



Appleford Parish Council

Minutes of the Annual Parish Council meeting duly convened and held on Thursday, 12th June at 8pm

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| Attendees – Councillors: | Apologies: |
| Victoria Shepherd (Chair) (VS) | Manu Mavrikis (MM) |
| Dom Grigg (DG) | |
| Greg O’Broin (GoB) | |
| Claire Rees (CR) | |
| | In Attendance: |
| Members of the public: 4 | Cllr Peter Stevens (PS) – District & County Cllr Judy McCarthy – Clerk |

| Item | ACTION |
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| 1. Welcome to new Clerk, Judy McCarthy The Chair welcomed the new clerk, Judy McCarthy. | |
| 2. Welcome, Apologies and Quorate VS welcomed all to the meeting. Apologies had been received from MM. The meeting was quorate. | |
| 3. Declarations of personal and prejudicial interest VS & GoB declared an interest in Appleford Parish Trust. GoB is also involved in the management of the Village Hall, Trustee of the Village Hall. | |
| 4. Minutes of the Annual Parish Meeting and Annual Parish Council Meeting held on 15th May 2025 Minutes from the Annual Parish Meeting and Annual Parish Council Meeting held on 15 th May were APPROVED and signed by the Chair. | APPROVED |
| 5. Update on progress since the previous minutes 1. Update on progress from the previous minutes – the chair reported on progress of - Hedging/Fence at Recreation Ground. Three options were considered: | |

Signed:

Date.....

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| <ul style="list-style-type: none"> ○ Temporary solution of light fencewire attached to hedge trunks where gaps persist, approved up to £250 ○ Posts/Fencing parallel to hedge along grass (previously quoted at £1500) ○ New proposal to cut down hedge up to half height so new growth will grow out to fill gaps between, recognising this will take 3-4 years to recover comparable height. <p>The council approved a temporary solution up to £250, although assistance from the village is needed to source and install.</p> <p>Council agreed hedge height could be reduced subject to liaison with village. Clerk to source cost from Recreation Ground contractor to make annual hedge cut stronger for longer term solution. Next trim is scheduled for September.</p> | <p>APPROVED</p> <p>Action: Clerk to contact recreation ground contractor quotation for hedge height reduction</p> |
| <p>7. Public Participation</p> <p>The council was informed that the Churchyard is overgrown and needs strimming but should be completed soon.</p> <p>Dog warden reported that new parts for the dog bins are needed as bins are slipping down the post to ground level, but are still useable.</p> <p>The three options for the hedge at the Recreation Ground were discussed.</p> | |
| <p>8. Report from County and District Councillor (PS)</p> <p>Councillor Stevens informed the meeting on various matters, including:</p> <ul style="list-style-type: none"> ● two full county council meetings have now occurred since the May election. ● District Council IT systems have been giving issues but are , now working again. ● Local government options include Oxfordshire unitary or Vale of White Horse, South Oxfordshire and West Berkshire Council would be Ridgeway Council. Literature left with APC, PS preference would be unitary at Oxford level. ● SESRE: Thames water doing banks testing, see meeting re hobby horse lane drainage plan – positively engaged, also FCC and Heidelberg ● PS is chair of FCC liaison committee (VS and GoB are Appleford representatives) ● Europa Crossing – a recent incident may spur action. | |

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| <ul style="list-style-type: none"> • VS reported that he Culham Bus Group is championing a cycling group of kids from Abingdon to Europa School tomorrow. There is a possible cycling group proposed from Appleford. • Local Energy Plan (implications re BESS) - need joined up strategy for area | |
| <p>9. Planning</p> <p>GoB updated the meeting on the following:</p> <ul style="list-style-type: none"> • HIF1: proposal has to go to full council for business case to be justified • OCC ref: R3.0046/25 Details pursuant to Condition No. 28 (Archaeological Investigation) of planning permission no. R3.0138/21 • Updates from Commercial Operators (Heidelberg, FCC, Forterra) – noise, public rights of way, HGVs, funding, etc <ul style="list-style-type: none"> ○ GOB reported that the noise survey draft report has been received, Since the survey was completed, there have been more complaints about noise and more activity. When measured in March for the survey, the site was relatively quiet. Last week in May was very noisy. Need a benchmark level so can gauge against possible HIF noise levels. • MW.0014/24 at Hanson Aggregates – Bridge Farm – comment by 30 June. Will be disruptive to village bcs of lorry traffic – existing crossing B4016 • Update on BESS (P25/V0149/FUL) GoB reported that the risk of a fire and toxic fumes resulting from fire are a concern with such facilities. Industrial development in the village is likely not appropriate. <p>VS reminded the meeting that volunteers from the village are still required to help review planning applications.</p> <p>Concern for the village is that all new housing being built and planned will turn a rural environment to a developed urban one.</p> <p>Agreed that GOB will gather any further input from Councillors and respond to applications on behalf of the Council.</p> <p>PS left the meeting.</p> | |
| <p>10. Village Playground</p> <p>The Chair gave an update on matters relating to the village playground:</p> <p>A village representative has agreed to carry out weekly inspection of the playground.</p> | <p>Action: Chair to send checklist sheet to village representative</p> |

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| <p>Rocking Horse – needs painting – no volunteer has come forward.</p> <p>Supplement to Play bark at the Zip Wire – villager has agreed to investigate requirements and cost (ongoing).</p> <p>Bolt tightening of equipment still needs actioning</p> <p>VS reported that discussions ongoing about the MUGA, once confirmed, the plan will be put out for consultation to the village for consultation later in the year. Funding will be sought in September through FCC.</p> <p>There is concern that children are using the outdoor gym equipment and for safety reasons, there should be notices to stipulate only for adult use.</p> | <p>Action: Clerk to source stickers for outdoor gym equipment to say equipment for adult use only, not for children.</p> |
| <p>11. Governance</p> <p>Reports were received from the working groups as follows:</p> <ul style="list-style-type: none"> a. Noise Taskforce (GoB) Update given under Planning. b. Playground & Recreation Ground Working Group (VS) Noted that more volunteers are still needed to support playground refurbishment: <ul style="list-style-type: none"> - painting playground rocking horse - ongoing - playbark surround, and to fill beneath zip-wire. A villager is sourcing a quote. - climbing frame bolt tightening. No progress. - Multi-use Gym Area (MUGA) - targeting Sept '25 application to FCC Communities Fund c. Village Hall Working Group (GoB) <ul style="list-style-type: none"> - Successful appointment of new Village Hall Manager for 5 hours per week (Victoria Noble) - Activities include taking bookings, payments, looking at broadband at VH and booking system, and source a system to manage football ground bookings - Recent install of fire alarm, VS and GoB are contacts - Cost of manager needs to be offset by revised pricing for hire of hall - Responsibility for the manager will come under the Parish Council fully once CIO is established – the process is ongoing. d. Staffing Committee <ul style="list-style-type: none"> - Welcome to new Clerk/RFO and Village Hall Manager. Manager is employed and paid by the Council, Village Hall to re-imburse the council for salary and expenses of the Village Hall Manager | |
| <p>12. Finance</p> | |

Electors' Rights Notice had been agreed to be published from 3rd June to 14th August 2024 (30 working days) with GoB as contact in absence of clerk, but GOB was abroad so notice was not published. Clerk advised it was acceptable to change the dates.

APPROVED

It was agreed to publish the Notice on Monday 16 June with Electors' Rights period of 17 June to 25 July (30 working days). The delay to be explained within the AGAR submission to the external auditor, Moore.

Review of outstanding items within Internal Auditor's Report

APPROVED

- It was approved to purchase Microsoft 365 licence for Clerk, Village Hall Manager, and members of the Council for effective security, storage and records management.
- Cost of monthly SIM card for Clerk business and for Village Hall Manager approved, to enable Multi Factor Authentication and dedicated public phone number
- Approved purchase of colour printer for Council business up to £250.
- Clerk agreed to review filing cabinet at the Village Hall to appraise documents for disposal or transfer to County Archive. This may include records of the Womens' Institute to be offered to an appropriate custodian.

APPROVED

APPROVED

Action: Clerk to review

It was noted that the Clerk does not yet have access to the bank account but this is in progress. The Clerk will then be able to provide a quarterly finance update to include progress against budget to the relevant meetings.

Payments

- The following payments as listed in Appendix 1 were approved.

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| APC Garden Services INV 06633 | Grounds maintenance - May 25 | 398.40 |
| Pet Waste Solutions Inv 44739 | Dog Bin collection - May 25 | 102.96 |
| Sharps Acoustics Inv 2025/1156 | Consultancy services to end May 2025 – survey data and report | 3240.00 |
| Scribe INV - 10788 | Accounts software | 14.40 |
| Clerk's Salary June 25 (JM) | 27 May - 30 June | 591.18 |

APPROVED

Signed:

Date.....



Appleford Parish Council

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| <table border="1"> <tr> <td>Village Hall Manager's Salary June 25</td> <td>To be confirmed</td> <td></td> </tr> </table> | Village Hall Manager's Salary June 25 | To be confirmed | | | APPROVED |
| Village Hall Manager's Salary June 25 | To be confirmed | | | | |
| <p>DG confirmed that he has received a quotation for pest control due to the reported rat infestation at the recreation ground bordering with Chambrai Close. Infestation likely resulting from rubbish left behind after the recent travellers' stay. The Council authorised payment up to £175.</p> <p>The council reviewed payments and receipts since the May meeting itemised on the payment schedule (Appendix 1)</p> <p>The Clerk updated the council that the transfer of £20,000 funds to the Unity Bank Instant access savings account has been made.</p> | | | | | |
| <p>13. Date of future meetings</p> <p>The next Parish Council meetings will be:</p> <p style="text-align: center;">Thursday 10th July at 8.00 pm</p> <p>Subsequent meetings will take place on the second Monday of each month:</p> <p style="text-align: center;">Monday 8th September Monday 13th October</p> | | | | | |

The Meeting Closed at 9.55 pm

Signed:

Date.....

Appendix 1 - Payments and Receipts

| Supplier/Invoice | Purpose | Net | VAT | Gross | Status |
|--|---|---------|-------|---------|----------------------------|
| Payments approved at meeting 12/06/25 | | | | | |
| APC Garden Services INV 06633 | Grounds maintenance - May 25 | 332.00 | 66.40 | 398.40 | Approved |
| Pet Waste Solutions Inv 44739 | Dog Bin collection - May 25 | 85.50 | 17.16 | 102.96 | Approved |
| Sharps Acoustics Inv 2025/1156 | Consultancy services to end May 2025 – survey data and report | 2700.00 | 540 | 3240.00 | Approved |
| Scribe INV - 10788 | Accounts software | 12.00 | 2.40 | 14.40 | Approved |
| Clerk's Salary June 25 (JM) | 27 May - 30 June | | | 591.18 | To be paid BACS 30 June |
| Village Hall Manager's Salary June 25 | To be confirmed | | | | To be paid BACS 30 June |
| Payments made since last meeting 12/06/25 | | | | | |
| Clerk's salary May (JH) | Clerk and Village Hall Administration | | | 850.61 | Paid 31 st May |
| Gallagher Insurance Inv 544636168 | Hiscox Insurance AJG Community Schemes – Parish Council | 2268.17 | - | 2268.17 | Paid 18 th May |
| Creative Badger Inv JR1323 | Website hosting Annual invoice 01.04.25- 31.03.26 | 410.00 | - | 410.00 | Paid 18 th May |
| Jane Olds JO291 | Internal audit fee | 210 | | 210 | Paid 2 nd May |
| APC Garden Services INV 6353 | Grounds maintenance in April | 332.00 | 66.40 | 398.40 | Paid 18 th May |
| Pet Waste INV 43284 01/05 | Dog bin collection | 85.80 | 17.16 | 102.96 | Paid 18 th May |
| Receipts | | | | | |
| None | | | | | |

Signed:

Date.....



Appleford Parish Council

Signed:

Date.....