

## NETTLEBED PARISH COUNCIL

Minutes of the Parish Council Meeting  
held at 7.30pm on Wednesday 13<sup>th</sup> January 2016  
in Nettlebed Village Club

BUSINESS TO BE TRANSACTED IS LISTED BELOW:

Parishioners/Public/Press are welcome

**Present:** Cllrs J. Sedwell (J Sed), N Gibson (NG), D Butler (DB), B. Collier (BC), Geoff Bond (GB), and J Pryce (JOP) Clerk

**Also present**

Steven Harrod (SH) for part of the meeting and 4 members of the public.

**001/16 Apologies for absence**

Barbara Lewis (Chairman), Jeremy Simon, David Nimmo-Smith and Malcolm Lewis (Nettlebed NHW Co-ordinator) sent their apologies.

**002/16 Members declarations of personal and prejudicial interests**

None declared.

**003/16 Resolution to adopt Minutes of previous meeting**

The minutes from the parish council meeting on the 11th November 2015 were amended due to planning decisions transposed and signed by J. Sed.

**004/16 The Post Office Relocation**

There is no changes to the post office relocation due to start on 17<sup>th</sup> February. JOP asked Steven Harrod about the bollards on the narrow section of pavement to the petrol station. He confirmed he would ask and get back to the clerk.

**005/16 Matters relating to SODC**

No SODC councillor provided a report.

**And OCC**

Steven Harrod emailed the attached report.

JOP asked if the 'Fix my Street' log number 726116 could be chased in relation of pavement from Port Hill to Nettlebed – overgrown and overhanging trees. The clerk confirmed she would email the information to him,

**006/16 Police and Neighbourhood Watch reports**

PCSO Janice Smith emailed a report which will be attached to the minutes.

Please find a short summary below.

Sheds and garages continued to be targeted during the night. Please be advised to ensure your outbuildings are secure. There has also been a rise in car break-ins.

### **007/16 Commons Matters**

The acid wetlands project is going well but mainly stopped now until next autumn. The volunteers will continue clearing up over the winter months. There have been requests for clearance around the recreation ground and it is proposed that some work will be carried out by Green Gym and other volunteers before the cricket season.

Jeremy Simon emailed his report:

“Rod D’Alaya has just advised me that the path by Stradwell pond is flooded due to his dam work. He is worried that there may be complaints but he will be improving the surface as soon as he can.”

### **008/16 Grass cutting and Hedge management**

GreenSquatre has cut back the hedge running alongside the Watlington Road and Elms Way.

Lion Meadow: JS to get a quote from John Williams to attend to hedge at no. 12. This has still to be confirmed.

### **009/16 Recreation and Amenities**

a) Senior Citizens’ Christmas Party – a review

Several letters and messages of thanks have been received from residents to the Senior Citizens Christmas Party Committee. The parish council would also like to include their thanks for providing such an enjoyable Christmas occasion for the senior citizens of Nettlebed.

There is still a problem of the doors letting in a cold draught. A member of the public told the council that there were screens available. JOP to investigate further.

b) JOP and Craig Hamilton from SSE reviewed hedges and trees around the allotment site to establish cutting back from overhead cables.

JOP, Pat Sparrowhawk and NG to have a site visit to work out action plan for parking, advertised to neighbouring parishes, empty plots and half plots.

c) Defibrillator training – an update

Agnes McCluskey from Happy Days has no knowledge of the defibrillator but they would like training. JOP told the members that training couldn’t be done without the location code, the access code and the person assigned to the defibrillator. Also the person assigned would have the spare pads (life of 2 years) and the date of installation. J Sed would look into this.

### **010/16 Sue Ryder – Parking Chaos**

a) Suggestions – JOP to investigate the use of cones and ask PCSO Janice Smith about the possible use of police cones.

### **011/16 Parish Newsletter and Community Website**

It has been suggested that the newsletter could contain some centre pages in black and white for advertising which would generate income and make a large saving on the printing costs. JOP suggested she could take that bit over and she will find out the likely charge to advertisers.

## 0012/16 Roads & Footpaths

### a) Footpath report

#### Nettlebed Parish Council Footpath report, January 2016

Paul and Michele Whitehead

(Chiltern Society Representatives)

In general, the footpaths in Nettlebed are in a good state of repair, however, some persistent problems remain:

Footpath NE19 near the B481 is, and has been for many years, very muddy, even when it rains less than recently. It links the B481 to a number of other paths and we have requested the addition of a load of gravel or similar to try to address this issue or the implementation of some other way to improve drainage. It is the muddiest footpath in the Parish!

#### Path problems

Please let us know if you come across any path problems – obstructions, overgrown, etc. Thank you.

#### b) Footpath from Port Hill to Nettlebed

There have been two complaints about the footpath/pavement being in a bad state of repair. This has reported this to OCC but there has been no action. JOP has been liaising with the neighbouring parish of Nuffield where the same problem has arisen. JOP has cut back some of the overhanging trees (into the road – evidence of truck hitting overhanging branch and breaking it) in the meantime. GB suggested contacting Sustran (the bicycle charity) to see if they could clear it as a cycle way.

c) On Tuesday the 10<sup>th</sup> January JOP took Gregg Hamilton from SSE around the allotments and the back of overgrown paddocks to see what needed to be done to prevent trees touching the power lines. The only remaining issue is the paddocks belonging to the Middleton Family. It was suggested that JS might know the current address for them so that they can be informed of the cutting back needed to be done by SSE.

GB asked if Wanbourne Lane could be added to the next meeting as agenda item. He is concerned about the extensive parking that was blocking the pavement.

## 013/15 Transport

OCC are arranging meetings between parish councils and bus companies in relation to contributing to a bus subsidy to protect their route from withdrawal or to look at other ideas around encouraging greater patronage locally.

The OCC would like to know if you would be interested in sending a representative to County Hall to discuss your specific route with the relevant bus operator. If you were interested in this, the OCC would be happy to set up a meeting between you as a representative of your parish and the relevant bus operator to put your case forward, and for the operator to then go back and consider each on a case by case basis. The idea would be that the commercial operator and the parish would then

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continue with that conversation between each other and that if a route was still viable and kept running, the OCC would be informed of progress. The OCC are organising all meetings to take place on either the **19<sup>th</sup> and 20<sup>th</sup> of January** – and due to the number of potentially effected routes the OCC plan to allot 20 minutes for each route. Please remember that this is only an initial meeting and longer more in-depth meetings can then be organised between you and the bus operator if necessary.

**As you will see in the table below, particular bus operators are only able to attend on one of these days (see column 2 and 3 for this information).** Please read the table below to see on which day your own route is set to be discussed and therefore the date you are invited to come to discuss your specific route with the appropriate bus operator. All meetings will be held in Central Oxford. We are sorry for any inconvenience that this may cause, but logistically this is the OCC only option.

**If such a meeting is of interest to you the OCC would be grateful if you would respond by the 11<sup>th</sup> of January with the contact name of the individual who could attend these meetings from your side and the bus route that you would like to discuss - and the OCC will then send you the exact time of your specific route meeting.** The OCC would suggest that each route sends one or two representatives, but the OCC understand if more would like to attend. It may therefore make sense for you to contact other local parish representatives served by your own bus route (see column 4) to choose a representative between you who is able to attend on the allotted day.

Bus Operator		Bus Route Number	Date the bus operator can attend a meeting (19th or 20th January)	Parish(s) served by route
<b>Whites Coaches</b>	M1 (Oxfordshire County Council)	January 20 <sup>th</sup>	Watlington CP, Swyncombe CP, Nettlebed CP, Highmoor CP, Rotherfield Peppard CP, Kidmore End CP, Sonning Common CP	
<b>Thames Travel</b>	139 (Thames Travel)	January 19 <sup>th</sup>	Wallingford CP, Brightwell-cum-Sotwell CP, Warborough CP, Benson CP, Ewelme CP, Nuffield CP, Nettlebed CP, Bix and Assendon CP, Henley-on-Thames CP	

NG informed the council that David Cook from Ewelme was going and would inform him of the outcome (for bus 139).

### 014/16 Planning

a) Planning applications received

**Reference  
Location/Description**

**Date Registered  
Deadline**

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### **P15/S4254/DIS**

Hill Rise, Priest Hill, Nettlebed RG9 5AR  
Discharge of conditions 4 (tree protection) and 5 (landscaping) on P15/S2735/HH.  
(Roof alterations, first floor extensions and internal alterations to existing private dwelling.) 17 December 2015  
For information – no response required 28 January 2016

### **P15/S3959/LB**

6 Watlington Street Nettlebed RG9 5AA 7 December 2015  
Replace back door 10 January 2016  
NPC - SHOULD BE APPROVED  
New application from composite door to wooden now 22 January 2016

### **P15/S3978/HH**

12 High Street Nettlebed RG9 5DD  
Erection of a single storey side and rear extension. Replacement roof to existing conservatory. 27 November 2015  
NPC - NO STRONG VIEWS 24 December 2015

### **P15/S3795/FUL**

Manor Farm High Street Nettlebed RG9 5DA 25 November 2015  
The provision of 108 photovoltaic panels on the roof of an existing farm building  
NPC - SHOULD BE APPROVED 20<sup>th</sup> January 2016

### **P15/S3647/HH**

14 The Ridgeway Nettlebed RG9 5AN 2 November 2015  
Demolition of existing garage and erection of two storey side extension with integral garage.  
NPC – SHOULD APPROVED Target Committee meeting 20 January 2016

#### b) Planning application decisions

### **P15/S3617/FUL**

Land between Wysteria Lodge & 10 Catslip, Catslip RG9 5BL 29 October 2015  
Demolition of existing stable block and erection of detached dwelling and garage (variation to dwelling and garage permitted under P13/S1479/FUL) (As amended by drawing accompanying Agents email repositioning garage).  
NPC – SHOULD BE APPROVED/SODC GRANTED 4 January 2016

### **P15/S3191/HH**

Little Hill, Pot Kiln Lane  
Demolition of existing garage with new garage with office above. NPC submitted a response of 'NO STRONG VIEWS' but either there has been an amendment or the SODC did not received the response. Paper plans presented for the councilors at the meeting and the response was 'SHOULD BE APPROVED'/SODC APPROVED.

**P15/S1538/FUL**

The Bungalow, Priest Hill – there has been an amendment.  
NPC response 'SHOULD BE REFUSED'.

Target Committee meeting 20 January 2016

**P15/S3205/HH**

Toyes, Port Hill – Replace wooden fence with acoustic fence  
NPC -'NO STRONG VIEWS'/SODC APPROVED

**P15/S3008/HH**

The White House, Priest Hill – Erection of new garage with attic storage.  
NPC 'SHOULD BE APPROVED'/SODC APPROVED

**015/15 Clerks Correspondence**

a) Requests for Welcome Packs

There has been 4 requests for Welcome Packs from new residents.  
JOP directed them to the website in the meantime. J Sed offered to write the welcome letter and asked for suggestions about what to put in with the letter.

b) OALC training courses

The new OALC training courses list have come available for 2016.

January 27<sup>th</sup> **End of Year processes** – are you ready and organised? Kim Bedford  
February 10<sup>th</sup> **Meeting Internal Audit Requirements** – Internal Audit team South and Vale District Councils

March 2<sup>nd</sup> **Roles and Responsibilities** for new councillors – Liz Howlett, solicitor

March 10<sup>th</sup> **VAT for larger councils** – Steve Parkinson, SLCC

April 20<sup>th</sup> **Employment** – everything you need to know from recruitment to dismissal – Bethan Osborne

May 18<sup>th</sup> **Freedom of Information, Data Protection** - – Liz Howlett, solicitor

June 29<sup>th</sup> **The Clerks Year** – Dominic Stapleton

July 13<sup>th</sup> **Chairmanship** - – Liz Howlett, solicitor

September 21<sup>st</sup> **Finance for parish councils** - Steve Parkinson, SLCC

October 5<sup>th</sup> **Roles and Responsibilities** for new councillors - Liz Howlett, solicitor

November date tba **Planning**

December 7<sup>th</sup> **Employment briefing** - Bethan Osborne

c) A spring 'Clean for the Queen' – March 4 – 6

A national clean-up is declared to coincide with the Queen's 90<sup>th</sup> birthday. The date will be Saturday 5<sup>th</sup> March 10am. The start point will be the bus shelter. JOP to order equipment and advertise. A poster for the noticeboards and websites to be issued. The Henley Standard should be informed too as it is likely that there will be a

list of participating parish councils. It was decided that cleaning signs would be included.

d) Her Majesty the Queen's 90<sup>th</sup> Birthday celebrations – June

It was decided that a separate meeting would be required to decide on venue and local involvement. The British Legion joining in was suggested.

JOP informed the members she would not be available on the 18<sup>th</sup> June as she was helping with the Bix & Assendon celebrations. Also there was a directive from the Lord-Lieutenant of Oxfordshire not overlap with Church of England activities.

### **016/16 Finance**

a) Donations/Subscriptions

A donation to Open Space £45 and Oxfordshire Playing Fields Association £40 was agreed and would be made at the March meeting for the new financial year 2016/17. An annual payment of £600 to NDCC was agreed starting 2016/17.

b) Payments received - None

c) Accounts to pay – no signatories present. And no access to bank for clerk as mandates still not complete.

d) Precept was agreed and signed.

Two projects were agreed. A defibrillator to be installed at the Village Club and a sign to deter people entering the school premises and damaging the property. The wording will be discussed at a later date.

The purchase of a lawnmower for the clerk and councillors to use on smaller sections of grass to be considered. Insurance to be checked by the clerk.

e) Change of bank

The change of mandate threw up a mess of accounts and signatories. It has now been 2 months and JOP has no access on-line to transfer funds to ensure the current account does not get overdrawn. Henley is inconvenient for the clerk and JOP received a mandate from members to change to Barclays. This would have to be done after the precept has been paid (1<sup>st</sup> April).

f) Added agenda item – External Audit. BDO external audit authority has been closed and now a new association set up by NALC and SLCC and others. This has to be opted out of by 31 March 2016. The councillors voted to stay in.

### **020/15 Fixed Assets**

a) Inspection Log

The fixed assets were assigned to councillors to inspect in May. The inspection log will be updated and will be distributed to the members at the 4<sup>th</sup> May meeting. The Risk Assessment will be updated in line with the change.

b) The Fixed Assets Registry has been updated. The insurance company shall be made aware of the complete list and the value of them to be put forward on the audit.

A value for the Multi-play playground feature will still need to be costed – installed 1987.

### **Public Question time**

A member of the public asked about the planning application P16/S0071/HH Yew Tree Cottage. JOP explained she hadn't received the paperwork but the application was for 'rear extension and new garage'.

**The meeting ended at 9.50 pm**

**Date of next meeting – Wednesday 2nd March 2016 at 7.30pm in the Village Club**

**Signed**