

**Minutes of the Full Parish Council meeting duly convened and held on
Monday 8th September at 8.00 pm**

This version is DRAFT until approved and signed at next council meeting.

Attendees – Councillors:	Apologies:
Victoria Shepherd (Chair) (VS)	Manu Mavrikis (MM)
Greg O’Broin (GoB)	
Claire Rees (CR)	
Dom Grigg (DG)	
In Attendance:	
Members of the public: 7	Judy McCarthy – Clerk Peter Stevens (PS) – District & County Councillor

Item	ACTION/ OUTCOME
1. Welcome, Apologies and Quorate VS welcomed all to the meeting. Apologies had been received from MM. The meeting was quorate.	
2. Declarations of personal and prejudicial interest VS & GoB declared an interest in the Appleford Parish Trust. GoB is involved in the management of the Village Hall, and Trustee of the Village Hall Charity.	
3. Minutes of the Parish Council Meeting held on 10th July 2025 Minutes from the Parish Council Meeting held on 10 th July were approved and signed by the Chair as an accurate record.	APPROVED
4. Public Participation Matters raised included: The dog waste bin by the Church requires replacing, two at recreation ground need fixing.	

• Water is collecting on the road at the bottom of Church Street. • Traffic issues: manhole covers on the main road are noisy, ongoing speeding issues. • The public are reminded to contact the clerk directly (email or website contact form) to raise any matters to the council's attention.	
5. Update from County and District Councillor Peter Stevens Councillor Stevens informed the meeting on various matters, including: • HIF1 development is moving forward; might propose changes in the design, affecting Appleford, e.g. improvements to the bridge over the railway or traffic lights. GoB advised that traffic lights are still part of the HIF1 plan. HIF1 will be permanent item on OCC Localities meeting. • OCC could consider ducting in place at the T-junction so traffic lights can be installed easily later. GoB believes this is in the plan already • A new BESS going through on FCC site • FCC meeting took place earlier this evening; there is progress on hobby horse lane water management plan • Local government reorganisation - consultations are ongoing, bids to submit to central government in November. • Datacentre applications coming in; requested area between SC and Appleford is treated as test case – accepted in principle by County • Railway strategy consultation open now, has been forwarded to the council by PS; parking might be available on FCC land to help promote use of the station	
6. Planning (GoB) a. Vale of White Horse District Council (VOWH): • P25/V0149/FUL) BESS - APC Complaint to VOWH re planning process. VOWH response received. GoB to consider if further response is required. • Easement across Appleford Orchard. The developers have submitted a request through TBC Partners for a 99-year easement to run a cable through Appleford Orchard; proposal of £10k and payment of council's legal advice of £7500 has been received together with Heads of Terms to review. Council agreed to investigate further and consider appropriate amount to pay for easement, will need to engage a surveyor to assist – Clerk to source supplier. b. Oxfordshire County Council (OCC) ▪ MW.0052/25 BESS – Council's objection response sent to OCC 12 July 2025 re approval of Planning Application. [Clerk has later confirmed OCC reply has been received to confirm this	

application was made correctly to the County Council as a county matter.] - Joint complaint to OCC Scrutiny Committee: re Minerals and Waste Applications and Enforcement Practices was sent 23/07/25. GoB reported that OCC response to complaint regarding monitoring of conditions has been received by Sutton Courtenay Parish Council but Appleford clerk has not seen this, will chase with OCC. c. PS left the meeting.	
7. Clerk's Report and Financial Update a. The Clerk's report and update on actions were noted. b. The Council noted the new NALC revised pay scales for Clerk for 2025-26, payable from 1.4.25 c. The Council accepted the final report from Moore external auditors, and noted suggested action re rounding for next year's financial accounts and AGAR report. d. The Council approved the appointment of Jane Olds as Internal Auditor for 25/26 as per terms provided. e. GoB verbally updated the meeting that he had agreed the updated procedure for Internal Financial Control with documentation provided by the Clerk to 31 August 2025. The new Zoho Workdrive area has been set up by the clerk with copies of relevant documents; bank statements, scribe reports, invoices. No issues to note, fully signed report will available for the next Council meeting. f. The council approved the use of a Multipay Purchase Card from the Unity Bank current account (with £3.00 per month charge) in line with council's financial standing orders and only for use by the clerk where appropriate for smaller purchases, with set limit per month of £100. g. It was agreed to request reimbursement from the Appleford Village Hall Charity for full amount of Village Hall Manager salary and equipment items paid by the Council, up to 30 September 2025 h. Salary: £1332.10 i. Keycase Organiser: £23.98 j. The Village Hall Manager is employed by the council in the expectation that the CIO will be approved by the Charity Commission (another 16 weeks have been notified). k. The Village Hall Charity has in the past acted as ^{leaseholder} caretaker of the hall, and now needs representation from the village to form an AGM, with the public in attendance, and agree to move to a Village Hall Committee within the Council. l. The councillors acknowledged the amount of work so far undertaken by GoB for this initiative and extended their thanks. m. Invoices paid since July meeting were noted and payments itemised	APPROVED APPROVED APPROVED APPROVED

on the schedule in Appendix 1 were approved. n. The following additional invoice received was approved at the meeting: <table><tr><td>Supplier</td><td>Net</td><td>VAT</td><td>Total</td></tr><tr><td>The Play Inspection Company Ltd</td><td>£123.75</td><td>£24.75</td><td>£148.50</td></tr></table> o. All invoices listed have been examined, verified and certified by the Clerk. p. The bank balances detailed in Appendix 2 including Bank reconciliation to 31 August 202 was reviewed. No issues arising. q. The finance update in Appendix 3 was reviewed: Payments & Receipts Summary to 31st August 2025 and progress against budget reviewed. It was noted that the second precept instalment of £12,000 was included in the forecast but not yet received into the account. No issues arising.	Supplier	Net	VAT	Total	The Play Inspection Company Ltd	£123.75	£24.75	£148.50	APPROVED
Supplier	Net	VAT	Total						
The Play Inspection Company Ltd	£123.75	£24.75	£148.50						
8. Governance a. Information Management: Councillors welcomed the implementation of the secure cloud-based Zoho WorkDrive from Parish Online for records management and information sharing. b. Report from Sub-Committees, Working Groups i Village Hall (GoB) - Confirmed that the Clerk is line manager for the Village Hall Manager, work activities to be agreed with the requirements of the Village Hall charity, awaiting transfer to CIO. - Annual General Meeting of the Charity to be scheduled in preparation for CIO ii Noise Taskforce (GoB) SC / FCC Liaison Committee Heidelberg meeting took place tonight – noise was not mentioned; recent survey established solid benchmark ready for HIF road, but village was actually pretty quiet as below level at which can take effective action. It might have been conducted during a quieter period. Agreed that the council could hire monitoring equipment to find out – GoB to report back on options. iii Traffic (VS) - Sustrans fund is available for cameras, which could be useful for main road residents. - The clerk has requested Thames Valley Police provide speed monitoring along Main Road. - MM to provide traffic data from the SIDS equipment to the Clerk, to forward to Oxfordshire County Council Highways team. iv Recreation Ground and Playground (VS)									

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	Approved 08/09/25
Pet Waste Solutions Inv 48736	Dog Bin waste collection - July 25	85.80	17.16	102.96	Approved 08/09/25
Scribe - Direct Debit - Inv 11472	Accounts software	12.00	2.40	14.40	Approved 08/09/25
Clerk's Salary August 25	1-31 Aug 2025	-	-	515.40	Approved 08/09/25
Village Hall Manager's Salary July 25	1-31 Aug 2025	-	-	325.00	Approved 08/09/25
Councillor Expenses reimbursement: - G O'Brien	Replacement strong locks for recreation ground	38.99	7.80	46.79	Approved 08/09/25
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

Supplier/Invoice	Purpose	Net	VAT	Gross	Status
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
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

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	± Underover 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, Webst				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	± Underover 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		