



Appleford-on-Thames Parish Council

Minutes of the Full Parish Council meeting duly convened and held in Appleford Village Hall on Wednesday 18 March 2026 from 20.15 hrs

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

Present: Councillors Victoria Shepherd (VS) (Chair), Greg O’Broin (GOB), Manu Mavrikis (EM), Claire Rees (CR)

Invited: Peter Stevens, District and County Councillor (PS)

In attendance: Judy McCarthy (Clerk)

1. **Apologies for absence.** Apologies were received from Peter Stevens, County & District Councillor.
2. **Requests for Dispensations, Declarations of interest, gifts and hospitality**
VS and GOB are Trustees of the Appleford Parish Trust Charity. GOB is a Trustee of the Appleford Village Hall Management Committee, Trustee of the Appleford Village Hall Charity and is fulfilling the role of administrator of the village hall on a temporary basis.
3. **Public participation**
3 members of the public attended. Topics raised include road safety and railway. The Appleford roads liaison officer had not received any response from OCC Highways to regarding formal traffic measures for the village
4. **Reports from District and County Councillor**
None received for this meeting but Peter Stevens had communicated with the Parish Council about various matters and the public meeting held in Appleford on 18 March to discuss the HIF1 new road and impact on traffic between Appleford and Sutton Courtenay.
The council noted that Councillor Roberts and Officers of the County Council had also attended the public meeting.
5. **Reports from the Community and village organisations**
 - a. Community – playground refurbishment
The Council now needs to consult Appleford residents for their preferences and support of the various options proposed, which will support an application for grant funding from FCC. This will form part of the planned village survey, which will be distributed via email as part of the Pressings newsletter, while printed

copies will be made available. The Clerk will advise on data protection requirements.

- b. Village Hall Management Committee
GOB updated that a village resident will soon take over the administration of the hall.
Gigaclear is scheduling a site survey visit to assess feasibility and likely route for supply of full fibre broadband to the hall.
The council needs to prepare a new lease to rent the Village Hall to the Village Hall Management Committee. Clerk to liaise with solicitors.
The Village Hall Management Committee must complete required actions to transfer to the Appleford Village Hall CIO.
- c. Appleford Community Project
 - i. CR is now Chair of the Appleford Community Project.
 - ii. There will be two village events this year; Cream Teas on 7 June and Fireworks on 8 November. The Fireworks event needs more volunteers this year and must ensure effective clear-up in good time for safe use of the recreation ground.
 - iii. Wallingford Green Gym volunteer group have offered to clear paths at the community orchard.

6. Minutes

The minutes of the last meeting held on 13 January 2026 were approved and signed by the Chair as an accurate record.

7. Update on progress from the previous Minutes

The Clerk gave a verbal update to the meeting on matters in progress:

- a. The village website applefordpc.org.uk has now been retired and content archived. The contract for support will end on 31 March 2026. The Council's website is at <https://appleford-pc.gov.uk>
- b. The proposed agreement with St Edmunds Football Club for use of the football field and Village Hall from Sep 25-Aug 2026 has been accepted, to be returned to the Council once signed.

8. Governance

- a. Councillor Co-option – No responses have been received to date for consideration of co-option to the council vacancy. The Clerk to provide further guidance regarding possibility of change of legal status for Appleford from Parish Council to Parish Meeting.
- b. Meeting Dates
 - i. the **Annual Parish Meeting** will take place on Thursday 14 May at 19.00 hrs
 - ii. The **Annual Parish Council Meeting** will take place on Thursday 14 May from 20.00 hrs.

- iii. The annual schedule of meetings 2026 – 27 remains as the second Monday of each month, excepting April and August, from 20.00 hrs, as detailed in Schedule 1.
- c. Policy Review
 - i. Complaints procedure – moved to next agenda.

9. Finance

- a. Financial Report – to receive the reports for information
 - i. Bank reconciliation - reviewed and signed
 - ii. Annual return - draft noted
 - iii. Explanation of variances – draft noted. To include update that VHMC had reimbursed council in full for the Village Hall Manager’s salary payments.
 - iv. Budget monitoring – noted.
 - v. Earmarked reserves report. Noise survey, tree surgery and fencing at recreation ground have been completed and reserve closed. The playground refurbishment, village hall improvements (installation of broadband) and establishment of village hall CIO are still required and accounted for in budget 2026/27.
 - vi. VAT reclaim has been submitted for Quarters 1-3 2025/26 - £1559.56.
- b. Bank Statements – reviewed.
 - i. Balance at 28 February 2026 Current account £6,644.66
 - ii. Balance at 28 February 2026 Instant access account £20,251.69
- c. Payments and Receipts
 - i. The following payments were approved. All invoices listed have been examined, verified and certified by the Clerk.
In line with standard practice, the Council agreed that the Clerk should receive a home working allowance of £6 per week, backdated to June 2025, and noted a discrepancy in salary payments made (being paid at scp 21 instead of as per contract at scp 23), backdated from 1 June 2025, both to be paid going forward from 1 April 2026.

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	Judith McCarthy, Clerk	-	-	£266.00
OALC annual Subscription 26-27 Inv 6046	OALC	£190.00	£38.00	£228.00
Payroll March 2026 and backdated payment of differential scp21 to scp 23	Judith McCarthy, Clerk	-	-	£715.40

- ii. The following payments made since last meeting 13 January 2026 were noted.

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. The following receipt since last meeting 13 January 2026 was noted. The total cost of employment of the Village Hall Manager has been transferred to council funds from Appleford Village Hall. Employment ended on 28 February 2026 since the role is no longer required.

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
Two quotes had been received: Supplier A: £595.00 and Supplier B: £895.00. The Council selected Supplier B to proceed.
- e. Grounds maintenance – contract for financial year 2026-27 was reviewed. It was agreed to continue with current supplier for a further 12 months.
- f. The updated Asset Register was reviewed. Additional assets noted for 2025/26:
Epson EcoTank Printer £207.40
ASUS Vivobook Laptop £249.99
Land - Recreational Allotments/Community Orchard £1
This land was already owned by the Council but not included in the Scribe asset register.

- f. Playground Quarterly Risk Report – noted. Regular weekly playground monitoring on volunteer basis is not yet established. Victoria Shepherd will discuss with volunteer previously identified.
 - g. Playground refurbishment – it was confirmed that the Council has an earmarked reserve of £13,500 as contribution to a replacement children’s playground unit but the final spend will be informed by outcome of the village survey and possible grant funding.
 - h. Dog waste – item to next agenda.
10. **Training**
- a. NALC, OALC and SLCC – no training requirement at present.
11. **Planning**
- a. Planning Applications – Schedule 2 noted large number of applications, decisions made and notices received.
 - b. Notices of Decisions - noted.
 - c. Responses to planning applications – responses sent since the last meeting
 - To OCC re MW.0026_26 and MW.0039_15 – response sent.
 - To OCC re R3.0022_26 & R3.0026_26 & MW.0039_15 – extension requested.
 - To OCC re MW.0048_19
 - To OCC re HIF Conditions R3 5_26 6_26 7_26 8_26
 - d. R3.0022/26: Update from Public Meeting held 9 March 2026 at the Village Hall
The meeting was well attended, GOB highlighted the proposed road closure to the meeting and strong concerns were raised.
 - e. Notices received
 - i closing and diverting the Appleford public right of way to the north of the B4016 from 6 March for up to 18 months.
Further to the meeting held on 9 May, a public meeting was held in the Village Hall prior to this Parish Council meeting, attended by 70+ residents of Appleford and Sutton Courtenay and representatives from Oxfordshire County Council and Graham Construction.
 - ii. VS reported that the temporary traffic lights on the B4016 crossing seem to be sticking on red sometimes. Also reported that the new footpath diversion on B4016 is not fit for purpose in places, VS will write to the developers.
 - f. Traffic calming
the Appleford Parish Transport representative has not received any feedback from the County Council regarding the traffic calming proposals submitted. Clerk to chase OCC and request urgent response.
12. **Parish Matters** – none for this meeting.
13. **Reports from Meetings** – to receive reports from any meetings attended
- a. RWE Didcot Power Station Liaison Meeting 11 March 2026. No actions arising.

14. Attendance at Meetings

- a. Local Liaison Meeting with FCC/ Heidelberg – date yet to be confirmed.
- b. GOB is joining a Sutton Courtenay meeting of councillors regarding a joint complaint from the parish councils about noise at the sidings

15. Correspondence

Communications received had been copied to the Councillors since the last meeting.

16. Items for information or next Agenda

- i. Council to consider holding a Staffing Committee meeting.
- ii. Clerk to advise re possible payment of a councillors' allowance.

Schedule 1: Annual schedule of Meetings 2026 – 2027

Date	Time	Location
Thursday 14 May 2026 Annual Parish Meeting Annual Parish Council Meeting	19.00 hrs – 20.00 hrs 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