



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

Signed:

Date.....

<p>4. Public Participation</p> <p>Matters raised included:</p> <ul style="list-style-type: none"> · 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. 	
<p>5. Update from County and District Councillor Peter Stevens</p> <p>Councillor Stevens informed the meeting on various matters, including:</p> <ul style="list-style-type: none"> · 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. 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 	
<p>6. Planning (GoB)</p> <p>a. Vale of White Horse District Council (VOWH):</p> <ul style="list-style-type: none"> · 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 	

<p>k. The Village Hall Charity has in the past acted as leaseholder 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.</p> <p>l. The councillors acknowledged the amount of work so far undertaken by GoB for this initiative and extended their thanks.</p> <p>m. Invoices paid since July meeting were noted and payments itemised on the schedule in Appendix 1 were approved.</p> <p>n. The following additional invoice received was approved at the meeting:</p> <table border="1" data-bbox="260 629 1050 734"> <thead> <tr> <th>Supplier</th> <th>Net</th> <th>VAT</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>The Play Inspection Company Ltd</td> <td>£123.75</td> <td>£24.75</td> <td>£148.50</td> </tr> </tbody> </table> <p>o. All invoices listed have been examined, verified and certified by the Clerk.</p> <p>p. The bank balances detailed in Appendix 2 including Bank reconciliation to 31 August 202 was reviewed. No issues arising.</p> <p>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.</p>	Supplier	Net	VAT	Total	The Play Inspection Company Ltd	£123.75	£24.75	£148.50	<p>APPROVED</p>
Supplier	Net	VAT	Total						
The Play Inspection Company Ltd	£123.75	£24.75	£148.50						
<p>8. Governance</p> <p>a. Information Management: Councillors welcomed the implementation of the secure cloud-based Zoho WorkDrive from Parish Online for records management and information sharing.</p> <p>b. Report from Sub-Committees, Working Groups</p> <p>i Village Hall (GoB)</p> <ul style="list-style-type: none"> · 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 <p>ii Noise Taskforce (GoB)</p> <ul style="list-style-type: none"> · SC/FCC Liaison Committee 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. <p>iii Traffic (VS)</p>									

<ul style="list-style-type: none"> · 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. <p>iv Recreation Ground and Playground (VS)</p> <ul style="list-style-type: none"> · Inspections: Quarterly inspection report has been received and distributed. No additional risks, but actions are ongoing to address issues identified. Village volunteer has completed and sent the latest weekly safety report. · Playground refurbishment: <ul style="list-style-type: none"> o Zip Wire: Clerk to request supplier to tighten the wire and seat. Estimate of materials to increase the playbark and mend the wooden surround has been received from villager, who has removed a few exposed nails so no immediate risk. Council requested the Clerk to source quotes to complete the repairs. o Rocking horse - new paint and tightening bolts on the climbing frame– no progress, still need volunteers · Soleluna pizza van has requested fortnightly visits in the car park. Council agreed, clerk to confirm back. There may be opportunity for a community event to coincide (next agenda). · Reports of teenagers congregating in the recreation ground have been received, but no issues arising. 	<p>APPROVED</p>
<p>9. Community</p> <ul style="list-style-type: none"> a. Pressings newsletter was emailed out last week but sometimes goes into recipient’s junk folder; CR will send a copy to the clerk to upload to website; b. A village survey will be going out to villagers soon. c. Village Website; it was confirmed that the previous website applefordpc.org.uk should now be decommissioned as new appleford-pc.gov.uk site is the official site. The old website is currently used for the village hall, clerk will liaise with the Village Hall Manager to migrate bookings page and forms to new website. 	

The Meeting ended at 9.35 pm

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

Table with reconciliation details for Current Account: From Accounts £5,255.57, Payments not cashed, Receipts not entered, 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

Table with reconciliation details for Instant Access Account: From Accounts £20,027.12, Payments not cashed, Receipts not entered, Statement should be £20,027.12



Appleford-on-Thames Parish Council

Signed:

Date.....



Appleford-on-Thames Parish Council

Appendix 3

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

31 August 2025 (2025-2026)

Payments		Receipts			Payments			Net Position
Code	Title	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		Receipts			Payments			Net Position
Code	Title	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		