

Appleton with Eaton Parish Council (AWEPC) Parish Council Meeting

held in the Village Hall

Monday, 14th July 2025 7:15pm

Minutes

Councillors present: Stephen Day (Chairman), Sue Sternberg (SS), John Adams (JA), Liz Gilkes (LG), Mary Carey (MC), Valentina Brito-Marquez and Chris Mitty (CM)

In attendance: Allison Leigh (Clerk)

25/84: Apologies for Absence: Mark Coleman (District Councillor) and James Plumb (County Councillor)

25/85: Declarations of interest/Dispensations: None.

25/86: Public questions and statements: Two members of the public were present.

25/87: Reports from District and County Councillors:

Oxfordshire County Council (OCC)

The County Councillor was not in attendance but sent a report. See Attachment 1.

- The Council would like to arrange a meeting with the County Councillor to review school parking in September.

Vale of White Horse District Council (VoWHDC)

The District Councillor was not in attendance but sent a report. See Attachment 2.

- The Council resolved not to send a representative to the planning committee on the 23rd July where planning application P24/2604/FUL will be raised as there were no new points to be made. The Council did resolve to re-send the response already made.

25/88: Minutes of the last meeting: The Council agreed and signed the minutes of the Parish Council Meeting of 9th June 2025 as a true record.

25/89: Clerk's report:

- Valuation of War Memorial:** CM will contact a stone mason about valuing the War Memorial.
- Resurfacing of footpath:** The Clerk has been in touch with the County Council with regards to the resurfacing of the footpath between Long Close and Besselsleigh Wood but has not had an update and will follow up.

The Chair resolved to move the agenda item to this stage in the meeting.

25/94: Leisure and Recreation (L&R) Working Group

- Hiring of pitch by Appleton Cricket Club:** The Council resolved to seek legal advice to formalise user agreements. CM will circulate a document to the Council for legal review.

The Council considered a change of code at the Sportsfield. No decision was made.

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25/90: Finance:

- a. **Finance Report:** The Council agreed the payments, receipts and bank reconciliation from 30/6/25. See Attachment 3.
- b. **Training Courses:** The Council resolved to agree the following:
 - i. **Society of Local Council Clerks (SLCC) Conference:** The Council resolved for the Clerk to attend 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.
 - ii. **SLCC course:** The Council resolved for the Clerk to attend the following course: Thinking about Reviewing Your Neighbourhood Plan: £30 + VAT
- c. **Budget against actual:** The Council reviewed the budget against actual through 30/6/25 and had no comments.
- d. **Internal Financial Controls Checklist:** The Council received the completed checklists completed by MC from November 2024 – January 2025 and February to April 2025.
- e. **CIL:** The Council resolved to spend the remaining CIL funds on the Pavilion project. The funds total £258.01 and must be spent prior to 2026.
- f. **Donation Request:** The Council resolved to donate £700 to The 3 Villages Comet Bus Group.

25/91: Scheme of Delegation: The Council resolved to agree the Scheme of Delegation policy.

25/92: Planning:

a. **Applications:**

[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.

AWEPC has no comments on this planning application.

b. **Decisions:** The Council noted 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.

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[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: The Council resolved to re-nominate The Plough Inn for Asset of Community Value listing.

25/94: Working Groups:

1. Friends of Jubilee Park:

- i. Hedge cutting:** LG will meet the Clerk to review what hedging needs to be cut.
- ii. Maintenance process:** The Council resolved to consider all inspection reports and carry out repairs as necessary/it sees fit as the Council responsible for maintenance of equipment. A member of the Council would like to attend a meeting of the Friends of Jubilee Park.
- iii. Purchase of table tennis bats/balls:** The Council resolved to purchase table tennis bats/balls.
- iv. Weekly checks:** The Council is grateful to the Friends of Jubilee Park for carrying out weekly inspections but would like to ensure the Clerk receives these.

b. Pavilion Working Group:

- 1.** The Council noted the minutes from the recent meeting containing information on the event of the 23rd August. See Attachment 4.
- 2.** The Council resolved to explore the installation of Wi-Fi at the Pavilion.

c. Leisure and Recreation Working Group:

- 1. Sportsfield fees for evening football practice:** The Council resolved a fee of £35 for the evening training sessions booked in the Autumn.
- 2. Sportsfield fees for overnight/special bookings:** The Council considered a fee for overnight/special bookings and resolved to have a notice making prospective users aware that usage beyond a certain scope would be considered upon request.
- 2. Status of the Group:** The Council resolved to keep the Leisure and Recreation Working Group functioning as it is, i.e. meeting as required.

25/95: Heritage Album: The Council resolved to investigate the conservation of the Heritage Album and a storage box for it. It was noted this could be stored in the Village Hall.

25/96: Correspondence: The Clerk reported she would contact the planning officer with regards to whether comments from residents could be accepted anonymously.

25/97: Advertiser: The Council would like the following in the August Advertiser:

- August event
- Councillor vacancy

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25/98: Matters for report:

SS is working on a brief letter re Thames Path for the County Councillor.

The Council noted that VBM has resigned from the Council and thanked her for her service.

25/99: Date of the next meeting: The date of the next Parish Council Meeting was confirmed as the 8th September 2025. MC, LG and SS sent apologies. The Clerk will work to ensure this meeting is quorate.

25/100: Confidential items: No members of the public were present so there was not a need to resolve to remove members of the public from item 25/101 due to its confidential nature.

25/101: Quotes:

- a. **Tree survey:** The Clerk advised the at the Council conduct a tree survey at Jubilee Park and the sportsfield. The Council considered the quote received and would like to see if there is a possibility to have a survey done at no charge provided the Council contracts the contractor providing the survey. MC will investigate.
- b. **Quotes for cutting of the Remnant of the Great Green:** The Council resolved to proceed with Green Seasons to tidy up the Remnant of the Great Green at a cost of £350.
- c. **Quotes for removing branches at the Sportsfield:** The Council resolved to proceed with BGG to remove branches blocking a floodlight at the Sportsfield at a cost of £364.10 + VAT.
- d. **Quotes for an architect for the Pavilion:** The Council resolved to proceed with an architect to draw up preliminary plans for the Pavilion at a cost up to £900.

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Attachment 1

REPORT TO APPLETON WITH EATON PARISH COUNCIL JULY 2025

FROM CLLR JAMES PLUMB

OXFORD CONGESTION CHARGE

The administration at Oxfordshire County Council has announced plans to introduce a temporary £5 congestion charge for cars visiting Oxford city centre. If approved, the scheme could come into effect in the Autumn and people entering the city via six locations (Hythe Bridge Street, St Cross Road, Thames Street, St Clement's Street, Marston Ferry Road and Hollow Way) could face charges. Exemptions would be in place for road users such as carers, traders and blue badge holders, as well as those living in or commuting to central areas in the city.

A public consultation on the plans is running until **3rd August** and more information is available [here](#).

LOCAL GOVERNMENT REORGANISATION

Oxfordshire County Council is proposing one unitary authority encompassing the whole of Oxfordshire as it's proposal for local government reorganisation. An engagement exercise is open for comments until **Sunday 27th July** and residents are invited to submit views which will help inform our final proposal that the County Council will send to government in November.

More information on the County Council's proposal, as well as the two other alternatives, is available [here](#).

PART TIME LIGHTING CONSULTATION

Oxfordshire County Council are consulting on a framework whereby Parish and Town Councils can apply for part-time lighting in their local area. This framework will work in a similar way to that of the 20mph implementation. More information is a

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Attachment 2

Vale District Council – Member for Thames Ward Report to the Appleton with Eaton Parish Council – 14 July 2025

Planning Application - P24/V2605/FUL

I have been invited to attend a site visit next week at 91 Eaton Road for the above application. Unfortunately, I am away from home and shall not be able to attend the visit nor the Planning Committee meeting, which I believe will be on 23 July; the agenda has not yet been published, but should be displayed next week at this link:

<https://democratic.whitehorsedc.gov.uk/ieListDocuments.aspx?CId=102&MId=3417>

The procedures for public participation in the Planning Committee are detailed in the Council's Constitution(<https://democratic.whitehorsedc.gov.uk/documents/g3257/Public%20reports%20pack%20Monday%2009-Jun-2025%20Constitution.pdf?T=10&Info=1>), commencing at paragraph 20 on page 43. Those wishing to address the committee must register their intent by midday on the last working day before the day of the meeting. There is a strict order for speaking about an application, with each of the following groups having a total of three minutes:

- Parish/town council/parish meeting representatives who have been consulted.
- Objectors.
- Applicants and/or supporters.
- Ward councillors in whose area the application falls.

Please note that all speakers in each group share their group's three minutes irrespective of how many people have registered to speak.

I am happy to meet to discuss the application if the Parish Council would like me to do so.

Local Government Reorganisation – Two Councils

The Vale of White Horse and South Oxfordshire District Councils held six public engagement exercises on Local Government Reorganisation. Attendees were encouraged to complete the Vale's survey, which can be found at this link (<https://theconversation.southandvale.gov.uk/corporate-services/two-councils/>). The survey is open until 16 July. There have been more than 1,300 responses so far.

Local Government Reorganisation – Oxford City Council's "Greater Oxford" proposal

Oxford City Council launched its public engagement last week for its alternative proposal, which is to create a Greater Oxford Council (<https://www.oxford.gov.uk/news/article/1709/help-shape-the-future-of-local-government-in-oxfordshire>). The city's online survey can be found at this link: <https://consultation.oxford.gov.uk/corporate-strategy/local-government-reorganisation/>

The city council will be holding public drop-in events in our area:

- Kennington Village Hall in Kennington between 12pm and 3pm on 15 July
- Seacourt Hall in Botley between 3pm and 6pm on 22 July
- Market Place in Abingdon between 4pm and 7pm on 24 July

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Local Government Reorganization - Single Oxfordshire unitary proposal

Oxfordshire County Council has also launched a public engagement survey for its proposal for a single unitary council that covers the whole of Oxfordshire. More information and a link to the survey is available here: <https://letstalk.oxfordshire.gov.uk/local-government-reorganisation>.

Yours,

Mark

Cllr Mark Coleman

Lib Dem Member for Thames Ward

Vale of White Horse District Council Deputy Leader

Member for Finance

Armed Forces and Veterans Champion

Mobile 07483 224436

Email mark.coleman@whitehorsedc.gov.uk

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Attachment 3

Payments authorised

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

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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

ADD

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

81,760.16

SUBTRACT

Payments 01/04/2025 - 30/06/2025 7,472.91

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

74,287.25

Plus unrepresented receipts

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B	Adjusted Bank Balance	74,287.25
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Pavilion Working Group Meeting

30th June 2025 7pm, Pavilion

MINUTES

In attendance: Sara Murray (Chair), Mary Carey (MC), Roger Gilkes (RG), Alison Trinder (AT), Allison Leigh (Clerk)

9/25: Apologies: Sanchia Prickett (SP), Andy Salmon (AS)

10/25: Event: 23rd August: The Group confirmed the following arrangements for the event on the 23rd august:

- Time: 2-4pm
- Refreshments:
 - Bar: AT will speak to Nick Trinder about running it. The Clerk will purchase the refreshments, including squash, crisps, tea, coffee, milk.
 - Cakes – MC will organize homemade cakes/biscuits
 - Ice cream van: The Clerk will investigate an ice cream van.
- Plan for 100 – 200 attendees
- Games:
 - Scouts: Tug of war and welly wanging. The Clerk will contact James Mansfield.
 - Relay races – The Chair will organize.
 - Table tennis – The Clerk will contact the table tennis club.
 - Football – The clerk will contact Gemma Pitts at Cumnor Minors.
 - Cricket - RG will organize.
 - Netball – AT will organize.
 - Lollipops/sweets as prizes – The Clerk will purchase.
- The Clerk will organise a clean the Thursday or Friday before.
- Advertiser: The Clerk will do a shout out asking for anyone interested in showcasing an activity to get in touch.
- It was noted that help will be needed on the day. It is believed that friends and relatives of members of the group should be sufficient. The Clerk will put a list together.
- At the event, the Chair will have a table where she will have plans and be able to answer questions.
- There will be a table where people can make a pledge to donate as the project progresses.
- There will be a facility to allow people to sign up to help with the project.
- The Clerk will make any purchases needed.
- The Clerk will ask AS about bunting.
- The Clerk will ask Nick Withers about a poster for the event.

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11/25: Updates

- The Chair reported that she, RG and AS had met at the Pavilion. The Chair has made rough plans and will get 3 quotes for architects. The Clerk will put the consideration of an architect on the Parish Council's July agenda.
- The Clerk reported she had contacted Gigaclear about a sports grant, but had not heard back. The Clerk will contact Graham Rose for assistance.

12/25: Next Steps: See above.

13/25: Date of the next meeting: The next meeting will be held on the 21st July at 7pm at the sportsfield.