

Councillors are summonsed to a Meeting of Appleford Parish Council on

**Wednesday 18th March 2026
from 20:15 – 22:00 hrs in the Village Hall.**

**Members of the public are invited
to meet with Councillors and OCC Highways from 19:30 - 20:00 hrs**

**Residents are reminded of the current vacancy for Parish Councillor and to
consider assisting the Council as volunteer or representative**

Councillors: Victoria Shepherd (Chair), Greg O’Broin, Manu Mavrikis, Claire Rees

In attendance: Peter Stevens (County and District Councillor), Judy McCarthy (Clerk)

AGENDA

1. **Apologies for absence** – to receive apologies
2. **Requests for Dispensations, Declarations of interest, gifts and hospitality** – to receive any requests for Dispensations, Declarations of Interest from Councillors relating to items on the Agenda in accordance with the Council’s code of conduct
3. **Public participation** – to receive questions from members of the public relating to items on the Agenda in accordance with the Council’s code of conduct and standing orders
4. **Reports from District and County Councillor** – for information only
5. **Reports from the Community and village organisations** – for information only
 - a. Community fund – playground refurbishment
 - b. Village Hall Management Committee
 - c. Appleford Community Project
6. **Minutes** – to confirm the Minutes of the meeting held on 13 January 2026
7. **Update on progress from the previous Minutes** – the Clerk / Chair will report on progress of outstanding items which do not require further decision
8. **Governance**
 - a. Councillor Co-option – to consider any applications received for the vacant seat
 - b. Meeting Dates – to consider the meeting dates for the forthcoming year

- i. To decide the date of the **Annual Parish Meeting** as Thursday 14 May at 19.00 hrs
 - ii. To decide the date of the next full council meeting as Thursday 14 May at 20.00 hrs, being the **Annual Parish Council Meeting**
 - iii. To agree the annual schedule of meetings 26026 – 27
- c. Policy Review – to consider the following policies and procedures
- i. Complaints procedure
9. **Finance**
- a. Financial Report – to receive the reports for information
 - i. Bank reconciliation
 - ii. Annual return
 - iii. Explanation of variances
 - iv. Budget monitoring
 - v. Earmarked reserves
 - vi. To note VAT reclaim Quarters 1-3 2025/26 - £1559.56
 - b. Bank Statements – to acknowledge scrutiny and acceptance of the previously circulated bank statements
 - i. Balance at 28 February 2026 Current account £6644.66
 - ii. Balance at 28 February 2026 Instant access account £20,251.69
 - c. Payments and Receipts
 - i. To consider invoices for payment. All invoices listed have been examined, verified and certified by the Clerk.

Purpose	Supplier	Net	VAT	Total
Scribe subscription – Mar 26 Inv 16588	Starboard Systems Ltd	£33.00	£6.60	£39.60
Admin costs expenses – phone SIM Feb/Mar 26 Invoices 1769910556840, 1772336736388	Judith McCarthy, Clerk	£10.00	£2.00	£12.00
Admin costs expenses – printer ink Invoice 202-3864021-9031528	Judith McCarthy, Clerk	£5.92	£1.19	£7.11
Scribe subscription Feb 26 Inv 16599	Starboard Systems Ltd	£33.00	£6.60	£39.60
Dog waste collection Feb 26 Inv 57343	Pet Waste Solutions	£85.80	£17.16	£102.96

Grounds Maintenance – Feb 26 Inv 07427	A.P.C Garden Services Ltd	£332.00	£66.40	£398.40
Working from home allowance: Backdated Jun 25 -Feb 26, and Mar 26	Clerk	-	-	£266.00
OALC annual Subscription 26-27 Inv 6046	OALC	£190.00	£38.00	£228.00
Payroll	Clerk	-	-	£715.40

ii. To approve payments made since last meeting 13 January 2026

Date paid	Purpose	Supplier	Net	VAT	Total
28.02.2026	ICO Annual Fee Reg: ZB650865	Information Commissioner	£47.00	£0.00	£47.00
28.02.2026	Bank Charges	Unity Trust Bank	£6.00	£0.00	£6.00
27.02.2026	Payroll	Judith McCarthy, Clerk	-	-	£515.40
27.02.2026	Payroll	Village Hall Manager	-	-	£325.00
16.02.2026	Grounds Maintenance – Jan 26 Inv 07374	A.P.C Garden Services Ltd	£332.00	£66.40	£398.40
16.02.2026	Dog waste collection Inv 55803	Pet Waste Solutions	£85.80	£17.16	£102.96
16.02.2026	Playground Inspection Inv 83463	The Play Inspection Company Ltd	£123.75	£24.75	£148.50
16.02.2026	Grounds Maintenance Inv 07374	A.P.C Garden Services Ltd	£859.00	£171.80	£1,030.80
02.02.2026	Scribe subscription Inv 14950	Starboard Systems Ltd	£33.00	£6.60	£39.60
31.01.2026	Bank Charges	Unity Trust Bank	£6.00	£0.00	£6.00
30.01.2026	Payroll	Judith McCarthy, Clerk	-	-	£515.40
30.01.2026	Payroll	Village Hall Manager (final payment)	-	-	£325.00
22.01.2026	Dog waste collection Inv 54328	Pet Waste Solutions	£85.80	£17.16	£102.96

22.01.2026	Admin costs – Phone SIM Sep 25 – Jan 26	Judith McCarthy, Clerk	£25.00	£5.00	£30.00
22.01.2026	OALC Training – Inv 5974	OALC	£50.00	£10.00	£60.00
22.01.2026	Zip wire repairs to surround and bark: Inv 07300	A.P.C Garden Services Ltd	£1,670.00	£334.00	£2,004.00
22.01.2026	Grounds Maintenance: Inv 07314	A.P.C Garden Services Ltd	£332.00	£66.40	£398.40
22.01.2026	Scribe subscription Inv 14949	Starboard Systems Ltd	£99.00	£19.80	£118.80

iii. To note receipts since last meeting 13 January 2026

Date	Total	Purpose	Received from
25.02.2026	£1,625.00	Transfer of funding for remaining staff costs Village Hall Manager to 28.02.26 (End of contract)	Appleford Village Hall

- d. Tree Survey - to consider 2 quotes received for Tree survey
- e. Grounds maintenance - extension of contract 26-27
- f. Asset register (review for end of year accounts)
- f. Playground Quarterly Risk Report (review)
- g. Playground refurbishment – replacement play unit – review of proposals and to agree council spend from reserve (£13,500)
- h. Dog waste - to consider purchase of replacement overflow/larger bin by the Church and complaints re dog mess on the recreation ground

10. Training

- a. NALC, OALC and SLCC – to consider any further training offered

11. Planning – applications listed on Schedule 2: Planning

- a. Planning Applications – to consider all recent Applications received from Vale of White Horse District Council and Oxfordshire County Council and any other Planning Applications submitted between the circulation of this Agenda and the meeting.
- b. Notices of Decisions – to note any notices of decision received
- c. Responses to planning applications – to note responses sent since the last meeting
- d. R3.0022/26: Update from Public Meeting held 9 March 2026 at the Village Hall
- e. Notices received (Note)

- i closing and diverting the Appleford public right of way to the north of the B4016 from 6 March for up to 18 months
- 12. **Parish Matters** – to consider any parish matters
- 13. **Reports from Meetings** – to receive reports from any meetings attended
 - a. RWE Didcot Power Station Liaison Meeting 11 March 2026
- 14. **Attendance at Meetings** – to consider attendance at any local meetings
 - a. Local Liaison Meeting with FCC/ Heidelberg – to be confirmed
- 15. **Correspondence** – to note correspondence received not otherwise on the agenda where decisions are not required
- 16. **Items for information or next Agenda only** – all items for the next agenda to be submitted to the Clerk by Friday 1 May 2026
- 17. **Staffing Committee Meeting** – to consider holding a Staffing Committee meeting before end of March 2026.

Dated 10 March 2026

Judith McCarthy, Parish Clerk
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<https://appleford-pc.gov.uk>

Annual schedule of Meetings 2026 – 2027

To be agreed:

Date	Time	Location
Monday 11 May 2026 Annual Parish Meeting and Annual Parish Council Meeting	20.00 – 21.30 hrs	Village Hall
Monday 8 June 2026	20.00 – 21.30 hrs	Village Hall
Monday 13 July 2026	20.00 – 21.30 hrs	Village Hall
Monday 14 September 2026	20.00 – 21.30 hrs	Village Hall
Monday 12 October 2026	20.00 – 21.30 hrs	Village Hall
Monday 9 November 2026	20.00 – 21.30 hrs	Village Hall
Monday 14 December 2026	20.00 – 21.30 hrs	Village Hall
Monday 11 January 2027	20.00 – 21.30 hrs	Village Hall
Monday 8 February 2027	20.00 – 21.30 hrs	Village Hall
Monday 8 March 2027	20.00 – 21.30 hrs	Village Hall