

**Draft Minutes of the Appleford  
ANNUAL PARISH MEETING**

**on Wednesday 4<sup>th</sup> May 2022, at 20.00, in the Village Hall.**

**Time: 20.00 – 20.22**

**Attendance:** Parish councillors

Greg O'Broin (GO) Chair  
Victoria Shepherd (VS) Vice Chair  
Sandrine Philippot-Gasc (SPG)  
Daniela Danaila  
Manu Mavrikis (MM) (from 20.27)

Parish Clerk/Responsible Financial Officer (RFO): Gill Brook (GB)

Members of the public:

Graham Klyn (GK), Frances Read (FR),  
Dominic Grigg (DG), Katie Finch (KF), William  
Finch (WF), Chris Hancock (CH)

The minutes were taken by Gill Brook.

**Church update (WF):** services have now resumed, post-Covid, with weekly communion at 9.15am and a family breakfast service on the first Sunday of the month. Attendance is as good as previous years.

**Community Project (CH):** arrangements have been made to celebrate the Queen's Platinum Jubilee on the Rec with tents, music and refreshments. There will be fireworks in November.

**Level crossing:** CH reported. There remains ambiguity over whether the level crossing is registered as a footpath: OCC planners deny access. Mary Hancock is canvassing for a response on the level crossing with documents to be completed by as many as possible to keep the level crossing as a right of access.

**ACTION all** to contact Chris & Mary for the OCC form and to respond with usage of the crossing. Katie offered to do a leaflet drop.

**ACTION GO** to post on Facebook.

**FCC/Hanson liaison (VS):** there is another meeting on 9.5.22 although neither Hanson nor Didcot have a good record for being present. Thanks were recorded to FCC for doing a great job keeping the Appleford to Sutton Courtenay footpath clear and well maintained, noting that a section of this is currently closed for National Grid repair work. FR reported that the noise from the site had been much lower for about 2.5 weeks, and that it had then re-started 3.5.22 and 4.5.22. FCC replied to her email saying it was the same RFS operators. Is it possible there was less work going on because of the holidays, leading to a relatively quiet period?

**Village Hall:** no one present.

**Green Apples (VS):** since the Village Spring Clean in March (litter pick, road sign cleaning, village swap shop) this has been on hold.

**Communications (SPG, VS)** 10.5.22 meeting scheduled with SPG, VS & Anna about communications (including possibly restarting Pressings and with the support of DofE youngsters.)

**Allotments (FR):** Run by Joe Bray. Edmund Bradstock Trust own the land and lease it to the allotment users. Jim McCarthy is one of the Bradstock Trustees.

**This part of the meeting finished at 20.22, whereupon the Annual Meeting of Appleford Parish Council took place:**

Draft minutes Appleford Annual Parish Meeting & Annual Parish Council Meeting, 4.5.22, page 1/6

**Draft minutes of the  
ANNUAL MEETING OF APPLEFORD PARISH COUNCIL  
on Wednesday 4<sup>th</sup> May 2022 in the Village Hall**

**Time: 20.22 – 22.05**

**Attendance**

Parish councillors

Greg O'Broin (GO) Chair  
Victoria Shepherd (VS) Vice Chair  
Sandrine Philippot-Gasc (SPG)  
Daniela Danaila  
Manu Mavrikis (MM) (from 20.27)

Parish Clerk/Responsible Financial Officer (RFO): Gill Brook (GB)

Members of the public:

Graham Klyn (GK), Frances Read (FR),  
Dominic Grigg (DG), Katie Finch (KF) (to  
21.48), William Finch (WF) (to 21.48), Chris  
Hancock (CH)

**Present: The meeting was quorate  
The minutes were taken by Gill Brook**

**1. ELECTION OF CHAIR AND VICE CHAIR FOR THE YEAR 2022-2023**

GO volunteered to continue as Chair and VS as Vice Chair. Elected unopposed

**2. APOLOGIES FOR ABSENCE**

Lynn Cook, Gervais Duffield, Neil Shorney, Lillie Potter.

**3. DECLARATIONS OF PERSONAL AND PREJUDICIAL INTEREST**

VS and GO declared being on the Parish Trust Committee. GO declared being on the Village Hall Committee. CH commented that the 4 members of the Parish Trust need to look at how to divide its money and on what terms and suggested the Parish Trust should meet to discuss. GO and VS agreed.

**4. PUBLIC PARTICIPATION**

GO asked for any comments or questions from the public. There were none. He added that they could comment later if appropriate.

**5. MINUTES OF MEETING ON 16<sup>th</sup> MARCH 2022 (previously circulated). **Approved.****

**6. FINANCE**

- (a) To consider and approve the 2021-2022 statement of accounts (GB). GB presented the 2021-2022 accounts pointing out the main headings. It was agreed to add two points to the notes page: the accounts are prepared on a receipts and payments (cash) basis and the Village Hall repaid a loan from 2016 and 2017 totalling £3,986.33. **Approved**

**ACTION GB** to pass accounts to internal auditor

- (b) PAID INVOICES, INVOICES FOR PAYMENT & COMMITTED EXPENDITURE:

Item 6b Appleford Parish Council Meeting 4.5.22

Invoice ref no.	Invoice date	The following invoices were approved at the previous meeting and have been paid - noted	Amount £
2068	28/02/2022	Jim Boyland Trading Feb litter & bins	60.00
2069	22/02/2022	Pet Waste Solutions Collection 16.2.22	36.00
2070	07/03/2022	Pet Waste Solutions Collection 1.3.22	36.00
2071	01/03/2022	OALC Annual membership	150.00
2072	N/A	Gill Brook March salary	305.50
		April 2021-March 2022 backdated 1.75% nationally agreed salary increase	c. 64.75 approx
		Neighbouring Parish Councils - Phase 1 to identify tech issues. Approved 6, 5/7.1.22, in principle. This invoice has now been received and is made up of the following:	
2073	23/02/2022	Joint Committee, via Clerk to Nuneham Courtenay Parish Council	1,333.33

Invoice ref no.	Invoice date	The following invoices have been paid - approved and noted	Appleford's 1/3 share:	full amount of each consultant's invoice:
12/02/2022	Dr Reeves	HydroGEOtech Consultants	166.67	500.00
12/02/2022	Prof Whitelegg	Transport & sustainability	166.67	500.00
18/02/2022	C.V. Hopkins	Project management	1,000.00	3,000.00

In addition, the following is the quarterly bank charge:

2074	31.3.22	Unity Bank	Standard charges	18.00
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Invoice ref no.	Invoice date	The following invoices have been paid - approved and noted	Amount £
3001	20/03/2022	Pet Waste 11811 Collection 5 bins 16.3.22	36.00
3002	01/04/2022	Pet Waste 12001 Collection 6 bins 29.3.22	43.20
		Neighbouring Parish Councils - Joint Committee, via Clerk to Nuneham Courtenay Parish Council	
3003	22/03/2022	2nd invoice within £1,500 approval. Phase 1 to identify technical issues. Approved 6,5/7.1.22. Now used up 1st invoice. New contract. Maintenance 10.3.22.	166.67
		J Drewe Landscaping & Playground pressure wash 31.3.22	
3004	06/04/2022	Maintenance Ltd April Salary, new rate, 26 x £11.97+ £69.30 2021/2022 pay award	390.00
3005	N/A	Gill Brook	366.32
3006	N/A	HMRC	14.20
3007	21/04/2022	SLCC	106.00

Appleford's 1/3 share of full amount of £500 Alan James, Landscape

Invoice ref no.	Invoice date	The following invoice was approved for payment	Amount £
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3008	25-Apr-22	Pet Waste 12466 Collection 6 bins 13.4.22	43.20
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Committed expenditure: following a discussion about the results of the work done, the following invoices were approved for payment:

18/03/2022	Playdale	Zip wire and bump stop. Approved 7a, 22.6.21 *	1,453.84
18/03/2022	Playdale	Additional repair of Zip Wire. Approved 7a, 1.12.21	151.03
	Environment Report	Re planning app'n. Approved if required. 7a,1.12.21	200.00

\* incorrect figure picked up in June 2021  
Order acknowledgement with Playdale dated 6.7.21 = £1,453.84

**ACTION** all to use the 'upgraded' Zipwire as it should start to run to the end more smoothly with use.

It was noted that while it would take some time and usage to get the Zipwire back to running to the end, it was no longer a safety risk.

A request had been received from the church to reimburse them for the church yard grass cutting for 2021 (£472) and, even 2020, as these requests had fallen away between church treasurers. Following a discussion, it was agreed to reimburse the church for 2021 but not for 2020 and that the item should be budgeted for in the future and would be paid on receipt of an annual request from the church.

MM reported immediately after a NAG5 meeting.

NAG5 point 1: There are different NAGs (Neighbourhood Action Groups) under OCC. OCC has approved a policy to reduce the speed limit from 30 to 20 mph under the '20 is plenty' initiative. Drayton and Sutton Courtenay are proposing a 20mph limit at their next meeting. The parish council has to approve this first then complete an application to OCC, and then become part of the implementation of 20mph limit. CH commented that Long Wittenham had also done this.

**ACTION** add to next agenda.

**ACTION MM** to provide a brief document giving reasoning.

NAG5 point 2: There is a project to install speed monitoring for a week around some villages, which would also include data on traffic volumes. It is up to the parish to suggest a location. The police suggested doing it in September when the schools are back and there is a normal traffic rhythm. It would be the same week across all the parishes. CH commented that it would be interesting to have the data before and after the 20mph limit implementation. It was agreed that we should pursue this action which would cost about £150.

**ACTION MM** to find out how it would work and who we would pay.

For each bin emptied by Pet Waste, an increase in price per collection/bin from £6 to £6.60 with effect from 1.5.22 was noted.

## **7. GOVERNANCE – TO DISCUSS THE REVIEW OF THE STANDING ORDERS**

GB & GO have worked on trying to review the Standing Orders. The model is about 20 pages and much is not directly relevant to Appleford, however, the amount of time to re-write from scratch, while including the statutory paragraphs, is probably disproportionate. After a brief discussion it was agreed that we would use the model version.

**ACTION GB** to forward the draft to all councillors for formal approval at the next meeting.

## **8. GENERAL ITEMS FOR DISCUSSION:**

- a. **MAIN ITEM: NPCJC (GO) Agreement** – for approval; Annex 1; Annex 2  
The agreement covers how the Joint Committee operates. GO proposed accepting the documents and that GO should sign them for Appleford. **Approved.**

**ACTION GO** to circulate to Geoffrey Ferres. GO was thanked for his hard work getting to this stage.

CH: asked for clarification on the phase 1 acoustic report and whether it needs to be paid through the NPCJC. GO explained that it would first be approved through the JC, then paid by the JC and then paid by each parish council. Approval is sought through the JC before consultants are engaged.

- b. **Noise at sidings** (GO) CH & GO submitted an objection on behalf of APC to the two Hanson planning applications (MW 0033/22, & MW0034/22) to extend working hours considerably. CH prepared a critical review of the Noise Report filed by Hanson with their planning application. This paper

was later submitted as an Annex to APC's Objection. The planning officer, Emily Catcheside has confirmed the application will go to the full Planning and Regulation Committee. It will not be determined by OCC officials like the previous application. GO thanked CH for his excellent work on this and Environmental Assessments for HIF1 / NPCJC.

The next step on the Hanson applications is to make an address to the Planning and Regulation Committee on 5.6.22. The Planning Application is the issue and the aim is to try and get it rejected, to force Hanson to engage with us to get any follow-on planning application approved. The planning applications (extended working hours and removal of conditions) is important so they can fulfil their HS2 contract.

The liaison meeting on 9.5.22 will cover the whole site and commercial operation. VS has been involved in the footpaths issue. Sutton Courtenay is very disappointed that there was no mention of a solar application at the meeting when the application came out immediately afterwards. MM: the police mentioned that there had been some racing on the land. It is up to Hanson to do something. e.g. instal a camera there. CH: comments/objections from the public on the Hanson work-time extension is not visible on the OCC website.

Planning applications (GO) – someone is needed to monitor planning applications. There was a discussion about the Local Development Order (LDO) easing planning restrictions for lands north of the Didcot perimeter road and which are entirely within Appleford parish boundaries. The consultation is still open. The proposed action is that GO and CH develop a submission for the LDO consultation to include general concerns: HGV traffic near the proposed buildings and the HIF1 road; CO<sup>2</sup>; dust; and noise. Proposal that GO & CH are authorised to put in a submission by 25.5.22: **Approved**.

**ACTION GO** to work with CH to prepare a submission from Appleford Parish Council.

- c. Emergency (Response) Plan - update and approval of document (DD). Work in progress. Review before next meeting

**ACTION DD** to complete document.

- d. Small jobs around the playground - update (MM) in particular the basketball square and installation of a bench. The basketball square is proving more complicated. The bench however could be installed asap. One quote to instal the bench has been received: £1,000 which seems excessive!

**ACTION MM** to send details of bench installation to GB who will get a quote from Drewe.

**ACTION MM** to follow up the Finches' garden shed people for a third quote.

- e. New dog warden wef 1.5.22. Heather Isaacs was thanked for having been dog warden and William Finch was thanked for agreeing to take on this task (WF and KF left at 21.48)

- f. Website/social media development - update (SPG) – meeting 10.5.22 9am at SPG's to discuss communication by internet/paper. GO said it's as much about communication strategy as web structure and believes technology is better. The idea is to try and involve students from Europa School. GK commented that he doesn't use Facebook and that he has a better chance of reading something if it is on paper.

**ACTION SPG** to provide update at next meeting

- g. Ukraine (GO). Generally, the parish council wants to help Ukrainian refugees. SPG is welcoming a family next week for 6-12 months: mother, 13-year-old daughter who will attend Europa School, a 3-year-old son and the mother's sister. The social visit has been completed. GO offered his help.

9. **ITEMS FOR THE NEXT AGENDA.**

Village Hall Committee - plan going forward/lease; newsletter; speed limit issue/NAG5 work; emergency response paper; quotes for bench installation; website/social media development update; parish clerk recruitment as GB is stepping down. GO pointed out that there is lots of work going on behind the scenes, and that GB has done a terrific work identifying issues to be tackled including getting Unity Bank fully automated so that payments work seamlessly now instead of a cheques system.

**ACTION GO** to start the recruitment process with an advert with OALC. GB is happy to do a hand over.

10. **DATE OF NEXT MEETING** – Wednesday 29<sup>th</sup> June 2022, 8pm.

Meeting closed at 22.05

GB/11.5.22