



Appleford Annual Parish Meeting

**Councillors are summonsed to the Appleford Annual Parish Council meeting on
Thursday 15th May 2025, at 20:00, in the Village Hall.**

This will be preceded by the Annual Parish Meeting from 19:00 - 20:00.

Members of the public are encouraged to attend from 19:00 for a village update and nibbles

8th May 2025

Jane Humphreys, Parish Clerk
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Appleford Annual Parish Meeting Agenda 19:00 - 20:00

1. Welcome Drinks and Refreshments
2. Updates from Village Associations:
 1. St. Edmund's Football Club
 2. Allotment Association
 3. Appleford Church
 4. Appleford Community Project & Community Orchard
 5. Public Rights of Way
 6. Millennium Common
 7. Appleford Acapella

Volunteers needed to support and sustain these village organisations

3. Thank you: we encourage you to stay on for: Appleford Annual Parish Council Meeting



Appleford Annual Parish Meeting

Appleford Annual Parish Council Meeting Agenda 20:00 - 21:30

1. Election of Chair and Vice-Chair, Chair to sign acceptance of office
2. Apologies for absence
3. 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.*
4. To approve the minutes of the Appleford Parish Council meeting held on 13th March 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
6. **Update on presence of travellers on Appleford recreation ground**
7. Public participation
8. To receive a report from the returning Oxfordshire County Councillor – Peter Stevens
9. **Planning –**

- a. **Update on HIF1** – OCC due to engage with local stakeholders on final design, concerns over Scheme of Delegation to Officers, maintaining footpath and cycle access during works
- b. **Updates following Heidelberg presentation**– sharing of noise data, lack of enforcement by OCC on commercial sites, feedback on report of traffic through village
- c. **Update on BESS** - progress of community donation proposed by TBC Partners
- d. **Update on FCC** - offer for community funding

10. **Appleford Parish Council – vacancy for Councillor**

Approving the co-option of a new Councillor at this meeting. Councillor to sign acceptance of office and complete register of interests.

11. **Finances**

- a. To discuss and approve Internal Audit report for 2024-25
- b. To discuss, complete and approve accounting statements for 2024-25
- c. To note payments and receipts since the March meeting – please see appendix 1 for details.
- d. To approve transfer of funds to instant access savings account
- e. To note reserves held at 31st March – please see appendix 2 for details.
- f. To determine contact details for Notice of Public Rights
- g. To review and approve insurance quotations for 2025-26
- h. To note account balance as of 30th April 2025: **£34,678.85**

11. **Governance**

To Approve Core Policies for 2025-26

- Standing Orders
- Financial Regulations – revised March 2025
- To appoint a Councillor with responsibility for internal financial control

To finalise terms of reference for working groups and receive reports on progress:

Appleford Annual Parish Meeting

- i. **Noise Taskforce** (GOB) – to report on progress of noise survey
- ii. **Playground & Recreation Ground Working Group** (VS)
Review of annual playground inspection report, and Wes' report
To approve expenditure for refurbishment work on:
 - playground rocking horse Wychwood - **£775**
 - playbark surround for zip-wire - **£1,057.50**
 - playbark to fill beneath zip-wire - **£1,100**
 - climbing frame bolt tightening - **£450**

Volunteer sought to source parts from playground suppliers for further upgrades

Approve application to FCC Communities Fund for Multi-use Gym Area (MUGA) proposal
- iii. **Village Hall Working Group** (GOB)
Plea for volunteers to support the Village Hall - temporary closure otherwise likely
To report on progress in finding a new Village Hall Manager
To approve the budget for advertising Village Hall Manager vacancy - **£500** unless already appointed prior to the meeting
- iv. **Staffing Committee**
To report on progress on replacing Clerk/RFO - Applicants sought to replace Clerk/RFO

12. Dates of future meetings:

The next Parish Council meetings will be held on: **Thursday 12th June**
 Thursday 10th July
 Tuesday 9th September

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

13. Dates for Appleford Parish Council Liaison meetings:

Date	Notes	Location
Monday 12 th May, 6pm	FCC/Hanson Liaison Meeting Volunteers needed to attend, please let Vicky know if you are able to represent Appleford <i>Minutes from previous meetings are News articles on our website</i>	Teams

Appendix 1 – Payments and Receipts

Supplier/Invoice	Purpose	Net	VAT	Gross	Status
Payments for approval:					
Payments made:					
Jane Olds JO291	Internal audit fee	210		210	Paid 2 nd May
APC Garden Services INV 06438	Grounds maintenance in March	332.00	66.40	398.40	Paid 25 th March
APC Garden Services INV 6353	Grounds maintenance in April	332.00	66.40	398.40	Awaiting approval
Scribe INV-9368	Accounts software	12.00	2.40	14.40	Paid by DD 21 st March
Scribe INV-10319	Accounts software	12.00	2.40	14.40	Paid by DD 22 nd April
Play Inspection Co INV 76649	Annual playground inspection	295.00	59.00	354.00	Paid 31 st March
Pet Waste INV 42009 26/03	Dog bin collection	39.60	7.92	47.52	Paid 31 st March
Pet Waste INV 42202 01/04	Dog bin collection	85.80	17.16	102.96	Paid 23 rd April
Pet Waste INV 43284 01/05	Dog bin collection	85.80	17.16	102.96	Awaiting approval
Fortress Fire Alarms UK Ltd Inv 57765	Fire alarm for village hall	615.00	123.00	738.00	Paid 25 th March
Sharps Acoustics 2025/183	Noise survey	2,500	500	3,000	Paid 18 th March
ICO	Annual registration fee			47.00	Paid by DD 24 th March
Clerk's Salary March				599.39	Paid by BACS 31 st March
Clerk's Salary April				599.39	Paid by BACS
Clerk's expenses	WAVE AI subscription x 2 weeks			17.98	Paid 18 th March
VS expenses	Meeting refreshment expenses			24.07	Paid 31 st March
Receipts					
Precept	1st Half Precept 2025/26			12,000	

Appendix 2 - Reserves

		£	£	£
Earmarked reserves:				
	Description of reserve:			
	Village Hall legal fees for conversion to CIO with PC as sole trustee	3,000		
	Village Hall installation of internet and virtual meeting equipment	1,000		
	Recreation ground fencing	1,000		
	Election Fund	2,500		
			7,500	
Restricted (ring-fenced) reserves:				
	Description of reserve:			
	Noise Survey (OCC Grant)	2,500		
			2,500	
General reserves		14,637		
			14,637	
Total reserves				24,637