

**Appleton with Eaton Parish Council (AWEPC) Parish Council Meeting
held in the Village Hall
Monday, 12th May 2025 7:15pm**

Minutes

Councillors present: Chairman Sue Sternberg (SS), Liz Gilkes (LG) and John Adams

In attendance: Allison Leigh (Clerk), James Plumb (County Councillor) and Mark Coleman (District Councillor)

25/22. Election of Chair of the Council: LG proposed Stephen Day as Chair and John Adams seconded.

Stephen Day was not at the meeting and the Council resolved for LG to Chair the meeting.

25/23. Election of Vice Chair of the Council (should the Council resolved to have a Vice Chair): The Council resolved not to have a Vice Chair of the Council.

25/24. Signing of Declaration of Acceptance Forms: The Council resolved for Stephen Day to sign the Declaration of Acceptance at the next meeting.

25/25: Apologies for Absence:

- Chris Mitty
- Stephen Day
- Valentina Brito-Marquez
- Mary Carey

25/26: Declarations of interest: None.

25/27: Public questions and statements: A member of the public was in attendance to comment on planning application P25/V0636/HH and listen to the remainder of the meeting.

25/28: Reports from District and County Councillors:

Vale of White Horse District Council (VoWHDC)

The District Councillor sent a report. See Attachment 1.

Oxfordshire County Council (OCC)

The County Councillor noted he was in attendance to listen and learn about AWEPC. The Chair of the meeting noted that one issue in the village is the access to the Thames.

The County Councillor asked for a one-page explanation of the issue.

The Council resolved to move the following agenda item to this point in the meeting:

Appleton with Eaton Parish Council (AWEPC) Parish Council Meeting

held in the Village Hall

Monday, 12th May 2025 7:15pm

Minutes

P25/V0636/HH

Tacoma, Netherton Road, Appleton OX13 5QW

Alterations to outbuilding to provide annexe accommodation (retrospective)

The Council resolved to object to this application on the following grounds:

- 1) AWEPC doesn't believe the scale of the building, with potential for 3 rooms to be used as bedrooms, is commensurate with an annexe.
- 2) AWEPC doesn't believe the outbuilding as an annexe fit the character of the area. This is not in accordance with AWEPC's Neighbourhood Plan.
- 3) The applicant constructed and advertised an annexe when there had been no permission. AWEPC believes that if this retrospective application is approved, it will set a local precedent for deliberate contravention of planning procedures - unapproved development followed by retrospective application that would be difficult to object to in future. AWEPC wouldn't want to see this repeated in the village.
- 4) As the annexe has been built on a site that had previously been the garden of Tacoma, which therefore had no independent access, the applicant has had to put in an entirely new road leading to the annexe. The end part of the garden at the previously named Tacoma is still zoned as agricultural as far as AWEPC is aware as it was formerly part of Hills Nurseries.
- 5) AWEPC is concerned about waste collection as they believe bins would need to be put out on the main road - thus dangerously blocking the view for vehicles exiting the drive on a national speed limit road
- 6) AWEPC is concerned that the annexe should not in future be sold as a separate dwelling, and proposes that, should permission be granted, it is with a binding condition that the annexe remains the property of the house to which it is attached.
- 7) In February 2023 Tacoma (as a named property) ceased to exist on the Council tax website.

The current application under the name "Tacoma" is deliberately obscuring the actual situation of 2 new dwellings, both of which are now designated only with a street number and no name.

AWEPC believes there is now a significant question as to which of the two properties the annexe is attached to, and that this should be resolved before consideration of the application, in order to avoid legal uncertainty, and to prevent the situation outlined in point 6 above.

25/29: Minutes of the last meeting: The Council approved and signed the minutes of the Parish Council Meeting of 14th April 2024 as a true record.

Appleton with Eaton Parish Council (AWEPC) Parish Council Meeting

held in the Village Hall

Monday, 12th May 2025 7:15pm

Minutes

25/30: To consider the following with no change: The Council agreed the following policies with no change:

- Financial Regulations
- Code of Conduct
- Privacy Notice
- Document Retention Policy
- Data Protection Policy
- Media and Press Policy
- Reserves Policy
- Freedom of Information Publication Policy and Scheme
- Risk Management Policy
- Equality Policy
- Complaints Procedure
- Health and Safety Policy
- Councillor Expenses Policy
- Communication Policy
- Civility and Respect Pledge
- Internal Financial Controls Policy
- Councillor Vacancy Procedure and Application
- Sexual and General Harassment Policy and Procedure

25/31: Policies: The Council resolved to adopt the following policies with changes/new policies:

- Standing Orders
- Donation Policy and Application form
- Scheme of Delegation

25/33: Insurance Cover: The Council would like the Clerk to look at the cost of the War Memorial on the Asset Register versus that insured. All other elements were accepted.

25/34: Chairman's allowance: The Council resolved to defer this to the next agenda when Stephen Day is in attendance.

25/35: Dates of future meetings: The Council resolved for Parish Council Meetings to take place on the second Monday of every month except in August and on a Bank Holiday.

25/36: 2025/2026 Action Plan: The Council agreed the 2025/2026 Action Plan.

25/37: Review of Committees and Working Groups: The Council considered the following:

- a. Staffing Committee

Appleton with Eaton Parish Council (AWEPC) Parish Council Meeting

held in the Village Hall

Monday, 12th May 2025 7:15pm

Minutes

- i. Membership: See Attachment 2
- ii. Staffing Committee Terms of Reference: The Council resolved to adopt the Staffing Committee Terms of Reference.
- b. Leisure and Recreation Working Group**
 - i. Membership: See Attachment 2
 - ii. Leisure and Recreation Working Group Terms of Reference: The Council resolved to adopt the Working Group Terms of Reference.
- c. Friends of Jubilee Park**
 - i. Membership: See Attachment 2
 - ii. Friends of Jubilee Park Working Group Terms of Reference: The Council resolved to adopt the Friends of Jubilee Park Working Group Terms of Reference.
- d. Pavilion Working Group**
 - i. Membership: See Attachment 2
 - ii. Pavilion Working Group Terms of Reference: The Council resolved to adopt the Pavilion Working Group Terms of Reference.

25/37: Bank Mandate: The Council resolved to continue with Stephen Day, Liz Gilkes, Sue Sternberg and Valentina Brito-Marquez as bank signatories.

25/38: Clerk's report: The Council considered the Clerk's Report.

25/39: Finance:

- **Finance Report:** The Council approved the payments and bank reconciliation and noted the receipts. See Attachment 3.
- **Payments in between meetings:** The Council noted the following payments which were made in between meetings:
 - The Fun Firm: balance for the VE Day fairground ride
 - Richard Prickett: footpath boards (note: not to be used on OCC paths)
 - AWBS: Play sand for Jubilee Park
- **Training Courses:** No training courses were requested.
- **Budget against spend for 24/25:** The Council resolved to defer the budget against actual for the 24/25 financial year and the budget notes for the end of the 24/25 financial year to the June meeting.

25/40: Risk Assessment: The Council agreed the 2025/2026 Risk Assessment.

25/41: Asset Register: The Council agreed the Asset Register as of 31/3/25, but would like the Clerk to follow up on the value of the War Memorial per minute reference 25/33.

25/42: Internal Audit 2024/2025: The Council noted the final report from the Internal Auditor for 2024/2025 and will consider the actions.

Appleton with Eaton Parish Council (AWEPC) Parish Council Meeting

held in the Village Hall

Monday, 12th May 2025 7:15pm

Minutes

25/43: Statement of Variances: The Council resolved to defer the Statement of Variances between 2023/2024 and 2024/2025 to the June meeting.

25/44: Reserves: The Council resolved to defer the reserves at the end of 2024/2025 to the June meeting.

25/45: Annual Internal Audit Report 2024/2025: The Council resolved to defer the Annual Internal Audit Report 2024/2025 to the June meeting.

25/46: Annual Governance Statement 2024/2025: The Council resolved to defer the Annual Governance Statement 2024/2025 to the June meeting.

25/47: Annual Accounting Statements 2024/2025: The Council resolved to defer the Annual Accounting Statements 2024/2025 to the June meeting.

25/48: Notice of Elector's Rights: The Council resolved to defer the dates on the Notice of Elector's Rights to the June meeting.

25/49: 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 resolved to contribute £1500 to the surface noted. The Council would like to confirm the length of the path and enquire as to whether the surface can be extended to the Englands Lane path.

25/50: 2027 Boundary Review: The Council resolved to proceed with investigating Appleton with Eaton Parish Council merging with Besselsleigh Parish Meeting as part of the 2027 Boundary Review.

25/51 : Planning

a. Planning applications:

P25/V0325/A

The Plough Inn, Eaton Road, Appleton OX13 5JR

Erection of illuminated and non-illuminated signs to the exterior of the building

Appleton with Eaton Parish Council has no comments on this planning application.

P25/V0815/FUL

Clare Cottage, Park Lane, Appleton OX13 5JT

Demolish stables and storage buildings. Erect two self build dwellings.

Appleton with Eaton Parish Council has no comments on this planning application.

b. Planning Decisions: The Council noted the following planning decision.

P25/V0513/HH

Appleton with Eaton Parish Council (AWEPC) Parish Council Meeting

held in the Village Hall

Monday, 12th May 2025 7:15pm

Minutes

7 Whites Forge, Appleton OX13 5LG

Demolition of existing conservatory and erection of single storey extension

Permission granted

25/52: Working Groups:

- a. ***Friends of Jubilee Park:*** There was no report.
- b. ***Pavilion Working Group:*** The Clerk reported that the results are being analysed and will be publicised when ready.
- c. ***Leisure and Recreation (L&R) Working Group:*** There was no report.
 1. ***Fees:*** The Council resolved to defer the fees for the 25/26 financial year to the June meeting.
 2. ***Hiring of pitch by Appleton Cricket Club:*** The Council resolved to defer this discussion to the June meeting.

25/53: Annual Parish Meeting: The Annual Parish Meeting will be held on Thursday the 29th May at 7pm in the Village Hall. The Clerk will purchase refreshments and email village organisations. The format will be the same as last year and the Council would like Stephen Day to deliver opening remarks.

25/54: CONSULTATION - A420 & Oaksmere (Appleton & Tubney) proposed 50mph & 40mph speed limits: The Council resolved to respond as a Parish Council in support of these proposals.

25/55: Incorporation of the Village Hall Committee: The Council resolved to support this incorporation and proceed.

25/56: Correspondence: The Council considered the correspondence. The Council asked the Clerk to send the SSSEN Powering Communities to Net Zero Fund to the Flood Group.

25/57: Website and Advertiser: The Council would like the following on website, in the Advertiser and on the Facebook page.

- Thanks to those who helped with VE Day and photos.
- Thanks to those who carried out the litter pick and photos.
- Ask Village Organisations to take photos when they have group events at the Plough.

25/58: Matters for report: A question arose as to the ownership of the ditch at the end of the Sportsfield on the righthand side from the viewpoint of the Pavilion. The Clerk will investigate this.

25/59: Date of the next meeting: The date of the next Parish Council Meeting was confirmed as the 9th June at 7:15pm in the Village Hall.

25/60: Confidential item: The Council resolved to exclude members of the public for agenda item 25/61 due to its confidential nature.

Appleton with Eaton Parish Council (AWEPC) Parish Council Meeting

held in the Village Hall

Monday, 12th May 2025 7:15pm

Minutes

25/61: Quotes for the inspection of Jubilee Park: The Council resolve to hire a cherry picker to inspect the buccaneer tower as well as carry out an annual and one other inspection.

The meeting closed at 20:50.

Appleton with Eaton Parish Council (AWEPC) Parish Council Meeting

held in the Village Hall

Monday, 12th May 2025 7:15pm

Minutes

Attachment 1

Vale District Council – Member for Thames Ward Report to the Appleton with Eaton Parish Council – 12 May 2025

Planning Application Tacoma Netherton Road Appleton Abingdon (P25/V0636/HH)

Many months ago, I started to engage with the Vale Planning team because of concerns about the apparent change of use of an outbuilding at Tacoma, Netherton Road. Whilst these things are under investigation there is little information that can be passed to the public, or the ward councillor because of data protection. However, you may now have seen that the Vale has received a retrospective planning application for 'Alterations to outbuilding to provide annexe accommodation.' The application may be viewed on the Vale's website here:

<https://data.whitehorsedc.gov.uk/java/support/Main.jsp?MODULE=ApplicationDetails&REF=P25/V0636/HH>

Climate Action Fund 2025/2026

The next round of the Climate Action Fund is now open and will close for applications at midday on Monday 30 June 2025.

Local 'not for profit' organisations (which has included amateur dramatic groups and pre-schools as well as town and parish councils) can apply for a share of the £100,000 fund. The Vale is looking to help finance community projects that aim to address climate change and nature recovery. Grants are available from £250 to £10,000. The fund has previously supported projects such as the installation of public electric vehicle charging points and solar panels and a boardwalk at a nature site to allow visitors access without damaging important habitats. Full details of the Climate Action Fund and how to apply are available via this link: <https://www.whitehorsedc.gov.uk/vale-of-white-horse-district-council/community-support/grants/climate-action-fund/> The webpage has a link to funding guidance and a case study leaflet, the latter provides examples of previous grant requests that were successful.

Yours,

Mark

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

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**Appleton with Eaton Parish Council (AWEPC) Parish Council Meeting
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Monday, 12th May 2025 7:15pm

Minutes

Attachment 2

Committee and Working Group Membership

Staffing Committee

Stephen Day
Liz Gilkes
Sue Sternberg

Leisure and Recreation Working Group

John Adams, Councillor
Mary Carey, Councillor
Roger Gilkes
Nicky Clarke
Neil Woodley
Rosie Taylor

Friends of Jubilee Park

Rosie Taylor
Juliet Carter
Tomos & Sophie Evans
Chris & Pauline Snelling

Pavilion Working Group

Sara Murray, Chair
John Adams, Parish Councillor
Mary Carey, Parish Councillor
Roger Gilkes
Chris Jones
Sanchia Prickett
Andy Salmon
Alison Trinder

Appleton with Eaton Parish Council (AWEPC) Parish Council Meeting

held in the Village Hall

Monday, 12th May 2025 7:15pm

Minutes

Attachment 3

Payments for authorisation

<u>Date</u>	<u>Description</u>	<u>Supplier</u>	<u>Total</u>
16/04/2025	Electricity at the sportsfield	EDF	85.36
16/04/2025	Council phone	Lebara	6.95
16/04/2025	Microsoft subscription	Microsoft	1.99
16/04/2025	Mailchimp subscription	Mailchimp	12.03
16/04/2025	Lloyds fee	Lloyds	3.00
28/04/2025	VE Day celebration fairground ride	The Fun Firm	900.00
24/04/2025	Play sand	AWBS	241.16
30/04/2025	Unity Service Charge	Unity Trust Bank	6.00
08/05/2025	Website hosting and WordPress Updates	Dark White Digital	30.00
12/05/2025	Internal Audit	WTG Consultants	125.00
12/05/2025	Payroll administration	Tetbury Accounting	288.00
12/05/2025	Clerk expenses	Allison Leigh	26.00
31/05/2025	Clerk salary	Allison Leigh	743.83
12/05/2025	Cleaning of the sportsfield	Constantin Express Cleaning Ltd	108.00
Total			2,577.32

Receipts for April 2025

<u>Date</u>	<u>Description</u>	<u>Supplier</u>	<u>Total</u>
03/04/2025	Precept - 1st half	Vale of White Horse District Council	16,750.00
Total			16,750.00

Appleton with Eaton Parish Council (AWEPC) Parish Council Meeting

held in the Village Hall

Monday, 12th May 2025 7:15pm

Minutes

Bank Reconciliation as of 30/4/25

	Cash in Hand 01/04/2025		62,162.59
	ADD		
	Receipts 01/04/2025 - 30/04/2025		16,750.00
			78,912.59
	SUBTRACT		
	Payments 01/04/2025 - 30/04/2025		3,254.81
A	Cash in Hand 30/04/2025		75,657.78
	(per Cash Book)		
	Cash in hand per Bank Statements		
	Petty Cash	30/04/2025	0.00
	Unity Current Account	30/04/2025	14,510.65
	Unity Instant Access	30/04/2025	61,147.13
	Account		
	Lloyds Card	30/04/2025	0.00
			75,657.78
	Less unrepresented payments		
			75,657.78
	Plus unrepresented receipts		
B	Adjusted Bank Balance		75,657.78
	A = B Checks out OK		