

**Minutes of the Full Parish Council meeting duly convened and held in the Village Hall on Monday 8 December from 20.00 hrs**

This version has been signed by the Chair at the meeting

<b>Attendees – Councillors:</b>	<b>Apologies:</b>
Victoria Shepherd (Chair) (VS)	Claire Rees (CR)
Greg O’Broin (GoB)	Peter Stevens (PS) – District & County Councillor
Dom Grigg (DG)	
Manu Mavrikis (MM)	
<b>In Attendance:</b>	
Members of the public: 1	Judy McCarthy – Clerk

Item	ACTION/ OUTCOME
<p><b>1. Welcome, apologies and quoracy.</b></p> <p>1.1 VS welcomed all to the meeting. Apologies had been received from CR, which were accepted. The meeting was quorate. Apologies were also received from PS, County and District Councillor, as meetings had clashed.</p>	
<p><b>2. Declarations of personal and prejudicial interest</b></p> <p>2.1 VS &amp; GoB declared an interest in the Appleford Parish Trust. GoB is a Trustee of the Village Hall Management Committee, and Trustee of the Village Hall Charity. As of today, GoB has taken on the interim administration of the village hall.</p>	
<p><b>3. Minutes of the previous meeting</b></p> <p>3.1 Minutes from the Parish Council Meeting held on 10 November 2025 were amended by hand, approved and signed by the Chair as an accurate record.</p>	APPROVED

<p><b>4. Clerk’s report and village correspondence</b></p> <p>4.1 The council noted in the clerk’s report that the clerk has now achieved the Introduction to Local Council Administration (ILCA) qualification through the Society of Local Council Clerks and attended the New Clerk Training sessions in November with Oxfordshire Association of Local Councils (OALC). It was agreed for the clerk to enrol in the February OALC Year End and Audit training session (£50+VAT), with invoice to next meeting for payment.</p> <p>4.2 The remains from the village bonfire are still on site at the recreation ground and need to be cleared away. Clerk to contact grounds maintenance company.</p> <p>4.3 The clerk is still to source quotes for a village tree survey.</p>	<p>APPROVED</p> <p>ACTION</p>
<p><b>5. Public Participation</b></p> <p>5.1 Recent noise is identified as piling on the new Didcot housing building site. Activity at the railway sidings has also raised noise levels – will be reported to the next FCC liaison meeting.</p>	
<p><b>6. Community (VS)</b></p> <p>6.1 The Pressings newsletter was sent out 5 December, this includes an update on the village hall management committee and ongoing transfer of the charity to the CIO. The mailout is sometimes flagged as spam by the recipient mailbox, and always by the appleford-pc.gov.uk domain.</p> <p>6.2 The village survey is currently on hold.</p> <p>6.3 Events: Next village event is the Christmas donkey nativity.</p>	
<p><b>7. Update from County and District Councillor (PS)</b></p> <p>7.1 No update received for this meeting.</p>	
<p><b>8. Planning and Environment</b></p> <p>8.1 HIF1L Planning application: R3.0117/25 – Consultation on conditions: GoB has reviewed, noting removal of lots of trees. PS had sent through information re lighting, and a letter from OCC. There are no street lights from Appleford station to the new T-junction, but there is lighting at the perimeter road. The parish council can comment, but the volume of information to read through is huge. GoB will liaise with Sutton Courtenay Parish Council on responses, and respond on behalf of APC.</p>	

<p>8.2 Proposal for Easement to BESS through Appleford Orchard – in progress. Heads of Terms has been sent to the council, now offering £10,000 for a 2-year option with further payments to follow. Legal advice to APC has been sought. Council agreed for GoB to proceed together with Clerk based on current offer.</p> <p>8.3 Rail Strategy and car park at railway – in progress. VS will share latest published material from Oxfordshire County Council.</p>	<p>APPROVED</p>
<p><b>9. Governance</b></p> <p>9.1 Appleford Village Hall GoB has taken on interim administration of the Village Hall since the VH committee determined that the role of Village Hall Manager as currently established is not sustainable and the current employment ends 28 February 2026. The transfer of the Village Hall charity to the newly established CIO is ongoing with the Charity Commission, with legal services to renew lease of the village hall.</p> <p>9.2 Reports from Committees, Sub-committees and Working Groups</p> <ul style="list-style-type: none"> <li>a Noise Taskforce: Nothing to report, no further actions at present.</li> <li>b. Recreation Ground and Children's Playground <ul style="list-style-type: none"> <li>i. It was agreed that St Edmunds football club could store their own goalposts behind the village hall.</li> <li>ii. Children’s play equipment replacement Report has been received from the village working group, a £10k commitment is needed from the Council to submit a seed funding application to replace the children’s climbing frame. The lower end price would total up to £35k. The current adult gym equipment would be removed, this could be replaced by other equipment. Council thanked villager for researching options and today’s summary report - awaiting final quote. There is no longer any interest from the village in pursuing the Multi-Use Gym Area (MUGA).</li> </ul> </li> </ul> <p>9.3 Training</p>	

<ul style="list-style-type: none"> <li>a. Preparing for Year End &amp; Audit (online): Clerk/Councillors: 10 February 2026 – OALC: £50+VAT – members. Agreed that clerk should attend.</li> <li>b. Managing Village Halls: Clerk/Councillors SLCC: 19 February 2026: £57.75 + VAT – Councillors to advise clerk if interested.</li> </ul>	
<p><b>10. Policy</b></p> <p>10.1 Reserves Policy was approved. GoB to consider wording within the last paragraph.</p> <p>10.2 Expenses Policy – Councillors was approved.</p>	<p>APPROVED</p> <p>APPROVED</p>
<p><b>11. Finance</b></p> <p>11.1 Payments made since the November meeting were noted and new payments itemised in Appendix 1 were approved. All invoices listed have been examined, verified and certified by the Clerk.</p> <p>11.2 Football club hire agreement and costs confirmed for 26-27 as £1000 total, with £200 of this to the village hall for use of facilities.</p> <p>11.3 Revised asset register was reviewed and noted.</p> <p>11.4 Risk management schedule – reviewed and noted.</p> <p>11.5 Bank statements and bank reconciliation were reviewed. Council accepted £260 difference as item paid on 1 Dec so not included in bank statement to 30 November.</p> <p>11.6 Payments and receipts against budget received.</p> <p>11.7 Draft budget 26-27 was reviewed and agreed.</p> <p>11.8 Based on agreed budget, the council's precept was agreed for 26-27 financial year to be £24,000.</p>	
<p><b>12. Items for next agenda</b></p> <p>None.</p>	
<p>The Meeting ended at 22:25 hrs.</p>	

**Dates of Next Meetings:**

<b>Date</b>	<b>Time</b>	<b>Location</b>
Wednesday 14 January 2026	20.00 – 21.30 hrs	Village Hall
Monday 9 February 2026	20.00 – 21.30 hrs	Village Hall
Monday 9 March 2026	20.00 – 21.30 hrs	Village Hall

Appendix 1

Supplier/Invoice	Purpose	Net	VAT	Gross	Status
<b>Payments approved at this meeting</b>					
APC Garden Services Inv 07272	Grounds maintenance Oct 25	332.0 0	66.40	398.40	Approved
Pet Waste Solutions Inv 52942	Dog Bin waste collection – Oct 25	85.80	17.16	102.96	Approved
Scribe - Direct Debit - Inv 13842	Accounts software	12.00	2.40	14.40	Approved
Clerk's Salary December 25 (including HMRC PAYE)	1-31 Dec 25	-	-	515.40	Approved
SLCC – Inv ORD510371	Purchase of 14 <sup>th</sup> Edition Local Council Administration + delivery (VAT only payable on delivery charge of £4.50)	144.0 0	0.90	149.40	Approved
Village Hall Manager's Salary December 25 (including HMRC PAYE)	1-31 Dec 2025	-	-	325.00	Approved

Payments made since last meeting 11 November					
APC Garden Services Inv 07160	Grounds maintenance Sep 2025	332.0 0	66.40	398.40	PAID
Pet Waste Solutions Inv 51642	Dog Bin waste collection - Sep 25	85.80	17.16	102.96	PAID
Scribe - Direct Debit - Inv 13154	Accounts software	12.00	2.40	14.40	PAID
Clerk	Salary 1-30 Nov 25	-	-	515.40	PAID
Village Hall Manager	Salary 1-30 Nov 25	-	-	325.00	PAID
Receipts since last meeting 11 November					
None					