

**Minutes of the Appleford-on-Thames Parish Council meeting duly
convened and held in Appleford Village Hall on Thursday 14 May 2026
from 20.10 to 22.10 hrs**

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

Present: Councillors Claire Rees (Chair), Victoria Shepherd, Greg O'Broin,
Manu Mavrikis (from 20.25pm), Louis Sharp (from item 3).

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

Members of the public: 1 (until item 3)

1. Apologies for absence

Cllr Mavrikis had informed that he would join the meeting by 20.30 hrs, and, as the meeting was already quorate, the Chair started the meeting at 20.10 hrs.

2. Dispensations, Declarations of interest, gifts and hospitality 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 member of the Appleford Village Hall Management Committee for Appleford Village Hall CIO (not yet operational), and a Trustee of the Appleford Village Hall Charity (No. 282851).

3. Co-option to the current vacancy for Councillor

The council approved the co-option of Mr Louis Sharp to the current vacancy. Cllr Sharp signed the acceptance of office, witnessed by the Clerk.

4. Public participation

None.

5. Reports from District and County Councillor

Cllr Stevens updated the meeting on various items including:

- Fees for using waste/recycling centres – the County Council is to review its charging policy in November. The number of visits is down but more items per visit are being brought.
- FCC: Restoration plan for waste sites in this area needs new strategy because of HIF1 and BESS. The County Council is aware of Appleford's requirements for effective scrutiny and monitoring.
- HIF1 – County Cllr Liz Leffman is now Cabinet Member for Highways Construction and Repair

- Cllr O'Broin had spoken with her and requested infrastructure for traffic lights at Appleford junction with the HIF1. Sutton Courtenay and Appleford are part of the local liaison group managed by the County Council.
- Cllr Shepherd raised the recent increase in HGV traffic passing through Appleford (is this related to HIF1 work?). Cllr Shepherd knows of informal complaints from villagers, Cllr Stevens advised to contact Jonathan Wright at the County Council. There is a small budget at the County Council that could be granted to support control measures, including using ANPR recognition, or a weight restriction sign.
- Cllr Stevens has requested a pedestrian crossing at the junction in Sutton Courtenay leading to the bridges, noting recent accident at this junction.
- Hobbyhorse Lane improvements started this week.
- Decision on the Joint local Plan is expected mid-July.
- Cllr O'Broin raised the two s.73 changes to use of the landfill site to extend operations to 2039 and extend capacity from 60,000 tons to 200,000 tons per annum. Cllr Stevens advised that Culham No. 1 waste site is closing and the district needs somewhere for the waste transfer. The Sutton Courtenay site is most suitable.

Cllr Mavrikis joined the meeting at 20.25 hrs

Cllr O'Broin thanked Cllr Stevens for his support on speaking at the recent Scrutiny Committee meeting.

6. Reports from the Community and village organisations

- a. Village Hall Management Committee
The Village Hall now has full-fibre broadband installed. Recent bookings have dropped slightly, expecting a fall of £1500 income for the year. Mrs T Flinders will take over full administration of bookings shortly, looking at more automated processes. Policy for the use of the internet by users of the Village Hall was discussed, the Clerk to work with the Village Hall Management Committee to review terms and conditions for bookings.
- b. Appleford Community Project (ACP) – Events, Newsletter
Cllr Rees reported that the recent Cream Tea and Plants event raised £260 for the ACP, the village survey has been distributed to residents, awaiting results.

6. Minutes

The minutes of the Annual Parish Council meeting held on 14 May 2026 were approved and signed by the Chair as an accurate record.

7. Update on progress from the previous Minutes –

The Clerk reported on progress for the following matters:

- Broadband now installed at the village hall.

- The Council as employer has been re-enrolled with the Pensions Regulator within the deadline (no pension is paid).
- The Council's website has been updated with latest documents, including the previously approved IT Policy and FOI Publication Scheme.
- Supporting work continues with Hants Legal Services about the registration of the Council's Community Orchard land with the Land Registry, and legal documents are in progress for the grant of an easement across this land to the BESS developer.
- The Council's risk management policy and schedule is under review; to be presented to the next meeting for approval.

8. Governance and Risk

- a. Councillors were reminded that each individual must maintain an up-to-date Register of Members Interests. Cllr Sharp to complete the form provided and send to Vale of White Horse District Council.
- b. Policy and Procedures
 - i. Councillor's Code of Conduct – Annual review was completed and amendments approved.
 - ii. IT Policy - Annual review was completed with no amendments.
 - iii. Records Management and Retention Schedule – reviewed and amendments approved.
- c. Risk
 - i. Playground Annual Inspection Report – reviewed, noted actions are ongoing to repairs. Council is waiting for the village survey results to inform decision about replacement of equipment.
 - ii. The annual Tree Survey was reviewed. It was agreed to ask the supplier to proceed with the higher risk urgent work within the next 3-6 months at the Recreation Ground, as quoted at cost of £2,700+VAT. Cost is budgeted within Open Spaces allocation. Noted that no works are required at The Knapp at this time, with next inspection advised in 2 years.
 - iii. The Village Hall 5-year EICR18.3C electrical inspection report was reviewed. It was agreed to proceed with work to rectify issues as health and safety consideration, as per quote from the inspecting supplier at cost of £750.00 + VAT.
 - iv. Village Hall Fire detection and alarm system - annual inspection noted. Cllr O'Broin confirmed that the inspection had confirmed that fire safety arrangements were satisfactory.

Cllr Shepherd left the meeting at 21:14 hrs. The meeting remained quorate.

9. Finance

- a. Notice of Electors' Rights period from 3rd June to 14th August was published on website and Village Noticeboard on 31 May.

- b. The completed AGAR return was submitted to Moore External Auditor on 12 June.
- c. The Council completed and approved the Review of effectiveness of Internal Audit 25-26, which was signed by the Chair.
- d. Council reviewed the updated actions and recommendations from the Internal Auditor's Report 25/26. The Clerk had highlighted those sections with actions/update, which were agreed.
- d. Financial Report –the monitoring reports were noted:
 - i. Earmarked Reserves Balance Installation of Broadband has been completed, the £1000 earmarked reserve can now closed.
 - ii. Payments and Receipts against budget were reviewed.
- e. The previously circulated bank statements for 1-31 May were accepted.
 - 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. The following invoices for payment were approved. 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	-	£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: payment was approved at meeting of 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. The following receipt since last meeting 14 May 2026 was noted.

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

- g. Dog waste
Council agreed to purchase a larger replacement bin at the Church as existing bin was broken. It was not considered appropriate to provide a poo bag dispenser at the Recreation Ground as this could instead encourage dog owners not to bring their own bags and not pick up waste if the dispenser were empty.
- h. Council approved and signed the application for Unity Trust bank purchase card as per s.9 Financial Regulations for the Clerk only, to limit of £250 per transaction and per month.
- i. It was agreed to authorise and sign instruction to Unity Trust Bank for the current Clerk to be set up as Internet Administrator for the current and instant savings accounts.

10. Training and Subscriptions

- a. It was approved for Cllr Sharp to attend the OALC Councillor Fundamentals online course on 1 Oct 18:30 – 21.00 hrs at a cost of £70.00+VAT.
- b. Payment of SLCC annual personal membership fee for the clerk (next due 1 August) was approved, as recommended by the internal auditor.

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) The council discussed how best to represent residents' views on the complex planning and environmental issues affecting the village:
- It may be possible for AI software to assist, but local and historical knowledge is also valuable
 - Village representation is key but there are no individuals coming forward for regular involvement, except for recent interest in the proposed road closure between Appleford and Sutton Courtenay.
 - The council expressed its thanks to Cllr O'Broin for his ongoing support with planning applications, noting these have been complex and requiring much time to consider and respond.
 - Setting up a Planning Committee of the council is not practical without engagement from the village. A working group may be

better placed to work with Sutton Courtenay Parish Council on planning matters, and a nominated resident may attend the local liaison meetings on behalf of Appleford.

i. MW.0094/26:

FCC Waste Services (UK) Limited: 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.

Council agreed to object.

ii. MW.0092/26:

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.

The council agreed to object, all responses to be forwarded to the Clerk to action.

b. Notices of Decisions – the following OCC decision was noted.

- 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 –responses sent since the last meeting had been circulated, including:

- i. Address by Cllr O'Broin to Oxfordshire County Council Cabinet - 16 June 2026

- ii. Correspondence to Oxfordshire County Council re diverted footpath between Appleford and Sutton Courtenay: compaction and upgrade to be completed by developer.
 - d. Notices received
None.
- 12. **Parish Matters** –
None.
- 13. **Reports from Meetings** – Meetings had been noted under Planning item above.
- 14. **Attendance at Meetings** – none scheduled.
- 15. **Correspondence**
Communications received had been circulated to Councillors since the last meeting. One resident had communicated to the Clerk that grass at the recreation ground required a further cut. This had been resolved the following day by the contractor.
- 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. The Council agreed to meet on the second Thursday of each month from September 2026 to March 2027, starting at 19.30 hrs. The date of the next meeting is Thursday 10 September 2026 from 19:30 hrs.
- 18. The Chair closed the meeting at 22:05 hrs.