

Councillors are summonsed to a Full Meeting of Appleford Parish Council on

**Thursday 25 June 2026
from 20:00 – 21:30 hrs in the Village Hall.**

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

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. **Councillor Co-option** – to consider any applications received for the vacant seat and to co-opt to the current vacancy. New councillor to sign acceptance of office.
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. **Reports from District and County Councillor** – for information only
6. **Reports from the Community and village organisations** – for information only
 - a. Village Hall Management Committee
 - b. Appleford Community Project – Events, Newsletter
6. **Minutes** – to confirm the Minutes of the Annual Parish Council Meeting held on 14 May 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 and Risk**
 - a. Register of Members Interests – Councillors are reminded of individual responsibility to review
 - b. Policy and Procedures
 - i. Councillor’s Code of Conduct – Annual review
 - ii. IT Policy – Councillors to sign acceptance
 - iii. Records Management and Retention Schedule – Annual review

- c. Risk
 - i. Playground Annual Inspection Report – (Review)
 - ii. Tree Survey – (Review and agree actions)
 - iii. Village Hall 5-year EICR18.3C electrical inspection report – (Review)
 - iv. Village Hall Fire detection and alarm system - annual inspection – (note)

9. Finance

- a. Notice of Electors’ Rights from 3rd June to 14th August published on website and Village Noticeboard on 31 May (note)
- b. AGAR submitted to Moore External Auditor 12 June (note)
- c. Review of effectiveness of Internal Audit 25-26
- d. Actions and recommendations from the Internal Auditor’s Report 25/26
- d. Financial Report – to receive the monitoring reports for information
 - i. Earmarked Reserves Balance
 - ii. Payments and Receipts against budget
- e. Bank Statements – to acknowledge scrutiny and acceptance of the previously circulated bank statements
 - i. Balance at 31 May 2026 Current account £13,986.55
 - ii. Balance at 31 May 2026 Instant access account £20,356.14
- f. Payments and Receipts
 - i. To consider invoices for payment. All invoices listed have been examined, verified and certified by the Clerk.

Purpose	Payee	Net	VAT	Total
Staff costs – salary June	Judith McCarthy, Clerk	-	-	£535.50
Admin costs – Work from home monthly allowance June	Judith McCarthy, Clerk	£26.00	£0.00	£26.00
Grounds Maintenance June Invoice 07599	A.P.C Garden Services Ltd	£332.00	£66.40	£398.40
Village Hall – 5-yearly EICR electrical safety inspection Inv 2172	NW Electrical Services Ltd	£350.00	£70.00	£420.00
Admin costs – telephone monthly charge June GiffGaff invoice 1780276770468	Judith McCarthy, Clerk	£5.00	£1.00	£6.00
Annual Playground Inspection Invoice 86402	The Play Inspection Company Ltd	£123.75	£24.75	£148.50
Dog waste collection – May Invoice 61662	Pet Waste Solutions	£85.80	£17.16	£102.96
SIDS 2-year warranty extension Inv SAJ-UK/2026/03577	Elan City Ltd	£207.18	£41.44	£248.62

ii. To note payments made since last meeting: 14 May 2026

Date	Purpose	Payee	Net	VAT	Total
15.06.2026	OCC Meeting Expenses – subsistence and travel	Greg O'Broin	£43.14	£4.31	£47.45
10.06.2026	Admin costs – Broadband installation Village Hall Paid by Direct Debit	Gigaclear	£1,179.17	£235.83	£1,415.00
01.06.2026	Admin costs – Scribe software Inv 18930 Paid by Direct Debit	Starboard Systems Ltd	£33.00	£6.60	£39.60
31.05.2026	Bank Charges	Unity Trust Bank	£7.00	£0.00	£7.00
29.05.2026	Admin costs – telephone monthly charge May GiffGaff invoice 1777597828053	Judith McCarthy, Clerk	£5.00	£1.00	£6.00
29.05.2026	Admin costs – Word from home monthly allowance May	Judith McCarthy, Clerk	£26.00	£0.00	£26.00
29.05.2026	Staff costs – salary May	Judith McCarthy, Clerk	£321.10	£0.00	£535.50
26.05.2026	Grounds Maintenance – March Invoice 07454	A.P.C Garden Services Ltd	£332.00	£66.40	£398.40
26.05.2026	Grounds Maintenance – April Invoice 07503	A.P.C Garden Services Ltd	£332.00	£66.40	£398.40
26.05.2026	Dog waste collection – April Invoice 60227	Pet Waste Solutions	£85.80	£17.16	£102.96
26.05.2026	Insurance – annual renewal	Gallagher	£2,324.89	£0.00	£2,324.89
26.05.2026	Internal Audit Fees Invoice JO309	Jane Olds	£210.00	£0.00	£210.00
26.05.2026	Tree survey Invoice 15613	Ringrose Tree Services	£895.00	£179.00	£1,074.00

- iii. To note receipts since last meeting 14 May 2026

Date	Total	Purpose	Received from
28.05.26	£11.47	Wayleave at level crossing	Scottish & Southern Electric

- g. Dog waste - to authorise purchase of replacement dog waste bin at Church Street, consider purchase of a bag dispenser at the Recreation Ground to encourage pick-up, and toolset to raise existing bins.
- h. To authorise and sign application for Unity Trust bank purchase card as per s.9 Financial Regulations
- i. To authorise and sign instruction to Unity Trust Bank for Clerk to be set up as Internet Administrator for the current and instant savings accounts.

10. Training and Subscriptions

- a. NALC, OALC and SLCC – to consider any further training offered
- OALC: Councillor Fundamentals – online – 1 Oct 18:30 – 21.00 hrs
£ 70.00+VAT
- b. SLCC annual personal membership for clerk - due 1 August

11. 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.
- i. MW.0094/26: Consultation started
- Planning application by FCC Waste Services (UK) Limited, for planning permission: Section 73 application to vary conditions 3 and 4 of planning permission MW.0174/23 (P12/V2207/CM) (to vary conditions 1, 3 and 22 of planning permission MW.0027/12 (P12/V1497/CM) to increase the annual MRF throughput from 70,000 tpa to 200,000 tpa and for some alterations to approved elevations) **to extend the end date of the existing Materials Recycling Facility from 31st December 2030 to 31st December 2039** at Sutton Courtenay Materials Recycling Facility, Sutton Courtenay Waste Management Site, Appleford Sidings, Sutton Courtenay, OX14 4PW.
- ii. MW.0092/26: Consultation started
- Section 73 application to continue the development permitted by Appeal Decision APP/U3100/A/13/22/0018 (MW.0088/13) (Waste transfer facility to handle 60 000 tonnes per annum of non-hazardous waste and 200 tpa of clinical waste; and associated operational development including a northern egress to Corridor Road, concrete pad, soil storage bunds, perimeter fencing, transformer pad and transformer, traffic (Armco) barriers and traffic lights at

the consented Materials Recycling Facility (MRF)) without complying with conditions 3 and 4, **to extend the end date of the existing Waste Transfer Facility from 31st December 2030 to 31st December 2039** at Sutton Courtenay Materials Recycling Facility, Sutton Courtenay Waste Management Site, Appleford Sidings, Sutton Courtenay, OX14 4PW.

- b. Notices of Decisions – to note any notices of decision received
 - i. MW.0026/26: Non-material amendment to permission no. MW.0039/15 to vary the wording of condition 28 and 34 to allow submission and approval of alternative restoration and aftercare schemes for Sutton Courtenay Landfill Site. Approved 15/06/2026
 - c. Responses to planning applications – to note responses sent since the last meeting
 - Address by Cllr O’Broin to Oxfordshire County Council Cabinet - 16 June 2026
 - Cllr Shepherd correspondence to Oxfordshire County Council re diverted footpath between Appleford and Sutton Courtenay: compaction and upgrade to be completed
 - d. Notices received
12. **Parish Matters** – to consider any parish matters
13. **Reports from Meetings** – to receive reports from any local meetings attended
14. **Attendance at Meetings** – to consider attendance at any local meetings
15. **Correspondence** – to note correspondence received not otherwise on the agenda where decisions are not required
- Grass-cutting at the recreation ground and football field (actioned by clerk)
16. **Items for information or next Agenda only** – all items for the next agenda to be submitted to the Clerk within 5 working days of scheduled meeting
17. **Date of next meeting:** to be agreed

Dated 22 June 2026

Judith McCarthy, Parish Clerk
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