

APPLETON WITH EATON PARISH COUNCIL

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

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

**Members of Appleton with Eaton Parish Council
are summoned to the
Parish Council Meeting
Monday 9th June 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

4th June 2025

AGENDA

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

25/62: Signing of the Chair's Declaration of Acceptance Form

25/63: Apologies for Absence

- Valentina Brito-Marquez

25/64: Declarations of interest

25/65: 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. The public are welcome to stay and observe the rest of the meeting. Members of the public wishing to speak should notify the Clerk in advance. Time given in total is 10 minutes.

25/66: Reports from District and County Councillors

25/67: Minutes of the last meeting: To approve and sign the [minutes of the Parish Council Meeting of 12th May 2024](#) as a true record

25/68: Clerk's report: To consider the Clerk's Report

25/69: Budget against spend for 24/25: To consider the [budget against actual 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

25/70: Statement of Variances: To consider the [Statement of Variances between 2023/2024 and 2024/2025](#)

25/71: Reserves: To consider the [Reserves at the end of 2024/2025](#)

25/72: Annual Internal Audit Report 2024/2025: To review the [Annual Internal Audit Report 2024/2025](#)

25/73: Annual Governance Statement 2024/2025: To consider and respond accordingly

25/74: Annual Accounting Statements 2024/2025: To consider the Accounting Statements for the 2024/2025 financial year

25/75: Notice of Elector's Rights: To consider the dates of the period of Notice of Elector's Rights

25/76: Chair's allowance: To consider a Chair's allowance

25/77: Finance:

- **Finance Report:** To consider the finance report and authorise payments. See Attachment 1.
- **Training Courses:** To consider any training courses requested
 - Chair and Clerk: Talking Tables, Oxfordshire Association of Local Councils, £60
- **Bank signatories:** To consider the bank mandate

25/78: Planning: There were no new planning applications, decisions or amendments.

25/79: Working Groups: To have a report from the following:

a. Friends of Jubilee Park

1. To consider any works needed

b. Pavilion Working Group:

1. August event at the sportsfield: To consider expenditure of the August event at the sportsfield to include refreshments

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

1. **Fees:** To consider fees for the 25/26 financial year
2. **Hiring of pitch by Appleton Cricket Club:** To have an update on the process and consider any modifications needed

25/80: 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 5pm on Thursday, the 10th July.

25/81: Advertiser: To consider any items to be put in the Advertiser

25/82: Matters for report: To raise matters for discussion without decision or items for the next meeting

25/83: Date of the next meeting: To confirm the date of the next Parish Council Meeting as the 14th July 2025.

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 for authorisation

<u>Date</u>	<u>Description</u>	<u>Supplier</u>	<u>Total</u>
16/05/2025	Council phone	Lebara	6.95
16/05/2025	Microsoft	Microsoft	1.99
16/05/2025	Mailchimp	Mailchimp	11.83
16/05/2025	Ink	Currys	34.99
16/05/2025	Lloyds fee	Lloyds	3.00
21/05/2025	Water at the Sportsfield	Castle Water	6.82
16/05/2025	Electricity at the sportsfield	EDF	69.48
01/05/2025	Scribe accounts subscription	Starboard Systems	42.00
01/05/2025	Sportsfield booking system	Starboard Systems	24.00
31/05/2025	Unity Service Charge	Unity Trust Bank	6.00
09/06/2025	VE Day glitter tatoos	Anna Antell	30.00
09/06/2025	Website hosting and WordPress Updates	Dark White Digital	30.00
09/06/2025	Mowing grass at sportsfield	Ady Podbery	116.40
09/06/2025	Mowing grass at sportsfield	Ady Podbery	357.60
09/06/2025	VE Day celebration music	Joe Carey	150.00
09/06/2025	Training	OALC	72.00
30/06/2025	Clerk salary	Allison Leigh	743.83
09/06/2025	Clerk expenses	Allison Leigh	26.00
Total			1,732.89

Receipts – May

<u>Date</u>	<u>Description</u>	<u>Supplier</u>	<u>Total</u>
29/05/2025	VAT return	HMRC	2,290.98
Total			2,290.98

Bank Reconciliation as of 31/5/25

	Cash in Hand 01/04/2025	62,162.59
ADD		
	Receipts 01/04/2025 - 31/05/2025	19,040.98
		81,203.57
SUBTRACT		
	Payments 01/04/2025 - 31/05/2025	4,782.70
A	Cash in Hand 31/05/2025	76,420.87
	(per Cash Book)	
Cash in hand per Bank Statements		
Petty Cash	31/05/2025	0.00
Unity Current Account	31/05/2025	15,273.74
Unity Instant Access Account	31/05/2025	61,147.13
Lloyds Card	31/05/2025	0.00
		76,420.87

	Less unpresented payments	76,420.87
	Plus unpresented receipts	
B	Adjusted Bank Balance	76,420.87
	A = B Checks out OK	