

Draft minutes of the **Meeting of Appleford Parish Council** on
Wednesday 29th June 2022, at 20.00, in the Village Hall

Time: 20.22 – 22.09

Attendance

Parish councillors

Greg O'Broin (GO) Chair
Victoria Shepherd (VS) Vice Chair
Daniela Danaila (DD)
Manu Mavrikis (MM) (from 20.06)

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

Members of the public:

Frances Read (FR) (left 21.00), Chris Hancock (CH), Lioned Reid (left 21.00), Robin Holcombe (RH) (left 21.00), Jeremy Newton-Mold.

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

1. Apologies for absence

Sandrine Philippot-Gasc. Members of the public: Jim & Claire Boyce, Katie and William Finch, Lyn Cook, Neil & Noriko Shorney, Lillie Potter, Anna Richardson.

2. Declarations of personal and prejudicial interest.

VS and GO declared being on the Parish Trust Committee. GO declared being on the Village Hall Committee.

3. Public participation

GO asked for any comments or questions from the public, adding that they could also comment later if appropriate.

CH reported that he had sent an email to all about the climate and ecology bill to be presented to the House of Lords. Several councils were supporting this bill and he wants Appleford to do so too. The councillors supported this move. GO thanked CH for all his research.

ACTION GO to circulate to the village to support the climate and ecology bill using the village contact list.

VS: <https://www.createstreets.com/> is an organisation keen to review one of the HIF-funded and approved roads. GO: suggested waiting for RW to arrive [which did not happen].

CH shared information about protecting the public right of way footpath over the level crossing. Mary Hancock had coordinated 12 respondents, and wanted to submit this response. It was **agreed** to make the definitive deadline Friday 8th July 2022.

ACTION CH to send the comments form to all councillors to complete.

ACTION VS to further circulate around the village.

ACTION GO to circulate the Rights of Way Form (Evidence Statement) via the village contact list.

RH asked about the yellow road signs. GO replied that they had appeared by Chambrai Close and elsewhere and related to housing developments. He has put in a query to OCC Highways. The issue is that delivery vehicles may follow the signs and go over the bridge.

ACTION GO to talk to the officer responsible.

4. **To approve the minutes of the meeting held on 4th May 2022 (previously circulated).
Approved**
5. **Report from County/District Councillor Richard Webber (RW), HIF road planning application and other planning applications (GO). This item was postponed, pending the anticipated arrival of RW [which did not happen].**

In the meantime, GO reported on the road campaign. The OCC cabinet had approved the Grant Determination Agreement resolution to sign the agreement to obtain the £296m government funding. This now goes to a full OCC meeting on 12.7.22 for formal approval. This is not approval of the HIF1 planning. GO said that some people in the village think we won't win, and OCC will do what they want, but if we don't challenge, try to delay and amend it, and work with others, there is no question that something even worse will be built, with any mitigation lost due to cost pressures. It is therefore really important that this parish continues to support and challenge the road. At the recent cabinet meeting, 2 out of the 10 members didn't support the proposal (1 Liberal Democrat was against, 1 Green abstained).

CH: We do need public support. With the climate emergency and the other 4 parish councils in our group of 5 parishes, we need to focus on the environmental consequences to which the wider public objects. We need to communicate to the village what stage we're at and get opinions of what we should do next. We need a public meeting before the summer holidays, i.e. in the next 2 weeks. If there is general support, we will keep the fight alive, join with others, and get village consent, if people are prepared to support. GO & CH have done a huge amount of work. GO: reported that he had news of a local grant and had made contact with the Planning Oxfordshire's Environment and Transport Sustainability (POETS) group.

ACTION GO, VS & CH to find a date for a public meeting.

6. Finance

- a) AGAR (Annual Governance and Accountability Return 2021/22) including:
 - Signing the Certificate of Exemption (as being under £25,000 threshold) (doc 6a-page 3).
 - Receiving the Annual Internal Audit Report 2021/22 (doc 6a-page 4)
 - To consider the questions and sign the Annual Governance Statement 2021/22 (doc 6a-page 5)
 - To consider and agree the Accounting Statements for 2021/22 (doc 6a-iv)
 - Electors' Rights – to note the dates of the Exercise of Public Rights (viewing accounts) as Thursday 30.6.22 to Wednesday 10.8.22 (doc 6a-v)GB presented the above 5 sets of documents and all were **approved**
- b) To note reconciliation of bank accounts as at 31.5.22 (doc 6b). Presented by GB. **Noted.**
- c) To note invoices paid since the last meeting and consider invoices for payment itemised on the payment schedule (doc 6c). Invoices paid since the last meeting, which were all contractual, were **noted** as follows:

Item 6c Appleford Parish Council Meeting 29.6.22

Invoice ref no.	Invoice date	The following invoices have been paid since the last meeting and were noted:	Amount £	Notes
3008	25/04/2022	Pet Waste 12466	43.20	Collection 6 bins 13.4.22 approved 4.5.22, item 6b
3009	03/05/2022	Pet Waste 12692	43.20	Collection 6 bins 29.4.22 contract
3010	04/05/2022	J Drewe Landscaping & Maintenance Ltd	480.00	2nd invoice. Maintenance 7.4.22; 21.4.22 Churchyard grass cutting 2021 contract
3011	09/03/2022	Damascus PCC	472.00	2021 approved 4.5.22, item 6b
3012	18/03/2022	Playdale Playgrounds	1453.84	Zipwire replacement approved 4.5.22, item 6b
3013	18/03/2022	Playdale Playgrounds	151.03	Zipwire adjusters approved 4.5.22, item 6b
3014	04/05/2022	Greg O'Broin	51.75	Expenses claim - lunch
3015	04/05/2022	Greg O'Broin	13.32	Expenses claim - printing
3016	04/05/2022	Greg O'Broin	7.00	Expenses claim - parking
3017	N/A	Gill Brook	310.82	May salary 26 x £11.97 contract
3018	N/A	HMRC	0.40	Salary tax contract
3019	23/05/2022	Pet Waste 12853	47.52	Collections 6 bins 11.5.22 contract
3020	19/05/2022	Gallagher AJGIBL GBP Client NST a/c	1783.85	Annual insurance 1.6.22-31.5.23
3021	01/06/2022	J Drewe Landscaping & Maintenance Ltd	495.00	3rd invoice. Maintenance 13.5.22; 27.5.22 & padlock contract
3022	31/05/2022	Pet Waste 13114	47.52	Collection 6 bins 25.5.22 contract
3023	N/A	Gill Brook	310.82	June salary 26 x £11.97 contract
3024	N/A	HMRC	0.40	Salary tax contract
3025	15/06/2022	Pet Waste 13403	39.60	Collection 5 bins 8.6.22 contract

4 invoices were considered for payment:

Invoice ref no.	Invoice date	The following invoices were approved:	Amount £
		Neighbouring Parish Councils - Joint Committee, via Clerk to Nuneham Courtenay	
		3rd invoice. 1/3 of £950.	
3026	04/06/2022	Parish Council	316.67
3027	16/05/2022	ATA Lambourne	24.00
3028	13/06/2022	Creative Badger JR1051	370.00
3029	17/05/2022	OALC - W-2137	132.00
		Acoustics survey	
		Internal auditor	
		Web site work + hosting	
		Charity Law training (VS)	

#3026 CH presented the invoice from the acoustic consultant who had reviewed the documents submitted on the HIF planning application and highlighted irregularities, defects and missing information. The comments were received in a report and circulated to all 5 parish councils forming the Neighbourhood Parish Councils group. No comments were received back from the other parishes. Appleford was satisfied and found it helpful and would recommend payment. GO confirmed that Sutton Courtenay had found it useful and had extracted information. Payment was **approved**.

#3027 internal auditor – **approved**.

#3028 Creative Badger – **approved** subject to: clarification for the future what is covered in the fixed charge for the website hosting and updating; whether there is any other charge pending; and that quotes should be made before engaging in work that would incur additional charges.

#3029 OALC - 6h online training course re Charity Law that VS attended, first the basics and then applicability. VS reported that it was a useful course and could support the Village Hall Trustees going forward. **Approved.**

- d) To amend the Unity Trust Bank mandate to delete former councillors (JM, AG, LG, PW) and add MM & SPG as signatories, as agreed 4.5.22. **Approved.**

7. Governance

- a) to review and approve the amended Standing Orders following NALC model (doc 7a). GB presented this new version based on the above model to update the 2015 version. **Approved.**
- b) to review and approve the amended Privacy Notice (doc 7b). GB presented this amended version to update the 2018 version. **Approved.**
- c) to review and approve the Code of Conduct following the South and Vale model (docs 7c) GB presented this new standard Code of Conduct. **Approved.**
- d) to review and approve the Retention Policy (docs 7d). GB presented this new document linked to the Standing Orders. **Approved.**

8. Risk Assessments

- a) Risk assessment – reviewed 2022 (GO) (doc 8a)
GO presented this document to update the 2018 version, including financial risks, insurance, parties and equipment. **Approved.**

ACTION GO to review the re-build costs for the Village Hall and, if necessary, get a professional valuation. CH offered to measure the Village Hall and run the measurements through an online cost calculator for house building as an indicator.

- b) Emergency Planning Survey – new draft document (DD) (doc 8b). DD introduced this item and referred to the latest version dated 29.6.22 circulated to all. The information follows the OCC structure and the last Appleford version (2014) was used as a starting point. The document represents the communication system and guidance to produce a local network to respond to a major emergency situation. It includes first aiders, places of refuge, and the availability of the necessary goods and services. GO thanked DD for all the work which has provided a contact list and structure in the event of something bad happening in the village, although hopefully it will never have to be used. **Approved** with review in one year (which might include a new phone alert system that is due to be initiated)

ACTION DD to get advice from OCC on whether it should be uploaded to the website or just kept by councillors and other key villagers.

9. General items for discussion/noting:

- a) Thank you email received from Damascus re grass cutting payment – noted
- b) NAG5 – update (MM)
There was a discussion about the 20s plenty initiative. It was decided that a short document with the pros and cons should be presented to the next meeting for discussion. It was noted that RW's approval would also be required.

ACTION MM to produce a document a week before for the next meeting.

- c) Bench – update re concreting (MM/GB). MM reported that the Finches’ contact would not quote for such a small item.

ACTION GB to chase Drewe for their quote.

- d) Website/social media – update (SPG/AR). Neither SPG nor AR could be present. Item to be deferred to the September meeting

- e) Recruitment: clerk & councillor

Clerk: GO reported that the post had been advertised on the website and Indeed. VS & GO had interviewed one candidate with another to be interviewed shortly. Once appointed the handover could be arranged to suit both parties.

Councillor:

DD had indicated her desire to resign as a councillor for personal reasons in an email before the meeting with effect from after this meeting. GO thanked DD for stepping up when the council needed a quorum to operate and for the huge amount of work needed to get the emergency form completed with up-to-date information. DD thanked GO and VS saying that she couldn’t have done it without their guidance. She said she would miss the Council and would have liked to continue, but has too much going on in her life at the moment.

- f) Gigaclear disruption. Link through to Village Hall (VS). There was a discussion about the disruption caused by Gigaclear installing cables and whether the Village Hall had been added to the plan. GO has an ongoing email enquiry with Gigaclear.

Church Street flooding, Thames Water (VS). VS reported that Thames Water had been working on the Church Street flooding which should now have been resolved.

Paths: Footpath to Sutton Courtenay – nettles (VS). VS reported that the nettles had been nicely cleared following David Hall’s ‘fix my street’ request. The footpath has been fully reopened and cleared following National Grid improvements on overhead cables. For further information about the National Grid improvements on overhead cables, see <https://www.nationalgrid.com/electricity-transmission/network-and-infrastructure/cowley-culham-jet-didcot>

Level crossing access (SPG). See item 3 above. Paper forms are available from Church Street Cottage, and Mary Hancock is happy to receive these via email to: imhancock@gmail.com

- g) CEG consultation 2.7.22, Europa School UK, 11.00 – 14.30 (VS) (doc 9i) VS had been informed of the consultation on the proposed development between the Culham Science Centre and the railway line at Culham. This is the first part of the wider plan to develop housing and new schools between the railway line at Culham and the Europa School UK. For more information see <https://culhamdevelopment.co.uk/wp-content/uploads/2022/06/CEG-Culham-Pull-Up-Banners.pdf>

- h) Yellow road signs (GO). See item 3 above.

- i) Noise update (GO) – GO reported that the noise continues and there are multiple Hanson planning applications outstanding. An application working group should be formed to log the list to stay on top of major applications affecting the local area. The concern includes Hanson’s and OCC’s applications. There are currently 8 planning applications in progress: 5 from OCC (mineral & gravel) and 3 from Vale residents. GO and VS thanked GB for forwarding the application notices with pointers.

10. Items for next agenda. To include NAG5, Website, Planning application working group.

11. Date of next meeting. Tuesday 13th September 2022 at 20.00 [Village Hall now booked for this]

The meeting closed at 22.09.

Draft/GB/8.7.22