 1972**

Members reviewed the s.137 expenditure for 2025/26, totalling £2,023.99 against a maximum allowable spend of £6,904.20 (622 electors at £11.10 per elector). Members were satisfied that all payments were properly incurred under s.137 and noted that the Seniors Christmas Party and Citizens Advice Bureau, whilst not labelled as such in the schedule, were also appropriately funded under s.137. **Resolved:** the s.137 expenditure totalling £2,023.99 be approved. **Action:** The Clerk to update the schedule to correctly label the Seniors Christmas Party and Citizens Advice Bureau as s.137 payments.

xii. **Guardian of the Defibrillator** - appointment of Guardian

Councillors agreed to appoint Mr David Byers to continue looking after the defibrillator and Cllr Conway Shaw to receive training. Action: CS to request training from DB.

xiii. **Allotment Representative** - appointment of councillor representative

Councillors agreed to appoint Cllr Conway Shaw to manage the allotment alongside Rosemary Passmore.

xiv. **Transport Representative** - to appoint representative

Councillors agreed to appoint Geoff Bond. It was noted that electronic real-time bus information signage has been installed at the west-bound stop (Henley to Wallingford).

092/26

Accounts & Finance

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

Resolved: to accept the Finance Report 01.04.26-30.04.26

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

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 April	As at 30th April 2026
Community Account Balance	19,387.56	£57,169.00
Business Premium Account Balance	£17,551.34	£17,551.34
Unity Trust Bank	Bank Statements	Bank Transactions
	As at 10th April	As at 30th April 2026
Unity Trust Acc Balance	£15,000.00	£15,046.29
Total Holdings		As at 30th April 2026
		£99,766.63

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

Ref	Payee/Description	Payment Inc VAT
006	Bank Transfer – Community Acc to Premium Acc	£10,000.00
007	SODC Precept (first half)	£17,250.00
008 - 026	Allotment Income	£432.75
029	Community Infrastructure Levy (CIL)	£49,140.44

Resolved: Action: Clerk to transfer £40,000.00 from Current Acc to Unity Trust Bank and £10k to Business Premium Acc.

iv. **Payments between meetings**

Payment Method	Ref	Payee/Description	Payment Inc VAT
DD	005	Castle Water – 01.03.26-31.03.26 – due 27.04.26	£22.42
DD	004	ID Mobile – April	£6.00

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	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

It was noted that the Clerk was underpaid by £2.20 in April (Ref: 003) – agreed that May salary to be adjusted accordingly.

vi. **To consider the bank mandate and confirm signatories**

Resolved: to continue with SM, AF, EH as signatories on the bank mandate. The Clerk is a signatory but cannot authorise payments.

vii. **Appointment of Internal Auditor**

Resolved: To remain with the current Internal Auditor for 2026-27.

viii. **External Audit** – to consider the 2025/26 AGAR for submission to the External Auditor

a. **Annual Internal Audit Report 2025/26** – to receive the report

The Council received and noted the Annual Internal Audit Report for 2025-26. The report confirmed that the council's internal control objectives are being met

b. **Section 1: Annual Governance Statement** - to consider the questions and respond accordingly

The Council considered the Governance Statements in Section 1 of the Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2026. It was **Resolved** to approve Section 1, and the Chairman and Clerk were authorised to sign the document.

c. **Section 2: Accounting Statements** - to consider and agree the accounting statement figures

The Council considered the Accounting Statements in Section 2 of the AGAR for the year ended 31 March 2026, as previously signed by the Responsible Financial Officer. It was **Resolved** to approve Section 2, and the Chairman of the meeting was authorised to sign the document.

d. **Electors' Rights** - to note the dates for the Notice of Public Rights

The Council **noted** the dates for the period for the exercise of public rights for the financial year ending 31 March 2026 as determined by the Responsible Financial Officer. The inspection period will commence on 3 June 2026 and conclude on 14 July 2026. The notice and required documentation will be published on the council website and noticeboard.

e. **Statement of Variance** - to consider and approve the draft Statement of Variance

The Council reviewed and approved the Explanation of Variances for the financial year ending 31 March 2026 as prepared by the RFO. The document provides a detailed numerical and narrative breakdown for all significant differences (greater than 15%) between the current and prior year's figures in Section 2.

f. **Bank Reconciliation** - to consider and approve the draft Bank Reconciliation

The Council received and approved the Bank Reconciliation for the financial year ending 31 March 2026 as prepared by the RFO. The reconciliation confirms that the council's cash book balances align with the bank statements as at 31.03.26.

g. **Breakdown of Reserves Held** - to consider and approve the draft Breakdown of Reserves

The Council reviewed and approved the Breakdown of Reserves as of 31 March 2026. The breakdown identifies the split between General Reserves and Earmarked Reserves.

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

A list of training and events had been circulated by the Clerk. The Clerk reported attendance at the online training session for '**Basics of Data Protection and File Retention**'. Apologies

were noted for the Clerk's absence from the '**Avoid the Audit Trap: Website Compliance for Councils**' session due to conflicting work commitments.

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.

There were none.

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

There were none.

095/26 **Village Matters**

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

The Council considered several complaints and reports from allotment tenants regarding cyclists using the pedestrian footpath. It was **Resolved** to install signage at the top and bottom gates to discourage cycling and remind users to keep gates closed. The Council approved a budget of up to **£200.00** for this purpose. **Action:** CS /JP to draft the final wording for the signs

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

It was noted that a site meeting is being scheduled for Sunday morning.

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

No 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 3 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**

Noted.

100/26 **Date of next meeting**

19th May - Annual Parish Meeting

Meeting Closed: 21:10

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