



## Appleford Parish Council

### Minutes of the Annual Parish Council meeting duly convened and held on Thursday, 15<sup>th</sup> May at 8pm, preceded by the Annual Parish Meeting at 7pm

<b>Attendees – Councillors:</b>	<b>Apologies:</b>
Victoria Shepherd (Chair) (VS)	Cllr Peter Stevens (PS) – District & County Cllr
Dom Grigg (DG)	Manu Mavrikis (MM)
Greg O’Broin (GOB)	
Claire Rees (CR) – co-opted at the meeting	
	<b>In Attendance:</b>
<b>Members of the public: 10</b>	Jane Humphreys– Clerk

#### The Annual Parish Meeting – 7pm

Updates were received from the following local groups either in person or via the Chair.

- St. Edmund's Football Club
- Allotment Association & Bradstock’s Trust
- Appleford Church
- Appleford Community Project & Orchard
- Public Rights of Way
- Millennium Common
- Appleford Acapella
- Recreation Ground
- Playground Working Group
- Village Hall & Table Tennis Group
- Soleluna Pizza Van
- Appleford Trust

Signed: .....

Date.....



## Appleford Parish Council

The Annual Parish Council Meeting - 8.00pm

<p><b>1. Election of Chair and Vice-Chair, Chair to sign acceptance of office</b>          Cllr Vicky Shepherd was elected as Chair (proposer GOB, seconder DG) and Greg O’Broin was elected as Vice-Chair. Vicky signed the acceptance of office.          GOB stated the need for more support from villagers due to the pressures of the role and the amount of work involved. Cllrs had asked OALC if it might be possible to increase the number of councillors for Appleford to support the amount of work required in the parish. The election of Chair and Vice-Chair may be only on a temporary basis due to the pressures of the work required.</p>	<p><b>ACTION</b></p>
<p><b>2. Welcome, Apologies and Quorate</b>          VS welcomed all to the meeting. The meeting was quorate. Cllr Peter Stevens and Cllr Manu Mavrikis gave their apologies.</p>	
<p><b>3. Declarations of personal and prejudicial interest</b>          VS &amp; GOB declared an interest in Appleford Parish Trust.          GOB is also involved in the management of the Village Hall. <i>It was noted that the conversion of Appleford Village Hall Charity into a CIO might be completed in the next 2-3 months.</i></p>	
<p><b>4. Minutes of the APC meeting held on 13<sup>th</sup> March 2025</b>          Minutes from the meeting held on 13<sup>th</sup> March were <b>APPROVED</b> and signed by the Chair.</p>	<p><b>APPROVED</b></p>
<p><b>5. Update on progress since the previous minutes</b>          DG confirmed that he will obtain a quotation for a pest control survey due to the reported rat infestation behind Chambrai close.</p>	
<p><b>6. Travellers in the Recreation Ground</b>          The travellers have now gone from the recreation ground but left behind a considerable amount of rubbish. GOB is managing the removal of the majority of the remaining waste. A number of residents also volunteered to assist in the removal of waste. The PC was supported by Andy Rymer of the OCC Gypsies and Travellers Team who spoke directly with the travellers and who also provided further information on the types of suitable locks or barriers that could be considered to discourage travellers from accessing the recreation ground in future. The PC would like to thank Andy Rymer for his support. An estimate for the cost of an overhead barrier was c. £1,500 plus installation costs. The purchase of a stronger lock was approved (to £40) to act as a deterrent until a barrier can be purchased and installed.</p>	

Signed: .....

Date.....

<p><b>7. Public Participation</b></p> <p>A resident asked about the status of SESRO and the PC’s involvement. Cllrs confirmed that the PC had no capacity to be involved in SESRO/GARD.</p> <p>A resident also commented on the presence of black bags beneath the Christmas trees, which still remain in the recreation ground car park. It was agreed that a group of residents would tackle the problem. There was also a question on a potential Neighbourhood Plan for Appleford but again not enough volunteers had come forward to be able to progress.</p>	
<p><b>8. Report from County Councillor – Peter Stevens</b></p> <p>Peter gave his apologies for the meeting.</p>	
<p><b>9. Planning</b></p> <p>a. <b>Update on HIF1</b> – OCC due to engage with local stakeholders on final design, concerns over Scheme of Delegation to Officers, maintaining footpath and cycle access during works. GOB noted that all key contacts at OCC were no longer in post after the May county council elections. Cllrs have not received notification of any further engagement on the final design to date. ORAA have taken legal advice which resulted in the decision not to continue the legal case as the chances of winning are slim. OCC will still need to confirm to the conditions for the development and will need to ensure footpath access remains open when the work starts.</p> <p>b. <b>Updates following Heidelberg presentation</b>– sharing of noise data, lack of enforcement by OCC on commercial sites, feedback on report of traffic through village. GOB noted that a truck driver who was reported driving through the village had been put on a training course. The noise levels in the village were reported by residents as relatively low currently.</p> <p>c. <b>Update on BESS</b> - progress of community donation proposed by TBC Partners. The developers have refused to provide a community donation. As the development is not for housing, it will not attract CIL. GOB stated that there are ongoing concerns about the development relating to the security risk, the presence of an industrial development at the entrance to the village, the potential risk of flooding, loss of habitat for endangered species, and the risk of polluting Moor Ditch. GOB also referred to the height of the BESS development and the need for improved frontage shielding.</p> <p>d. The landowner confirmed that the site will be fully bunded and therefore contained. The land is being leased, not sold, therefore the landowner would not expect the land to be contaminated at the end of the lease. GOB will continue to liaise with Grant Fixter of RPS, as well as the OCC County Councillor. The planning application (<b>P25/V0149/FUL</b>) may be on the June planning committee agenda for the Vale. The landowner confirmed that if the planning application is successful, the connection date will most likely be in 2027. There are also other speculative BESS planning applications in the wider area including FCC land.</p> <p>e. <b>Update on FCC</b> - offer for community funding. The offer of funding is available potentially for a MUGA or for the recreation ground barrier.</p>	

<p>Volunteers are needed to take forward the grant application. GOB stated that the barrier is essential.</p>	
<p><b>10. Appleford Parish Council – vacancy for Councillor</b></p> <p>Claire Rees was nominated as a new Parish Councillor – proposed by Cllr Vicky Shepherd and seconded by Cllr Greg O’Broin. Claire signed the acceptance of office and was welcomed as a new parish councillor for Appleford. Claire will take on responsibility for the e-Pressings and liaison with ACP.</p>	
<p><b>11. Finances</b></p> <p>a. To discuss and approve Internal Audit report for 2024-25. It was noted that there were no ticks in the “no” columns from the internal auditor. The internal auditor’s report with recommendations will be considered at a future meeting.</p> <p>b. To discuss, complete and approve accounting statements for 2024-25</p> <p>c. To note payments and receipts since the March meeting – please see appendix 1 for details.</p> <p>d. To approve transfer of funds to instant access savings account – a transfer of <b>£20,000</b> from the current account to the deposit account was approved.</p> <p>e. To note reserves held at 31<sup>st</sup> March – please see appendix 2 for details.</p> <p>f. To determine signor for Notice of Public Rights – agreed to be Cllr Greg O’Broin in the potential absence of a Clerk during this period. The period for <b>Public Rights for the 2024-25 accounts is from Tuesday 3<sup>rd</sup> June to Monday 14<sup>th</sup> of July 2025.</b></p> <p>g. To review and approve insurance quotation for 2025-26. The insurance premium with the current supplier (Arthur J. Gallagher Insurance Brokers Limited) was agreed at <b>£2,268.18</b>. It was agreed that the insurance would be renewed for a 3-year term.</p>	<p style="text-align: right;"><b>APPROVED</b></p> <p style="text-align: right;"><b>APPROVED</b> <b>APPROVED</b></p> <p style="text-align: right;"><b>APPROVED</b></p> <p style="text-align: right;"><b>APPROVED</b></p> <p style="text-align: right;"><b>APPROVED</b></p> <p style="text-align: right;"><b>APPROVED</b></p> <p style="text-align: right;"><b>APPROVED</b></p>
<p><b>12. To Approve Core Policies for 2025-26</b></p> <ul style="list-style-type: none"> <li>• Standing Orders</li> <li>• Financial Regulations – revised March 2025 – the current version adopted at this meeting. The revised version to be reviewed at a future meeting.</li> <li>• To appoint a Councillor with responsibility for internal financial control. Cllr Greg O’Broin was appointed as Cllr with responsibility for internal financial control</li> </ul>	<p style="text-align: right;"><b>APPROVED</b> <b>APPROVED</b></p>
<p><b>13. Terms of reference and reports from working groups</b></p> <p>a. <b>Noise Taskforce</b> (GOB) GOB gave a brief update – more to follow in the June meeting.</p>	

Signed: .....

Date.....



## Appleford Parish Council

<ul style="list-style-type: none"> <li>b. <b>Playground and Recreation Ground Working Group</b> (VS) VS gave a brief update – more volunteers are also being sought to take forward the playground maintenance work and re-development.</li> <li>c. <b>Village Hall Working Group</b> (GOB) – a potential Village Hall Manager has been found. <i>(Post meeting note – the candidate has accepted the job offer)</i></li> <li>d. <b>Staffing Committee</b> (VS) – a new Parish Clerk is being sought.</li> </ul>	
<p><b>14. Date of future meetings</b></p> <p>Councillors agreed to hold monthly meetings temporarily due to the number of local challenges to address. The next Parish Council meetings will be:</p> <p style="padding-left: 40px;"><b>Thursday 12<sup>th</sup> June</b>  <b>Thursday 10th July</b>  <b>Tuesday 9th September</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>					
<b>Payments made:</b>					
APC Garden Services INV 06438	Grounds maintenance in March	332.00	66.40	398.40	Paid 25 <sup>th</sup> March
Scribe INV-9368	Accounts software	12.00	2.40	14.40	Paid by DD 21 <sup>st</sup> March
Scribe INV-10319	Accounts software	12.00	2.40	14.40	Paid
Play Inspection Co INV 76649	Annual playground inspection	295.00	59.00	354.00	Paid 31 <sup>st</sup> March
Pet Waste INV 42009	Dog bin collection	39.60	7.92	47.52	Paid 31 <sup>st</sup> March
Fortress Fire Alarms UK Ltd Inv 57765	Fire alarm for village hall	615.00	123.00	738.00	Paid 25 <sup>th</sup> March
Sharps Acoustics 2025/183	Noise survey	2,500	500	3,000	Paid 18 <sup>th</sup> March
ICO	Annual registration fee			47.00	Paid by DD 24 <sup>th</sup> March
Clerk's Salary March				599.39	Paid by BACS 31 <sup>st</sup> March
Clerk's Salary April				599.39	
Clerk's expenses	WAVE AI subscription x 2 weeks			17.98	Paid 18 <sup>th</sup> March
VS expenses	Meeting refreshment expenses			24.07	Paid 31 <sup>st</sup> March
<b>Receipts</b>					
Precept	1st Half Precept 2025/26			12,000	

Signed: .....

Date.....



# Appleford Parish Council

## Appendix 2 - Reserves

	£	£	£
<b>Earmarked reserves:</b>			
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	
<b>Restricted (ring-fenced) reserves:</b>			
Description of reserve:			
Noise Survey (OCC Grant)	2,500		
		2,500	
<b>General reserves</b>	14,637		
		14,637	
<b>Total reserves</b>			<b>24,637</b>

Signed: .....

Date.....