



Appleford Parish Council

Councillors are summonsed to a Meeting of Appleford Parish Council on
Thursday 13th March 2025, at 20:00, in the Village Hall.

Members of the public are invited to attend from 19:30 for tea, coffee, biscuits and a catch-up with
fellow villagers and councillors ahead of the meeting.

6th March 2025

Jane Humphreys, Parish Clerk
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AGENDA

1. Apologies for absence
2. Declarations of personal and prejudicial interest: *Cllr Vicky Shepherd & Cllr Greg O'Broin are both trustees of Appleford Parish Trust, Cllr Greg O'Broin is a trustee of the Village Hall Charity.*
3. To approve the minutes of the Appleford Parish Council meeting held on 13th February 2025
4. Update on progress from the previous minutes – the Clerk/Chair will report on progress of outstanding items which do not require further decision
5. Public participation
6. Report from District and County Councillor Peter Stevens
7. **Planning -**
 - a. **Heidelberg Materials** – presentation of noise assessment data **30 minutes maximum**
8. **Finances**
 - a. To note payments and receipts since the January meeting – please see appendix 1 for details.
 - b. To approve and sign bank reconciliation to 28th February 2025
 - c. To note significant reserves held at 28th February: **£27,800.92**– to review ear marked reserves for the year end accounts, internal and external auditors.
 - d. Opening of Unity Trust savings account – signatures required
 - e. To approve payment of a £2,500 deposit for a noise survey to be carried out by **Sharps Acoustics** (invoice due). To sign the agreement with Sharps. The capped cost of the survey is £5,200 + VAT. The Parish Council has received a grant of £2,500 from the OCC to cover a proportion of the survey costs. The choice of supplier was determined by a parish council sub-committee on xx of March including **Cllr Greg O'Broin, Chris Hancock, Frances Reid and Craig Jeffries**. *The draft terms of reference for this sub-committee are to be approved at this meeting, to be reviewed at the May meeting.*
 - f. To approve payment of £xxx for Village Hall fire alarm: **Supplier Name**. The choice of supplier was determined by a parish council sub-committee on xx of March including **Cllr Greg O'Broin and Cllr Dom Grigg**. *The draft terms of reference for this sub-committee are to be approved at this meeting, to be reviewed at the May meeting.*
 - g. **Asset register** – to approve amended asset register for year end
9. **Risk Assessment**
 - a. **Review of Risk Assessment Schedule and Emergency Plan.** To review and readopt revised risk assessment schedule and emergency plan.

- b. **Playground Inspections and Maintenance:** To report on progress on regular playground inspections and maintenance since the last meeting. To consider quotations received and decide on which supplier to appoint as soon as possible.
- c. **Temporary closure of part of playground/recreation ground for maintenance** – APC Gardens Services have requested the ability to temporarily close areas of the recreation and playground when they are undertaking work.
- d. **Pest control** – to agree actions with respect to a report of rats in scrub that backs onto Chambrai

10. Appleford Parish Council – vacancy for Councillor

Dr Sandrine Philippot-Gasc resigned as a Councillor on 3rd March. The Parish Council would like to express their gratitude to Sandrine for her service to the council. A notice has been placed on our website and noticeboards that this vacancy will be filled by co-option unless an election is called by local residents. If no local election is called, then a vacancy for a Councillor will be advertised from the 24th of March.

11. Dates of future meetings:

The next Appleford Parish Council meeting will be **Thursday 3rd April**

The Parish Council will continue to meet monthly for at least the next few months. The next Parish Council meetings will be held on **Thursday 3rd April**, and **Thursday 15th of May**. The May meeting will also include the **Annual Parish Meeting**.

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

12. Dates for Appleford Parish Council Liaison meetings:

Date	Notes	Location
Monday 12 th May	FCC/Hanson Liaison Meeting 6pm Please contact Vicky if you are interested in attending <i>Minutes from previous meetings are News articles on our website</i>	Teams

Appendix 1

Supplier/Invoice	Purpose	Net	VAT	Gross	Status
Payments for approval:					
Clerk's expenses	Wave IA subscription			8.99	
Sharps Acoustics	Noise survey	2,500	500.00	3,000	Invoice due
Payments made:					
Pet Waste Solutions 41000	Dog bin collection	85.80	17.16	102.96	Paid by BACS
Pet Waste Solutions 39957	Dog bin collection	85.80	17.16	102.96	Paid by BACS 19 th Feb

Supplier/Invoice	Purpose	Net	VAT	Gross	Status
Greg O'Broin expenses	Padlock for recreation ground			14.00	Paid by BACS 19 th Feb
Scribe Accounts INV-8959	Accounts system	12.00	2.40	14.40	Paid by DD
Scribe Accounts INV-9368	Accounts system	12.00	2.40	14.40	Paid by DD
OALC A00046/2025/1	Annual membership	180.00	36.00	216.00	Paid by BACS
Clerk's Salary January				599.39	Paid by BACS 31 st Jan
Clerk's Salary February				599.39	Paid by BACS 28 th Feb
A&W Grounds INV-0114	Waste bin collection	13.0		13.00	Paid by BACS 5 th Feb
Receipts					
OCC CP	Grant for noise survey			2,500	Received 10 th March