

**Members of Appleton with Eaton Parish Council (AWEPC)**  
are summoned to the  
Parish Council Meeting  
Monday 12<sup>th</sup> January 2026  
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  
7<sup>th</sup> January 2026

**AGENDA**

**25/180: Apologies for Absence**

**25/181: 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

**25/182: 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.

**25/183: Reports from District and County Councillors**

**25/184: Minutes of the last meeting:** To approve and sign [the minutes of the Parish Council Meeting of the 8<sup>th</sup> December 2025](#) as a true record

**25/185: Clerk's report:** To consider the Clerk's Report

- a. Consider the reason to review the Neighbourhood Plan
- b. Consider an application to the Councillor Priority Fund for the boiler replacement for a potential cost of £23,000

**25/186: Finance:**

- a. **Budget 2026/2027:** To consider the [draft budget](#)
- b. **Precept 2026/2027:** To consider a precept
- c. **Finance Report:** To consider the payments, receipts and bank reconciliation from 31/12/25. See Attachment 1.
- d. **Training Courses:** To consider any training courses

- e. **Sum Up machine:** To consider purchasing a sum up machine for contactless payments at events at a cost of around £25 with a 1.69% transaction fee (with no contract)
- f. **Hirers' Liability Insurance:** To agree the retrospective payment of Hirers' Liability Insurance at a cost of £106.93 for the remainder of the insurance period (ending 30/9/26)

**25/187: Planning:**

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

- i. **P25/V2652/O**

Cheers Farm, Netherton Road, Appleton

Outline planning application (with appearance and scale reserved) for demolition of existing buildings and erection of six residential dwellings.

- ii. **P25/V2589/HH**

4 Whites Forge, Appleton, OX13 5LG

Loft conversion and rear facing dormer window

- iii. **P25/V1517/HH**

The Oaks, Appleton Common, Appleton

Extension to the rear over existing single storey extension to create additional bedroom, with associated roof line adjustment. Internal insulation to external walls, and composite cladding added to the exterior walls. Remove existing chimney stack and internal chimney breasts, new UPVC windows and doors.

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

- i. **P25/V2208/HH**

110 Homeleigh, Netherton Road Appleton

Conversion of existing detached garage to form a private home gym

Permission granted.

**25/188: Working Groups:** To have a report from the following:

- a. ***Friends of Jubilee Park***

- i. Flower beds: To have an update on any volunteers for adopting a flower bed and next steps

- b. ***Pavilion Working Group***

**25/189: Electricity at the Pavilion:** To consider engaging with Utility Aid to provide a quote

**25/190: 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 8<sup>th</sup> January.**

**25/191: Advertiser:** To consider any items to be put in the Advertiser

**25/192: Matters for report:** To raise matters for discussion without decision or items for the next meeting

**25/193: Date of the next meeting:** To confirm the date of the 9<sup>th</sup> February 2026 at 7:15pm in the Village Hall.

**25/194: Confidential:** To resolved to exclude members of the public from the following agenda items due to their confidential nature

**25/195: Confidential items**

a. **Legal advice:** To consider legal advice for a potential future project

## Attachment 1

### Payments to be authorised

<u>Date</u>	<u>Description</u>	<u>Supplier</u>	<u>Total</u>
16/12/2025	Land Registry fee	Land Registry	7.00
16/12/2025	Microsoft subscription	Microsoft	1.99
16/12/2025	Office supplies	Tesco	3.75
16/12/2025	Office supplies	Amazon EU S.a.r.l UK Branch	12.45
16/12/2025	HP Ink plan	HP	85.48
16/12/2025	Land Registry fee	Land Registry	7.00
16/12/2025	Lloyds fee	Lloyds	3.00
01/12/2025	Scribe accounts subscription	Starboard Systems	42.00
01/12/2025	Sportsfield booking system	Starboard Systems	24.00
31/12/2025	Bank fees	Unity Trust Bank	6.00
17/12/2025	Electricity at the sportsfield	EDF	98.58
17/12/2025	Water at the Sportsfield	Castle Water	84.35
12/01/2026	Clerk expenses	Allison Leigh	26.00
12/01/2026	Website hosting and WordPress Updates	Dark White Digital	30.00
30/01/2026	Clerk salary	Allison Leigh	
12/01/2026	Insurance Hirers Liability addition	Clear Councils	106.93
<b>Total</b>			<b>538.53</b>

### Receipts from 1/12/25 – 31/12/25

<u>Date</u>	<u>Description</u>	<u>Supplier</u>	<u>Total</u>
16/12/2025	Hire of pavilion and sportsfield	Appleton Cricket Club	900.00
31/12/2025	Bank Interest	Unity Trust Bank	340.87
24/12/2025	Hire of pavilion and sportsfield	Cumnor Minors	385.00
<b>Total</b>			<b>1,625.87</b>

### Bank Reconciliation at 31/12/2025

Cash in Hand 01/04/2025 62,162.59

#### ADD

Receipts 01/04/2025 - 31/12/2025 40,656.02

102,818.61

#### SUBTRACT

Payments 01/04/2025 - 31/12/2025 29,190.96

**A Cash in Hand 31/12/2025 73,627.65**  
(per Cash Book)

Cash in hand per Bank Statements

Petty Cash 31/12/2025 0.00

Unity Current Account	31/12/2025	11,433.17
Unity Instant Access Account	31/12/2025	62,194.48
Lloyds Card	31/12/2025	0.00
		<b>73,627.65</b>
Less unpresented payments		
		73,627.65
Plus unpresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>	<b>73,627.65</b>

**A = B Checks out OK**