

APPLETON WITH EATON PARISH COUNCIL

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

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**Members of Appleton with Eaton Parish Council
are summoned to the
Parish Council Meeting
Monday 14th April 2025
at 7:15pm Village Hall**

Members of the Public: Members of the public are welcome to attend and may address the Council during the formal meeting under Public Participation. Under the Public Bodies (Admissions to Meetings) Act 1960, the public may be excluded whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

Allison Leigh – Parish Clerk

8th April 2025

AGENDA

NB: Members of the Public are invited to the meeting if they wish to speak in the public session or as observers.

25/1: Apologies for Absence:

Councillors Valentina Brito-Marquez, Liz Gilkes, Mary Carey
District Councillor Mark Coleman

25/2: Declarations of interest

25/3: Public questions and statements: Time is available for the public to express a view or ask a question on relevant matters on the following agenda. Each member of the public has 3 minutes to speak. Members of the public are welcome to stay and observe the rest of the meeting. The total time given for public participation is 10 minutes unless otherwise specified by the Chair of the meeting.

25/4: Footpaths: OCC has confirmed they intend to surface part of the footpath between Long Close and Besselsleigh Woods ahead of next winter, subject to funding. To consider any Council funding contribution towards these works

25/5: Reports from District and County Councillors

25/6: Minutes of the last meeting: To approve and sign the [minutes of the meeting of the 10th March 2025](#) as a true record

25/7: Clerk's report: To consider the Clerk's Report

25/8: Finance:

a. Recurring payments

<u>Organisation</u>	<u>Element</u>	<u>Next Review Date</u>	<u>Approximate Amount for 25/26 (exclusive of VAT)</u>

Oxfordshire Association of Local Councils	Membership	April 2026	250.00
Society of Local Council Clerks	Membership	April 2026	96.00
Dark White Digital	Web hosting and WordPress Updates	April 2026	30.00/month
Lloyds	Bank fee	April 2026	3.00/month (Card charge)
Unity Service Charge	Bank fee	April 2026	6.00/month (Direct Debit)
Executive Alarms	Intruder alarm, fire alarm and emergency light check for Pavilion/	April 2025	300.00/annually
Lebara	Council phone	April 2026	6.95/month (card charge)
EDF	Electricity at the sportsfield	April 2026	85.00/month
Mailchimp	Subscription for shout outs	April 2026	13.00/month (card charge)
Microsoft	Subscription to 365	April 2026	1.66/month (card charge)
Moore	External Audit	April 2026	210.00/annual
Information Commissioner's Office	Membership	April 2026	52.00/year
Starboard Systems	Accounting and booking software	April 2026	55.00/month
Constantin Express Cleaning Ltd	Cleaning of Pavilion	April 2026	80.00 every 2 months
AWBS	Bark for Jubilee Park	April 2026	700.00 annually
Richard Dick	Tennis Club rent	Per lease	150.00 annually
Castle water	Water at the Sportsfield	April 2026	£10/month
AH Cornish	Lease of Jubilee Park	April 2026	Per lease/£1200
Allison Leigh	Home allowance/mileage as needed	April 2026	£26/month 0.45 per mile

- b. **Finance Report:** To consider the finance report and bank reconciliation and authorise payments. See Attachment 1.
 - i. To note agreement of purchase of new fire extinguisher made in between meetings
- c. **Budget against spend for 24/25:** To review the [budget against for the 24/25 financial year](#) and the [budget notes for the end of the 24/25 financial year](#) with a view to it being agreed and signed by the Chair
- d. **Interim Internal Audit Report:** To consider the [report](#)
- e. **Training Courses:** To consider any training courses requested
- f. **Review of Effectiveness of Internal Controls:** To consider the document

25/9: Planning:

- a. **Planning applications:**
 - i. [P25/V0513/HH](#)
7 Whites Forge, Appleton
Demolition of existing conservatory and erection of single storey extension
 - ii. [P25/V0507/HH](#)
1 The Pound, Netherton Road, Appleton OX13 5JY
Dropped kerb and new vehicle entry to access off-street parking
 - iii. [P25/V0586/FUL](#)
Plough Inn Eaton Road Appleton Abingdon OX13 5JR
To form a covered pergola walkway between the existing pub building and the toilet block to allow customers covered access to the toilets in the event of bad weather. The pergola will fill the space between the two buildings, forming a covered external seating area with areas of fixed and booth seating integrated into the pergola design. The pergolas will have festoon lighting, heaters, and faux planting/flowers to the underside.
- b. **Planning applications/amendments received since the last meeting:**
Amendment [P24/V2605/FUL](#) – APT
91 Eaton Road, Appleton OX13 5JJ
Double and single storey rear extensions and alterations to existing semidetached dwelling and proposed new two-bedroom dwelling in garden land with associated parking and access. (Revised design and parking plan as amplified by drawings submitted 06 February 2025 and 06 March 2025)
- c. **Decisions:**
 - i. [P25/V0129/HH](#)
38 Oaksmere Appleton
Erection of a single oak frame timber garage
Permission granted.

25/10: 2027 Boundary Review: To consider Appleton with Eaton Parish Council merging with Besselsleigh Parish Meeting as part of the 2027 Boundary Review

25/11: Litter pick: To consider holding a litter pick

25/12: VE Day:

- To have an update on activities in commemoration of VE Day
- To consider any expenditure
- To consider a letter of invitation to Mr Blackwell

25/13: Working Groups: To have a report from the following:

- a. Friends of Jubilee Park:** To note the minutes. See Attachment 2
- b. Pavilion Working Group:**
 - i. To note the minutes: See Attachment 3
 - ii. To consider purchasing paint for the inside of the Pavilion
- c. Leisure and Recreation (L&R) Working Group**
 - i. **Fees:** To consider fees for the 25/26 financial year

25/14: Financial Regulations: To consider the amendments due to the Procurement Act

25/15: Annual Parish Meeting:

- a. To confirm the date
- b. To consider any necessary expenditure and planning

25/16: Correspondence: To consider any publications and correspondence received

NB: If you wish to have your correspondence considered at the meeting, please send it to the Clerk by Thursday the 10th April 2025

25/17: Website and Advertiser: To consider any items to be put on the website and in the Advertiser

25/18: Matters for report: To raise matters for discussion without decision or items for the next meeting

25/19: Date of the next meeting: To confirm the date of the Annual Parish Council Meeting as Monday the 12th May 2025 at 7:15pm

25/20: To exclude members of the public from agenda item 25/21 due to its confidential nature

25/21: Quotes for the inspection of Jubilee Park: To consider the quotes

Notes on declarations of interest: Any Member arriving after the start of the meeting is asked to declare pecuniary interests, as necessary, as soon as practicable after their arrival, even if the item in question has been considered.

National rules about pecuniary interests are set out in Chapter 7 of the Localism Act 2011 and in secondary legislation made under the Act, in particular The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 201

Attachment 1

Payments since the last meeting in the 24/25 accounts:

<u>Date</u>	<u>Description</u>	<u>Supplier</u>	<u>Total</u>
17/03/2025	Council phone	Lebara	6.95
17/03/2025	Microsoft subscription	Microsoft	1.99
17/03/2025	HP Ink plan	HP	49.49
17/03/2025	Ink	Currys	32.99
17/03/2025	Ink	Currys	16.99
17/03/2025	Mailchimp	Mailchimp	12.47
17/03/2025	Parking	Westgate Shopping Centre	8.20
17/03/2025	Ink	Ryman Stationery	59.99
17/03/2025	Lloyds fee	Lloyds	3.00
03/03/2025	Scribe accounts subscription	Starboard Systems	42.00
03/03/2025	Sportsfield booking system	Starboard Systems	24.00
19/03/2025	Water at the Sportsfield	Castle Water	20.44
19/03/2025	Electricity at the sportsfield	EDF	67.36
28/03/2025	VE Day celebration fairground ride	The Fun Firm	900.00
28/03/2025	VE Day celebration music	Joe Carey	150.00
31/03/2025	Handling charge	Unity Trust Bank	1.80
31/03/2025	Unity Service Charge	Unity Trust Bank	6.00
Total			1,403.67

Payments for authorisation in the 25/26 financial year:

<u>Date</u>	<u>Description</u>	<u>Supplier</u>	<u>Total</u>
01/04/2025	Scribe accounts subscription	Starboard Systems	42.00
01/04/2025	Sportsfield booking system	Starboard Systems	24.00
14/04/2025	Fire extinguisher	Oxford Fire and Security Services	126.29
04/04/2025	Skip for sportsfield	Oxford Skip Hire Ltd	396.00
14/04/2025	Internal Audit	WTG Consultants	125.00
14/04/2025	CFO Membership	CFO	55.00
14/04/2025	OALC Membership	OALC	300.00
14/04/2025	SLCC Membership	SLCC	96.00
14/04/2025	Website hosting and WordPress Updates	Dark White Digital	30.00
14/04/2025	Pathway board	Richard Prickett	34.00
14/04/2025	Website hosting and WordPress Updates	Allison Leigh	26.00
30/04/2025	Staff Costs	Staff Costs	743.83
Total			1,998.12

Bank Reconciliation at 31/03/2025

Cash in Hand 01/04/2024 51,721.28

ADD

Receipts 01/04/2024 - 31/03/2025 43,275.52

			94,996.80
	SUBTRACT		
	Payments 01/04/2024 - 31/03/2025		32,834.21
A	Cash in Hand 31/03/2025		62,162.59
	(per Cash Book)		
	Cash in hand per Bank Statements		
	Unity Current Account	31/03/2025	1,015.46
	Unity Instant Access	31/03/2025	61,147.13
	Account		
	Lloyds Card	31/03/2025	0.00
			62,162.59
	Less unrepresented payments		
			62,162.59
	Plus unrepresented receipts		
B	Adjusted Bank Balance		62,162.59
	A = B Checks out OK		

Attachment 2

Friends of Jubilee Park Minutes – Wednesday 12th March 2025, 8pm, The Plough

Attendees: Bel Jones (Chair), Juliet Carter, Rosie Taylor, Tomos Evans, Tom Stanley

Apologies from: Claire Cable-Alexander, Pauline Snelling

Agenda

1. Welcome and Apologies
2. Minutes & actions of Last Meeting
3. Matters Arising from Park Checks & any other maintenance issues
4. Date for next maintenance Day
5. Fundraising Event
6. AOB
7. Date of Next Meeting

1. Welcome and Apologies

Bel welcomed everyone to the meeting and shared the apologies.

2. Minutes & actions from last meeting

- **Tomos** has removed the rotten sleepers from the mound – thank you very much! No further action needed.
- Thank you **Rosie T** for the T-Rex tape on the zip wire, it is holding really well
- **Tom** met **Rosie P** in the park earlier in March and **Rosie P** mentioned she had someone that could fix the bench.
- **Bel** has circulated benches and prices, they are in the Parish Council budget for 25/26. Location and fixings to be checked at next maintenance day to see if we can just replace the bench and not the fixings.

3. Matters Arising from Park Checks

- More lost property in the park than usual, but all seems to find its way home eventually.

4. Date for next Maintenance Day

Maintenance Day – Sunday 13th April, 2pm

- **Bel** to liaise with **Allison** about ordering bark and sand.
- At the Maintenance Day, we should also assess sleepers and benches and make a plan for when they will be replaced

5. Fundraising Event

All Age Bingo in Village Hall on Saturday 18th January was a great success – big thank you to all the committee, and special thanks to Colin for his bingo calling. Plan to repeat again in 2026.

Total Net Profit: £842.98

Full breakdown below

ALL AGE BINGO – JAN 2025 I&E				
Income			Expenditure	
Ticket Sales	£748.00		Food	£76.89
Bar	£130.00		Online Feed	£11.13
Snacks	£61.00		Snacks	£8.00
TOTAL	£939.00		TOTAL	£96.02

Suggestion to have a 'Picnic in the Park' event on August Bank Holiday Monday, perhaps with games/ treasure hunt and bring your own picnic. To be discussed at next meeting.

6. AOB

- We can submit a report to any meeting of the Appleton-with-Eaton Parish Council, but this is not compulsory. The only meeting it is recommended to submit a report to is the Annual General Meeting.

7. Dates of Next Meeting

Wednesday 7th May, 8pm, The Plough

For Reference - Chairs and Months

- Thank you Rosie T for volunteering for an extra month of checks in July

January – Claire

February – Bel

March – Bel

April – Juliet & Colin

May – Tom

June – Rosie T

July – Rosie T

August – Juliet

September – Tom

October – Chris and Pauline

November – Tomos and Sophie

December – Chris and Pauline

Attachment 3

Pavilion Working Group Meeting 7th April 2025 at 7:30, Pavilion MINUTES

In attendance: Sara Murray, Andy Salmon, Roger Gilkes, Chris Jones, Alison Trinder, Allison Leigh, Mary Carey

1/24: Apologies: Sanchia Prickett

2/25: Consultation

- The Group reviewed the responses. It was noted that the response rate was good which was a positive result. The general tone of comments was that residents would like to see the area improved.
- Alison Trinder will work to summarize the themes to determine what level of improvement – both indoor and outdoor - is being desired by residents.
- Following the above, the Group will look to report the results to residents.

3/25: Next steps and action plan:

- Roger Gilkes will work on a layout of land for Sara Murray.
- Sara Murray will look at grants as Allison Leigh
- It was noted that the Wickes grant for paint wasn't suitable. Allison Leigh will put the purchase of paint for the inside of the Pavilion on the Parish Council's April agenda.

4/25: Date of the next meeting: 19th of May 7pm

The meeting closed at 8:10pm