

Nettlebed Parish Council

Minutes of the Nettlebed Parish Council at The Village Club, High Street, Nettlebed
on Tuesday 1st September 2026 at 7.30pm

Councillors

Present:

Chair: Dennis Rocks (DR)
Councillors: Geoff Bond (GB), Stuart Mackie (SM),
Conway Shaw (CS), Andy Bryan (AB)

In attendance: Jo Pugh (JP) - Parish Clerk

Also present: 0 member(s) of the public

149/26 To receive and accept apologies for absence

Apologies received from Cllrs. Amanda Foister and Emilia Henderson

150/26 Requests for Dispensations, Declarations of Interest, gifts and hospitality

None

151/26 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.

152/26 To approve the Minutes of the Parish Council Meeting held on 7th July and the extraordinary meeting on 21st July, previously circulated.

The Council **RESOLVED** that the minutes from the meetings on 7th July and the extraordinary meeting on 21st July be accepted as a true record and were signed by the Chair.

153/26 To receive a report from the South Oxfordshire District Councillors for Nettlebed

JR did not attend due to family circumstances.

SODC Highways Maintenance - Gully Emptying Programme for Nettlebed 2026–28:

- First visit: December 2026
- Second visit: February 2028

154/26 To receive a report from the Oxfordshire County Councillor for Nettlebed

Cllr. Ben Higgins sent apologies: July report circulated and available on the WPC website.

155/26 To consider vacancies and any applications for co-option

No applications received.

156/26 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	Signage to be installed to instruct cyclists to dismount and shut the gates. Dogs on leads.	Signage to be installed.	JP/EH	In progress
Allotment	Gate not functioning correctly	TLGO to install spring	JP	Completed.
Brick Kiln	Site visit re planning application: P26/S2184/LB	Meeting with Freddie van Mierlo	DR	Meeting arranged for 16th Sept.
Bus Stops	Two pairs of bus stops to be installed 1) near play area 2) between Elms Way and Priest Close)	Liaise with OCC, Bus Infrastructure Officer	JP	Poles installed. Timetables will be displayed on the poles as soon as the stops are 'live' - awaiting notification from Bus Infrastructure Officer. 1) THE RIDGEWAY 2) WANBOURNE LANE
Councillor Vacancy	A vacancy exists on Nettlebed Parish Council	Raise awareness	JP/NPC	One vacant seat remains
Quiet Lanes - Expression of Interest	Huntercombe End Lane	JP to advise Clerk at Nuffield that NPC supports the Expression of Interest for Huntercombe End Lane to be designated as a Quiet Lane.	AF/JP	Nuffield PC will consider at Full Council meeting on 17.09.
Traffic Calming	Speed Indicator Devices (SiDs)	Poles x 2 to be installed at agreed locations - est install w/c 10/08	JP / EH	Awaiting installation. SID delivered. 2 x Dri boxes ordered. Advise Ollie Brake once poles have been installed (OB supplying padlock and jubilee clips)

157/26 Action Plan - to consider any proposals

No update to the 2025 Action Plan. Councillors were invited to put forward any suggestions for consideration and costing as part of the 2026–27 budget.

The Sport and Play Facilities Working Group will present its recommendations for the sports/play area in due course, together with costings.

158/26 Grants- to consider any grant applications received

£500 remaining in the grant budget. Posted on Facebook

159/26 Governance and Consultations

- i. **General review of speed limits on Oxfordshire's rural A and B class road network - Stakeholder consultation - South Oxfordshire district** - to agree response

Following discussion, it was agreed that NPC supports the proposed changes to speed limits on roads surrounding the parish.

Agreed: Response to be submitted by EH.

- ii. **Advance Notice of Joint Local Plan 2045 (JLP2) Scoping Consultation** - to agree response

Resolved: nothing to submit at this point.

160/26 Projects and Proposals

- i. **Sport and Play Facilities Working Group** - update

SM: the Working Group aims to meet monthly between Full Council meetings. The action elements of the project have been laid out in a draft report and the accompanying project timelines, both of which are currently a Work in Progress (WIP). **Action:** JP to compile a list of required documents for the Play Area project and forward to SM. **Action:** SM to provide update at the October meeting, with further update scheduled for November.

- ii. **Neighbourhood Plan** – update following meeting

A face-to-face meeting took place on 9th July between TE, DR, EH, and GB. TE outlined initial ideas and will be approaching various individuals connected to the Nettlebed Estate who they

felt should be involved in the process should it go ahead.

During discussion, the following questions were raised: (i) how much effort would a Neighbourhood Plan actually take, start to finish? (ii) how much extra work would it really mean for the Parish Council, over and above existing obligations (iii) what is a Neighbourhood Plan or Community Plan in plain terms - for anyone who isn't familiar with either (iv) what would Nettlebed actually gain from having one - what real protections or powers would it give the village that we don't already have. SM added that, alongside this, the Council needs to assess what threat the village now faces following the introduction of the new National Planning Policy Framework, so that any decision on a Neighbourhood Plan is made with a clear picture of the risks Nettlebed is currently exposed to. **Action:** Neighbourhood Plan Working Group to explore.

- iii. **Proposed Cycle Path** – AF update and next steps - following walk of the route with Cllr. Ben Higgins.

AF not present - deferred to Oct meeting.

161/26 **Accounts & Finance**

- i. **2026-27 National Pay Award** – to note and approve implementation

It was **Resolved** to note the 2026/27 National Pay Award and approve implementation of the revised pay scales for the Clerk with effect from 1 April 2026, including payment of any arrears due as a result of the revised pay scales.

- ii. **To review 2025-26 External Auditor Report** - previously circulated

The following from the report was noted: Upon review, general reserves appear to be held at a low level. The council should keep this under review and ensure that they have sufficient general reserves to cover expenditure. Per Paragraph 5.34 of the SAPPP Practitioners' Guide 2025, best practice suggests this should generally be at least 3 months expenditure as a minimum. These cannot include ring fenced funds and should avoid including funds which are designated for another purpose.

- iii. **To review and note errors on June Finance Report**

Ref: 72 Microsoft subscription - approved £116.64. Actual amount taken £141.12 (inc vat) - invoice reviewed.

Ref: 74 Bitdefender - approved £24.99 - paid £35.42 - paid using personal debit card to secure discount – to be re-claimed by Clerk

Ref: 77 Chiltern Society was paid twice - £20.00 – requested refund 24/08

Ref: 82 Clerk's Salary - approved £1,095.66, paid £1,097.86 (overpayment of £2.20 to be adjusted in Oct Salary)

The above were reviewed and noted.

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

Resolved: to accept the Finance Reports 01.07.26-31.08.26

- v. **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 10 th August	As at 31 st August
Community Account Balance	£8,646.38	£2,656.57
Business Premium Account Balance	£25,619.99	£25,619.99
Unity Trust Bank	Bank Statements	Bank Transactions
	As at 31st July	As at 31st July
Unity Trust Acc Balance	£55,219.88	£55,219.88

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

Reviewed and noted.

Ref	Payee/Description	Payment Inc VAT
088	Bank Transfer – Premium Acc to Community Acc	£9,000.00

vii. **Payments between meetings** – to note

Reviewed and noted

Payment Method	Ref	Payee/Description	Payment Inc VAT
DC	089	Co-operative Food (min spend to activate debit card)	£0.90
DC	090	Trade Signz – Allotment signage materials	£19.50
DC	091	Amazon – dribox x 2 for SIDs	£24.67
DC	092	NALC – Introduction to Planning Nimble Course – EH	£16.00
DC	092	NALC – Introduction to Planning Nimble Course – CS	£16.00
DC	092	NALC – Introduction to Planning Nimble Course – SM	£16.00

viii. **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.

Payment Method	Ref	Payee/Description	Payment Inc VAT
BACS	046	The Landscape Group Oxfordshire – May	£555.00
BACS	074	Jo Pugh – Bitdefender subscription	£42.49
BACS	095	Moore East Midlands – external audit	£283.50
BACS	096	HMRC 6 Aug to 5 Sept month 5 pay 18.09	£125.10
BACS	097	LGPS 6 Aug to 5 Sept month 5 pay 18.09	£291.65
SO	098	Salary - Aug month 6 - due 28.09 (TBC by PATA)	£1,095.66
DD	099	iD Mobile – Sept	£6.00
BACS	100	Shield Maintenance	£15.60
DD	101	Castle Water 01.08.26-31.08.26 due 18.09.26	TBA
BACS	086	The Landscape Group Oxfordshire – July	£555.00

BACS	103	Open Spaces membership	£45.00
BACS	104	Open Spaces Legal Fund donation	£25.00
BACS	105	Campaign to Protect Rural England (CPRE)	£60.00
BACS	106	The Landscape Group Oxfordshire – Allotment	£1,252.44
BACS	107	Playsafety Ltd – RoSPA inspection	£109.20
BACS	108	Denise Allnut – Internal Audit	£250.00

162/26 **Training** – to consider training courses and other training sources

SM, EH and CS have all signed up for the Introduction to Planning Nimble Course.
‘Changes to planning committees and planning enforcement’ - 10 September on Microsoft Teams from 5.30 – 7pm. Recording requested for all NPC Councillors who are unable to attend.

163/26 **Planning**

i. **Planning application status update** – P26/S2184/LB Nettlebed Brick Kiln - DR

Onsite meeting w/c 14 September between DR, Freddie van Mierlo and Julius Parker. **Action:** DR to provide a further update following the meeting. The Heritage Officer has objected to the proposed plan.

ii. **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/S2523/HH Walnut Cottage The Green Nettlebed Henley-on-Thames RG9 5AX
The proposal is for the construction of a wooden Summer House by the existing pool.

No Objections.

P26/S3256/HH Yew Tree House 40 Catslip Nettlebed Henley-on-Thames RG9 5BN
Proposed ground floor side infill, internal alterations, floor plan redesign and all associated works

No Objections. Response deadline: 2 Sept

P26/S3539/HH The School House High Street Nettlebed Henley-on-thames RG9 5DA
Conversion of existing detached garage for use as an annexe.

No Objections. Response deadline: 11 Sept

P26/S3095/DIS Mill House Mill Road Nettlebed Henley-on-thames RG9 5AU
Discharge Condition 4: CEMP and Condition 5: EEP of Planning Application ref.
P25/S3830/HH Demolition of existing garage and replacement with an outbuilding.

Noted

P26/S2756/DIS Evans Paddock Nettlebed Henley-on-Thames RG9 6DP
Discharge condition 2 (site development scheme) of planning permission P25/S2124/FUL, granted at Appeal reference 6002301. Material change in use of the land to a mixed use, comprising agricultural grazing for horses and a caravan site, to provide residential accommodation for Gypsies and Travellers, comprising a single family pitch consisting of 1 static caravan, 1 touring caravan, parking and associated infrastructure, new access to Digberry Lane (retrospective)

Noted

iii. **Notices of Decision** – to note

P26/S2656/3R Merrimoles Farm, Highmoor

Side Change of use of 2no. agricultural buildings to a flexible commercial use falling within Class E (g) (i) and (iii) **Prior Approval is REQUIRED and GRANTED**

P26/S2112/HH Crocker End House, Crocker End, Nettlebed

Alterations and improvements to dwelling including the removal of the existing boiler house lean-to, the removal of a chimney stack, the construction of 1 new dormer to the rear elevation at first-floor level, 1 new dormer with French doors and a Juliet balcony to the northeast elevation at first-floor level, the insertion of 2 new windows to the southeast elevation at ground-floor level, 3 new windows to the north-east elevation and 1 existing window to be removed and infilled and 2 new windows installed on the south-west elevation at first-floor level. **GRANTED**

P26/S2073/LB and P26/S2072/HH Peebles Crocker End Nettlebed

Partial demolition of an existing 2-storey extension and the construction of a new 2-storey extension with associative internal modifications. Erection of a new porch over the existing barn entrance. Erection of a new porch over the existing farmhouse entrance. **GRANTED**

P26/S1706/HH The Leaze 13 Crocker End Nettlebed

Proposed outdoor swimming pool, hot tub, pool house, associated landscaping and relocation of existing pergola. **GRANTED**

164/26 **Village Matters**

- i. **Allotment report / update** – to discuss and agree next steps

The Chair thanked EH for installing the gate signage. Three plots were identified as inactive. Tenants were notified of inspections at the end of August. **Action:** CS to forward inspection photos to JP. TLGO installed a spring on the top gate.

- ii. **Play Equipment RoSPA Report** - to review and consider maintenance requirements

Full RoSPA report and Summary of Findings previously circulated to NCP. **Agreed:** No immediate action required.

- iii. **Verge marking posts at The Green** – to consider repairs / maintenance

The posts on The Green have been knocked down. Quote requested to replace/re-set - work to commence in October.

165/26 **Attendance at Meetings and Reports**

- i. **Nettlebed School & Community Centre (NSCC) – to review the updated policy**

AF circulated the updated policy. Following discussion, a revised policy will be prepared, ensuring all points in the Joint Use Agreement are covered or referenced as “as per the Agreement”.

Action: JP to create a reporting template.

165/26 **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)

- OALC SAAA email and training survey
- Advanced Notice of Joint Local Plan 2045 (JLP2), coming in Sept 2026
- Oxfordshire Mind: Your Local Mental Health Charity – requesting support
- Changes to planning committees and planning enforcement - invitation to a town and parish council briefing on 10 September
- Advance Notice of Joint Local Plan 2045
- OALC 2026/27 Pay Scales
- OALC Payroll Service now available for OALC member councils

- OALC Training Update and Newsletter – July 2026
- Resident reporting verge posts knocked down at The Green
- Resident risk of fire in car park behind Church Hall

166/26 **Items for information or next Agenda only**

Crocker End Green Common Management & Committee Review
Budget Review (following Finance Committee meeting)

167/26 **Date of next meeting**

Full Council – 6th October

Meeting closed: 21:25

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