

**NETTLEBED PARISH COUNCIL**

Minutes of the Nettlebed Parish Council meeting  
held at 7.30pm on Wednesday 7<sup>th</sup> September 2016  
in Nettlebed Village Club

**BUSINESS TO BE TRANSACTED IS LISTED BELOW:**

Parishioners/Public/Press are welcome

**Present:** Cllrs B. Lewis (BL), J. Sedwell (J Sed), J. Simon (JS), N Gibson (NG), D. Butler (DB), B. Collier (BC), G. Bond (GB), G. Cupitt-Jones (GCJ) and J Pryce (JOP)  
Clerk

**Also present**

Cllr. Steven Harrod (SH) for part of the meeting and 4 members of the public.  
Malcolm Lewis (Neighbourhood Watch).

**070/16 Apologies for absence**

Cllr. David Nimmo-Smith (DNS) had to attend a planning committee meeting and sends his apologies, as does Cllr. Charles Bailey.

**071/16 Members declarations of personal and prejudicial interests**

None declared.

**072/16 Clerk resignation / vacancy**

The clerk submitted her resignation with a month's notice giving a leaving date of 5<sup>th</sup> October 2016. Training for a new clerk, if needed, was approved by the members at 2 hours a week for a month. If a new clerk could not be found by the leaving date training could still be offered later. The council's permission was sought to advertise for the position in the Henley Standard. This was agreed. Jonathan Sedwell and the clerk will be conducting the interviews.

If a new clerk could not be found in time, JOP requested a volunteer for the paperwork, computer files and emails to be directed too. This will be decided later. But emails to be sent to BL and JS which JS will implement.

J Sed informed the members that the meeting would be finishing at 9.30pm and to clarify the clerk reminded the members that a parish council meeting cannot be any longer than 2 hours as of NALC regulation 3w.

**073/16 Resolution to adopt Minutes of previous meeting**

The minutes from the parish council meeting on the 6<sup>th</sup> July 2016 were declared true and accurate and signed by J Sed.

**074/16 Matters relating to Oxfordshire County Council**

**UNITARY DEBATE**

There have been reports suggesting that proposals for reform are off the table due to the lack of agreement between the City and District Councils, and the County. While it is true

that Government wishes to proceed by consensus where possible, OCC hopes that the debate is not over – particularly when Grant Thornton has put forward a new compromise proposal, which has yet to be fully discussed. With £200,000 spent on independent advice, and with both reports showing that savings in excess of £100m are possible over a five-year time period through a single strategic authority for Oxfordshire, it is everybody's interest that the debate continues. The OCC Leader has asked officers to bring a paper to Council on 13th September, and Cabinet on 20th September, to ensure that Councillors have been able to express a view on this debate, and how OCC should move forward.

### **LIBRARIES MINISTER SEES “GREAT EXAMPLE” AT BICESTER**

Plans to expand Oxfordshire's Home Library Service and joining up services 'under one roof' were among the hot topics at Bicester Library, during a fact-finding visit from Minister for Civil Society Rob Wilson MP. The flagship county council facility offers a wide range of council services and activities, and has attracted more than 2,000 new members since opening in April.

Heralded as a “great example” by Mr Wilson, Bicester exemplifies an emerging identity for Oxfordshire's libraries as focal points for a broad range of services, help and advice. The council has also announced plans to grow its Home Library Service so that people with mobility problems who can't get to a library can have books and other items delivered to their door.

### **RESIDENTS CAN GET THEIR ELECTRIC BLANKETS CHECKED FREE**

Now is the time for residents to book their blanket in for a free check in October.

Oxfordshire County Council's Fire & Rescue Service and Trading Standards are urging electric blanket owners to get their blankets tested free of charge ahead of the approaching colder months.

Testing electric blankets annually is important as all electrical systems have the potential to go wrong. In 2015 a total of 22 per cent of the electric blankets failed the safety test and were declared unsafe to use. They can be perfectly safe to use provided they are in good condition and have the necessary overheating safeguards incorporated into the design. Station Manager Chris Barber of Oxfordshire County Council's Fire and Rescue Service said: “Like any other piece of electrical equipment, it is vitally important that electric blankets remain in safe working order, last year nearly a quarter.” Testing is by pre-booked appointment only, strictly on a first come, first served basis. Residents should call Trading Standards on 01865 815 000 option 4 to arrange an appointment or email [communityengagement@oxfordshire.gov.uk](mailto:communityengagement@oxfordshire.gov.uk).

### **SUPPORT FOR YOUNGSTERS MAKING NEXT STEPS AFTER EXAMS**

Help is at hand for young people considering their next steps after receiving exam results this month. Oxfordshire County Council is giving advice and support for 16 to 19-year-olds about staying in learning, finding a job or starting an apprenticeship.

Throughout the results period and beyond, staff will be available via the web chat service on the Oxme website or over the phone (01865 328460) to talk to young people and parents about the wide range of learning and employment opportunities available in Oxfordshire, and to help with applications.

### **OXFORDSHIRE COMET: A BOOKABLE TRANSPORT SERVICE**

The Oxfordshire Comet is a not for profit, bookable transport service for those who can't access suitable public transport. It can be booked for any type of trip, whether it's to meet friends in town, travel across the county, attend an appointment or pop to the shops. The service is available 10.15am - 2.30pm Monday to Friday (not Bank Holidays). It uses vehicles that normally take children to school and adults to day care centres. (OCC identified the times of the day when they weren't being used and are making them available so that residents can make the journeys they want.) Because OCC already owns these vehicles, the Council only has to cover running costs, meaning

charges are low for passengers. More information can be found here:

<https://www.oxfordshire.gov.uk/cms/content/oxfordshire-comet>

**CARERS' STRATEGY AND CARERS' PERSONAL BUDGETS CONSULTATION**

OCC and Oxfordshire Clinical Commissioning Group work in partnership with other organisations to identify and support many of the 61,000 family, informal or unpaid carers in Oxfordshire. Both organisations do this because they recognise and value the important role that carers have in the lives of the more vulnerable members of our communities. A joint consultation is taking place in two parts: Part 1 of this consultation is about the Oxfordshire Carers' Strategy. This is a document about priorities for carers' support and the outcomes desired for carers of all ages. It also gives an overview of how carers are supported in Oxfordshire. Part 2 of this consultation is about the proposed options for carers' personal budgets. There is no longer enough money for OCC to carry on doing things in the existing way, so OCC wants to find the best way of spending the funding available to meet the needs of as many carers as possible. Please take part by completing the online questionnaire here

<https://consultations.oxfordshire.gov.uk/consult.ti/Carers/answerQuestionnaire?qid=4183363> or by attending one of three workshops. Please first read the strategy and supporting documents available as part of this consultation. If you require a paper copy of these documents, please contact OCC by email on [carerssupportreview@oxfordshire.gov.uk](mailto:carerssupportreview@oxfordshire.gov.uk) or phone 01865 323410.

Consultation workshops

All taking place from 10.30am - 1:00pm on the following dates:

- 13th September at Didcot Civic Hall
- 15th September in Banbury Town Hall
- 29th September in Oxford Town Hall

To attend, please phone 01865 323410 or email [carerssupportreview@oxfordshire.gov.uk](mailto:carerssupportreview@oxfordshire.gov.uk)

BL mentioned the bollard positioning on pavement at the pinch point going toward the petrol station/post office. SH requested she emailed again to remind OCC of this.

**075/16 Matters relating to SODC**

DNS emailed his report which is attached.

**076/16 Decision on Local Plan or Neighbourhood Plan**

After discussion of the various aspects of both, it was decided to stay with the Local Plan in the meantime. J Sed was looking into another way forward with SODC.

**077/16 Police and Neighbourhood Watch reports**

Malcolm Lewis (Neighbourhood Watch)

Vandalism had been carried out on the playground. The front fence has been damaged and the clerk has requested Alan Britain for a repair to be carried out.

Police asked near neighbours for any information but no-one had seen anything.

Two reports of dogs out of control which were reported to the police.

Campervan in woods at Catslip has moved.

**078/16 Commons Matters**

There is to be an article in 'The Link' about the wetlands.

A base for practice nets on the cricket ground has been given permission.

The N&DCC are aware that expenses exceed income so a request to residents has been mailed for an annual donation.

**079/16 Grass cutting and Hedge management.**

Hornbeam hedge to be cut by John Williams (JOP to action). SOHA to cut the conifer hedge opposite – both these being in Lion Meadow. The vicarage to be contacted again about the hedge. Wanbourne Lane hedge needs cutting and SODC to be contacted again.

**080/16 Recreation and Amenities**

a) NSCC – the Community hall has been well used during the summer.

b) New noticeboard – quotes

The Parish Noticeboard Company £825 VAT £165 delivery £40 VAT £8

Whitehill Direct Limited £699 VAT £139.80 delivery £40 VAT £8

Whitehill Direct was chosen. JOP to order.

c) Footpath report from Paul Whitehead (Chiltern Society Representative)

Paul Whitehead was unable to provide a report due to ill health.

**081/16 Parish Newsletter and Community Website**

Although the minutes for last 3 years have been displayed publically on the website, JOP checked the 'Transparency Code' for length of time they were supposed to be displayed. After clarification from NALC (National Association of Local Councils):

**The agenda** should be displayed minimum 3 days before the meeting and ideally 7 days before. This can be removed after the meeting.

**The minutes** have to be for public viewing on the website for 3 years. This has been done.

**Notice of Conclusion of External Audit** for 14 days per annum after being issued.

**Annual Governance Statement** - Section 1 BDO external of audit for 6 years with explanation of any negative responses to statements.

**End of Year Accounts** – section 2 of audit (which I have not received back yet) for the last 6 years.

**Internal Audit Report** – page 5 of audit for 6 years – publication no later than 1 July. JOP can supply this as one document with all six years and then attach to minutes every year after.

There are some additional documents required for **EOY accounts** - copy of bank reconciliation, explanation of significant variances and explanation of differences between 'balances carried forward'.

All the documents above need to be put on a website as a legal requirement.

There is a choice of going back 6 years with the accounts or starting last year March 2015. The audit has not been returned yet so the 'Notice of Conclusion of External Audit cannot be done. There might a small risk of being challenged for not displaying the last 6 years. Members agreed to a year.

**082/16 Roads & paths**

Dog fouling – Do Not signs – JOP to order 6 more.

**083/15 Transport**

## NETTLEBED PARISH COUNCIL MEETING 7<sup>TH</sup> SEPTEMBER 2016

**Comet buses**, which were only being using in the morning and evening, are now being pressed into service during the day for people with limited access to public transport. Swyncombe parish council have booked this service for Thursday mornings and maybe able to give feedback about this service. Please also see the OCC and SODC report for more information.

### 084/16 Planning

a) Planning applications received

Reference/Location	Date Registered/
<p><b>P16/S2624/HH</b>                      Port Hill House and The Gardeners Cottage Port Hill                      Nettlebed RG9 5RL                      Demolition of existing single storey rear element and erection of a replacement single storey side and rear extension to Porthill House. Demolition of existing single storey garage and two storey bay and erection of a single and two storey extension to The Gardeners Cottage. Associated external works to raise a garden wall and alter the drive to serve both dwellings.                      NPC 'SHOULD BE APPROVED' 24 August 2016                      SODC under consideration Target decision date 30 September 2016</p>	<p>Response date                      5 August 2016                      30 August 2016</p>
<p><b>P16/S2636/HH</b>                      Soundess House Nettlebed RG9 5BH                      Demolition of a previous extension and erection of a new extension on the south west side, linked to the existing building.                      NPC 'SHOULD BE APPROVED' 24 August 2016                      SODC under consideration Target decision date 29 September 2016</p>	<p>4 August 2016                      29 August 2016</p>
<p><b>P16/S2466/LB</b>                      Sue Ryder Home for Palliative Care Joyce Grove                      Nettlebed RG9 5DF                      Internal partitioning creating new office and cafe, installation of vent axia and creation of sensory garden on terrace.                      NPC 'SHOULD BE APPROVED' 9 August 2016                      SODC under consideration Target decision date 12 September 2016</p>	<p>18 July 2016                      19 August 2016</p>
<p><b>P16/S2333/FUL</b>                      Manor Farm High Street Nettlebed RG9 5DA                      Change of use of an agricultural building extending to 473m2 to storage or distribution - B8.                      NPC 'SHOULD BE APPROVED' 20 July 2016                      SODC under consideration Target decision date 31 August 2016</p>	<p>6 July 2016                      30 June 2016</p>
<p><b>P16/S1391/FUL</b>                      39 Catslip near Nettlebed RG9 5BN                      Erection of two storey dwelling to replace single storey dwelling approved by application P15/S0788/FUL                      NPC 'APPROVED' 13 July 2016                      Under consideration by SODC target date 22 August 2016</p>	<p>27 June 2016                      25 July 2016</p>

**P16/S0972/FUL**

20 April 2016

13 The Ridgeway, Nettlebed RG9 5AN  
Erection of one dwelling  
NPC – SHOULD BE REFUSED 5 July 2016  
SODC under consideration  
Planning committee 7 September 2016

Target 15 June 16

b) Planning application decisions

**P16/S2217/FUL**

30 June 2016

Wood Park House, Catslip RG9 5BP  
Demolition of existing dwelling and detached garage/ancillary building. Erection of new detached dwelling with integral garage.  
NPC 'APPROVED' 23 July 2016  
SODC GRANTED 22 August 2016

25 July 2016

**P16/S1604/HH**

27 June 2016

The Leaze, 13 Crocker End Crocker End RG9 5BJ  
To erect a brick and flint wall on right entrance gates to a height of 1.9 metres.  
NPC 'APPROVED'  
SODC GRANTED 22 August 2016

19 July 2016

**P16/S1995/FUL**

17 June 2016

Land between Wysteria lodge and 10 Catslip Nettlebed RG9 5BL  
Demolition of existing stable block and erection of two detached dwellings and garages.  
NPC 'APPROVED' 13 July 2016  
SODC GRANTED 31 August 2016

14 July 2016

**085/16 Clerks Correspondence**

Request for two bags of aggregate to be funded for path improvement next to allotments. £43 per bag. This was agreed.

**086/16 Finance**

a) Donations/Subscriptions

A donation to the Churchyard gardeners of £50 was agreed. JOP to action.  
A donation of Henley Handybus £250.

b) Payments received.

Precept arrived today £6,600

c) Accounts to pay

Wages/office rent/expenses to clerk £889.68 Wages for August and September 2016 £806 office rent £41.68 and personal cheque to pay for planning course from OALC for GB £42 (VAT £7)

Playsafety Limited invoice of £88.20 to be paid. VAT £14.70 Net £73.50

### **Public Question time**

'Fix my Street' was being updated by Wendy Ayre-Tilbury about potholes in Wanbourne Lane. She asked about 13 Ridgeway planning application as that would mean heavy vehicles using the road. JOP would inform her the decision by SODC.

**The meeting ended at 9.30pm**

**Date of next meeting** – Wednesday 2<sup>nd</sup> November 2016 at 7.30pm in the Village Club

### **Signed**

J. Sedwell  
Chairman