

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

Time: 20.22 – 22.15

Attendance

Parish councillors

Greg O'Broin (GOB) Chair

Victoria Shepherd (VS) Vice Chair

Manu Mavrikis (MM)

Sandrine Philippot-Gasc (SPG)

District/County Councillor

Richard Webber (RW) (until c. 20.40)

Parish Clerk/Responsible Financial Officer (RFO):

Gill Brook (GB)

Members of the public:

Graham Warrington (GW) (new clerk), Dylan Ross (Europa School UK, until c. 21.00), Chris Hancock, Anna Richardson, Jim Boyce (until c. 20.30).

Present: The meeting was quorate

The minutes were taken by Gill Brook

This Parish Council meeting was preceded by an open village assembly at which GOB gave a presentation to update residents on the HIF1 Planning Application.

- 1. Apologies for absence – none** (members of the public: Neil Shorney, Patrick Dearlove, Vicky Johnson, Claire Boyce)
- 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.
- 4. To approve the minutes of the meeting held on 29th June 2022** (doc 4). **Approved**
- 5. Co-option of 5th councillor –** There were no nominations.
ACTION all villagers to encourage new councillors to come forward: to be added to the next agenda.
- 6. Report from County/District Councillor Richard Webber, HIF road planning application and other planning applications**
RW: reported that the VOWH council is leaving Milton Park on 3.10.22 and moving to Abbey House, Abingdon temporarily and will then move to Didcot Gateway in 2-3 years. He supports the 20 mph limit (item 10 below) and requested the Parish Council to email him when it has been approved. He will circulate a poster from a group about a climate emergency forum and put it on the notice board.
Cuts, including around social care, from the Oxfordshire County budget, may be required to pay for the government's planned borrowing.
The planning application for a solar farm on the FCC site has gone quiet.
Hanson must address the noise issue relating to their planning application for extended working time. GOB: any permission granted to work on Sundays would be a big problem for people living on Main Street. There has already been an objection from VOWH Environment. RW: if there is a problem, the application won't get through unmodified (see also point 11a below).
The Queen's Canopy project. **ACTION ALL** to inform VOWH if you've planted a tree. Mary Hancock/VS working through Appleford organisations to join The Queen's Canopy Project.
VS: Appleford is delighted with the new tarmac pavements. VS responded to Paul Fermer, Highways Department recent Transport Survey with thanks, and enquired whether the other side of Main Road will be improved similarly.
MM: asked about applying for a capital grant. RW: VOWH does have a grant scheme operating. Go to Vale website – grants – capital grant – there are 4 different types of grant.

Refer any problems back to RW. VS is also working to obtain grant details from FCC Landfill.

RW was thanked for attending the village assembly and this parish council meeting. He left c. 20.40.

7. Finance

- a) To note reconciliation of bank accounts as at 24.9.22 (doc 7a) **NOTED**
- b) To note invoices paid since last meeting and consider invoices for payment (doc 7b). The invoice from the NPCJC from Charlie Hopkins (CH) for £2,250, one third of which (£750) was invoiced to APC, was approved for payment. GOB explained that the advantage of sharing these costs with 4 other Parishes meant that APC got an expert for 1/3 of the cost. **NOTED AND APPROVED:**

Item 7b Appleford Parish Council Meeting 29.9.22

Invoice ref no.	Invoice date	The following invoices have been paid since the last meeting: and were noted	Amount £	Notes
Neighbouring Parish Councils - Joint Committee, via Clerk to Nuneham Courtenay				
3026	04/06/2022	Parish Council Acoustics survey	316.67	approved 29.6.22
3027	16/05/2022	ATA Lambourne Internal auditor	24.00	approved 29.6.22
3028	13/06/2022	Creative Badger JR1051 Web site work + hosting	370.00	approved 29.6.22
3029	17/05/2022	OALC - W-2137 Charity Law training (VS)	132.00	approved 29.6.22
3030	30/06/2022	Unity Bank Quarterly bank charges	18.00	contractual
3031	N/A	Gill Brook July salary 26 x £11.97	310.82	contractual
3032	N/A	HMRC Salary tax	0.40	contractual
3033	07/07/2022	Pet Waste 13846 Collection 6 bins 6.7.22	47.52	contractual
J Drewe Landscaping & Maintenance Ltd				
3034	06/07/2022	4th invoice. Maintenance 15.6.22; 30.6.22	480.00	contractual
J Drewe Landscaping & Maintenance Ltd				
3035	03/08/2022	5th invoice. Maintenance 15.7.22	240.00	contractual
3036	01/08/2022	Pet Waste 14246 Collection 6 bins 20.7.22	47.52	contractual
3037	N/A	Gill Brook August salary 26 x £11.97	310.82	contractual
3038	N/A	HMRC Salary tax	0.40	contractual
Gill Brook				
3039	N/A	September salary 26 x £11.97	310.62	contractual
3040	N/A	HMRC Salary tax	0.60	contractual
3041	09/09/2022	Pet Waste 15037 Collection 5 bins 6.9.22	39.60	contractual
J Drewe Landscaping & Maintenance Ltd				
3042	09/09/2022	6th invoice. Maintenance 24.8.22 & 31.8.22	480.00	contractual
3043	03/09/2022	Unity Bank Quarterly bank charges	18.00	contractual

Invoice ref no.	Invoice date	The following invoices were approved:	Amount £
Neighbouring Parish Councils - Joint Committee, via Clerk to Nuneham Courtenay			
3044	13/07/2022	Parish Council 4th invoice. 1/3 of £2,250. Charlie Hopkins. Project management	750.00

- c) To report on the amended bank mandate and agree new signatories. The new mandate removes the appointed candidate who had failed to take up the position of clerk on 1.9.22, and adds Graham Warrington as the new clerk. The current clerk, Gill Brook will remain on the mandate until the new clerk is activated at the bank. **APPROVED.**
- d) To discuss legal quotes to update Village Hall lease (doc 7d). GOB reported that the Village Hall, owned by APC, is leased to the Village Hall Committee at a peppercorn rent of 5p per year, but that the lease is out of date. [Challenor & Son](#), who have worked for

the Parish Council before and therefore have background knowledge, have quoted £1,500 + VAT, representing 6 hours work. Another quote, £750, has been received from Wellers Law, who were recommended by OALC. There was a discussion about whether to work with Challenor & Son, who know us, or work with an unknown firm who is quoting less, but might require more time in the long-run. Questions raised included: firm responsiveness and local experience, lease terms, rent level, the Recreation Ground (under the Playing Fields Association), and the charitable status of the Village Hall. GOB expressed the view that a new lease is needed before deciding on the status of the Village Hall. It was **AGREED** that GOB and MM would meet with Challenor & Son and give them instructions, noting an agreed cap on fees of £1,500 + VAT, with leeway of £500 + VAT. **ACTION GOB & MM.**

- e) To discuss increasing Village Hall rebuilding cost for insurance (doc 7e). GOB reported that, by his calculation the current £228k is not enough for rebuilding and 322k would be more realistic. This was supported by CH who had performed a similar calculation. There was a discussion about what would be a realistic figure given the current increase in the costs of construction materials, whether our insurance brokers would be able to advise and how quickly this change should be made. It was decided to increase the rebuild cost to £325k, discuss this with our brokers, and then put the increased mid-term premium to the next meeting for approval. **ACTION GOB.**

8. Recruitment of Clerk. The previously appointed clerk resigned before starting. A new clerk - Graham Warrington - has been appointed, and is attending this meeting. GW has 40 years OCC experience in compliance, legal and planning committees, so brings a wealth of knowledge with him to the post. APC is looking forward to working with him. GW thanked GB for his welcome. GB and GW will arrange a handover around mid-October, at their convenience, once the bank mandate is live. GOB thanked GB for all that she has done for APC, and continues to do until the handover is complete.

9. Emergency Response Form and GDPR consents – update. GOB provided an update. A former councillor had been dealing with the matter but it was not quite completed. GOB has contacted all named to receive GDPR permissions. Once finalised, it will be uploaded to Appleford's website and be available on a need-to-know basis and be password protected. VS agreed to take the matter over. **ACTION GOB to pass details to VS who will update at next meeting.**

10. NAG5/20s plenty – to consider a report and recommendation on the parish adopting a '20s plenty' policy (doc 10) (MM) MM proposed following the process to apply to OCC to introduce a 20mph limit in the village for reasons of: safety, climate action, road campaign plans, and to discourage the village being used as a rat run. Culham has just approved the same. Long Wittenham already has the limit. SPG commented that it would also provide safer access to the railway. GOB reported that RW has said that there might be a need for a chicane by the level crossing. GW: suggested to get the application in asap to get the budget allocated. **The proposal was APPROVED. ACTION MM** to contact RW and make the application.

11. Ongoing village issues

- a) Hanson applications – extended working time: GOB reported that the application has been deferred because of objections to the noise from VOWH and from APC. Hanson currently have a 150/365 days permit and they want to work 365/365 days from 6am – 10.30pm. This Council continues to object most strongly to this extended time proposal.

b) FCC Hanson/Sutton Courtenay liaison meeting: GOB attended the September meeting and advised the importance for APC to be represented. Issues discussed included noise at the sidings and the Hanson planning application, see point 11a) above, FCC obligations on paths raised by Sutton Courtenay (still outstanding). GOB requested clarification of Sunday working permits from OCC. The next meeting is in January 2023 and ideally two people from APC should attend.

c) Illegal parking, Network Rail: GOB reported that last Saturday/Sunday there was a spate of illegal parking in Chambrai Close by Network Rail vehicles, including one parked on the corner and another parked on the bridge itself. They have been frequently asked to park on the Recreation Car Park. Ongoing matter. A complaint has been sent to Network Rail.

12. Village Hall. Report from managers. Jim Boyce was present and reported that there were plans to tidy up the floor and increase prices because of energy costs. GOB added that a lease needs to be put in place. More sports bookings are wanted but additional changing facilities are needed for this. APC wish Claire a speedy recovery following her operation, [post-meeting note: flowers were sent in lieu of her hard work improving and maintaining the village hall]

13. Recreation Ground. Report, including update on football clubs and tree maintenance. This item was deferred to the next meeting, noting the need to meet with football teams and seek new playground/tree monitors. Action: all to identify those regularly using the playground and Rec to submit monthly report on state.

14. Website/social media – to receive an update from SPG/AR. GOB, VS, AR, Mary Hancock & SPG been working together and propose upgrading the website. The current website manager, Jen at Creative Badger, has proposed £1k to achieve a more dynamic interface. AR: we would like content on the website to be more visually appealing, provide real-time updates, and become interactive. We propose improving the current platform so that people can leave comments, select key content, feed into an email update, automatically distribute, and be printed out for those who still want a hard copy. AR could handle the uploading and Jen would deal with the technical side. Dylan said he would think about how to engage the village youth, consider the use of Instagram as a social media platform (rather than Facebook), which might interface with the website, help other villagers become involved, and perhaps include a wider community. **ACTION AR to finalise proposal for the next meeting ref £1k budget.**

15. General items for discussion/noting:

a) **Reports from VS:**

- The hawthorn hedge alongside the allotments has been cut back by a villager enabling safer use of the pavement. The Allotment Association Bradstock Trust are responsible for the hedge.
- The Church quinquennial inspection 5.10.22 will recommend a maintenance plan. There is a good run of church events between now and January. **ACTION Identify** a church warden.
- Didcot B Power Station tour. VS reported on a thoroughly interesting, child-friendly tour of the site, just south of Appleford, owned by RWE, who are also available to visit and host schools.
- Ardley Energy Recovery Facility, waste plant tour. VS reported on an equally interesting tour at Ardley where black bin waste is processed into electricity.

Recommended for all local consumers: a good reminder that everything we use and bin has to be safely processed.

- Queen's commemorative cream tea report: VS reported that the Queen's commemorative cream tea was well attended, as was the subsequent Coffee Morning. There have been lots of village activities in September (including Back to School Party, Audrey's 90th, Macmillan Coffee Morning with villagers commenting on how nice it is to be able to meet up again. **Action all: how can we maintain and build on this?**
 - <https://www.thamesvalley-pcc.gov.uk/get-involved/community-fund/> - deferred to next meeting
- b) **Reports from MM:** update re concreting in bench / update on basketball square. There has been no news on the quote from Drewe. **ACTION GB to chase.** [post-meeting note, quote has now been received by MM, and Graham Boyse, Main Road (07786555762) recommended as village builder to contact]
- c) Waste bins: positioning and signage – review. Litter seems no worse on the Recreation Ground car park since the waste bin was removed. The Village Hall now has a cleaner. **ACTION all: to keep an eye on the bins.**

16. Items for next agenda.

- New Parish Councillor sought
- Village volunteers sought to monitor/manage:
 - Planning applications
 - Recreation Ground, & football clubs
 - Trees
 - Playground
 - Footpath/ROW, incl. level crossing
 - Cycling
 - Noise
 - Smells
 - Flies
- Noise at Sidings – update
- Capital projects and support from South & Vale (MM)
 - FCC Landfill Grant (VS)
 - Post meeting note Councillor Fund (OCC)
- Update on road planning application.
- Review ORAA (GOB)
- Appleford to put an advert for Village Hall hire in Europa School Magazine: Culham Calling (SPG)
- Illegal parking Chambrai Close/railway bridge
- [post-meeting note: Policy on camper vans parking overnight on the Recreation Car Park, email 30.9.22 from Angela Jones]
- [post-meeting note: OLAC advice on email (to use 'gov.uk' rather than personal email)]
- Website proposal (AR/SPG)
- Emergency Response Form update (VS)
- <https://www.thamesvalley-pcc.gov.uk/get-involved/community-fund/> (VS)

17. Date of next meeting. Thursday 3rd November 2022 [village hall is booked for this]

GB/6.10.22