

**Councillors are summonsed to the Annual Meeting of Appleford Parish Council on
Thursday 12th June 2025, at 20:00, in the Village Hall.**

Members of the public are invited to attend from 19:30 for a village catch-up, coffee, cake.

5 June 2025

Judy McCarthy, Parish Clerk
e: clerk@appleford-pc.gov.uk
m: 07835 737772

AGENDA

1. Welcome Judy McCarthy, new Parish Clerk
2. Apologies for absence
3. Declarations of personal and prejudicial interest
4. To approve the minutes of the Appleford Parish Council meeting held on 15th May 2025
5. Update on progress from the previous minutes – the Clerk/Chair will report on progress of outstanding items which do not require further decision
 - Hedging/Fence at Recreation Ground
6. Public participation
7. Report from Oxfordshire County and District Councillor, Peter Stevens
8. **Planning –**
 - **Update on HIF1**
 - a. OCC ref: R3.0046/25 Details pursuant to Condition No. 28 (Archaeological Investigation) of planning permission no. R3.0138/21
 - **Updates from Commercial Operators (Heidelberg, FCC, Forterra)** – noise, public rights of way, HGVs, funding, etc
 - **Update on BESS (P25/V0149/FUL)**
9. **Finance**
 - To note Electors' Rights published on website, and in Village Noticeboard from 3rd June to 14th August 2024 (GOB)
 - To consider recommendations from the Internal Auditor's Report, including
 - o Reconfigure laptop with one Parish Council dedicated Microsoft 365 Licence – to provide appropriate technical security and document management with backup
 - o SIM card and mobile phone for all Clerk business and for Village Hall Manager, to enable Multi Factor Authentication and dedicated public phone number
 - To note invoices payments and receipts since the May meeting and consider invoices for payment itemised on the payment schedule (Appendix 1)
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APC Garden Services INV 06633	Grounds maintenance - May 25	398.40
Pet Waste Solutions Inv 44739	Dog Bin collection - May 25	102.96
Sharps Acoustics Inv 2025/1156	Consultancy services to end May 2025 – survey data and report	3240.00

Scribe INV - 10788	Accounts software	14.40
Clerk's Salary June 25 (JM)	27 May - 30 June	591.18
Village Hall Manager's Salary June 25	To be confirmed	

- To note transfer of £20,000 funds to instant access savings account, as approved at May meeting

10. Governance

To receive reports from working groups:

- Noise Taskforce** (GOB) – update and report on progress of noise survey
- Playground & Recreation Ground Working Group** (VS)
More volunteers are sought to support playground refurbishment:
 - playground rocking horse (Wychwood uncertain can complete this year; alternative sought)
 - playbark surround, and to fill beneath zip-wire
 - climbing frame bolt tightening
 - targeting Sept '25 application to FCC Communities Fund for Multi-use Gym Area (MUGA)
- Village Hall Working Group** (GOB)
 - Appointment of new Village Hall Manager
- Staffing Committee**
Welcome to new Clerk/RFO and Village Hall Manager

11. Appleford Parish Council Liaison meetings:

Date	Notes	Location
Tuesday 10th June, 2pm	Hobbyhorse Lane, a public right of way, Sutton Courtenay path No. 9, designated as a Byway Open to All Traffic (BOAT 373/9). Mary Hancock hopes to attend to represent Appleford, please let her or Vicky Shepherd know if you are interested <i>More details can be forwarded</i>	In-person, Sutton Courtenay Village Halls

12. Dates of future Parish Council Meetings:

The next Parish Council meetings will be held in Appleford Village Hall on:

Thursday 10th July

Tuesday 9th September

Tuesday 7th October

Please add the next meeting date to your diary; we will look forward to seeing you there.

Appendix 1 – Payments and Receipts

Supplier/Invoice	Purpose	Net	VAT	Gross	Status
Payments for approval:					
APC Garden Services INV 06633	Grounds maintenance - May 25	332.00	66.40	398.40	Awaiting Approval
Pet Waste Solutions Inv 44739	Dog Bin collection - May 25	85.50	17.16	102.96	Awaiting Approval
Sharps Acoustics Inv 2025/1156	Consultancy services to end May 2025 – survey data and report	2700.00	540	3240.00	Awaiting Approval
Scribe INV - 10788	Accounts software	12.00	2.40	14.40	Awaiting Approval
Clerk's Salary June 25 (JM)	27 May - 30 June			591.18	To be paid BACS 30 June
Village Hall Manager's Salary June 25	To be confirmed				To be paid BACS 30 June
Payments made since last meeting					
Clerk's salary May (JH)	Clerk and Village Hall Administration			850.61	Paid 31 st May
Gallagher Insurance Inv 544636168	Hiscox Insurance AJG Community Schemes – Parish Council	2268.17	-	2268.17	Paid 18 th May
Creative Badger Inv JR1323	Website hosting Annual invoice 01.04.25- 31.03.26	410.00	-	410.00	Paid 18 th May
Jane Olds JO291	Internal audit fee	210		210	Paid 2 nd May
APC Garden Services INV 6353	Grounds maintenance in April	332.00	66.40	398.40	Paid 18 th May
Pet Waste INV 43284 01/05	Dog bin collection	85.80	17.16	102.96	Paid 18 th May
Receipts					
None					