

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 14th July 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 and are welcome to attend/observe the remainder of the meeting. 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 July 2025

AGENDA

25/84: Apologies for Absence

25/85: Declarations of interest/Dispensations: To receive any requests for Dispensations or Declarations of Interest from Councillors relating to items on the agenda, in accordance with the Council's Code of Conduct and to note any gifts and hospitality

25/86: 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. Time given in total is 10 minutes.

25/87: Reports from District and County Councillors

25/88: Minutes of the last meeting: To approve and sign the [minutes of the Parish Council Meeting of 9th June 2025](#) as a true record

25/89: Clerk's report: To consider the Clerk's Report

- Valuation of War Memorial: To consider next steps
- Update on the resurfacing of the footpath between Long Close and Besselsleigh Wood and consider any next steps

25/90: Finance:

- a. **Finance Report:** To consider the payments, receipts and bank reconciliation from 30/6/25. See Attachment 1.
- b. **Training Courses:** To consider the training courses requested
 - a. **Society of Local Council Clerks (SLCC) Conference:** To consider the Clerk attending the SLCC conference in October 2025 with a cost of £330 + mileage, if needed. This cost takes into account 2 nights and the sharing of costs between 2 councils.
 - b. SLCC course: Thinking about Reviewing Your Neighbourhood Plan: £30 + VAT
- c. **Budget against actual:** To consider the [budget against actual through 30/6/25](#)
- d. **Internal Financial Controls Checklist:** To receive the completed checklists from November 2024 – January 2025 and February to April 2025

- e. **CIL:** To consider the expenditure of the remaining CIL funds (£258.01) prior to 2026.
- f. **Donation Request:** To consider a donation request from the 3 Villages Comet Bus Group

25/91: Scheme of Delegation: To consider the policy. See Attachment 2.

25/92: Planning:

- a. **Applications:** To consider the following:

P25/V1171/FUL

The Old Forge, 2 Badswell Lane, Appleton OX13 5JN

Proposed first floor extension to an existing office building to provide additional office accommodation and amenities.

- b. **Decisions:** To note the following:

P25/V0586/FUL

Plough Inn, Eaton Road, Appleton 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. (Additional photographs of external building received 22nd May 2025)

Permission granted.

P25/V0325/A

Plough Inn, Eaton Road, Appleton OX13 5JR

Erection of illuminated and non-illuminated signs to the exterior of the building. (Additional plans received 16 May 2025)

Permission granted.

25/93: Asset of Community Value: The Plough Inn: To consider re-nominating The Plough Inn for Asset of Community Value listing

25/94: Working Groups: To have a report from the following:

a. *Friends of Jubilee Park*

- 1. To have an update and consider the following:

- i. Hedge cutting
- ii. Maintenance process
- iii. Purchase of table tennis bats/balls
- iv. Weekly checks

b. *Pavilion Working Group:*

- 1. To have an update and consider any assistance needed for the event on the 23rd August
- 2. To consider the installation of Wi-Fi at the sportsfield

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

- 1. ***Hiring of pitch by Appleton Cricket Club:*** To have an update on the process and consider any modifications needed
- 2. ***Fees for evening football practice:*** To consider the fees

3. ***Fee for hiring the sportsfield for cricket purposes/overnight:*** To consider any special fees needed
4. ***Status of the Group:*** To consider the ongoing nature of the L&R

25/95: Heritage Album: To consider the conservation and storage of the Heritage Album

25/96: 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.

25/97: Advertiser: To consider any items to be put in the Advertiser

25/98: Matters for report: To raise matters for discussion without decision or items for the next meeting

25/99: Date of the next meeting: To confirm the date of the next Parish Council Meeting as the 8th September 2025.

25/100: Confidential items: To resolve to remove members of the public from item 25/101 due to its confidential nature

25/101: Quotes: To consider the following quotes:

- a. Consider quotes for tree survey
- b. Quotes for cutting of the Remnant of the Great Green
- c. Quotes for removing branches at the Sportsfield
- d. Quotes for an architect for the Pavilion

Attachment 1

Payments to be authorised

<u>Date</u>	<u>Description</u>	<u>Supplier</u>	<u>Total</u>
02/06/2025	Scribe accounts subscription	Starboard Systems	42.00
02/06/2025	Sportsfield booking system	Starboard Systems	24.00
18/06/2025	Water at the Sportsfield	Castle Water	13.10
16/06/2025	VE Day prizes	WH Smith	30.00
16/06/2025	VE Day prizes	The Plough Inn	6.40
16/06/2025	VE Day thank you	Waitrose	29.00
16/06/2025	VE Day prizes	Home Bargains	38.65
16/06/2025	Council phone	Lebara	6.95
16/06/2025	Microsoft	Microsoft	1.99
16/06/2025	Ink	HP	5.66
16/06/2025	Phone case and charger	Currys	37.98
16/06/2025	Phone case and charger	Currys	249.00
16/06/2025	Mailchimp	Mailchimp	11.76
16/06/2025	Mailchimp	Mailchimp	3.00
20/06/2025	Electricity at the sportsfield	EDF	82.13
14/07/2025	PAYE	HMRC	165.49
30/06/2025	Unity Service Charge	Unity Trust Bank	6.00
31/07/2025	Clerk salary	Allison Leigh	743.83
31/08/2025	Clerk salary	Allison Leigh	743.83
14/07/2025	Website hosting and WordPress Updates	Dark White Digital	30.00
14/07/2025	Website hosting and WordPress Updates	Dark White Digital	12.00
04/07/2025	Defibrillator battery	Defib Shop	282.00
14/07/2025	Clerk expenses	Allison Leigh	52.00
14/07/2025	Pavilion cleaning	Constantin Express Cleaning Ltd	105.60
14/07/2025	Mowing grass at sportsfield	Ady Podbery	232.80
14/07/2025	Refreshments for APM	Appleton Community Shop	41.39
Total			2,996.56

Receipts

<u>Date</u>	<u>Description</u>	<u>Supplier</u>	<u>Total</u>
07/06/2025	Team hire of pavilion and sportsfield	Cumnor Minors	35.00
07/06/2025	Team hire of pavilion and sportsfield	Cumnor Minors	35.00
11/06/2025	Hire of pavilion and sportsfield	Private hire	35.00
19/06/2025	Hire of pavilion and sportsfield	Private hire	80.00
20/06/2025	Wayleaves	SSEN	13.92
30/06/2025	Bank Interest	Unity Trust Bank	357.67
Total			556.59

Bank Reconciliation at 30/06/2025

Cash in Hand 01/04/2025	62,162.59
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ADD

Receipts 01/04/2025 - 30/06/2025	19,597.57
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81,760.16

SUBTRACT

Payments 01/04/2025 - 30/06/2025	7,472.91
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A	Cash in Hand 30/06/2025	74,287.25
	(per Cash Book)	

Cash in hand per Bank Statements

Petty Cash	30/06/2025	0.00
Unity Current Account	30/06/2025	12,835.27
Unity Instant Access Account	30/06/2025	61,504.80
Lloyds Card	30/06/2025	0.00

74,340.07

Less unrepresented payments	52.82
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74,287.25

Plus unrepresented receipts

B	Adjusted Bank Balance	74,287.25
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A = B Checks out OK

Attachment 2: Scheme of Delegation

Introduction

This document sets out the way Appleton with Eaton Parish Council has delegated powers and responsibilities. This document is one of the four major ways in which the Council regulates its affairs; the others are its Standing Orders, Financial Regulations and Internal Financial Controls Policy.

The power to delegate functions is set out in the Local Government Act 1972 s101.

The intention of the delegation scheme is to allow the Council to act with all reasonable speed. Decisions should be taken at the most suitable level. Therefore, the Clerk is given powers over the day-to-day administration of the Council or committees to decide matters within the Terms of Reference and matters of major policy should be recommended to the full Council.

Whilst delegation is necessary it is the Council's policy that members and the press and public should have the fullest information. Therefore, the Clerk reports all major decisions taken under delegated powers at the next Council or Committee meeting.

Proper Officer, Responsible Finance Officer (RFO)

The Clerk shall be:

- The Proper Officer and will carry out the functions as provided by the Local Government Act 1972.
- The RFO in accordance with the Accounts & Audit Regulations in force at any given time.

Delegated Powers and Responsibilities

In addition to the responsibilities set out in the Clerk's job description, the Clerk has the delegated authority to undertake the following matters on behalf of the Council:

- Day-to-day administration of services
- Authorisation to call any extra meetings of the Council, or Committee, as necessary, having consulted with the Chairman of the Council or Committee
- Authorisation to respond immediately to any correspondence, requiring or requesting information or relating to previous decisions of the Council but not correspondence requiring an opinion to be taken by the Council or Committee
- Authorisation of routine expenditure in accordance with the Council's Financial Regulations
- Preparation and submission of Planning application consultation responses where the Council's agreed stance is known.
- Handling requests for information under the Freedom of Information Act 2000 and the Data Protection Act 1988 or GDPR Regulations
- Issuing press releases and statements on the Council's known policies
- Updating and managing the content of the Council's website
- Co-ordinating the Council's newsletter articles e.g. for Facebook or other requests for articles.
- Disposal of Council records according to legal restrictions and the Council's Retention Policy
- Take appropriate actions arising from emergencies in consultation with the

Chairman/Vice Chairman of the Council as appropriate to the circumstances.

- An emergency situation is defined as a time when the Council cannot act under its normal standing orders due to circumstances outside of its control.

Emergency Situations

To note that it is lawful for the Clerk to spend against specific items in the Parish Council's budget i.e., for contractors, hall hire, salaries etc., all of which having been identified in the budget when setting the precept, any such payments to be reported to the Council and Finance Committee at the next ordinary meeting of each.

The Council approves delegation of the following items to the Proper Officer:

- To authorise payments only in the following circumstances:
 - any payments of up to £500 excluding VAT, within an agreed budget.
 - payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of [the council], where the Clerk certifies that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council,
 - Fund transfers within the councils banking arrangements up to the sum of £5,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
- To respond to planning applications having consulted with Members of the Planning Committee, including the Chairman and Vice Chairman. (Other councillors are still able to submit their own personal comments) where a response is required before an ordinary meeting of the Planning Committee can be held.
- To postpone meetings of the Council, in consultation with the Chairman and Vice Chairman or Committee Chairman, as appropriate, for example where a meeting maybe inquorate
- To receive and act upon Government advice in relation to the holding of the Annual Meeting of the Parish (noting such meetings must be held before 1 June) and the Annual Meeting of the Parish Council (noting such a meeting must be held in May), thereby giving delegated power to the Clerk to make necessary rearrangements for these meetings in consultation with the Chairman.

Delegation – Limitations

All decisions taken under delegated authority will be in accordance with the Council's Standing Orders and Financial Regulations and this Scheme of Delegation, and where applicable any other rules, regulations and legislation.

All decisions will be reported to the first appropriate Council meeting. The Council may delegate the power to make individual decisions on individual items to the Proper Officer/Responsible Finance Officer as and when appropriate.

This scheme was adopted at the Parish Council meeting on the xxx 2025 and will be reviewed annually at the Annual Parish Council Meeting.