

APPLETON WITH EATON PARISH COUNCIL

c/o 26 Eaton Village, Eaton, Oxfordshire OX13 5PR

E-mail: parishclerk.appletonwitheaton@gmail.com www.appleton-eaton.org

Appleton with Eaton Parish Council (AWE PC) Meeting

held in the Village Hall

Monday, 15th May 2023, 7:15pm

Allison Leigh – Parish Clerk

Minutes

Councillors present: Stephen Day (Chairman), Liz Gilkes (Vice Chair), Councillors Mary Carey (MC), John Adams (JA), Teresa Bennett (TB), Valentina Brito-Marquez, and Sue Sternberg (SS)

In attendance: Allison Leigh (the Clerk), District Councillor Mark Coleman (arrived at minute reference 23/47)

23/16. Election of Chairman of the Council: LG nominated, MC seconded and the Council voted for Stephen Day as Chairman. Stephen Day accepted the role of Chairman and took over the meeting as Chairman.

23/17. Election of Vice Chairman of the Council: JA nominated, SS seconded and the Council voted for Liz Gilkes as Vice Chairman. Liz Gilkes accepted the role of Vice Chairman.

23/18: Signing of Declaration of Acceptance Forms: All Councillors signed a Declaration of Acceptance.

The Chairman thanked the Vice Chairman for her work as the former Chairman.

23/19: Apologies for Absence: The District Councillor sent a note to say he may be late.

23/20: Declarations of interest: None

23/21: Public questions and statements: No members of the public were in attendance.

23/22: Reports from District and County Councillors:

Vale of White Horse District Council (VoWHDC)

See minute reference 23/47.

Oxfordshire County Council (OCC)

There was no report from the County Councillor.

23/23: Minutes of the last meeting: The minutes of the Parish Council Meeting of 3rd of April 2023 were approved and signed as a true record.

23/24: Clerk's report: The Council acknowledged the Clerk's report.

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23/25: Internal Audit 2022/2023:

- **Detailed report from the Internal Auditor:** The Council considered the detailed report from the Internal Auditor.
 - The Council acknowledged that it should put funding aside for a new council laptop in the 24/25 budget.
 - The Council also RESOLVED to proceed with a booking system for the sportsfield. The Clerk will obtain quotes.
 - The Council discussed .gov.uk email address in minute reference 23/38.
- **Annual Internal Audit Report 2022/2023:** The Council acknowledged the Annual Internal Audit Report 2022/2023 which forms part of the Accounting and Governance Accountability Return.

23/26: Annual Governance Statement 2022/2023: The Clerk had circulated the questions prior to the meeting and then read them out for confirmation. The Council RESOLVED to agree to all the Governance questions. The Chairman signed the form.

23/27: Annual Accounting Statements 2022/2023: The Clerk had provided the meeting with the figures which included the Asset Register. The Council RESOLVED to agree the Accounting Statements. The Clerk had signed the form prior to the meeting; the Chairman signed the form.

23/28: Statement of Variances: The Council agreed the Statement of Variances between 2021/2022 and 2022/2023.

23/29: Reserves: The Council agreed the Reserves at the end of 2022/2023, but would like to look to reduce them.

23/30: Notice of Elector's Rights:

Date of Announcement: Monday, 5th June 2023

Commencement Date: Tuesday, 6th June 2023

Ending Date: Monday, 17th July 2023

23/31: Review and adopt the following policies: The Council RESOLVED to adopt the following policies:

- **Standing Orders**
- **Financial Regulations**
- **Code of Conduct**
- **Privacy Notice**
- **Donation Policy**
- **Document Retention Policy**

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- **Staffing Committee Terms of Reference**
- **Data Protection Policy**
- **Media and Press Policy**
- **Reserves Policy**
- **Freedom of Information Publication Policy and Scheme**
- **Asset Register**
- **Risk Assessment**
- **Equality Policy**
- **Complaints Procedure**

23/32: Insurance Cover: The Council reviewed the insurance cover and agreed it is adequate.

23/33: Agree a Chairman's allowance: The Council RESOLVED not to proceed with a Chairman's allowance, but would like to have an Expenses Policy. The Clerk will create one and put it on the June agenda.

23/34: Dates of future meetings: The Council RESOLVED to hold Parish Council Meetings on the second Monday of every month except in August and on a Bank Holiday.

23/35: Review of Staffing Committee and Working Groups: The Council RESOLVED members of the Staffing Committee and the Leisure and Recreation Working Group. It was noted that the Council would like a record of the members of the Friends of Jubilee Park.

23/36: Bank Mandate: The Council RESOLVED the bank signatories as:

Stephen Day

Liz Gilkes

Mary Carey

Sue Sternberg

23/37: Finance

Recurring payments: The Council RESOLVED the following payments for 23/24:

<u>Organisation</u>	<u>Element</u>	<u>Review Date</u>	<u>Approximate Amount for 23/24</u>
OALC	Membership	January 2024	166.82
SLCC	Membership	January 2024	88.00

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Dark White Digital	Web hosting and WordPress Updates	January 2024	30.00/month
Open Spaces Society	Membership	January 2024	45.00
Credit Card Annual Fee	Bank fee	January 2024	72.00
Executive Alarms	Intruder alarm check for Pavilion	January 2024	100.00
GFA Premier	Fire extinguisher check and parts for Pavilion	January 2024	240.00
Confirm S137 expenditure 23/24	S137 (donations) allowable spend	January 2024	£9.93 x electorate of 760 = £7,546.80

- **Finance Report:**

Payments authorised

<u>Payee</u>	<u>Item</u>	<u>Payment Method</u>	<u>Amount</u>	<u>Date</u>
Lloyds	Google, Mailchimp, Ink, Monthly fee	Direct Debit	62.40	17/4/23
EDF	Electricity at the sportsfield	Online	133.64	28/4/23
The Fun Firm	Entertainer at the Coronation	Online	1780.00	4/5/23
Joe Carey	Band – Coronation	Online	280.00	15/5/23
Staff Costs	Staff Costs	Online	616.87	31/5/23
Staff	Clerk expenses	Online	26.00	15/5/23
Appleton Village Hall	Pop Up Café – January and February 2023	Online	40.00	15/5/23
Appleton Village Hall	Pop Up Café – March and April	Online	40.00	15/5/23
Ady Podbery	Mowing of Sportsfield 3/3/23	Online	110.40	15/5/23
OALC	Training course – Valentina Brito-Marquez	Online	96.00	15/5/23
Vale of White Horse District Council	Election Charge	Online	200.00	15/5/23
Dark White Digital	WordPress Updates	Online	30.00	15/5/23

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Appleton Shop	Refreshments for Pop Up Café	Online	3.49	15/5/23
Ady Podbery	Sportsfield grounds maintenance April 2023	Online	310.80	15/5/23
BGG	Grass cutting at Jubilee Park – April	Online	68.00	15/5/23
Jane Olds	Internal Audit – 2022 2023	Online	250.00	15/5/23
Sharky and George	Children's entertainer	Online	737.00	15/5/23
Appleton with Eaton History Group	Donation	Online	500.00	15/5/23
OALC	Payment for VAT training for the Clerk (shared with another council)	Online	18.00	15/5/23
Liz Gilkes	Coronation mugs	Online	81.18	15/5/23
Clean Slate	Donation	Online	60.00	15/5/23

Receipts since the last meeting

<u>From</u>	<u>Item</u>	<u>Amount</u>	<u>Date</u>
Vale of White Horse District Council	Precept – 1 st half	15250.00	6/4/23
OCC	Grant for the Coronation	150.00	28/4/23
Appleton Cubs and Scouts	Hire of Sportsfield	210.00	14/4/23
Appleton Youth Football Club	Hire of sportsfield and pavilion	350.00	24/4/23

Bank Reconciliation

Opening balance as of 1/4/2023	49,920.26
Receipts	15,400.00
Payments	3,973.32
Cash book balance	61,346.94
Bank balance as of 30/4/2023	61,346.94

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Unpresented cheques	0.00
unpresented receipts	0.00
Reconciled balance as of 30/4/2023	61,346.94

NOTE: There are 2 outstanding invoices for the sportsfield.

- **Donation:** The Council RESOLVED to donate £60 to Clean Slate.

23/38: .gov.uk email addresses: The Council RESOLVED to proceed with .gov.uk email addresses. The Clerk will action this.

23/39: Planning applications:

Planning Applications

<u>Application number</u>	<u>Address</u>	<u>Details</u>	<u>AWEPC Comments</u>
P23/V0879/HH	Rosehill Netherton Road Appleton OX13 5QW	Creation of a new window opening and enlargement of two windows on the front elevation, relocation of the front door, new cladding and render to the front elevation	Appleton with Eaton Parish Council has no comments on this planning application.
P23/V0901/PDH	96 Netherton Road Appleton OX13	Two single storey rear extensions renewal of 17/V0144/PDH. Note: There is no call for comment.	N/A
P23/V1044/PDH	87 Eaton Road Appleton OX13 5JJ	Single storey rear extension with a pitched roof over. Note: There is no call for comment.	N/A

Planning Decisions

<u>Application number</u>	<u>Address</u>	<u>Details</u>	<u>VoWHDC Decision</u>
P23/V0354/HH	96 Netherton Road Appleton	Two storey side extension to detached dwelling (previously consented under P16/V0074/HH)	Planning permission has been granted.

23/40: Future of the Pop-Up Café: The Council discussed the Pop-Up Café and RESOLVED to put it on hold until October. The Council would like this on September agenda. The

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Council thanked the Craft group for all of its efforts with the Pop-Up Café. The Council thanked the Clerk for her efforts in starting and running the Ukrainian coffee mornings.

23/41: Footpaths: The Clerk reported she had met with the footpaths wardens. They are happy to take care of any routine care such as trimming protruding brambles, but would like to understand from OCC what AWEPC and the footpaths wardens have the power to do. A meeting between the footpaths wardens, OCC's footpaths officer and the landowners was discussed introduce the role of the new footpaths wardens and have an ongoing dialogue. The Clerk will contact the insurers with regards to the footpaths wardens.

23/42: Maintenance of the War Memorial: TB reported that the resident who has been cutting the grass by the War Memorial can no longer continue this year. TB agreed to cut it for the time being. The Council thanked TB for her work on this.

23/43: Thank you to Coronation volunteers: The Council is very thankful to all who assisted in the planning and execution of the Coronation events. The Council asked the Clerk to put a note in the Advertiser and on the website. In addition, the Council asked the Clerk to write to James Mansfield, Felicity and Richard Dick and Jane Cranston for their exceptional efforts.

23/44: Eaton Defibrillator: The Council RESOLVED to purchase a defibrillator up to the cost of £1400. The Clerk will obtain quotes as well as look to secure grants for this including the Oxfordshire County Councillor's Priority Fund

The Clerk will also arrange for a training session.

23/45: Publications and correspondence: The Council reviewed the correspondence since the last meeting. The Council discussed the following items of correspondence.

- **Gigaclear:** An email was received with regards to Gigaclear's costs. The Council RESOLVED to work on a letter from the Parish Council to Gigaclear. MC will follow up on this.
- **Thames Path:** The Council considered the correspondence requesting the Parish Council writing a letter with regards to access to the Thames Path. The Council RESOLVED not to write a letter at this point in time.
- **SSEN:** The Council considered the correspondence requesting the Parish Council write to SSEN with regards to the numerous recent power cuts. The Council RESOLVED to write a letter.

23/46: Website and Advertiser: The Council would like the following items in the June Advertiser:

- Coronation thank you
- Pop up café update
- New District Councillor contact information

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23/47: Matters for report: It was noted the Annual Parish Meeting (APM) will take place on Tuesday the 23rd May at 7:30pm in the Village Hall. Village organisations have been invited.

The District Councillor arrived. He noted that he has a Cabinet role involving Environmental Services and Waste with the exact title TBD.

He noted he would like to hold local surgeries for residents and will attend the APM.

He would like a notice to be placed in the Advertiser and will provide information to the Clerk.

JA raised the ongoing issue of enforcement with regards to Tacoma. The District Councillor acknowledged that he is aware of this and will keep sight of it. It was noted that AWEPC won't be informed until the Enforcement Team has come to a resolution.

23/48: Date of the next meeting: The date and location of the Parish Council Meeting were confirmed as the 12th June 2023 at 7:15pm in the Village Hall.

The meeting closed at 9pm.