

**Minutes of the Appleford-on-Thames Annual Parish Council meeting  
duly convened and held in Appleford Village Hall on Thursday 14 May  
2026 from 20.25 to 22.15 hrs**

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

**Present:** Councillors Victoria Shepherd, Greg O’Broin, Claire Rees

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

Members of the Public: 1

**AGENDA**

1. **Election of Chair.** Chair to sign Declaration of acceptance of office. Cllr Rees was appointed Chair and signed the Declaration of acceptance of office.
2. **Apologies for absence**  
Cllr Mavrikis had sent apologies, which were accepted. The meeting was quorate.
3. **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
  - a. Cllr Shepherd is a Trustees of the Appleford Parish Trust Charity.
  - b. Cllr O’Broin is a Trustee of the Appleford Parish Trust Charity. a Trustee of the Appleford Village Hall Management Committee, and a Trustee of the Appleford Village Hall Charity.
4. **Public participation** (1 member of the public)  
Regarding lack of progress at Oxfordshire County Council in response to proposals submitted for traffic calming measures and weight restrictions through the village – discussed under next item.
5. **Report from District and County Councillor.** Cllr Stevens had updated the Annual Parish meeting fully prior to this council meeting and addressed the issue of traffic calming and weight restrictions. Cllr Stevens will escalate at the County Council. Noted that Automatic number plate recognition (ANPR) cameras are in use elsewhere, which might assist in traffic speeding measures. Police traffic enforcement team might be able to advise appropriate measures for Appleford.

6. **Reports from the community and village organisations** – reports and feedback had been provided to the Annual Parish Meeting.
7. **Minutes** – The minutes of the last meeting held on 18 March 2026 were approved and signed by the Chair as an accurate record.
8. **Update on progress from the previous Minutes**  
Councillor’s allowances. Item was postponed to a future meeting
9. **Governance**
  - a. Vacancy for Councillor - some interest had been received but no formal communications have been received to date for consideration of co-option to the council vacancy.
  - b. Financial Controls - No individual Councillor responsibility for financial control was appointed.
  - c. Policy and Procedures
    - i. Revised Standing Orders were reviewed and APPROVED.
    - ii. Revised Financial Regulations were reviewed and APPROVED.
    - iii. New Complaints Policy was APPROVED.
    - iv. New Scheme of Delegation for planning was APPROVED.
    - v. New Use of Whatsapp Policy was APPROVED.
10. **Finance**
  - a. Council considered and APPROVED the Internal Auditor’s report for 2025-26. It was noted that the Council has made significant improvements since last year’s report. Councillors agreed that the Council does have an IT Policy and model FOI Publication Scheme and both had been available to the public on request. Further review of the Internal Audit to return at a future meeting. Council agreed that it was assured of compliance with Assertion 10.  
ACTION: Clerk to publish IT Policy and Model Publication Scheme to website.
  - b. Bank Statements to 31 March 2026 were noted. Bank reconciliation to 31 March was APPROVED and signed by the Chair and Clerk.
  - c. Earmarked reserves at 31<sup>st</sup> March 2026 were reviewed and AGREED and carried forward to 2026-27:
 

Village Hall CIO	£3,000.00
Village Hall Improvements (broadband)	£1,000.00
Children’s playground refurbishment	£13,500.00
  - d. The Council AGREED the date for Notice of Public Rights as commencing 3 June and ending 14 July 2026.
  - e. Council reviewed and AGREED the Explanation of Variances for year 2025-26.
  - f. Council considered Section 1 and Section 2 of the AGAR. The Council reviewed, completed and RESOLVED to approve the Annual Governance statement for 2025-2026.

- g. Bank statements 1 - 30 April 2026 were reviewed. Council agreed account balances at 30 April 2026:  
 Current account £ 18,883.43  
 Instant access account £ 20,356.14
- h. Payments and Receipts
- i. The following payments were considered and APPROVED for payment. All invoices listed have been examined, verified and certified by the Clerk and distributed prior to the meeting.

Total	Purpose	Supplier	Net	VAT	Invoice
£398.40	Grounds Maintenance	A.P.C Garden Services Ltd	£332.00	£66.40	07503
£102.96	Dog waste collection	Pet Waste Solutions	£85.80	£17.16	60227
£2,324.89	Insurance	Gallagher	£2,324.89	£0.00	Invite letter
£210.00	Internal Audit Fees	Jane Olds	£210.00	£0.00	JO309
£398.40	Grounds Maintenance	A.P.C Garden Services Ltd	£332.00	£66.40	07454
£6.00	Admin costs	Judith McCarthy, Clerk – expenses (GiffGaff invoice)	£5.00	£1.00	17775978 28053
£26.00	Admin costs	Judith McCarthy, Clerk – Working from home allowance – April 26	£26.00	£0.00	n/a
£39.60	Scribe subscription	Starboard Systems Ltd – April 26	£33.00	£6.60	17158
£47.45	Members allowance/expenses	G O'Broin – Planning meeting expenses – travel and subsistence	£43.14	4.31	Receipts provided
£199.00	Warranty 2-yr extension: SIDS	Elan City	£199.00*	-	UK1168

- ii. The Schedule of pre-authorised regular payments from 1 June to end of financial year 26-27 was APPROVED.

Frequency	Total	Purpose	Supplier	Net	VAT
Monthly	£26.00	Admin costs – Working from home allowance	Judith McCarthy, Clerk	-	-
Monthly	£535.50	Salary – clerk	Judith McCarthy, Clerk	-	-
Monthly	£6.00	Admin costs – monthly phone SIM	Clerk (GiffGaff invoice)	£5.00	£1.00
Monthly	£398.40	Grounds Maintenance	A.P.C Garden Services Ltd	£332.00	£66.40
Monthly	£102.96	Dog waste collection	Pet Waste Solutions	£85.80	£17.16
Monthly	£39.60	Admin costs – financial software	Starboard Systems Ltd	£33.00	£6.60

Monthly	£7.00	Bank Charges – monthly fee	Unity Trust Bank	£7.00	£0.00
---------	-------	----------------------------	------------------	-------	-------

iii. Payments made since 1 April 2026 were noted.

Date	Total	Purpose	Supplier	Net	VAT	Inv no.
30.04.2026	£535.50	Staff costs – salary June	Judith McCarthy, Clerk	-	-	-
30.04.2026	£7.00	Bank Charges	Unity Trust Bank	£7.00	£0.00	-
29.04.2026	£102.96	Dog waste collection	Pet Waste Solutions	£85.80	£17.16	58782
29.04.2026	£686.40	Parish Online website services	Parish Online	£572.00	£114.40	38UE002-0003
30.04.2026	26.00	Admin costs – Working from home allowance	Judith McCarthy, Clerk	-	-	-
29.04.2026	£6.00	Admin costs – monthly phone SIM	Judith McCarthy, Clerk (GiffGaff invoice)	£5.00	£1.00	703027956
23.04.2026	£311.28	HMRC PAYE	HMRC	£311.28	£0.00	-
01.04.2026	£39.60	Scribe subscription	Starboard Systems Ltd	£33.00	£6.60	17158

iv. The following receipts since 1 April 2026 were noted.

Date	Net	VAT	Total	Description	From
09.04.2026	£0.00	£870.42	£870.42	Vat REFUND	HMRC
08.04.2026	£12,000.00	£0.00	£12,000.00	Precept Instalment 1	Vale of White Horse District Council

h. The following Quotes were considered:

- i. Broadband installation to Village Hall: quote received from Supplier A: £1179.17 was APPROVED to proceed with £1000.00 from earmarked reserve.
- ii. 5-Yearly Electrical survey at the Village Hall is overdue: Quotes received from 2 suppliers: Supplier A: £350.00 Supplier B: £825 Supplier A was APPROVED to proceed as best value.
- ii. Playground Inspection: annual schedule 2026-27 Quote received from current supplier of £527.25 was APPPROVED. Clerk to chase for last quarter’s report.  
Cllr Shepherd reported that there is no weekly inspection rota in place currently, although visual assessments are made on ad hoc basis by users of the playground and a notice is displayed to contact the Clerk in event of any issues.

## 11. Training

None for this meeting.

**12. Planning and Environment**

- a. Planning Applications – recent Applications received from Vale of White Horse District Council and Oxfordshire County Council and any other Planning Applications submitted between the circulation of the Agenda and the meeting. R3.0030/26: Consultation started. Not discussed.
- b. Notices of Decisions – to note any notices of decision received
  - i. R3.0030/26: Details pursuant to Condition 8 (details of external appearance of Didcot Science Bridge structure (partial discharge)) of planning permission no. R3.0138/21. Application decided.
  - ii. R3.0019/26: Details pursuant to Condition 5 (topographical plans within the A4130 Widening and Didcot Science Bridge section of the development (partial discharge)) of planning permission no. (R3.0138/21). Application decided
- c. Responses to planning applications since the last meeting
  - i. HIF1 and B4016 road closure
    - a) R3.0022.26 Details pursuant to Condition 4 (CTMP for the Didcot to Culham River Crossing section of the development (partial discharge)) of planning permission no. R3.0138/21. The Parish Council had sent an Objection.
    - b) Cllr O’Broin was in attendance at the following meetings at Oxfordshire County Council:  
Scrutiny Committee meeting - 22 April 2026: Councillors noted that the Scrutiny committee has accepted this Council’s suggestions regarding the HIF1 road and B4016 closure.  
Delegated Decision Cabinet Meeting - Place Environment and Climate Action took place on 1 May 2026. Cllr O’Broin spoke at this meeting on behalf of the Parish Council, and had requested:  
- Greater transparency on project costs and contingency used or needed;  
- Engagement for a revised and much reduced closure plan, and  
- The inclusion of traffic light infrastructure in the design as small gesture for Appleford.
    - c) Public Meetings were held on 9 March 2026 and 18 March at the Village Hall to discuss the planned B4016 road closure. Cllr O’Broin had chaired both meetings, Cllr Shepherd attended.
    - d) HIF1 local liaison meeting established and chaired by Olly Glover MP on 20 April.
    - e) Oxfordshire County Council HIF1 stakeholder meetings schedule: Dates scheduled for 2026 - 23 Jul, 22 Oct and 2027 - 28 Jan, 22 Apr, 22 July, 28 Oct. Cllr O’Broin will be attending.
  - ii. HIF1 and B4016 road closure
    - a) R3.0022.26 Details pursuant to Condition 4 (CTMP for the Didcot to Culham River Crossing section of the development (partial discharge)) of planning permission no. R3.0138/21. The Parish Council had sent an Objection.
    - b) Cllr O’Broin was in attendance at the following meetings at Oxfordshire County Council:  
Scrutiny Committee meeting - 22 April 2026: Councillors noted that the Scrutiny committee has accepted this Council’s suggestions regarding the HIF1 road and B4016 closure.  
Delegated Decision Cabinet Meeting - Place Environment and Climate Action took place on 1 May 2026. Cllr O’Broin spoke at this meeting on behalf of the Parish Council, and had requested:  
- Greater transparency on project costs and contingency used or needed;  
- Engagement for a revised and much reduced closure plan, and  
- The inclusion of traffic light infrastructure in the design as small gesture for Appleford.
    - c) Public Meetings were held on 9 March 2026 and 18 March at the Village Hall to discuss the planned B4016 road closure. Cllr O’Broin had chaired both meetings, Cllr Shepherd attended.
    - d) HIF1 local liaison meeting established and chaired by Olly Glover MP on 20 April.
    - e) Oxfordshire County Council HIF1 stakeholder meetings schedule: Dates scheduled for 2026 - 23 Jul, 22 Oct and 2027 - 28 Jan, 22 Apr, 22 July, 28 Oct. Cllr O’Broin will be attending.
- d. Notices received (none)
- e. HIF1: R3.0022/26 Closure of B4016
- f. Oxfordshire County Council Planning meetings:

**13. Parish Matters**

None.

**14. Reports from Meetings**

- a. Cllr O’Broin is liaising with Sutton Courtenay on the B4016 road closure.
- b. FCC/Heidelberg Local Liaison Meeting held 11 May 2026  
Councillor O’Broin attended, noted that Heidelberg had not so far provided figures for noise complaints, these had been requested again.

**15. Attendance at Future Meetings**

18 May – Thames Water/Heidelberg Hobbyhorse Lane reinstatement. Cllr Shepherd attending.

**16. Correspondence** – Relevant communications received had been copied to Councillors since the last meeting.

**17. Items for information or next Agenda only**

- i. ACTION: Oly Glover MP to be invited to future Council meetings with particular regard to HIF1 new road and B4016 road closure.
- ii. Internal Audit Report – further consideration for improvements 2026-2027

**18. Date of Next Meeting**

Monday 8 June 2026	20.00 – 21.30 hrs
Monday 13 July 2026	20.00 – 21.30 hrs
Monday 14 September 2026	20.00 – 21.30 hrs

**19. The Chair closed the meeting at 22.15 hrs.**