

**Members of Appleton with Eaton Parish Council (AWEPC)**  
are summoned to the  
Parish Council Meeting  
Monday 9<sup>th</sup> February 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  
3<sup>rd</sup> February 2026

**AGENDA**

**25/196: Apologies for Absence**

**25/197: 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

**25/198: 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.

**25/199: Reports from District and County Councillors**

**25/200: Minutes of the last meeting:** To approve and sign the [minutes of the Parish Council Meeting of the 12<sup>th</sup> January](#) as a true record

**25/201: Actions from previous meetings:** See Attachment 1.

**25/202: Finance:**

- a. **Finance Report:** To consider the payments, receipts and bank reconciliation from 31/1/26. See Attachment 2.
- b. **Training Courses:** To consider any training courses

**25/203: Planning:**

- a. **Applications:** To consider the following:  
[P25/V2813/HH](#)  
Birch House, 8 Netherton Road, Appleton OX13 5JX  
Erection of front porch
- b. **Decisions:** To note the following:  
[P25/V2589/HH](#)  
4 Whites Forge, Appleton OX13 5LG

Loft conversion and rear facing dormer window  
Permission granted.

P25/V2522/LDP

44 Badswell Lane, Appleton OX13 5JN

Construction of dormer window to rear elevation and insertion of four velux windows to retained front elevation.

Certificate of Lawful Use or Development granted.

**25/204: Working Groups:** To have a report from the following:

*a. Friends of Jubilee Park*

i. Play inspection reports: To consider the reports and any action required

*b. Pavilion Working Group*

i. Update on the progress with Wi-Fi at the Pavilion

ii. To consider the amount/items to be applied for in the application for the Councillors Priority Fund

**25/205: Litter Pick:** To consider holding a litter pick

**25/206: 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 5<sup>th</sup> February.**

**25/207: Advertiser:** To consider any items to be put in the Advertiser

**25/208: Matters for report:** To raise matters for discussion without decision or items for the next meeting

**25/209: Date of the next meeting:** To confirm the date of the 9<sup>th</sup> March 2026 at 7:15pm in the Village Hall.

**25/210: Confidential:** To resolved to exclude members of the public from the following agenda items due to their confidential nature

**25/211 : Confidential items**

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

*b. Pavilion and Sportsfield hire agreements:* To consider the agreements

*c. Quotes:*

i. To consider quotes for the flower beds and mounds at Jubilee Park

ii. To consider the quotes for the new oil tank at the Pavilion

**APPLETON WITH EATON PARISH COUNCIL**  
 c/o 26 Eaton Village, Eaton, Oxfordshire OX13 5PR  
 E-mail: parishclerk.appletonwitheaton@gmail.com [www.appleton-eaton.org](http://www.appleton-eaton.org)

Attachment 1

<u>Minute reference</u>	<u>Subject</u>	<u>Person Responsible</u>	<u>Update</u>
25/182 and 167	License agreements for the Sportsfield and Pavilion	Clerk	The Clerk will have these for consideration at the February meeting.
25/183	Enquire whether members of the Steering Group who are not councillors can attend the Neighbourhood Planning session to be held by VoWHDC.	Clerk	Done. The Clerk and former Chairman of the Steering Group attended the online event on the 2 <sup>nd</sup> February.
25/184	Look to include an agenda item covering matters arising from the previous meeting	Clerk	Done, the Clerk has added an action list to each agenda.
25/184 and 169	Review of the Neighbourhood Plan	Clerk and JA	In progress
25/184 and 179b	Raise the issue of heating solutions and windows with the Pavilion Working Group with a view to apply for the Councillor Priority Fund (See minute reference 25/185b from the meeting of the 12 <sup>th</sup> January 2026.)	Clerk	Done, the Pavilion Working Group is looking at quotes for windows. The Clerk has emailed AWEPC and the Pavilion Working Group as to the options for applying for the Councillor Priority Fund and will act on their response.
25/186d	Training: circulate information on mental health training and look for Roles and Responsibilities courses for CM	Clerk	The Clerk has circulated the mental health training and will advise when the next Roles and Responsibilities course is available.

25/186 f	Work on queries regarding Hirers' Insurance	Clerk	In progress.
25/187	Submit planning responses on behalf of AWEPC	Clerk	Done
25/188a	Thank the resident who has been looking after the flower beds	Clerk	Done
25/188a and 150	Get quotes for the mounds and flower	Clerk and LG	The Clerk has received one quote and is waiting for another. This is on the February agenda.
25/189	Contact Utility Aid Solutions regarding electricity at the Pavilion	Clerk	In progress.
25/168 c	Look at fundraising and storage methods for the village album	Clerk and LG	The Clerk has not had the opportunity to look at fundraising methods. The Clerk and LG will work on this.
25/173 a i	Contact Huck Nets	Clerk	The report has been received and is on the February agenda for consideration.
25/179 a	Write to MP re Thames Path	Clerk and LG	The Clerk and LG are working on an email.
25/179 c	Bin	Councillors	Councillors will investigate further options.
25/136 c ii	Grant for Gigaclear/floodlights	Clerk	MC is working on another option for broadband. The Clerk is working on an application for the Councillor's Priority Fund.
	Look into the replacement cost of the War Memorial for the insurance	Clerk	In progress
25/79 c 1 i	Update sportsfield booking rates in Scribe	Clerk	The Clerk will progress this.
25/81	Put photos of VE Day on the website	Clerk	The Clerk will progress this.

25/58	Ditch on sportsfield ownership	Clerk	The Clerk will progress this.
25/8 d iii	Photographs of assets as part of the Asset Register	Clerk	The Clerk will progress this.
25/8 d iv	Title deeds on the Asset Register	Clerk	The Clerk will progress this.
24/56	Quotes for the sportsfield	Clerk	All other works have been done. The Clerk is working with Executive Alarms as to works raised in their report which appear to be non-essential

***Note: The Clerk works part time/10 hours per week.***

**APPLETON WITH EATON PARISH COUNCIL**

c/o 26 Eaton Village, Eaton, Oxfordshire OX13 5PR

E-mail: parishclerk.appletonwithheaton@gmail.com www.appleton-eaton.org

Attachment 1

Payments to be authorised

<u>Date</u>	<u>Description</u>	<u>Supplier</u>	<u>Total</u>
01/02/2026	PAYE	HMRC	222.37
16/01/2026	Defibrillator pads	Safelincs Ltd	159.98
16/01/2026	Council phone	Lebara	6.95
16/01/2026	HP Ink plan	HP	91.48
16/01/2026	Mailchimp subscription	Mailchimp	11.74
16/01/2026	Mailchimp subscription	Mailchimp	11.74
16/01/2026	Lloyds fee	Lloyds	3.00
01/01/2026	Scribe accounts subscription	Starboard Systems	42.00
01/01/2026	Sportsfield booking system	Starboard Systems	24.00
20/01/2026	Electricity at the sportsfield	EDF	71.13
31/01/2026	Unity Service Charge	Unity Trust Bank	6.00
09/02/2026	Inspection of play equipment	Huck Tek	1,200.00
09/02/2026	Clerk expenses	Allison Leigh	26.00
09/02/2026	Hedge cutting at Jubilee Park	BGG	330.00
09/02/2026	Website hosting and WordPress Updates	Dark White Digital	30.00
<b>Total</b>			<b>2,236.39</b>

Receipts from 1/1/26 – 31/1/26

<u>Date</u>	<u>Description</u>	<u>Supplier</u>	<u>Total</u>
15/01/2026	Donation to the Village Album	Appleton Trust	50.00
<b>Total</b>			<b>50.00</b>

**Bank Reconciliation at  
31/01/2026**

Cash in Hand 01/04/2025 62,162.59

**ADD**

Receipts 01/04/2025 - 31/01/2026 40,706.02

102,868.61

**SUBTRACT**

Payments 01/04/2025 - 31/01/2026 30,590.64

**A Cash in Hand 31/01/2026 72,277.97**  
(per Cash Book)

Cash in hand per Bank Statements

Petty Cash	31/01/2026	0.00
Unity Current Account	31/01/2026	10,083.49
Unity Instant Access Account	31/01/2026	62,194.48
Lloyds Card	31/01/2026	0.00

**72,277.97**

Less unpresented payments 72 277 97

Plus unpresented receipts

## A = B Checks out OK