



## Appleford Parish Council

### Minutes of the Parish Council meeting duly convened and held on Thursday, 13<sup>th</sup> March at 8pm

<b>Attendees – Councillors:</b>	<b>Apologies:</b>
Victoria Shepherd (Chair) (VS)	Greg O’Broin (Vice-Chair) (GOB)
Dom Grigg (DG)	
Manu Mavrikis (MM)	
Cllr Peter Stevens (PS) – District & County Cllr	
	<b>In Attendance:</b>
<b>Members of the public: 6</b>	Jane Humphreys– Clerk Mike Brown – Heidelberg Materials Area General Manager James Hynes – Heidelberg Materials Estates Surveyor

The Meeting Opened at 8.00pm

<b>1. Welcome, Apologies and Quorate</b> VS welcomed all to the meeting. The meeting was quorate. Several residents provided apologies as well as Cllr Greg O’Broin and Claire Rees	<b>ACTION</b>
<b>2. Declarations of personal and prejudicial interest VS</b> & GOB declared an interest in Appleford Parish Trust. GOB is also involved in the management of the Village Hall.	
<b>3. Minutes of the APC meeting held on 13<sup>th</sup> February 2025</b> Minutes from the meeting held on 13 <sup>th</sup> February were <b>APPROVED</b> and signed by the Chair.	<b>APPROVED</b>

<b>4. Update on progress since the previous minutes</b>  MM noted that the SID has been partially reinstated, awaiting the installation of the solar panel. A camera has also been attached to the pole as a deterrent against future vandalism and/or theft.	
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<p><b>5. Public Participation</b></p> <p>A resident queried the works that have started close to Appleford – these are the groundworks for the HIF1 road. The footpath was closed for several days but has now been reinstated. VS has asked for pedestrian access between Appleford and Sutton Courtenay to be maintained. The HIF1 work is likely to increase traffic through the village.</p> <p>A resident spoke of his ongoing concerns about the leachate smell from the waste transfer site. PS confirmed that the Environment Agency monitor the site, and reports have been inspected by PS/VS.</p>	<p><b>Action:</b> PS &amp; VS to follow up with OCC &amp; operators</p>
<p><b>6. Report from District and County Councillor Peter Stevens</b></p> <p>PS commented that he is assisting in the noise survey currently being conducted within Appleford and noted the need to co-ordinate the location of noise monitoring with Heidelberg. PS noted that the budgets for both the district and the county councils have been approved. The OCC budget is £600M. Councillors have little discretion to change the budgets, but both have balanced. The DC is facing budgeting challenges as it may not exist within the next 2-3 years due to devolution plans.</p> <p>Devolution options for Oxfordshire are currently in discussion with an option to combine with Berkshire and Buckinghamshire (BOB). This combination of counties exists within the NHS, and Thames Valley Policy have already joined forces. There is also a suggestion to link Oxford and Cambridge as a growth area. There is also Science Vale within Oxfordshire which links Culham, Harwell, Milton Park, etc. The DC and OCC need to declare their preferred options by the end of the year.</p> <p>OCC have found additional funding to increase expenditure on potholes, emergency repairs, re-surfacing works and gully clearance.</p> <p>The council increase for 2025-26 is capped at 4.99% with over 50% for social services provision.</p> <p>PS and VS visited Didcot Power Station. The power station is currently only operational during peak times. PS noted the increase in BESS &amp; solar applications to support clean, renewable energy in the longer term.</p> <p>A resident commented on the fact that RWE is a power business and BESS applications should be seen as part of the power business, but RWE have refused applications in favour of other applications including data centres. VS commented that RWE meetings are held twice a year and APC is in attendance. RWE are apparently looking at BESS applications and also considering other sites including FCC land.</p>	
<p><b>7. Planning</b></p> <p><b>Presentation by Heidelberg Materials</b></p> <p>A transcript of this presentation will be available on our website</p>	<p><b>Actions:</b> Follow up with Heidelberg on</p>

<p>Heidelberg Materials confirmed that reports of noise or any other issues from the site should be emailed directly to:</p> <p><a href="mailto:appleforddepot@uk.heidelberg.com">appleforddepot@uk.heidelberg.com</a></p> <p>Please also supply details of the timing of the noises or other issues to enable Heidelberg or other operators to cross-reference the timing of the report to the work being undertaken on site.</p>	<p>presentation actions</p>																
<p><b>8. Finances</b></p> <p>a. <b>Payments and expenses</b> noted and approved (see appendix 1). Noted that £2.5K grant received from OCC for noise survey. A quotation from Crosscut Trees was also accepted for £740 for immediate tree work. There was a proposal to consider future replanting.</p> <p>b. <b>Bank reconciliation</b> to 28<sup>th</sup> February approved and signed by Chair in absence of Cllr Greg O’Broin</p> <p>c. <b>Reserves</b> – a high level of reserves was noted at £27,800.92 as at 28<sup>th</sup> February. The earmarked reserves are as shown below:</p> <p><b>Reserves</b> – recommended for year-end accounts</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <tr><td>Noise survey</td><td style="text-align: right;">2,500.00</td></tr> <tr><td>Recreation ground fencing</td><td style="text-align: right;">1,000.00</td></tr> <tr><td>Legal fees: Village Hall conversion to CIO &amp; renewal of lease</td><td style="text-align: right;">3,000.00</td></tr> <tr><td>Village Hall: Internet &amp; Virtual Mtg Equipment</td><td style="text-align: right;">1,000.00</td></tr> <tr><td>*Village Hall: Fire Alarm</td><td style="text-align: right;">738.00</td></tr> <tr><td><i>Contingency: Playground: Replacing Multi-play Junior 50% of 2024 valuation (Urgent requirement to replace, pending funding application)</i></td><td style="text-align: right;">13,500.00</td></tr> <tr><td>*Recreation ground: Tree surgery</td><td style="text-align: right;">740.00</td></tr> <tr><td style="text-align: right;"><b>Total earmarked reserves</b></td><td style="text-align: right;"><b><u>22,478.00</u></b></td></tr> </table> <p>* Unless paid prior to 31<sup>st</sup> March 2025</p>	Noise survey	2,500.00	Recreation ground fencing	1,000.00	Legal fees: Village Hall conversion to CIO & renewal of lease	3,000.00	Village Hall: Internet & Virtual Mtg Equipment	1,000.00	*Village Hall: Fire Alarm	738.00	<i>Contingency: Playground: Replacing Multi-play Junior 50% of 2024 valuation (Urgent requirement to replace, pending funding application)</i>	13,500.00	*Recreation ground: Tree surgery	740.00	<b>Total earmarked reserves</b>	<b><u>22,478.00</u></b>	<p><b>Action:</b> Clerk to submit account opening form</p>
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<p>d. <b>Unity Trust deposit account</b> – approved and form signed</p> <p>e. <b>Noise survey</b> and sub-committee Terms of Reference: Payment of £5,200 + VAT approved in total for noise survey to be conducted by Sharps Acoustics. First invoice received (see appendix 1). Terms of Reference for the Noise Taskforce sub-committee approved and signed and will be made available on our website.</p> <p>f. <b>Fire alarm</b> and sub-committee Terms of Reference for Village Hall: Quotes received from 2 suppliers – details in appendix 2. Quotation from Fortress Alarms (UK) Ltd approved. Terms of Reference for Village Hall sub-committee</p>	<p><b>Action:</b> Clerk reviewing CIO constitution</p>																

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<p>currently under review along with a review of draft CIO constitution. Membership of sub-committee of only 2 considered to be insufficient, recommend 3.</p> <p><b>g. Asset register</b> – assets not physically found to be disposed of from register and value written off. Initial purchase costs of items found but not on asset register to be estimated, including defibrillators. There was a suggestion to relocate one of the noticeboards.</p> <p><b>h. ICO</b> – direct debit signed</p>	<p><b>Action:</b> Clerk/VS to update asset register</p> <p><b>Action:</b> Clerk to submit form to ICO</p>
<p><b>9. Risk Assessment</b></p> <p><b>a. Risk assessment and Emergency Plan</b> previously circulated <b>APPROVED</b> There was a suggestion to create community cards for distribution with key contact details. Add church contacts to the contact section in the e-Pressings newsletter</p> <p><b>b. Playground inspections</b> – 3 quotations received. Urgent annual and quarterly inspections approved from The Play Inspection Co. <b>£666.25 APPROVED</b></p> <p><b>c. Temporary closure of recreation ground</b> – APC Gardens requested ability to close sections of recreation ground for safety during maintenance works – <b>APPROVED</b>. Also approved no mowing period during May to allow for mining bees during season.</p> <p><b>d. Pest control</b> – issue of rats in scrub behind Chambrai discussed. Cllr Dom Grigg to liaison with resident</p>	<p><b>Action:</b> VS to notify Play Inspection Co.</p> <p><b>Action:</b> DG to liaise with resident wrt rat problem reported</p>
<p><b>10. Resignation of Cllr Sandrine Philippot-Gasc</b> – a potential candidate has been found. The PC will be able to co-opt a new councillor from Monday 24<sup>th</sup> March assuming no election has been called by residents. New councillor vacancy to be advertised on the website and noticeboards from 24<sup>th</sup> March.</p>	<p><b>Action:</b> Clerk to create councillor vacancy notice</p>
<p><b>11. Date of future meetings</b></p> <p>Councillors agreed to hold monthly meetings temporarily due to the number of local challenges to address: <b>3<sup>rd</sup> April 2025, 15<sup>th</sup> May 2025.</b></p> <p>Please add these to your diary; we look forward to seeing you there.</p>	

The Meeting Closed at 9:45pm

Signed: .....

Date.....



# Appleford Parish Council

## Appendix 1

Supplier/Invoice	Purpose	Net	VAT	Gross	Status
<b>Payments for approval:</b>					
Clerk's expenses	Wave IA subscription x 2 weeks			17.98	
VS Expenses	Meeting refreshments			24.07	Awaiting authorisation
Sharps Acoustics Invoice 2025/1083	Noise survey	2,500	500.00	3,000	
<b>Payments made:</b>					
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 <sup>th</sup> Feb
Greg O'Broin expenses	Padlock for recreation ground			14.00	Paid by BACS 19 <sup>th</sup> Feb
Scribe Accounts INV-8959	Accounts system	12.00	2.40	14.40	Paid by DD
Scribe Accounts INV-8142	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 <sup>st</sup> Jan
Clerk's Salary February				599.39	Paid by BACS 28 <sup>th</sup> Feb
A&W Grounds INV-0114	Waste bin collection	13.0		13.00	Paid by BACS 5 <sup>th</sup> Feb
<b>Receipts</b>					
OCC CP	Grant for noise survey			2,500	Received 10 <sup>th</sup> March

Signed: .....

Date.....



Appendix 2

APPLEFORD-ON-THAMES PARISH COUNCIL

ANALYSIS OF QUOTATIONS - FORTRESS ALARMS & BANS FIRE SECURITY

VILLAGE HALL - FIRE ALARM

QUOTATION	Fortress Alarms (UK)		QUOTATION - Option 2	Bans Fire Security	
	1st Year	Annual		1st Year	Annual
<u>Comms via Monitoring Station</u>			<u>Comms via Monitoring Station</u>		
Unit + Installation	480.00		Unit + Installation	487.00	
Monitoring station - Annual Charge	135.00	135.00	Monitoring station - Annual Charge	183.00	183.00
CSL Digiair Pro 2 GPRS			Connection charge	50.00	
Annual Maintenance		220.00	Annual Maintenance / 12 Month Service	150.00	150.00
	<u>615.00</u>	<u>355.00</u>		<u>870.00</u>	<u>333.00</u>
VAT 20%	123.00		VAT 20%	174.00	
	<u>£738.00</u>			<u>£1,044.00</u>	

**NOTES**

Local company based Abingdon (see 4)  
 No SIM connection fee  
 First years maintenance included.  
 Maintenance contract includes no charge for replacement parts fitted by Fortress Alarms. (excl. existing smoke detectors)  
 Would charge for smoke detectors if they needed to be replaced.  
 Fortress recommended by SC Cllrs / VH WP  
 Financial - Last Accounts 28 Feb 2024. Capital Reserves £521K  
 Reasonable liquidity / CA Ratio

**NOTES**

- 1 Reputable company based in Oxford
- 2 Financial - Last Accounts 31 Aug 2023. Capital Reserves £272k  
Reasonable liquidity / CA Ratio

**RECOMMENDATION - FORTRESS ALARMS**

Lower initial cost & higher maintenance cost covers free replacement parts.  
 Satisfactory experience - Sutton Courtenay

Signed: .....

Date.....