

Minutes of the Full Parish Council meeting duly convened and held in the Village Hall on Monday 14 January 2025 from 20.33 hrs

This version is DRAFT until signed at the next council meeting.

Attendees – Councillors:	Apologies:
Victoria Shepherd (Chair) (VS)	Manu Mavrikis (MM)
Greg O’Broin (GoB)	Peter Stevens (PS) – District & County Councillor
Claire Rees (CR)	
In Attendance:	
Members of the public: 2	Judy McCarthy – Clerk

Item	ACTION/ OUTCOME
<p>1. Welcome, apologies and quoracy.</p> <p>1.1 The meeting was quorate from 20.23 hrs and started then. VS welcomed all to the meeting. Dom Grigg (DG) resigned from the council on 9 January 2026. The District Council Monitoring Officer was informed and Notice of Vacancy advertised on the noticeboard and website on 12 January. Apologies had been received from MM, which were accepted.</p>	
<p>2. Declarations of personal and prejudicial interest</p> <p>2.1 VS & 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. GoB is fulfilling the role of interim administrator of the village hall as Village Hall Manager role ends on 28 February 2026.</p>	
<p>3. Minutes of the previous meeting</p>	

<p>3.1 Minutes from the Parish Council Meeting held on 8 December 2025 were amended by hand, approved, and signed by the Chair as an accurate record.</p>	<p>APPROVED</p>
<p>4. Clerk’s report and village correspondence 4.1 The clerk’s report was noted.</p>	
<p>5. Public Participation (2 present) Topics raised included: Noise from (possibly) drones being used this week - to be raised at next FCC Liaison meeting. Temporary traffic lights on road to Sutton Courtenay are now in place, for up for 3 months. Lorries are depositing mud on the road. Railway station: The council will need a new railway representative as DG is no longer councillor.</p>	
<p>6. Community 6.1 Communications: Pressings/Survey. The Pressings newsletter was sent out on 13 Jan. Content and best frequency was discussed, agreed on changed to bi-monthly. Village survey being finalised for distribution. 6.2 Events: Possible fireworks event again in November - only one volunteer so far.</p>	
<p>7. Update from County and District Councillor (PS) 7.1 PS had sent apologies. Correspondence with the council since the last meeting on matters including the railway, HF1 and traffic measures and consideration of planning applications.</p>	
<p>8 Planning 8.1 HIF1 Planning application: R3.0117/25 – Consultation – APC response was noted. A large number of OCC planning notifications have been received since the last meeting, more expected. Council recognised time and effort from GoB, recognises that without additional support only some applications can be considered fully. Agreed that noise, lighting, traffic and road safety are priority areas of interest.</p>	

<p>8.2 P25/V2742/CM Bridge Farm Quarry: noted.</p> <p>8.3 P25/V2688/HH and P25/V2689/LB: Thatched Cottage, Appleford: Proposed installation of Air Source Heat Pump. Noted, no concerns.</p> <p>8.4 R3.0132/25: Non-material amendment – noted.</p> <p>8.5 Noise Monitoring R3.0113/25: noted APC response submitted by GoB.</p> <p>8.6 Grant of Easement through Appleford Recreational Allotments/Community Orchard – Heads of Terms. Clerk was instructed to sign the Heads of Terms document.</p>	<p>APPROVED</p>
<p>9. Governance</p> <p>9.1 Appleford Village Hall</p> <p style="padding-left: 20px;">a. Broadband installation proceeding with Gigaclear, subject to installation survey. Direct debit form was signed, approved 2-year contract at cost of £45 per month.</p> <p style="padding-left: 20px;">b. CIO – update from GoB. Expected completion in 3-6 months. GoB is interim administrator; set-up of systems and process has taken significant effort. Role of Village Hall Manager, as previously envisaged, has ended (contract ends 28 February). Need to promote the hall to ensure ongoing income. CIO Constitution signed by chair and clerk.</p> <p>9.2 Reports from Committees, Sub-committees and Working Groups</p> <p style="padding-left: 20px;">a. Traffic</p> <p style="padding-left: 40px;">Clerk will chase applications made 25 October 2025 to OCC for traffic measures.</p> <p style="padding-left: 20px;">b. Recreation Ground and Children's Playground:</p> <p style="padding-left: 40px;">i. Cleaning of playground surface is being scheduled by the grounds maintenance contractor.</p> <p style="padding-left: 40px;">ii. Tree survey: 3 quotes sought, one received to date.</p> <p style="padding-left: 40px;">iii. Hedging and fencing. Bad weather has delayed progress. Clerk is meeting with grounds contractor to review options.</p>	<p>APPROVED</p> <p>APPROVED</p>
<p>10. Policy</p> <p>10.1 Training and Development Policy was approved.</p>	<p>APPROVED</p>
<p>11. Finance</p> <p>11.1 Invoices paid since December meeting were noted, and new payments itemised below in Appendix 1 were authorised for payment. All invoices listed have been examined, verified and certified by the Clerk.</p> <p>11.2 Bank statements 1031 December 2025 and Scribe bank summary were reviewed and noted.</p> <p>11.3 Bank – application form to change of key contact and address to current clerk was signed.</p>	<p>APPROVED</p>

<p>11.4 Payments and receipts against budget noted. 11.5 Internal financial control schedule has been completed by GoB. Noted by the council and signed by GoB and clerk. 11.6 Timeline for 26/27 External Audit was noted. 11.7 VAT reclaim to 31/12/2025: £1559.56. To be submitted to HMRC once update to bank account contact name and address is completed.</p>	
<p>12. Items for next agenda</p> <ul style="list-style-type: none"> • Playground safety report • Quotes for tree survey 	
<p>The Meeting ended at 22:09 hrs</p>	

Dates of Next Meetings:

Date	Time	Location
Monday 9 February 2026	20.00 – 21.30 hrs	Village Hall
Monday 2 March 2026	20.00 – 21.30 hrs	Village Hall

Appendix 1

Supplier/Invoice	Purpose	Net	VAT	Gross	Status
Payments for approval at this meeting					
APC Garden Services Inv 07314	Grounds maintenance Dec 25	332.00	66.40	398.40	Approved
APC Garden Services Inv 07300	Repairs and in-fill to ZipWire	1670.00	334.00	2400.00	Approved
Pet Waste Solutions Inv 54328	Dog Bin waste collection – Dec 2025	85.80	17.16	102.96	Approved
Scribe - Inv 14420	Accounts software monthly subscription - Lite	12.00	2.40	14.40	Approved
Scribe – Inv 14949	Accounts software – one-off payment for upgrade to full package	99.00		118.80	Approved
Clerk’s Salary January 2026 (including HMRC PAYE)	1-31 Jan 2026	-	-	515.40	Approved
Clerk: expenses	Telephone SIM reimbursement	35.00	5.00	40.00	Approved
OALC	Clerk’s Training: Year End & Audit	50.00	10.00	60.00	Approved
Village Hall Manager’s Final Salary payment (including HMRC PAYE)	1-31 Jan 2026 and 1-28 Feb 2026	-	-	650.00	Approved

Payments made since last meeting 8 December					
APC Garden Services Inv 07272	Grounds maintenance Nov 25	332.00	66.40	398.40	Paid
Pet Waste Solutions Inv 52942	Dog Bin waste collection – Nov 25	85.80	17.16	102.96	Paid
Scribe - Direct Debit - Inv 13842	Accounts software Nov subscription	12.00	2.40	14.40	Paid
Clerk's Salary December 25 (including HMRC PAYE)	1-31 Dec 25	-	-	515.40	Paid
SLCC – Inv ORD510371	Purchase of 14 th Edition Local Council Administration + delivery (VAT only payable on delivery charge of £4.50)	144.00	0.90	149.40	Paid
Village Hall Manager's Salary December 25 (including HMRC PAYE)	1-31 Dec 2025	-	-	325.00	Paid
Receipts since last meeting December					
Quarterly Interest: - Instant Access account	31 Dec 2025	-	-	110.99	Credited