

**Councillors are summonsed to a Meeting of Appleford Parish Council on
Monday 8th September 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.**

2 September 2025

Judith McCarthy, Parish Clerk
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<https://appleford-pc.gov.uk>

AGENDA

Time: 2hrs 20.00 hours to 22.00 hrs			Time
1.	Introductions and apologies Apologies –	Chair	20:00
2.	Declarations of personal and prejudicial interest	Chair	20:05
3.	To approve the minutes of the Appleford Parish Council meeting held on 10th July 2025	Chair	20:10
4.	Public Participation		20:15
5.	Report from County and District Councillor	PS	20:30
6.	Clerk's Report and Financial Update a. To receive Clerk's report and actions update b. To note new NALC revised pay scales for Clerk for 2025-26, payable from 1.4.25 c. To note final report from external auditors d. To agree Engagement of Internal Auditor 25/26 e. To note Internal Financial Control Report to 31 August 2025 (GOB) f. To authorise use of Multipay Purchase Card from Unity current account (£3.00 per month charge) – for use by CLERK for smaller purchases with set limit per month g. Review and approve request for reimbursement from Appleford Village Hall Charity of Village Hall Manager salary and equipment items up to 30 September 2025 i. Salary: £1332.10 ii. Keycase Organiser: £23.98 h. To note invoices paid since July meeting and approve payments itemised on the schedule in Appendix 1. All	All	20:40

	invoices listed have been examined, verified and certified by the Clerk. i. To note finance update in Appendix 2: Bank reconciliation to 31 August 2025 j. To note finance update in Appendix 3: Payments & Receipts Summary to 31st August 2025 and progress against budget		
7.	Planning a. P25/V0149/FUL) BESS : - i APC Complaint to VOWH re planning process and VOWH Response - ii Proposal for Easement – TBC Partners b. OCC Place Overview and Scrutiny Committee: APC Complaint re Minerals and Waste Applications and Enforcement Practices: Compliance monitoring c. P25/V1480/FUL - Proposed self-build 3-bedroom dwelling and double garage and form new driveway access onto Church Street. Manor Farm, Appleford	GoB	21:00
8.	Governance a. Councillors to note implementation of secure area WorkDrive from Parish Online for records management and information sharing. b. Report from Sub-Committees, Working Groups - i Village Hall - ii Noise - iii Traffic - iv Recreation Ground and Playground	All GoB GoB VS/MM VS	21:10
9.	Community a. Pressings newsletter b. Village Website	CR	21:25
9.	Risk Assessment a. To review APC Risk Assessment Schedule	All	21:35
9.	Correspondence a. Issues raised by the village - Traffic and speed complaints - Dog bins requiring repairs - Fly-tipping at the Recreation Ground car park	All	21:45

	- Soleluna Pizza Van – use of car park		
10.	Items for next agenda	All	21:55

Dates of Next Meeting:

Please add these dates to your diary; we will look forward to seeing you there.

Date	Time	Location
Monday 13 October	20.00 – 22.00 hrs	Village Hall
Monday 10 November	20.00 – 22.00 hrs	Village Hall
Monday 8 December	20.00 – 22.00 hrs	Village Hall

Appendix 1

Payments and Receipts to 31 August 2025

Supplier/Invoice	Purpose	Net	VAT	Gross	Status
Payments for approval at this meeting					
Oxfordshire Association of Local Councils (OALC) Inv 5802	New Clerk - training	115.00	23.00	138.00	For approval
Pet Waste Solutions Inv 48736	Dog Bin waste collection - July 25	85.80	17.16	102.96	For approval
Scribe - Direct Debit - Inv 11472	Accounts software	12.00	2.40	14.40	For approval
Clerk's Salary August 25	1-31 Aug 2025	-	-	515.40	For approval
Village Hall Manager's Salary July 25	1-31 Aug 2025	-	-	325.00	For approval
Councillor Expenses reimbursement: - G O'Brien	Replacement strong locks for recreation ground	38.99	7.80	46.79	For approval
Payments made since last meeting 10 July					
Clerk's Salary August 25	1-31 July 2025	-	-	531.30	Paid 29/08/25
Village Hall Manager's Salary August 25	1-31 July 2025	-	-	325.00	Paid 29/08/25
Scribe - Direct Debit Inv 11471	Accounts software – monthly subscription	12.00	2.40	14.40	Paid 21/08/25
Moore	External Audit Costs	210.00	42.00	252.00	Paid 18/08/25
Pet Waste Solutions Inv 47473	Dog Bin collection - July 25	85.80	17.16	102.96	Paid 25/07/25
APC Garden Services INV 06717	Grounds maintenance - May 25	332.00	66.40	398.40	Paid 25/07/25
Pet Waste Solutions Inv 46078	Dog Bin collection - June 25	85.80	17.16	102.96	Paid 25/07/25

Supplier/Invoice	Purpose	Net	VAT	Gross	Status
Scribe - Direct Debit Inv 11032	Accounts software – monthly subscription	12.00	2.40	14.40	Paid 21/07/25
Clerk expenses: July 25	Admin costs: telephone/sundry items/village hall keybox/IT - RAM upgrade	12.62	63.07	75.69	Paid 18/08/25
Clerk's Salary July 25	1-31 July 2025		-	499.50	Paid 31/07/25
Village Hall Manager's Salary July 25	1-31 July 2025	-	-	325.00	Paid 31/07/25
Receipts since last meeting 10 July					
Southern Electric	Wayleave payment – at level crossing			11.47	Received 28/07/25



Appleford Parish Council

Appendix 2

Current Account

1 September 2025 (2025-2026)

Appleford Parish Council
RECONCILIATION - Unity Trust Current Account 31-08-2025

From Accounts	£5,255.57
Payments not cashed Add	
Receipts not entered Subtract	
Statement should be	£5,255.57

Instant Access Account

1 September 2025 (2025-2026)

Appleford Parish Council
RECONCILIATION - Unity Trust Deposit Account 31-08-2025

From Accounts	£20,027.12
Payments not cashed Add	
Receipts not entered Subtract	
Statement should be	£20,027.12

Appendix 3

Appleford Parish Council Summary of Receipts and Payments All Cost Centres and Codes

31 August 2025 (2025-2026)

Payments

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
								+/- Under/over spend
6	Staff Costs				7,192.00	3,887.21	3,304.79	3,304.79 (45%)
7	Staff Expenses & Training				750.00		750.00	750.00 (100%)
8	Subscriptions & Memberships				216.00		216.00	216.00 (100%)
9	Insurance				2,258.30	2,268.17	-9.87	-9.87 (-0%)
10	Utilities							(N/A)
11	Communications (Phone, Websit				681.00	735.00	-54.00	-54.00 (-7%)
12	Admin (Stationery, Printer, Poste				519.00	368.27	150.73	150.73 (29%)
13	Audit & Professional Fees				518.30	420.00	98.30	98.30 (18%)
14	Elections							(N/A)
15	S.137							(N/A)
16	Loan Repayment							(N/A)
17	Open Spaces				21,676.00	2,345.65	19,330.35	19,330.35 (89%)
18	Reserves 1				2,500.00	2,700.00	-200.00	-200.00 (-8%)
19	Reserves 2							(N/A)
20	Other/Miscellaneous							(N/A)
SUB TOTAL					36,310.60	12,724.30	23,586.30	23,586.30 (64%)

Receipts

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
								+/- Under/over spend
1	Precept	24,000.00	24,000.00					(0%)
2	Grants/Donations							(N/A)
3	Bank Interest		27.12	27.12				27.12 (N/A)
4	VAT Refund							(N/A)
5	Other Income		11.47	11.47				11.47 (N/A)
SUB TOTAL		24,000.00	24,038.59	38.59				38.59 (0%)

Summary

NET TOTAL	24,000.00	24,038.59	38.59	36,310.60	12,724.30	23,586.30	23,624.89 (39%)
V.A.T.		2,326.86			1,036.65		
GROSS TOTAL		26,365.45			13,760.95		