

**Appleton with Eaton Parish Council (AWEPC) Parish Council Meeting
held in the Village Hall
Monday, 8th December 2025 7:15pm**

Minutes

Councillors present: Stephen Day (Chairman), Sue Sternberg (SS), Rob Filbrandt (RF), Liz Gilkes (LG) and Mary Carey (MC)

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

25/161: Apologies for Absence: John Adams (JA), Chris Mitty (CM), County Councillor James Plumb

25/162: Declarations of interest/Dispensations: None declared.

25/167: Appleton Cricket Club: Members of Appleton Cricket Club were in attendance. A discussion was had as to the 2025 fees and the Cricket Club understands the fee agreed for 2025. It was agreed that the Council will review the fees prior to the 2026 season. The Council resolved to begin the license agreements in January.

25/163: Public questions and statements: Three members of the public were in attendance.

25/164: Reports from District and County Councillors:

Vale of White Horse District Council (VoWDC)

The District Councillor reported that the weeding work has been completed. He sent a report. See Attachment 1. The Council asked the Clerk to communicate about the Vale's services over the Christmas period.

25/165: Minutes of the last meeting: The minutes of the Parish Council Meeting of 10th November 2025 were agreed and signed as a true record.

- **Album:** LG provided an update that the album is with Temple Bookbinders. It will be split into 2 sections. The next consideration needs to be how to store the album. The storage boxes recommended by Temple Bookbinders are costly (see minute reference 25/168 c). AWEPC would like to consider other options for this.

25/166: Clerk's report: The Council considered the Clerk's Report

- a. **Pond:** AWEPC considered the recent correspondence regarding the pond and resolved not to pursue registering it with Parish Council ownership.

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25/168: Finance:

- a. **Finance Report:** The Council approved consider the payments and bank reconciliation from 30/11/25 and noted the receipts. See Attachment 2.
- b. **Training Courses:** No training courses were requested.
- c. **Budget 2026 2027:** The Council considered the budget for 2026/2027. It was noted that there is a large amount of work needing to be done at the Sportsfield such as the new oil tank and boiler and new windows. The Council noted this will significantly increase the precept and will be reviewing this again for decision at the January meeting.

It was noted that boxes for the village album will cost in the realm of £1100. The Council would like to raise funds for this cost. The Clerk will investigate fundraising methods as well as other types of storage.

d. Donation request:

- a. **Citizens Advice:** The Council resolved to donate £125 to Oxfordshire Citizens Advice.

25/169: Memberships

- a. **Oxfordshire Neighbourhood Plans Alliance (ONPA):** The Council resolved to join the ONPA at a cost of £50 for 2026. The Clerk noted she has not had a reply from VoWHDC regarding the NP update and will email again, cc'ing the District Councillor.
- a. **Open Spaces Society:** The Council resolved to join the Open Spaces Society at a cost of £45 for 2026.

25/170: Renewal of IT contract: The Council resolved to proceed with the Microsoft 365 renewal with Cloudy IT for a cost of £97.20.

25/171: Planning:

- a. **Applications:** The Council noted the following:
CERTIFICATE OF LAWFUL DEVELOPMENT FOR PROPOSED USE OR
DEVELOPMENT
P25/V2522/LDP
44 Badswell Lane Appleton Abingdon Oxfordshire OX13 5JN
Construction of dormer window to rear elevation and insertion of four velux

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windows to retained front elevation.

b. **Decisions:** The Council noted the following decisions:

P25/V1833/HH

25 Parklands Besselsleigh Abingdon OX13 5PN

Single storey side and rear extension. Creation of gravel drive to the front, with associated works (additional arboricultural information received 23 October 2025)

Permission granted

P25/V2181/HH

104 Eaton Road Appleton Abingdon OX13 5JJ

Loft conversion including hip to gable conversion with two dormer extensions on the sides. (Amended plans received 21st November 2025- Correcting the number of existing windows in the side elevation).

Permission granted.

25/172: IT Policy: The Council resolved to adopt the IT Policy.

25/173: Working Groups:

a. **Friends of Jubilee Park**

i. AWEPC considered the Inspection Report and noted that the Buccaneer Tower was identified as a moderate risk. AWEPC resolved to proceed with Huck Nets to inspect the Buccaneer Tower at a cost of £1000.

b. **Pavilion Working Group (PWG):** The PWG had met recently to consider costs. They noted that due to the high costs perhaps AWEPC should look to start with some key areas that must be updated such as the moving of the oil tank and updating the boiler as a starting point.

c. **Leisure and Recreation (L&R) Working Group:** AWEPC resolved to dissolve the L&R Working Group as most of the Group attends the PWG and the Clerk attends the Friends of Jubilee Park meetings as needed.

25/174: Correspondence: The Council considered the correspondence received.

25/175: Advertiser: The Council would like the following in the January Advertiser:

- Advertising for another Superuser to assist with marking of potholes in the village
- Village Album update

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25/176: Matters for report: MC reported the Asset of Community Value application for The Plough Inn has been submitted.

25/177: Date of the next meeting: The date of the next meeting was confirmed as the 12th January 2026 at 7:15pm in the Village Hall.

25/178: Confidential: The Council resolved to exclude members of the public from the following agenda items due to their confidential nature.

25/179: Confidential items

- a. **Legal advice:** The Council resolved to defer this agenda item to the January meeting. The Council also resolved to write to the MP with regards to the Thames Path.
- b. **Boiler/Oil tank:** AWEPC considered the quotes received and is waiting for one more from G&O. The Clerk noted that G&O had the most comprehensive plan. The Council resolved to proceed with G&O pending costs not exceeding £15,000. The Council resolved to apply to the Councillors' Priority Fund for funding for the moving of the oil tank and boiler.
- c. **Bins at Jubilee Park:** The Clerk presented options for a bin. Councillors would like to investigate other options.
- d. **Wi-Fi:** It was noted that a quote for £15,000 has come in from Gigaclear. MC will investigate. The Clerk will look into BT Openreach.

The meeting closed at 9pm.

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Attachment 1

Vale District Council – Member for Thames Ward Report to the Appleton with Eaton Parish Council – 8 December 2025

Council services over Christmas

The council office reception at Abbey House will close from 5pm on Wednesday 24 December 2025 and will reopen on Monday 5 January 2026. Details about council services over the Christmas and New Year period are available on the council website: <https://southandvale.us8.list-manage.com/track/click?u=33bec1cf8b5523ad47c7183a0&id=2974d52950&e=7a83e59255>

Disabled Facilities Grant

Disabled or vulnerable residents can apply to the Council now for a Disabled Facilities Grant to make their homes safer and easier to live in. The grant provides up to £50,000 for essential adaptations such as ramps, stairlifts, level-access showers, heating or insulation improvements, and more. Details about how to apply for the grant are available at this link: <https://www.whitehorsedc.gov.uk/vale-of-white-horse-district-council/housing/help-with-improving-your-home/>

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

Email mark.coleman@whitehorsedc.gov.uk

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Attachment 2

| <u>Date</u> | <u>Description</u> | <u>Supplier</u> | <u>Total</u> |
|--------------------|---------------------------------------|-----------------------------------|---------------------|
| 03/11/2025 | Council phone | Lebara | 6.95 |
| 03/11/2025 | Microsoft subscription | Microsoft | 1.99 |
| 03/11/2025 | Thank you Friends of Jubilee Park | The Plough Inn | 4.00 |
| 03/11/2025 | Thank you Friends of Jubilee Park | The Plough Inn | 36.90 |
| 03/11/2025 | HP Ink plan | HP | 41.98 |
| 03/11/2025 | Mailchimp | Mailchimp | 11.70 |
| 03/11/2025 | Sportsfield supplies | Amazon Services Europe S.a.r.L. | 21.87 |
| 03/11/2025 | Council phone | Lebara | 6.95 |
| 03/11/2025 | Lloyds fee | Lloyds | 3.00 |
| 17/11/2025 | Oil | Boiler Juice | 316.27 |
| 17/11/2025 | Whiteliner | Origin Amenity Solutions | 309.60 |
| 01/11/2025 | Sportsfield booking system | Starboard Systems | 24.00 |
| 01/11/2025 | Scribe accounts subscription | Starboard Systems | 42.00 |
| 18/11/2025 | Water at the Sportsfield | Castle Water | 84.57 |
| 18/11/2025 | Electricity at the sportsfield | EDF | 78.77 |
| 30/11/2025 | Bank fees | Unity Trust Bank | 6.00 |
| 08/12/2025 | Website hosting and WordPress Updates | Dark White Digital | 30.00 |
| 08/12/2025 | Advertiser printing | Appleton Parochial Church Council | 212.00 |
| 31/12/2025 | Clerk salary | Allison Leigh | 808.53 |
| 08/12/2025 | Servicing of boiler | Certas Energy | 433.48 |
| 08/12/2025 | Mowing of Jubilee Park | BGG | 78.00 |
| 08/12/2025 | Clerk expenses | Allison Leigh | 26.00 |
| 08/12/2025 | Inspection | The Play Inspection Company | 226.20 |
| 08/12/2025 | Legal fees for Sportsfield | Wellers Law Group | 540.00 |
| 16/12/2025 | ONPA Membership | ONPA | 50.00 |
| 16/12/2025 | Cloudy Microsoft renewal | Cloudy IT | 116.64 |
| 08/12/2025 | Mowing grass at sportsfield | Ady Podbery | 116.40 |
| 08/12/2025 | Donation to Citizens Advice | Citizens Advice | 125.00 |
| 08/12/2025 | Open Spaces Society subscription | Open Spaces Society | 45.00 |
| Total | | | 3,803.80 |

Receipts from 1/11/25 – 30/11/25

| <u>Date</u> | <u>Description</u> | <u>Supplier</u> | <u>Total</u> |
|--------------------|-----------------------------------|-----------------------------------|---------------------|
| 17/11/2025 | Hire of pavilion and sportsfield | Scouts | 225.00 |
| 17/11/2025 | Hire of pavilion and sportsfield | Cubs | 225.00 |
| 19/11/2025 | Income from the Sportsfield event | Cash | 141.20 |
| 18/11/2025 | Donation for the Village Album | Appleton with Eaton History Group | 250.00 |
| | | | 841.20 |

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Bank Reconciliation at 30/11/2025

| | | |
|----------------------------------|------------|------------------|
| Cash in Hand 01/04/2025 | | 62,162.59 |
| ADD | | |
| Receipts 01/04/2025 - 30/11/2025 | | 39,030.15 |
| | | 101,192.74 |
| SUBTRACT | | |
| Payments 01/04/2025 - 30/11/2025 | | 26,008.12 |
| A Cash in Hand 30/11/2025 | | 75,184.62 |
| (per Cash Book) | | |
| Cash in hand per Bank Statements | | |
| Petty Cash | 30/11/2025 | 0.00 |
| Unity Current Account | 30/11/2025 | 13,331.01 |
| Unity Instant Access Account | 30/11/2025 | 61,853.61 |
| Lloyds Card | 30/11/2025 | 0.00 |
| | | 75,184.62 |
| Less unpresented payments | | 75,184.62 |
| Plus unpresented receipts | | |
| B Adjusted Bank Balance | | 75,184.62 |

A = B Checks out OK