Appleford-on-Thames Parish Council

Councillors are summonsed to a Full Meeting of Appleford-on-Thames Parish Council
on
Thursday 12 November 2026
from 19:30 to 21:30 hrs in the Village Hall

Councillors: Claire Rees (Chair), 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 10 September 2026

4. **Reports from the community and village organisations** – for information only
   a. Appleford Community Project - Bonfire and Fireworks event
   b. Appleford Village Hall

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. **Report 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. Current vacancy
      i. to receive update on current vacancy – casual vacancy has been advertised, no demand to hold a by-election to the District Council
      ii. to consider proceeding to co-option.
   b. Councillor responsibilities

i. Appointment of Parish Councillor as Trustee of Appleford Parish Trust (to replace Mr O'Brien).

b. Policy and Procedures
   i. IT and acceptable use policy – review and individual councillors to sign
   ii. Data Protection Policy, Website Privacy Policy, Fair Processing Notice (staff) - review

b. Risk
   i. Tree surgery at recreation ground completed 22 Sep – to note
   ii. Repairs made to village hall slabbed area – to note
   iii. Repairs to Zipwire – seat and chain test/tighten - work scheduled for January 2027

9. **Finance**

a. Summary financial reports – to receive the monitoring reports for information
   i. Payments and Receipts against budget
   ii. Reserves balance

b. To consider project/additional expenditure items for financial year 27/28
   i. Playground refurbishment/replacement; outdoor gym equipment
   ii. Village Hall repairs/maintenance - for consideration

c. To agree proposed use of recreation ground football pitch Oct 2026 – May 2027
   i. Confirm hire of hire of pitch and hall facilities by Didcot Town Youth Football Club and St Edmunds Football Club for total cost to each of £1,000 per annum (payable by 31 December 2027)
   ii. To consider request from Village Hall Management Committee to 50/50 split of income for hire of football pitch and hall facilities

d. Review of draft budget for financial year 27/28

e. Banking
   i. To acknowledge scrutiny and acceptance of the previously circulated bank statement for month ending 31 October, with balances:
      Current account £ 13,678.93
      Instant access account £ 20,555.64
   ii. To note Scribe reconciliation of all 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
54.00	Gigaclear	45.00	9.00	Broadband at village hall 1-30 Nov (Direct debit)
26.00	Judith McCarthy, Clerk	-	-	Work from home allowance Nov
6.00	Judith McCarthy, Clerk	5.00	1.00	SIM expenses Nov
102.96	Pet Waste Solutions	85.80	17.16	Dog Waste collection Oct

398.40	APC Garden Services Ltd	332.00	66.40		Work carried out Oct
39.60	Starboard Systems Ltd	33.00	6.60		Scribe Monthly subscription Oct
553.20	Judith McCarthy, Clerk	-	-		Clerk Salary Oct

ii. To note payments made since last meeting on 10 September 2026, authorised at the meeting or by pre-authorised payments schedule agreed in May. The 50% deposit payment of £525.86 to Playdale Playgrounds was authorised by the Clerk with agreement from the Chair in order to expedite scheduling of repairs on safety grounds, in accordance with Council's financial regulations.

Date	Total £	Payee	Net £	VAT £	Description
20.10.26	526.86	Playdale Playgrounds Ltd	439.05	87.81	50% deposit for PO 001 repairs to ZipWire (authorised by Chair and Clerk in absence of October meeting)
31.10.26	7.00	Unity Trust Bank	-	-	Monthly bank charge October
12.10.26	54.00	Gigaclear	45.00	9.00	Broadband at village hall 1-31 Oct (Direct debit)
30.10.26	26.00	Judith McCarthy, Clerk	-	-	Work from home allowance Oct
30.10.26	6.00	Judith McCarthy, Clerk	5.00	1.00	SIM expenses Oct
20.10.26	102.96	Pet Waste Solutions	85.80	17.16	Dog Waste collection Sep: Inv 68017
20.10.26	398.40	APC Garden Services Ltd	332.00	66.40	Work carried out Sep: Inv 07911
01.10.26	39.60	Starboard Systems Ltd	33.00	6.60	Scribe Monthly subscription Sep: Inv 22509
30.10.26	553.20	Judith McCarthy, Clerk	-	-	Clerk Salary Oct
20.10.26	204.00	Wallingford Glass & Glazing	170.00	34.00	Replacement glazing unit at Village Hall Inv J19526
20.10.26	3240.00	Ringrose Tree Services	2,700	540.00	Tree surgery recreation ground: Inv 15950

Date	Total £	Payee	Net £	VAT £	Description
30.09.2026	26.00	J McCarthy	-	-	Work from home allowance Sep
30.09.2026	6.00	J McCarthy	5.00	1.00	SIM expenses Sep 26: GiffGaff inv 1788226078313
30.09.2026	637.70	J McCarthy	-	-	Salary Sep and backdated increase pay from 1 April
30.09.2026	7.00	Unity Trust Bank	-	-	Monthly bank charge September
21.09.2026	84.00	OALC	70.00	14.00	Councillor training: Inv 6487
21.09.2026	315.00	Moore	262.50	52.50	External Audit fee: Inv 339841
21.09.2026	102.96	Pet Waste Solutions	85.80	17.16	Waste collection Aug 26: Inv 66352
21.09.2026	173.70	Play Inspection Co. Ltd	144.75	28.95	Annual Inspection recreation ground: Inv 89015
21.09.2026	398.40	APC Garden Svces Ltd	332.00	66.40	Work carried out August 26: Inv 07835
11.09.2026	54.00	Gigaclear	45.00	9.00	Broadband Village Hall 1-31 Oct 26: Direct Debit
02.09.2026	39.60	Starboard Systems Ltd	33.00	6.60	Scribe Monthly subscription: October: Inv 21522

iii. To note receipts since last meeting 10 September

Date	Total	From	Purpose
30.09.2026	£100.54	Unity Trust Bank	Interest Jul-Sep 2026
09.10.26	£875.60	HMRC	VAT refund Qtr 2 (Jul-Sep)

g. Quotes and other items for consideration:

i.. to consider annual membership of Community First Oxfordshire - £55 (advice for community initiatives and village hall governance

10. **Training and Subscriptions**
    a. NALC, OALC and SLCC – to consider any further training offered
    b. Training attended
        i. OALC: Councillor Fundamentals 1 Oct – Cllr Sharp
    c. Guidance distributed for information
        - Casual vacancy process for Parishes

11. **Planning and Environment**
    a. Planning
        i. Applications – to consider all recent Applications received from Vale of White Horse District Council, Oxfordshire County Council
        ii. Notices of Decisions – to note any notices of decision received.
        iii. Responses to planning applications
        iv. Notices received
    b. Environment
        i. Road safety concern: HGV traffic over Culham and Sutton Courtenay bridges
        i. District Council: consultation on 20mph speed limit through village

12. **Reports from Local Meetings** – to receive reports from any local meetings attended or site visits
    i. FCC /Heidelberg Materials Liaison Meeting - 14 September

14. **Attendance at Local Meetings** – to consider attendance at any local meetings
    i. to consider working with other local councils and communities to agree action against issues affecting the parish; smells, fires, noise, and planning issues
    ii. agree future representation at FCC /Heidelberg Materials Liaison Meeting

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 next scheduled meeting.

17. **Date of next meeting: Thursday 10 December at 19.30 hrs in the Village Hall.**

Dated 8 November 2026

Judith McCarthy, Parish Clerk
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