

Appleton with Eaton Parish Council (AWEPC) Parish Council Meeting

held in the Village Hall

Monday, 8th September 2025 7:15pm

DRAFT Minutes

Councillors present: Stephen Day (Chairman), Sue Sternberg (SS), John Adams (JA), Rob Filbrandt (RF)

In attendance: Allison Leigh (Clerk), County Councillor James Plumb

25/102: Apologies for Absence: Councillors Liz Gilkes (LG), Mary Carey (MC) and Chris Mitty (CM), District Councillor Mark Coleman

25/103: Declarations of interest/Dispensations: None

25/104: Parish Councillor Vacancy: The Council resolved to co-opt Rob Filbrandt as a Parish Councillor. The Council resolved for the Clerk to have Rob Filbrandt sign the Declaration of Acceptance prior to the next meeting.

25/105: Public questions and statements: None

25/106: Reports from District and County Councillors:

Oxfordshire County Council (OCC)

The County Councillor was in attendance and send a report. See Attachment 1.

The County Councillor also reported that the Councillor's Priority Fund is now open until November 2026.

The County Councillor will ask that the salt bins be topped up.

The Council resolved for the Clerk to organise a meeting to review school parking with the County Councillor, Chair, Clerk and school headmaster.

Vale of White Horse District Council (VoWHDC)

The District Councillor sent apologies. There was no report.

25/107: Minutes of the last meeting: The Council agreed and the Chair signed the minutes of the Parish Council Meeting of 14th July 2025 as a true record.

25/108: Clerk's report: The Council considered the Clerk's Report.

- Valuation of War Memorial: The Council resolved to proceed with a valuation at a fee of £145 + VAT.
- The Clerk noted that she is working through the contract for Appleton Cricket Club.
- SS noted she is working on a one-page document on the Thames Path for the County Councillor.
- The inspection of Jubilee Park is planned, but the Clerk is working to sort out a detailed inspection of the Buccaneer Tower.

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25/109: Greater Oxford: To consider a response to the letter received: Take Action Now Together to Oppose Your Parish Becoming Part of Greater Oxford - Local Government Reorganization: 'Greater Oxford' proposal: The Council resolved to defer this to the October meeting

25/110: Review of the Neighbourhood Plan (NP): To consider a review: The Council resolved to defer this to the October meeting.

- JA noted that he had a conversation with a local farmer who would like to see local farming recognised as businesses in the NP.

25/111: Possibly merger of Appleton with Eaton Parish Council and Besselsleigh Parish Meeting: The Council resolved for the Clerk to enquire with the District Council as to timing. The Council also resolved to carry out a consultation of residents. The Council would like to have a map of the area Besselsleigh Parish Meeting covers.

25/112: Appleton Chapel: To consider applying for Asset of Community Value: The Council resolved to defer this to the October meeting.

25/113: Finance:

- a. **Finance Report:** The Council agreed the payments, receipts and bank reconciliation from 31/8/25. See Attachment 2.
- b. **Training Courses:** The Clerk will send some suggested training courses to RF.

25/114: Planning:

- a. **Applications:** The Council noted the following response made under delegated authority in between meetings. See Attachment 3.

[P25/V1217/FUL](#)

Home Farm Besselsleigh Abingdon OX13 5PU

Change of use of land to mixed use General Industrial (Use Class B2) and Storage and Distribution (Use Class B8).

- b. **Decisions:** The Council noted the following decisions made by the District Council:

[P25/V0507/HH](#)

Dropped kerb, removal of part of the boundary wall and new vehicle entry to access off-street parking. (Additional plan received 26th June 2025- Details of access and visibility splays)

1 The Pound, Netherton Road, Appleton OX13 5JY

Permission granted.

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[P24/V2605/FUL](#)

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 and as amplified by bat survey received 19 June 2025)

Permission Granted

[P25/V0636/HH](#)

Tacoma, Netherton Road, Appleton OX13 5QW

Alterations to outbuilding to provide annexe accommodation (retrospective)

Permission Granted.

25/115: Agreements made under delegated authority: The Council noted the following decisions made under delegated authority:

- a. To engage Executive Alarms to service the Emergency Lights, Intruder Alarm and Fire Alarm at the Sportsfield for a quote of £385.10 + VAT
- b. To engage Advanced Electrical to carry out electric works at the Sportsfield for a cost of £845 + VAT
- c. SW Architect was engaged as an architect for the Pavilion refurbishment for a quote of £500 + VAT. (AWEPC agreed a cost of £900 for an architect at the July meeting.)
- d. The Play Inspection Company to inspect Jubilee Park for a quote of £188.50 + VAT.

25/116: Working Groups: To have a report from the following:

a. Friends of Jubilee Park: The Clerk reported that she and LG are working to set up a meeting with the Friends of Jubilee Park to discuss ongoing maintenance, weekly checks and the responsibilities of the Parish Council and Friends going forward.

b. Pavilion Working Group: The Clerk reported that the Pavilion event had taken place in August and the next steps are to gather costs for the project and determine how this could affect the precept. From there, the Group will consult residents.

c. Leisure and Recreation (L&R) Working Group: It was noted that the L&R has not recently met. The Clerk suggested that the Group meet on the same night as the Pavilion Working Group and will work to set up a meeting.

25/117: Correspondence: The Council considered the correspondence received.

25/118: Advertiser: The Council would like the following in the October Advertiser:

- Reminder to residents to wear reflective clothing when walking at night.

25/119: Matters for report: None

25/120: Date of the next meeting: The date of the next meeting was changed from the usual second Monday of the month to Monday the 6th October meeting as the 2025 at 7:15pm in the Village Hall.

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25/121: To exclude members of the public from the following agenda item due to its confidential nature: No members of the public were present.

25/122: Insurance quotes: The Council considered the insurance quotes and resolved to proceed with Clear Councils with a premium of £1577.53.

The Council briefly discussed a legal confidential matter which arose and was not on the agenda. This will be on a future agenda when appropriate.

The meeting closed at 8:05pm.

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Attachment 1

REPORT TO APPLETON WITH EATON PARISH COUNCIL [SEPTEMBER 2025](#)

FROM CLLR JAMES PLUMB

[OXFORD CONGESTION CHARGE UPDATE](#)

Over the summer a public consultation was held regarding plans to introduce a congestion charge in Oxford. More than 7,000 people responded to the consultation with over 66% of those who responded to the public consultation saying that there shouldn't be a charge, and more than 73% of respondents stating that the charge would negatively impact their lives. The Cabinet will decide whether to implement a congestion charge zone at their next meeting on 15th September and if approved, the scheme could be rolled out later in the Autumn.

[OAKSMERE RESURFACING](#)

Planned resurfacing on Oaksmere has been scheduled in for Monday 20th October. A road closure will be in place between 8:00am and 17:00pm. I haven't yet received details of the full extent of the works or diversion routes but will share this information as soon as I have it.

[SCHOOL STREET \(APPLETON PRIMARY SCHOOL\)](#)

Prior to the Summer break, a number of residents raised concerns with me about parking outside of the school during pick-up and drop-off times. Oxfordshire County Council has previously rolled out several 'School Street' schemes across the county, which aim to reduce the number of cars entering the road outside of a school during peak hours. Unfortunately, I missed the last meeting but understand from the Clerk this was briefly discussed, with a view to revisiting in September. I would be grateful for the views of the Parish Council as to whether you think this is something Appleton could benefit from?

[ELECTRIC BLANKET TESTING THIS AUTUMN](#)

Oxfordshire Trading Standards Team will be hosting sessions throughout the county for residents to get their electric blankets checked ahead of the winter. In 2024, 734 blankets were tested with 30% failing electrical safety checks. Safety checks are happening in the following locations nearby: Abingdon (26th September), Witney (9th October), Wantage (10th October).

[SALT BINS](#)

The County Council will soon be considering new locations for salt/grit bins in the area. If you have any suggestions, please do let me know.

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Payments to be authorised

<u>Date</u>	<u>Description</u>	<u>Supplier</u>	<u>Total</u>
14/07/2025	Training	SLCC	36.00
14/07/2025	Donation to 3 Villages Comet Bus Group	3 Villages Comet Bus Group	700.00
29/07/2025	Electricity at the sportsfield	EDF	82.31
29/07/2025	Water at the Sportsfield	Castle Water	146.50
01/07/2025	Scribe accounts subscription	Starboard Systems	42.00
01/07/2025	Sportsfield booking system	Starboard Systems	24.00
18/07/2025	ICO Fee	Information Commissioners Office	47.00
31/07/2025	Unity Service Charge	Unity Trust Bank	6.00
16/07/2025	Council phone	Lebara	6.95
16/07/2025	Council phone	Systems and Solutions	25.00
16/07/2025	Microsoft subscription	Microsoft	1.99
16/07/2025	HP Ink plan	HP	22.99
16/07/2025	Mailchimp subscription	Mailchimp	11.68
16/07/2025	Lloyds fee	Lloyds	3.00
01/08/2025	Sportsfield booking system	Starboard Systems	24.00
01/08/2025	Scribe accounts subscription	Starboard Systems	42.00
18/08/2025	Storage box	Dunelm	11.50
18/08/2025	Council phone	Lebara	6.95
18/08/2025	Microsoft subscription	Microsoft	1.99
18/08/2025	HP Ink plan	HP	78.98
18/08/2025	Mailchimp subscription	Mailchimp	11.70
18/08/2025	Table tennis bats and balls	Decathlon	67.98
18/08/2025	Lloyds fee	Lloyds	3.00
19/08/2025	Electricity at the sportsfield	EDF	80.98
19/08/2025	Water at the Sportsfield	Castle Water	44.16
31/08/2025	Unity Service Charge	Unity Trust Bank	6.00
19/08/2025	Float for Pavilion event	Allison Leigh	50.00
08/09/2025	Grass cutting at Jubilee Park	BGG	78.00
08/09/2025	Grass cutting at Jubilee Park	BGG	78.00
08/09/2025	Grass cutting at Jubilee Park	BGG	78.00
08/09/2025	Grass cutting at Jubilee Park	BGG	78.00
08/09/2025	Grass cutting at Jubilee Park	BGG	156.00
08/09/2025	Grass cutting at Jubilee Park	BGG	78.00
08/09/2025	Mowing grass at sportsfield	Ady Podbery	339.60
08/09/2025	Mowing grass at sportsfield	Ady Podbery	116.40
08/09/2025	Website hosting and WordPress Updates	Dark White Digital	30.00
08/09/2025	SLCC Conference	Society of Local Council Clerks	132.00
08/09/2025	SLCC Conference	Society of Local Council Clerks	237.60
30/09/2025	Clerk salary	Allison Leigh	744.03
08/09/2025	Mowing of the Remnant of the Great Green	Green Seasons	100.00
08/09/2025	Cutting of hedge at the Sportsfield	Green Seasons	250.00
08/09/2025	Electric works at the sportsfield	Advanced Electrical	300.00
08/09/2025	Electric works at the sportsfield	Advanced Electrical	714.00
08/09/2025	Clerk expenses	Allison Leigh	26.00
08/09/2025	Cleaning of the Pavilion	Constantin Express Cleaning Ltd	105.60
Total			5,225.89

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Receipts for July and August 2025

<u>Date</u>	<u>Description</u>	<u>Supplier</u>	<u>Total</u>
29/07/2025	VAT return	HMRC	705.05
29/07/2025	Hire of pavilion and sportsfield	Cumnor Minors	15.00
Total			720.05

**Bank Reconciliation at
31/08/2025**

	Cash in Hand 01/04/2025	62,162.59
ADD		
	Receipts 01/04/2025 - 31/08/2025	20,317.62
		82,480.21
SUBTRACT		
	Payments 01/04/2025 - 31/08/2025	11,466.51
A	Cash in Hand 31/08/2025 (per Cash Book)	71,013.70
	Cash in hand per Bank Statements	
	Petty Cash 31/08/2025	0.00
	Unity Current Account 31/08/2025	9,508.90
	Unity Instant Access Account 31/08/2025	61,504.80
	Lloyds Card 31/08/2025	0.00
		71,013.70
	Less unrepresented payments	
		71,013.70
	Plus unrepresented receipts	
B	Adjusted Bank Balance	71,013.70

A = B Checks out OK

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Attachment 3

Comments on Planning Application P25/V1217/FUL

Appleton with Eaton Parish Council (AWEPC) objects to this planning application and supports the objections raised by Besselsleigh Parish Meeting.

In addition, the footpath to Besselsleigh is used regularly by residents of Appleton with Eaton and would become unsafe to pedestrians if used by lorries. This is noted in the recommended refusal by Oxfordshire County Council.

It is a designated footpath and right of way on the official OS map which should have been stated in this application.

Please see maps below.

