

**Appleton with Eaton Parish Council (AWE PC) Parish Council Meeting**  
**held in the Village Hall**  
**Monday, 14<sup>th</sup> April 2025 7:15pm**  
**DRAFT Minutes**

**Councillors present:** Chairman Stephen Day (Chairman), Councillors Chris Mitty (CM) and Sue Sternberg (SS)

**In attendance:** Allison Leigh (Clerk)

**25/1: Apologies for Absence:** Councillors Valentina Brito-Marquez, Liz Gilkes (LG), Mary Carey (MC) and John Adams (JA) and District Councillor Mark Coleman

**25/2: Declarations of interest:** None.

**25/3: Public questions and statements:** No members of the public were present.

**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. The Council was due to consider any Council funding contribution towards these works but resolved to defer this topic to the May meeting.

**25/5: Reports from District and County Councillors:** There were no reports.

**25/6: Minutes of the last meeting:** The Council agreed and signed the minutes of the meeting of the 10th March 2025 as a true record.

**25/7: Clerk's report:** The Council noted the Clerk's Report.

**25/8: Finance:**

**a. Recurring payments:** The Council agreed the following 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)

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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:** The Council authorised payments and noted receipts and the consider the bank reconciliation. See Attachment 1.

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- i. The Council noted the agreement of purchase of new fire extinguisher made in between meetings.
- c. **Budget against spend for 24/25:** The Council reviewed the budget against for the 24/25 financial year and the budget notes for the end of the 24/25 financial year and resolved to defer the signing to the May meeting.

**25/14: Financial Regulations:** The Council resolved to adopt the amended Financial Regulations.

- d. **Interim Internal Audit Report:** The Council considered the report and noted the following:
  - i. Reserves will be considered on the May agenda.
  - ii. Fees for hall hire: See minute reference 25/13 c.
  - iii. Photographs of assets: The Clerk will strive to include photographs of assets.
  - iv. Title deeds: The Clerk will add Title deeds to the Asset Register.
  - v. Training: Training is on all agendas and councillors are sent details on available training courses. The Clerk will continue to inform councillors of upcoming training available.
  - vi. Review of effectiveness: See minute reference 25/14 f.
- e. **Training Courses:** No training courses were requested.
- f. **Review of Effectiveness of Internal Controls:** The Council considered the document and resolved that the internal controls are effective.

**25/9: Planning:**

**a. Planning applications:**

- i. [P25/V0513/HH](#)  
7 Whites Forge, Appleton  
Demolition of existing conservatory and erection of single storey extension

AWEPC has no comments on this planning application.

- ii. [P25/V0507/HH](#)  
1 The Pound, Netherton Road, Appleton OX13 5JY  
Dropped kerb and new vehicle entry to access off-street parking

AWEPC has no comments on this planning application.

- 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

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pergolas will have festoon lighting, heaters, and faux planting/flowers to the underside.

AWEPC has no comments on this planning application.

**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)

Appleton with Eaton Parish Council reiterates its previous comments on this planning application.

**c. Decisions:**

**a. [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: The Council resolved to defer this to the May meeting.

**25/11: Litter pick:** The Council resolved to hold a litter pick and noted that JA will organise this.

**25/12: VE Day:**

- The Clerk noted that plans are progressing and a programme will be in the May Advertiser.
- No additional expenditure was noted.
- The Council resolved to send a letter of invitation to Mr Blackwell.

**25/13: Working Groups**

**a. *Friends of Jubilee Park (FoJP)*:** The Council noted the minutes of the last meeting of the FoJP. See Attachment 2.

**b. *Pavilion Working Group (PWG)*:**

1. The Council noted the minutes of the recent PWG. See Attachment 3
2. The Council resolved to purchase paint for the inside of the Pavilion up to £150.

**c. *Leisure and Recreation (L&R) Working Group***

1. **Fees:** The Council resolved to defer the review of fees to the May meeting.

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- i. It was noted that when the cricket pitch is hired, other teams are often the ones using it. The Council would like this on a future agenda to ensure the legal and safety issues are clear.

**25/15: Annual Parish Meeting (APM):**

- a. The Clerk will circulate potential dates.
- b. The Council resolved to incur any necessary expenditure for the APM up to £50.

**25/16: Correspondence:**

1. An email was received about the speed limit on Netherton Road. The Clerk will speak to the new County Councillor and Highways Engagement Team about this.
2. An email was received from the shop about issues with parking. The Council noted that this is not within their powers but will include something in the Advertiser about it.

**25/17: Website and Advertiser:** The Council would like a note about parking at the village shop in the May Advertiser.

**25/18: Matters for report:** CM reported that he had had a query about a footbridge at Bablock Hythe. The Council noted that this is unlikely to happen due to the response from Eaton residents.

**25/19: Date of the next meeting:** The date of the Annual Parish Council Meeting as Monday the 12<sup>th</sup> May 2025 at 7:15pm. CM gave apologies for this meeting.

**25/20:** It was not necessary to exclude members of the public from item 25/21 as additional quotes were not received.

**25/21: Quotes for the inspection of Jubilee Park:** This was deferred to the May meeting.

The meeting closed at 20:30.



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## DRAFT Minutes

### 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
<b>Total</b>			<b>1,403.67</b>

### 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
<b>Total</b>			<b>1,998.12</b>

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**Bank Reconciliation at  
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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**



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**Attachment 2**

**Friends of Jubilee Park Minutes – Wednesday 12<sup>th</sup> March 2025, 8pm, The Plough**

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

Apologies from: Claire Cable-Alexander, Pauline Snelling

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**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**

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**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 13<sup>th</sup> 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**

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All Age Bingo in Village Hall on Saturday 18<sup>th</sup> 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
<b>TOTAL</b>	<b>£939.00</b>		<b>TOTAL</b>	<b>£96.02</b>

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 7<sup>th</sup> 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

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June – Rosie T

July – Rosie T

August – Juliet

September – Tom

October – Chris and Pauline

November – Tomos and Sophie

December – Chris and Pauline

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**Attachment 3**

**Pavilion Working Group Meeting**  
**7<sup>th</sup> 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: 19<sup>th</sup> of May 7pm**

The meeting closed at 8:10pm