

Minutes of the Full Parish Council meeting duly convened and held in the Village Hall on Monday 10th November from 20.00 hrs

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

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

Item	ACTION/ OUTCOME
<p>1. Welcome, apologies and quoracy.</p> <p>1.1 VS welcomed all to the meeting. Apologies had been received from MM, and G0B, which were accepted. The meeting was quorate. Apologies were also noted from PS, County and District Councillor as meetings clashed.</p>	
<p>2. Declarations of personal and prejudicial interest</p> <p>2.1 VS declared an interest in the Appleford Parish Trust.</p>	
<p>3. Minutes of the previous meeting</p> <p>3.1 Minutes from the Parish Council Meeting held on 11 October 2025 were amended by hand, approved and signed by the Chair as an accurate record.</p>	APPROVED
<p>4. Clerk’s report and village correspondence</p> <p>4.1 The council noted the clerk’s report. It was agreed to purchase the new 14th Edition of Arnold-Baker Local Council Administration, as recommended by internal auditor in last report – invoice to next meeting for approval.</p>	
<p>5. Public Participation</p>	

<p>5.1 Recent noise from motorbike scrambling on FCC land was raised, which can be taken to the next FCC liaison meeting.</p>	
<p>6. Community (CR and VS)</p> <p>6.1 The recent Pressings newsletter has registered a 35% open rate after distribution (normally around 40%).</p> <p>6.2 The village survey is being finalised, should be distributed in January 2026.</p> <p>6.3 Events: fireworks event on 8 Nov was well attended and appreciated. Council noted thanks to St Edmunds Football Club for being flexible and changing scheduled Sunday match to enable clear-up. Next village event is the Christmas donkey nativity. Council is looking to review its link with the Appleford Community Project for community initiatives – next agenda.</p>	
<p>7. Update from County and District Councillor (PS)</p> <p>7.1 No update for this meeting.</p>	
<p>8. Planning and Environment</p> <p>8.1 Proposal for Easement to BESS through Appleford Orchard – in progress, update to next meeting.</p> <p>8.2 HIF1 road: Public Information Event held in the Village Hall by Oxfordshire County Council on 23 October was well attended and useful.</p> <p>8.3 Rail Strategy and car park at railway – in progress.</p> <p>8.4 A Liaison meeting re Hobbyhorse lane is taking place 11 November.</p>	
<p>9. Governance</p> <p>9.1 Appleford Village Hall: Advice about CIO is ongoing with Hants Legal Services. AGM of current Village Hall Management Committee was held on 24 October, which approved the annual accounts and the transfer of the charity to the CIO and appointed two Trustees, one more Trustee is required.</p> <p>9.2 Reports from Committees, Sub-committees and Working Groups</p> <p style="padding-left: 20px;">a Noise Taskforce: Quote from Sharps Acoustics for further survey work has been received – to bring to next meeting.</p>	

<p>b Dr A Jones, as representative for the parish council for traffic, has contacted the County Council. Clerk has sent Dr Jones the SIDS traffic data report. To request update at next meeting.</p> <p>c Recreation Ground and Children's Playground. Quotes have been received to replace current climbing frame in the children's playground - £35,000 - for frame suitable up to age 13, This could be funded by FCC grant funding where the council pays the first £10k and requests matching amount. Option to request up to £100k for additional facilities, for example, a fitness trail. DG will investigate further and present options to submit application to FCC. The village survey will consult on village preference for two options: 1. Replace small climbing frame or 2. New frame together with fit trail. Clerk has requested quotes for repairs to existing equipment – see Finance below.</p>	
<p>10. Finance</p> <p>10.1 Invoices paid since the October 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>10.2 Recreation ground and playground</p> <p>a. Repairs to playground equipment: one quote received for repair to the Zipwire surround and bark from our grounds maintenance contractor of £1670+VAT. Other contractor approached but not free to carry out the work in near future. The council approved this expenditure as identified in playground inspection as matter of urgency. Clerk will request retensioning of the zipwire also, and for contractor to spray the playground surface for the winter.</p> <p>b. New planting to close gaps in the hedge at Main Road was approved up to £100.</p> <p>c. Fencing: the council agreed preferred option was for metal railings instead of picket fence. Clerk to seek official quotes to inform budget next year.</p> <p>d. Trees and copse: clerk to source quotes for village tree survey and to cut back the copse at the recreation ground.</p> <p>10.3 Bank reconciliation was approved and signed by the Chair.</p> <p>10.4 Payments and Receipts against Budget</p>	<p>APPROVED</p> <p>APPROVED</p> <p>ACTION</p> <p>APPROVED</p> <p>ACTION</p> <p>ACTION</p> <p>APPROVED</p>

10.5 The Draft budget 26-27 was reviewed, changes suggested, to return to December meeting.	
11. Policy 1. Freedom of Information Policy was approved and accompanying guidance noted.	APPROVED
12. Items for next agenda 1. Expenses Policy 2. Revised budget 26-27	
The Meeting ended at 21.22 hrs.	

Dates of Next Meetings:

Date	Time	Location
Monday 8 December 2025	20.00 – 21.30 hrs	Village Hall
Wednesday 14 January 2026	20.00 – 21.30 hrs	Village Hall
Monday 9 February 2026	20.00 – 21.30 hrs	Village Hall

Appendix 1

Payments and receipts

Supplier/Invoice	Purpose	Net	VAT	Gross	Status
Payments approved at this meeting 13 October 2025					
Denise Corney (former clerk)	Reimbursement: automatic card payment for Hostworld domain applefordpc.org.uk	35.10	7.02	42.12	Approved
APC Garden Services Inv 06854	Grounds maintenance July 2025	332.00	66.40	398.40	Approved
APC Garden Services Inv 06955	Grounds maintenance August 2025	332.00	66.40	398.40	Approved
APC Garden Services Inv 07064	Grounds maintenance September 2025	332.00	66.40	398.40	Approved
OALC Inv 5878	Training: Essentials of Employing People	35.00	7.00	42.00	Approved
Pet Waste Solutions Inv 50084	Dog Bin waste collection - September 25	85.80	17.16	102.96	Approved
Scribe - Direct Debit - Inv 12626	Accounts software	12.00	2.40	14.40	Approved
Clerk's Salary October 25	1-31 Oct 2025	-	-	515.40	Approved
Village Hall Manager's Salary October 25	1-31 Oct 2025	-	-	325.00	Approved
Expenses reimbursement to Village Hall Manager	Purchase of laptop - supplier John Lewis 23/06/25	249.99	50.00	299.99	Approved

Payments made since last meeting 8th September					
Councillor Expenses reimbursement:-G O'Broin	Replacement strong locks for recreation ground	38.99	7.80	46.79	Paid 06/10/25
Play Inspection Company Inv 80489	Playground Quarter Inspection	123.75	24.75	148.50	Paid 17/09/25
Oxfordshire Association of Local Councils (OALC) Inv 5802	New Clerk - training	115.00	23.00	138.00	Paid 17/09/25
Pet Waste Solutions Inv 48736	Dog Bin waste collection - July 25	85.80	17.16	102.96	Paid 17/09/25
Scribe - Direct Debit - Inv 11472	Accounts software	12.00	2.40	14.40	Paid 22/09/25
Clerk's Salary Sep 25	1-30 Sep 2025	-	-	515.40	Paid 30/09/25
Village Hall Manager's Salary September 25	1-30 Sep 2025	-	-	325.00	Paid 30/09/25
Receipts since last meeting 8 September 2025					
Appleford Village Hall	Reimbursement of VHM Salary by VH Charity.	-	-	1332.10	Received 29/09/25
Unity Bank Instant Access Account	Bank Interest	-	-	113.58	Received 30/09/25