

Appleton with Eaton Parish Council (AWEPC) Parish Council Meeting

held in the Village Hall

Monday, 6th October 2025 7:15pm

DRAFT Minutes

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

In attendance: Allison Leigh (Clerk), District Councillor Mark Coleman

25/123: Apologies for Absence: Councillors Mary Carey, Chris Mitty, County Councillor James Plumb

25/124: Declarations of interest/Dispensations: None.

25/125: Public questions and statements:

Two members of the public were present:

One member of the public was in attendance with regards to the review of the Neighbourhood Plan (NP) and expressed concern as they believe a planning application was approved outside of the NP. They are concerned that if the NP is amended developers could take advantage.

They noted that the traffic on Park Lane has increased. They would like AWEPC to consider putting a police presence there and asked if AWEPC could request traffic calming. They would like to check the speed limit on Park Lane.

AWEPC resolved to write to the County Councillor and Mark Francis of the County Council's Highways department.

Another member of the public was in attendance to note that a group of local councils has come together to raise an objection to the Greater Oxford plan and noted their agreement with this.

25/126: Reports from District and County Councillors:

The District Councillor was in attendance and sent a report. See Attachment 1.

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

- **Update on school parking meeting:** The Chair, County Councillor and Headmaster met to look at the parking situation outside of the school. It was noted that few parents are taking advantage of parking at The Plough or Village Hall during school times. The school does not have the resources to put out the little people signage to deter parking. The County Councillor will take it up as best he can.

25/127: Minutes of the last meeting: The minutes of the Parish Council Meeting of 8th September 2025 were agreed and signed as a true record.

25/128: Clerk's report: AWEPC noted the Clerk's report.

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25/129: Greater Oxford: AWEPC resolved to join those local councils who are opposing the Greater Oxford proposal for the reorganisation of local government. AWEPC also resolved to circulate information to residents and put it in the Advertiser.

25/130: Review of the Neighbourhood Plan: AWEPC resolved to consider a review of the NP. JA and the Clerk will review along with a representative from the District Council, if possible. AWEPC would also like to ask 2 members of the Steering Group for their input. AWEPC would like this advisory group to review the Plan and bring any suggestions to the Parish Council. It was noted that a local farmer would like to see more information about local farming as a business in the Plan.

25/131: Appleton Chapel: AWEPC resolved not to put forward Appleton Chapel for an Asset of Community Value (ACV). AWEPC believes the Chapel does not meet the criteria to be listed as an ACV as the scheme is currently operated by the Vale and that any application would fail. AWEPC will inform the resident.

The Chairman moved items 25/141 and 25/142 to this point in the agenda.

25/141: Confidential: AWEPC resolved to exclude a member of the public from the following agenda item due to its confidential nature.

25/142: Legal fees/advice: AWEPC resolved to seek legal advice prior to entering into any agreements with regards to a potential project as well as resolved to proceed with legal advice for Pavilion contracts.

25/132: Finance:

- a. **Finance Report:** AWEPC agreed the payments and bank reconciliation from 30/9/25 and noted the receipts. See Attachment 3.
- b. **Budget against actual through 30/9/25:** AWEPC considered the budget against actual through 30/9/25. There were no comments.
- c. **Local Government Services Pay Agreement 2025-2026:** AWEPC noted the Clerk salary increase applied to National Joint Council Spinal Column Point 23 backdated to 1/4/25.
- d. **Training Courses:** AWEPC resolve for RF to attend Oxfordshire Association of Local Councils' Councillor Fundamentals course at a cost of £65 + VAT.
- e. **Internal Audit 25/26:** AWEPC resolved to contract Theresa Goss for the 25/26 audit of £275.00.
- f. **Note External Audit report:** AWEPC received the External Audit report for 24/25. There were no actions.
- g. **Budget 2026 2027:** AWEPC would like to include costs for the following in the 26/27 budget:
Pavilion refurbishment and events

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25/133: Planning:

a. Applications:

[P25/V1729/FUL](#)

137 Netherton Road Appleton OX13 5QW

Change of use of land from agricultural to residential including provision of gravel driveway and fencing (part retrospective)

AWEPC resolved to note it stands by its original comment on planning application P25/V0636/HH.

[P25/V1833/HH](#)

25 Parklands Besselsleigh OX13 5PN

Single storey side and rear extension with gravel drive to the front

AWEPC has no comments on this planning application.

b. Decisions: AWEPC noted the following planning decisions:

[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.

(Ecology CMS report received 28th August 2025)

(Amended plans received 16th September 2025- Correcting the annotation on the elevation orientations)

Permission granted

25/134: Agreements made under delegated authority: AWEPC noted the following decisions made under delegated authority:

- a. To pay the invoice External Auditor, Moore: £210 + VAT

25/135: Album: AWEPC resolved to consider the refurbishment of the village album at a cost up to £500 for refurbishment and housing.

25/136: Working Groups:

- a. Friends of Jubilee Park:** It was noted that LG and the Clerk will be meeting with the Friends of Jubilee Park at a meeting on the 8th October.

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- i. AWEPC resolved to purchase a bin and have The Sheild Group empty the bin. The Sheild Group's contract is £184/year and is a two-year contract.

b. Pavilion Working Group

- i. **Wi-Fi:** The Clerk noted that a cost from Gigaclear would be in the realm of £1500 per day. AWEPC resolved to have Gigaclear come out to provide a proper quote. A resident is looking into have an update on the provision of Wi-Fi at the Pavilion and consider any next steps.

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

- i. **Cricket Club fees for the summer of 2025:** AWEPC resolved to fees of £900 for Appleton Cricket Club for 2025.
- ii. **Floodlights:** The Council resolved to consider applying for funding for new floodlights via the Councillor's Priority Fund unless a greater need arises such as Wi-Fi. The Clerk will investigate the Climate Action Fund when it opens again.

25/137: Correspondence: AWEPC noted the correspondence since the last meeting.

25/138: Advertiser: AWEPC would like the following in the November Advertiser:

- Information on group looking for support in rejecting the 'Greater Oxford' Unitary Authority proposal
- Update on the Consultation of the possible merger of AWEPC and Besselsleigh Parish Meeting, and that this will be on AWEPC's November agenda

25/139: Matters for report: None

25/140: Date of the next meeting: The date of the next meeting was confirmed as the 10th November 2025 at 7:15pm in the Village Hall.

The meeting close at 20:49.

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Attachment 1

Vale District Council – Member for Thames Ward Report to the Appleton with Eaton Parish Council – 6 October 2025

Food and Warmth Grant Scheme

The Food and Warmth Grant, previously known as the Household Support Fund, is now open to help residents who are finding the cost-of-living pressures a real struggle. Voluntary and community organisations and town and parish councils can apply for a food and warmth grant, to support those who need the most help this winter. Application can be made for up to £2,000 if un-constituted, £2,000–£5,000 if constituted, and up to £10,000 for collaborations between three or more not-for-profit organisations led by a constituted group. The application window is open for six weeks and closes at midday on 6 November 2025. More information including how to apply, is available via this link: <https://www.whitehorsedc.gov.uk/food-and-warmth-grant-scheme-2025-2026-now-open/>

Joint Local Plan

Our joint local plan for South Oxfordshire District Council and Vale of White Horse for 2041 was presented to the government in December. Unfortunately, the planning inspectors have determined that AWEPCs failed to meet a duty to co-operate over Oxford City Council's unmet housing needs. The inspectors have asked AWEPCs to withdraw the plan. South Oxfordshire District Council and the Vale of White Horse are now considering their next steps. The Vale's Local Plan 2031 underwent a 5-year local plan review last year and so will remain extant and will be used to inform decisions on planning applications.

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 2

REPORT TO APPLETON WITH EATON PARISH COUNCIL OCTOBER 2025

FROM CLLR JAMES PLUMB

[CONSULTATION - DRAFT EYNHAM LOCAL CYCLING AND WALKING INFRASTRUCTURE PLAN \(LCWIP\)](#)

Oxfordshire County Council is currently consulting on the Draft Local Cycling and Walking Infrastructure Plan (LCWIP) for Eynham and its surrounding areas. Appleton and Eaton are not directly included in the scope of the plan but is covered in the 10km catchment area. The plan aims to improve the safety, accessibility, and quality of walking and cycling routes for everyday journeys such as commuting, school runs, and shopping. The consultation is open until Monday 27th October and is available [here](#).

[CONGESTION CHARGE PERMITS NOW AVAILABLE](#)

The Cabinet at Oxfordshire County Council recently approved plans for the new Oxford Congestion Zone. The scheme will come into effect on Wednesday 29th October and residents residing in the Oxfordshire Permit Area (Appleton and Eaton) can apply for a free permit that gives users 25 day passes through Congestion Charge Zones in Oxford. Other permits are available for certain groups such as Blue Badge holders, unpaid carers and patients required to attend frequent hospital appointments. For a full list of the permits available and information on how to apply, visit the County Council website [here](#).

[OXFORDSHIRE CARE SYSTEM GIVEN 'GOOD' RATING](#)

Oxfordshire County Council has received a rating of 'Good' by the recent assessment carried out by the Care Quality Commission (CQC) of adult social care. The CQC praised Oxfordshire's collaborative approach, highlighting the Oxfordshire Way, which puts partnership with the NHS, local care providers and the voluntary and community sector at the heart of system change.

[GULLY CLEANING](#)

Teams are currently in the process of clearing all the drainage gullies across Oxfordshire. Gullies in Appleton and Eaton should now have been cleared, so if you notice any gullies that haven't been cleared, please let me know or report them via [FixMyStreet](#).

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Attachment 3

Payments authorised

<u>Date</u>	<u>Description</u>	<u>Supplier</u>	<u>Total</u>
08/09/2025	Insurance renewal	Clear Councils	1,627.53
15/09/2025	Audit fees	Moore	252.00
16/09/2025	Council phone	Lebara	6.95
16/09/2025	Wix Domain name	Wix	32.40
16/09/2025	Footballs	Decathlon	22.98
16/09/2025	Microsoft subscription	Microsoft	1.99
16/09/2025	HP Ink plan	HP	41.98
16/09/2025	Mailchimp subscription	Mailchimp	11.66
16/09/2025	First aid kit	Viking	20.93
16/09/2025	Refreshments for Pavilion	Tesco	17.38
16/09/2025	Lloyds fee	Lloyds	3.00
17/09/2025	Electricity at the sportsfield	EDF	89.17
17/09/2025	Water at the Sportsfield	Castle Water	41.06
01/09/2025	Scribe accounts subscription	Starboard Systems	42.00
01/09/2025	Sportsfield booking system	Starboard Systems	24.00
06/10/2025	Clerk expenses	Allison Leigh	26.00
31/10/2025	Staff costs	Staff costs	743.83
06/10/2025	Training	OALC	78.00
06/10/2025	Website hosting and WordPress Updates	Dark White Digital	30.00
30/09/2025	Unity Service Charge	Unity Trust Bank	6.00
06/10/2025	Staff costs	HMRC	165.49
12/10/2025	Donation to OCC for footpath	Oxfordshire County Council	1,500.00
Total			4,784.35

Receipts from 1/9/25 – 30/9/25

<u>Date</u>	<u>Description</u>	<u>Supplier</u>	<u>Total</u>
29/09/2025	Two months HP ink and paper plan	North Leigh Parish Council	42.49
02/09/2025	Precept - 2nd half	Vale of White Horse District Council	16,750.00
30/09/2025	Bank Interest	Unity Trust Bank	348.81
Total			17,141.30

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Bank Reconciliation at 30/09/2025

	Cash in Hand 01/04/2025		62,162.59
	ADD		
	Receipts 01/04/2025 - 30/09/2025		37,458.92
			99,621.51
	SUBTRACT		
	Payments 01/04/2025 - 30/09/2025		17,348.77
A	Cash in Hand 30/09/2025		82,272.74
	(per Cash Book)		
	Cash in hand per Bank Statements		
	Petty Cash	30/09/2025	0.00
	Unity Current Account	30/09/2025	20,419.13
	Unity Instant Access Account	30/09/2025	61,853.61
	Lloyds Card	30/09/2025	0.00
			82,272.74
	Less unrepresented payments		
			82,272.74
	Plus unrepresented receipts		
B	Adjusted Bank Balance		82,272.74

A = B Checks out OK