



Appleford-on-Thames Parish Council

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

**Thursday 10 September 2026
from 19:30 to 21:30 hrs in the Village Hall**

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

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

Members of the Public are cordially invited to attend

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. **Minutes** – to confirm the Minutes of the Parish Council Meeting held on 25 June 2026
4. **Reports from the community and village organisations** – for information only
 - a. Community Orchard: to receive an introduction and update from the Planning Manager, ECU Energy, regarding the proposed easement across land at the Appleford Community Orchard leading to the BESS battery storage site
 - b. Appleford Community Project - Bonfire and Fireworks event
 - c. Soleluna Pizza - change of schedule to monthly visits on a Tuesday evening
5. **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 (no longer than 15 minutes)
6. **Reports from District and County Councillor** – for information only
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. Policy and Procedures
 - i. To appoint Councillor with responsibilities for ongoing financial control oversight and monitoring

- ii. Internal Control Procedure – review
 - ii. Planning Committee Terms of Reference – approve
 - iii. General Data Protection Awareness Checklist for Councillors
 - b. Village Hall CIO
 - i. Lease of Village Hall to Village Hall Management Committee – approve Heads of Terms
 - ii. Rules and Terms of Reference for Village Hall Management Committee - approve
 - iii. Village Hall Terms and Conditions of bookings – note broadband use
 - c. Risk
 - i. Annual Risk Assessment – Playground and Recreation Ground - review
 - ii. Council’s Risk Assessment Schedule – review
 - iii. Insurance Policy – annual review – with special consideration to Bonfire and Fireworks event (see item 6.b. above)
- 9. Finance**
- a. Notice of Conclusion of Audit 2026/27 - published 31 August 2026
 - b. External Auditor Report and Certificate 2025/26 – review
 - c. Heads of Terms for the Appointment of Internal Auditor 26-27 - approve
 - d. Financial Report – to receive the monitoring reports for information
 - i. Payments and Receipts against budget
 - e. Banking
 - i. to acknowledge scrutiny and acceptance of the previously circulated bank statements for months ending 30 June, 31 July and 31 August.
 - ii. Bank Reconciliation of accounts on 31 August 2026
 - Current account £ 8,081.55
 - Instant access account £ 20,455.10
 - iii. to approve adding Cllr Sharp as authorising signatory to the bank accounts
 - f. Payments and Receipts
 - i. To consider invoices for payment. All invoices listed have been examined, verified and certified by the Clerk.

Total	Payee	Net	VAT	Description
£70.00	OALC	£58.33	£11.67	Councillor training: Inv 6487
£315.00	Moore	£262.50	£52.50	External Audit fee: Inv 339841
£26.00	Judith McCarthy, Clerk	£26.00	£0.00	Work from home allowance Sep
£6.00	Judith McCarthy, Clerk	£5.00	£1.00	SIM expenses Sep: Inv 1788226078313
£102.96	Pet Waste Solutions	£85.80	£17.16	Dog Waste collection Aug: Inv 66352
£173.70	The Play Inspection Company Ltd	£144.75	£28.95	Annual Inspection recreation ground: Inv 89015
£398.40	A.P.C Garden Services Ltd	£332.00	£66.40	Work carried out August: Inv 07835
£39.60	Starboard Systems Ltd	£33.00	£6.60	Monthly subscription Aug: Inv 21522
£535.50	Judith McCarthy, Clerk	£535.50	-	Salary September

- ii. To note payments made since last meeting on 28 June 2026, authorised at the meeting or be pre-authorised schedule agreed in May.

Date	Total	Payee	Net	VAT	Description
02.09.2026	£39.60	Starboard Systems Ltd	£33.00	£6.60	Monthly subscription - Scribe Inv 21522
31.08.2026	£7.00	Unity Trust Bank	£7.00	£0.00	Monthly bank charge
28.08.2026	£6.00	Judith McCarthy, Clerk	£5.00	£1.00	SIM expenses August Inv 17855475947758
28.08.2026	£26.00	Judith McCarthy, Clerk	£26.00	£0.00	Work from home allowance August
28.08.2026	£535.50	Judith McCarthy, Clerk	£535.50	£0.00	Clerk salary August
11.08.2026	£900.00	NW Electrical Services Ltd	£750.00	£150.00	Electrics work at village hall 20/07/26: Inv 2200
11.08.2026	£398.40	A.P.C Garden Services Ltd	£332.00	£66.40	Work carried out in June: Inv 07721
11.08.2026	£102.96	Pet Waste Solutions	£85.80	£17.16	Collections made in July: Inv 64889
11.08.2026	£116.00	SLCC	£116.00	£0.00	Annual membership renewal: Inv MEM259693-3
11.08.2026	£398.40	A.P.C Garden Services Ltd	£0.00	£398.40	work carried out July: Inv 07777
11.08.2026	£54.00	Gigaclear - Direct Debit	£45.00	£9.00	Village Hall Broadband August: Inv G14659545
03.08.2026	£39.60	Starboard Systems Ltd	£33.00	£6.60	Monthly subscription - Scribe Inv 20616
31.07.2026	£321.10	Judith McCarthy, Clerk	£535.50	£0.00	Clerk salary July
31.07.2026	£26.00	Judith McCarthy, Clerk	£26.00	£0.00	Working from home monthly allowance
31.07.2026	£6.00	Judith McCarthy, Clerk	£5.00	£1.00	SIM Expenses July: Inv 1782869053741
31.07.2026	£7.00	Unity Trust Bank	£7.00	£0.00	Monthly bank charge
22.07.2026	£102.96	Pet Waste Solutions	£85.80	£17.16	Dog Waste - June: Inv 63233
13.07.2026	£54.00	Gigaclear	£45.00	£9.00	Village Hall Broadband July: Inv G14300495
01.07.2026	£39.60	Starboard Systems Ltd	£33.00	£6.60	Monthly subscription - Scribe: Inv 20316
30.06.2026	£47.45	Greg O'Broin	£43.14	£4.31	OCC Scrutiny Committee - expenses
30.06.2026	£321.50	Judith McCarthy, Clerk	£535.50	£0.00	Clerk salary June 26
30.06.2026	£26.00	Judith McCarthy, Clerk	£26.00	£0.00	Working from home allowance June
30.06.2026	£7.00	Unity Trust Bank	£7.00	£0.00	Monthly bank charge
29.06.2026	£248.62	Elan City Ltd	£207.18	£41.44	2-year warranty extension: Inv SJA-UK/2026/03577

29.06.2026	£398.40	A.P.C Garden Services Ltd	£332.00	£66.40	Works carried out in May: Inv 07599
29.06.2026	£420.00	NW Electrical Services Ltd	£350.00	£70.00	5-YR EICR electrics check at Village Hall: Inv 2172
29.06.2026	£6.00	Judith McCarthy, Clerk	£5.00	£1.00	SIM Expenses June : Inv
29.06.2026	£148.50	Play Inspection Co. Ltd	£123.75	£24.75	Playground inspection
29.06.2026	£102.96	Pet Waste Solutions	£85.80	£17.16	Dog waste collections - May: Inv 61662

iii. To note receipts since last meeting

Date	Total	From	Purpose
07.09.2026	£12,000.00	VWHDC	Precept 2 nd instalment
20.07.2026	£952.20	HMRC	VAT refund Apr-Jun 2026
30.06.2026	£98.96	Unity Trust Bank	Interest Apr-Jun 2026

- g. NALC 2026-27 National Salary Award – to approve annual increase to Clerk salary at scp23 and back-date payment as of 1 April 2026

Approve backdated payment 01 Apr – 30 Sep 26: £106.20

- h. Quotes for consideration and approval:

- To replace two existing Defibrillators at The Knap and Village Hall
Supplier A: 908.34 each Supplier B: £895.00 each
- Repairs/replacement to paving slabs at village hall
- Window glass replacement at village hall: £170.00 + VAT
- Repairs to Rocking Horse and Children's Multiplay equipment
- Repairs to Zipwire – seat and chain test/tighten

10. Training and Subscriptions

- a. NALC, OALC and SLCC – to consider any further training offered (see OALC newsletter August 2026)

- OALC: How to respond effectively to planning applications 9/11/26
£ 70.00 – to consider attendance

- b. Training scheduled

- OALC: Councillor Fundamentals – online – 1 Oct 18:30 – 21.00 hrs (Cllr Sharp attending)

- c. Guidance distributed for information

- NALC Local Councils Explained
- National Planning Policy Framework
- Q&A on the implications of Local Government Reorganisation (LGR) for Neighbourhood Planning
- Charity Commission Local Government as Trustees

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. See Planning Schedule for details.
- b. Notices of Decisions – to note any notices of decision received. See Planning Schedule for full details.
 - i. R3.0023/26 Details pursuant Cond 12 Approved 28 July
 - ii. R3.0022/26 Details pursuant Cond 4 CTMP: approved 2 September
 - iii. R3.0041/26 Details pursuant approved 2 September
- c. Appleford Parish Council Responses to planning applications – to note the following responses submitted by the Clerk. See Planning Schedule for full details.
 - i. to Vale of White Horse District Council
9 July: response to P26/V1357/RM re new housing on Land North of Hobbyhorse Lane Sutton Courtenay
 - ii. to Oxfordshire County Council
14 July: letter to County Council Cabinet Meeting
21 July: response to R3.0062/26 Condition 8 Appleford Sidings Bridge
5 August: further response to R3.0062/26 Condition 8 Sidings Bridge
12 August: response to R3.0022/26 CTMP River Crossing
24 July: response to MW.0092.26 s73 WTF - Objection
24 July: response to MW.0094.26 s73 MRF - Objection
- d. Notices received
 - i. Temporary Footpath Closure – at Appleford on Thames, Footpath 106/8/10 & 373/31/10 : *Closure extended to November 2026.*
- e. Meetings attended
 - i. Thu Jul 23 - HIF1 Stakeholder meeting (Cllr O’Broin).

12. **Reports from Local Meetings** – to receive reports from any local meetings attended or site visits

- i. FCC Environment/Heidelberg Materials Liaison Meeting held 11 May
- ii. OCC to Heidelberg Compliance Monitoring Report – 11 August 2026
- iii. OCC to FCC re Compliance Monitoring Inspection Sutton Courtenay Landfill – 16 July 2026

14. **Attendance at Local Meetings** – to consider attendance at any local meetings

- i. FCC /Heidelberg Materials Liaison Meeting - 14th September 2026.

15. **Correspondence** – to note correspondence received not otherwise on the agenda where decisions are not required.

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.



Appleford-on-Thames Parish Council

17. **Date of next meeting: Thursday 8 October, 19.30 hrs.**

Dated 7 September 2026

Judith McCarthy, Parish Clerk
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