

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) Annual Parish Council Meeting
held in the Village Hall
Monday 13th May 2024 7:15pm**

Allison Leigh – Parish Clerk

Minutes

Councillors present: Stephen Day (Chair), Liz Gilkes (Vice Chair), Councillors John Adams (JA) and Chris Mitty (CM)

In attendance: Allison Leigh (the Clerk), District Councillor Mark Coleman

24/13. Election of Chairman of the Council: LG proposed Stephen Day as Chair and JA seconded. Stephen Day accepted the role of Chair.

24/14. Election of Vice Chairman of the Council: The Council resolved not have a Vice Chair.

24/15: Signing of Declaration of Acceptance Forms: The Chair signed the Declaration of Acceptance form.

24/16: Apologies for Absence: The Council noted apologies from Mary Carey, Valentina Brito-Marquez and Sue Sternberg.

24/17: Declarations of interest: None

24/18: Vacancy:

- The Council resolved to co-opt Chris Mitty to the Parish Council. CM signed the Declaration of Acceptance form.

The Chairman moved the following agenda item to earlier in the meeting.

24/33: Finance:

- **Donation requests:**
 - **Green Appleton:** A member of Green Appleton was in attendance to request a donation. The Council resolved to donate £150 to Green Appleton.

24/19: Public questions and statements: No members of the public were present.

23/20: Reports from District and County Councillors:

Oxfordshire County Council (OCC)

The County Councillor was not in attendance and did not submit a report.

The District Councillor arrived late, so his report was moved to later in the meeting.

APPLETON WITH EATON PARISH COUNCIL

c/o 26 Eaton Village, Eaton, Oxford shire OX13 5PR

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

24/21: Minutes of the last meeting: The minutes of the Parish Council Meeting 8th April 2024 were agreed and signed as a true record.

24/22: General Power of Competence:

- The Council noted that it meets conditions of eligibility for General Powers of Competence, that being more than 2/3 of Councillors were elected, and the Proper Officer of the Council holds the CiLCA qualification.
- The Council resolved from 13th May 2024 until the next relevant Annual Meeting of the Council (May 2027), that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, to adopt the General Power of Competence.

24/23: The Council resolve to adopt the following with no change:

- [Standing Orders](#)
- [Financial Regulations](#)
- [Code of Conduct](#)
- [Privacy Notice](#)
- [Donation Policy](#)
- [Document Retention Policy](#)
- [Staffing Committee Terms of Reference](#)
- [Data Protection Policy](#)
- [Media and Press Policy](#)
- [Reserves Policy](#)
- [Freedom of Information Publication Policy and Scheme](#)
- [Risk Assessment](#)
- [Risk Management Policy](#)
- [Equality Policy](#)
- [Complaints Procedure](#)
- [Health and Safety Policy](#)
- [Councillor Expenses Policy](#)
- [Communication Policy](#)
- [2024/2025 Action Plan](#)
- [Civility and Respect Pledge](#)

24/24: Asset Register: The Council considered the Asset Register and had the following comments:

- CM will look into a property valuation for the Sportsfield.
- The Clerk will look into a valuation of the Village Hall.

APPLETON WITH EATON PARISH COUNCIL

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

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

- The Clerk will add the Eaton defibrillator.

24/25: Councillor Vacancy Procedure and Application: The Council resolved to adopt the Councillor Vacancy Procedure and Application.

24/26: Internal Financial Controls Policy and Internal Financial Controls Checklist: The Council resolved to adopt the Internal Financial Controls Policy and Internal Financial Controls Checklist. The Council would like ask MC to take on role.

24/27: Insurance Cover: The Council is satisfied with the current insurance cover. The insurance is up for renewal no 30/9/2024.

24/28: Agree a Chairman's allowance: The Council resolved not to have a Chairman's allowance.

24/29: Dates of future meetings: The Council resolved for Parish Council Meetings to occur on the second Monday of every month except in August and on a Bank Holiday.

24/30: Review of Committees and Working Groups: The Council confirmed the following Committees and Working Groups:

- Staffing Committee: LG, SD and SS
- Leisure and Recreation Working Group: JA, MC
- Friends of Jubilee Park: No Councillors
- Flood Group: JA

24/31: Bank Mandate: The Council confirmed the bank signatories as the Chair, LG, SS, MC

24/32: Clerk's report: The Council acknowledged the Clerk's report.

24/33: Finance:

- **Finance Report:**

Payments authorised

<u>Payee</u>	<u>Item</u>	<u>Payment Method</u>	<u>Amount</u>	<u>Date</u>
EDF	Electricity at the Sportsfield	Direct Debit	84.57	26/4/24
Lloyds card	Microsoft 365, Mouse, Google, Council phone, Mailchimp, Ink, suggestion box, Monthly fee	Direct Debit	137.53	16/4/24
Staff costs	Staff costs	Online payment	679.93	31/5/24

APPLETON WITH EATON PARISH COUNCIL

c/o 26 Eaton Village, Eaton, Oxford shire OX13 5PR

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

Allison Leigh	Clerk expenses	Online payment	26.00	13/5/24
Dark White Digital	Website hosting and Wordpress updates	Online payment	30.00	13/5/24
Ady Podbery Grounds Care	Mowing of the sportsfield	Online payment	392.40	13/5/24
Constantin Express	Cleaning of Sportsfield	Online payment	80.00	13/5/24
Advanced Electrical Systems Ltd	Installation of Eaton defibrillator	Online payment	226.80	13/5/24
3 Villages Comet Bus Group	Donation	Online payment	600.00	13/5/24
Green Appleton	Donation	Online payment	150.00	13/5/24
Enrych Oxfordshire	Donation	Online payment	30.00	13/5/24

Receipts since the last meeting

<u>From</u>	<u>Item</u>	<u>Amount</u>	<u>Date</u>
Vale of White Horse district Council	1 st half precept	16000.00	5/4/24

Bank Reconciliation

Opening balance as of 1/4/2024	51,721.28
Receipts	16,000.00
Payments	2199.80
Cash book balance	65,521.48
Bank balance as of 31/3/24	65,521.48
Unpresented payments	0.00
unpresented receipts	0.00
Reconciled balance as of 30/4/24	65,521.48

APPLETON WITH EATON PARISH COUNCIL

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

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

- **Donation requests:** To consider the following donation requests:
 - **Green Appleton:** This item was moved earlier in the meeting.
 - **Enrych:** The Council resolved to donate £30 to Enrych.
 - **Comet Bus Group:** The Council resolved to donate £600 but would like more information to learn more about the group.

24/34: Planning applications:

- There are no new planning applications.
- P24/V0718/FUL: The Council acknowledged the Council's response to planning application P24/V0718/FUL. See Attachment 1.

24/35: Annual Parish Meeting: It was noted that the Annual Parish Meeting is on the 20th of May. The Clerk will purchase refreshments from the Village Shop and send another reminder to village organisations and do a shout out.

24/36: Correspondence: The Council acknowledged the correspondence since the last meeting. The Clerk will contact the resident who had requested some change in wording on the website for further clarification.

23/20: Reports from District and County Councillors:

Vale of White Horse District Council (VoWHDC)

The District Councillor sent a report. See Attachment 2.

He also noted the following:

- Earth Trust will be working with the Besselsleigh Wood Group on projects.
- There is a possibility of Besselsleigh Parish Meeting merging with Appleton with Eaton Parish Council. The boundary review completes in 2027. This merger could be considered after the review.

24/37: Website and Advertiser: The Council would like the following in the June Advertiser:

- Reminder about the suggestion box in the Village Shop
- Welcome to Chris Mitty as Parish Councillor

24/38: Matters for report: There were no matters for report.

24/39: Date of the next meeting: It was noted that the next meeting date will need to be changed. The Clerk will suggest dates.

The meeting closed at 8:25pm

APPLETON WITH EATON PARISH COUNCIL

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

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

Attachment 1: AWE PC Comment on planning application P24/V0718/FUL

AWEPC objects to planning application P24/V0718/FUL based on the following material considerations:

Character of Area

AWE is a smaller village according to Core Policy 3 of the Vale of White Horse Local Plan 2031: Part 1 (LPP1). Core Policy 4 of LPP1 states that *“Proposals for limited infill development will be supported where they are in keeping with local character and are proportionate in scale”*. LPP1 Core Policy 44: Landscape states: *“Where development is acceptable in principle, measures will be sought to integrate it into the landscape character and/or the townscape of the area”*.

AWEPC does not believe that the proposed dwelling is in keeping with the local character. The plans for an additional dwelling shows proposed materials of brick + timber cladding which are not in keeping with those of the immediate area. Whilst there are other houses in the village using this type of material, there aren't in the general vicinity of the proposed dwelling.

Scale and bulk resulting in loss of light

The agricultural workers cottages surrounding the proposed new dwelling were built nearly 100 years ago, and the rear gardens have enjoyed good light from the west in their lifetime allowing householders to grow vegetables and latterly enjoy leisure time in them. The reduction in light is a severe loss of amenity and AWEPC believes this to be contradictory to Development Policy 23 in the Vale of White Horse Local Plan 2031: Part 2 (LPP2).

Parking and Highway Safety

The National Planning Policy Framework (NPPF) s114 is clear that development proposals should ensure *“safe and suitable access to the site can be achieved for all users”*. AWEPC is concerned that the widening of the lane will encourage more turning as well as increased parking on the road which then creates more issues of access. AWEPC acknowledges the Design and Access statement submitted and that fire vehicles would not need to access the lane. However, AWEPC believes that the widening of the road will also still not allow for proper access for other emergency vehicles, if needed.

Ecology

AWEPC notes that in order to attempt to improve access, the proposal is to cut back the hedgerow to widen the lane. LPP1 Core Policy 44: Landscape calls for the following: *“proposals will need to demonstrate how they have responded to the above aspects of*

APPLETON WITH EATON PARISH COUNCIL

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

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

landscape character”. One of those aspects is *features such as trees, hedgerows, woodland, field boundaries, watercourses and water bodies*.

AWEPC believes that cutting this hedgerow goes against this policy.

AWEPC would also like to note that these houses have flooded before- the water collected in the field where the hedge has been re-laid and flowed across the road to the houses.

This has been improved by improving the hedge and a ditch on the far side. Widening the road and cutting back the hedge might reduce the capacity to prevent the water from building up and flowing over the road. If this approval was to be granted, AWEPC would like a review into any risk of flooding due to the cutting of the hedge.

APPLETON WITH EATON PARISH COUNCIL

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

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

Attachment 2

Vale District Council – Member for Thames Ward Report to the Appleton with Eaton Parish Council – 13 May 2024

Planning Application P24/V0718/FUL

In support of the Parish Council and several residents I made a request to call-in planning application P24/V0718/FUL. My request has been approved, which means if the officers were to decide to approve the application without referring it to the planning committee, the application must go before the planning committee for their decision.

Climate Action Fund 2024/25

The Vale has opened the Climate Action Fund 2024/25 for bids. The fund has a total of £100K and applications can be for up to £10K. I wondered whether the village might benefit from a grant for the village hall. Previous grants have been awarded for projects including insulation and conversion to LED lighting. I would recommend looking at the website to see what sort of projects have previously been awarded a grant. Details of the fund were sent to the Parish Clerk.

Changes to the garden waste scheme

The Vale is introducing changes to the way garden waste subscription works. This year will be a transition period which will see in a new permit scheme in April 2025. When a customer's invoice is due, they will receive information on the changeover, what to expect, and what they need to do in early 2025 if they wish to continue to receive the service from April 2025 onwards.

Cllr Mark Coleman

Vale of White Horse District Council Deputy Leader

Lib Dem Member for Thames Ward

Member for Environmental Services and Waste

Armed Forces and Veterans Champion

Mobile 07483 224436

Email mark.coleman@whitehorsedc.gov.uk