



## Appleford-on-Thames Parish Council

**Councillors are summonsed to the ANNUAL PARISH COUNCIL MEETING of  
Appleford-on-Thames Parish Council on**

**Thursday 14 May 2026  
from 20:00 – 21:30 hrs in the Village Hall**

**Residents are reminded of the current vacancy for Parish Councillor and to  
consider assisting the Council as volunteer or village 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. **Election of Chair and Vice-Chair.** Chair to sign Declaration of acceptance of office
2. **Apologies for absence**
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
4. **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
5. **Report from District and County Councillor** – for information only
6. **Reports from the community and village organisations** – for information only
  - a. Community – playground refurbishment – progress update and next steps
  - b. Village Hall Management Committee
  - c. Appleford Community Project  
Events: 7 June cream teas 8 Nov fireworks need more volunteers
7. **Minutes** – to confirm the Minutes of the council meeting held on 18 March 2026
8. **Update on progress from the previous Minutes** – the Clerk / Chair will report on progress of outstanding items which do not require further decision

**9. Governance**

- a. Vacancy for Councillor
- b. To appoint a Councillor with responsibility for internal financial control
- c. Policy and Procedures
  - i. To review - Standing Orders
  - ii. To review - Financial Regulations
  - iii. To approve - Complaints procedure
  - iv. To approve - Scheme of Delegation for Planning

**10. Finance**

- a. To review and approve Internal Audit report for 2025-26
- b. To discuss, complete and approve AGAR accounting statements for 2025-26
- c. To note earmarked reserves summary at 31<sup>st</sup> March 2026 and reserves 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. To agree date for Notice of Public Rights - commencing 3 June and ending 14 July
- e. Bank Statements – to acknowledge scrutiny and acceptance of the previously circulated bank statements, noting account balances at 30 April 2026:

Current account	£ 18,883.43
Instant access account	£ 20,356.14

- f. Bank reconciliation – to review and sign
- g. Payments and Receipts
  - i. To consider invoices for payment. All invoices listed have been examined, verified and certified by the Clerk.

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 (GiffGaff invoice)	£5.00	£1.00	1777597828053
£26.00	Admin costs	Judith McCarthy, Clerk	£26.00	£0.00	n/a
£39.60	Scribe subscription	Starboard Systems Ltd	£33.00	£6.60	17158

- ii. To consider regular payments schedule from June to end of financial year 26-27 (Appendix 1)
- iii. To note payments and receipts since 1 April 2026 (see Appendix 2)

11. **Training**
  - a. NALC, OALC and SLCC – to consider training requirements
  
12. **Planning and Environment**
  - 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. Notices received (Note)
  - e. HIF1: R3.0022/26 Closure of B4016 - Update from Public Meetings held 9 March 2026 and 18 March at the Village Hall
  
13. **Parish Matters** – to consider any parish matters
  
14. **Reports from Meetings** – to receive reports from any meetings attended
  - a. SC meeting of councillors about complaint from parish councils about the sidings
  - b. Local Liaison Meeting with FCC/ Heidelberg
  
15. **Attendance at Meetings** – to consider attendance at any local meetings
  
16. **Correspondence** – to note correspondence received not otherwise on the agenda where decisions are not required
  
17. **Items for information or next Agenda only**
  
18. **Date of Next Meeting**

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

Judith McCarthy, Parish Clerk  
 e: [clerk@appleford-pc.gov.uk](mailto:clerk@appleford-pc.gov.uk)  
 m: 07835 737772  
<https://appleford-pc.gov.uk>

8 May 2026

**Appendix 1**

Schedule of Regular Payments 2026-27: for approval

Frequency	Method	Total	Purpose	Supplier	Net	VAT
Monthly	ONLINE	£26.00	Admin costs – Working from home allowance	Judith McCarthy, Clerk	£26.00	£0.00
Monthly	ONLINE	£535.50	Salary – clerk	Judith McCarthy, Clerk	£535.50	£0.00
Monthly	ONLINE	£6.00	Admin costs – monthly phone SIM	Clerk (GiffGaff invoice)	£5.00	£1.00
Monthly	ONLINE	£398.40	Grounds Maintenance	A.P.C Garden Services Ltd	£332.00	£66.40
Monthly	ONLINE	£102.96	Dog waste collection	Pet Waste Solutions	£85.80	£17.16
Monthly	DIRDEBIT	£39.60	Admin costs – financial software	Starboard Systems Ltd	£33.00	£6.60
Monthly	DIRDEBIT	£7.00	Bank Charges – monthly fee	Unity Trust Bank	£7.00	£0.00

## Appendix 2

### a. Payments made since 1 April 2026

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

### b. Receipts since 1 April 2026

Date	Net	VAT	Total	Description	From
09.04.2026	£0.00	£870.42	£870.42	HMRC VAT	HMRC
08.04.2026	£12,000.00	£0.00	£12,000.00	Precept 1	VWHDC