

**Appleton with Eaton Parish Council (AWEPC) Parish Council Meeting**

**held in the Village Hall**

**Monday, 9<sup>th</sup> February 2026 7:15pm**

**DRAFT Minutes**

**Councillors present:** Stephen Day (Chairman), Liz Gilkes (LG), Mary Carey (MC), John Adams (JA), Sue Sternberg (SS) arrived at minute reference 25/199.

**In attendance:** Allison Leigh (Clerk), District Councillor Mark Coleman, County Councillor James Plumb

**25/196: Apologies for Absence:** Apologies were received from Chris Mitty (CM). Rob Filbrandt was not in attendance.

**25/197: Declarations of interest/Dispensations:** None

**25/198: Public questions and statements:** No members of the public were present.

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

**Vale of White Horse District Council**

See Attachment 1.

The Clerk will put the consideration to a response to the Local Government Reorganisation on the March agenda.

**Oxfordshire County Council**

See Attachment 2.

SS arrived at this point in the meeting.

**25/200: Minutes of the last meeting:** The minutes of the Parish Council Meeting of the 12<sup>th</sup> January were agreed and signed as a true record.

**25/201: Actions from previous meetings:** See Attachment 3.

**The following items were highlighted:**

- Village Album: The Council asked the Clerk to investigate grants.
- The Clerk noted that the review of the Neighbourhood Plan has begun. It was noted that the Pond and War Memorial are listed as AWEPC ownership. The Clerk will investigate the ownership of the land where the War Memorial sit and the Council will revisit once the Plan is ready for review.
- Bin at Jubilee Park: The Council is waiting to research a bin until the sleepers are repaired.

**25/202: Finance:**

- a. **Finance Report:** The Council agreed the payments and the bank reconciliation from 31/1/26. The Council noted the receipts from January 2026. See Attachment 4.
- b. **Training Courses:** The Clerk has found a Roles and Responsibilities course which she will email to CM.

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**DRAFT Minutes**

**25/203: Planning:**

- a. **Applications:** The Council considered the following planning applications:

[P25/V2813/HH](#)

Birch House, 8 Netherton Road, Appleton  
Erection of front porch

AWEPC notes that this house is not a listed building and has no further comments on this planning application.

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

[P25/V2589/HH](#)

4 Whites Forge, Appleton  
Loft conversion and rear facing dormer window  
Permission granted.

[P25/V2522/LDP](#)

44 Badswell Lane, Appleton  
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:**

**a. Friends of Jubilee Park**

- i. Play inspection reports: The Council would like to see if there are economies of scale in liaising with other councils. The Clerk will speak to the District Council's Parks and Recreation Team. The Clerk is waiting for a quote for the works on the Buccaneer Tower and zip wire. The Clerk will do a spreadsheet of repair actions.

**b. Pavilion Working Group**

- i. Update on the progress with Wi-Fi at the Pavilion: The Council asked the Clerk to follow up with Openreach.
- ii. Update on the application for the Councillors Priority Fund: The Council resolved to proceed with an application to the Councillors Priority Fund for the cost of the new oil tank at the Pavilion.

**25/205: Litter Pick:** The Council resolved to hold a litter pick the weekend of the 21<sup>st</sup> March. The Clerk will obtain bags, high vis and pickets from the District Council with collection of rubbish from the Village Hall on Monday the 23<sup>rd</sup> March.

**25/206: Correspondence:** It was noted there was a query about the increase in the precept. The Clerk has responded and will be putting further information in the March Advertiser.

**25/207: Advertiser:** The Council would like information on the 26/27 precept and the litter pick in the March Advertiser.

**25/208: Matters for report:** None

**Appleton with Eaton Parish Council (AWEPC) Parish Council Meeting**  
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**Monday, 9<sup>th</sup> February 2026 7:15pm**  
**DRAFT Minutes**

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

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

**25/211: Confidential items**

- a. **Legal advice:** A discussion was had about a potential future project. Further investigations will be made for consideration.
- b. **Pavilion and Sportsfield hire agreements:** The Council adopted the agreements noting with minor amendments.

**c. Quotes:**

- a. **Flower beds and mounds at Jubilee Park:** The Council resolve to proceed with Green Seasons, using soft wood at a cost of £5,760. The Council would like to see if there would be any cost savings by a local resident removing and disposing of the old timber.
- b. **New oil tank at the Pavilion:** The Council resolved to proceed with JP Heating for the following:

Oil Tank & Oil line.

Form new concrete base in position discussed. Supply and fit new 1235 litre bunded oil tank. New tank to be complete with filter, isolation valve and lockable access door.

A new 10mm oil line will be run in a new trench across to the building where it will enter at low level and connect to existing internally.

A new fire valve, filter and isolation valve will be fitted externally to meet current regulations.

Existing oil tank will be drained and de commissioned. Existing oil will be transferred to new tank with redundant tank being left inside the building.

Once complete new oil line will be purged with boiler being left in working order. a cost of £3,500 + excluding VAT.

It was noted that there will be an additional cost of approximately £1000 for fencing around the oil tank.

The meeting closed at 8:48pm.

**Appleton with Eaton Parish Council (AWEPC) Parish Council Meeting**  
**held in the Village Hall**  
**Monday, 9<sup>th</sup> February 2026 7:15pm**  
**DRAFT Minutes**

**Attachment 1**

**Vale District Council – Member for Thames Ward Report to the Appleton with Eaton Parish Council – 9 February 2026**

**Neighbourhood Planning Event – 28 January**

I attended the Neighbourhood Planning event on 28 January. Officers emphasised the importance of neighbourhood plans and ensuring they are kept up to date. Specifically, they said the weight of individual policies diminish when they become out of date. Whilst government funding for work on neighbourhood plans is no longer available, the Vale of White Horse DC can provide support and fund some aspects of the writing and review of neighbourhood plans. The Oxfordshire Neighbourhood Plans Alliance presented at the event and provided this advice: *‘The present Government is determined to build, build, build and is making it more difficult for local communities to object to inappropriate development. The Government is altering the planning system to make it much easier for developers to get approval for developments. Having a Neighbourhood Plan will be even more important in the future to ensure that local communities have some control over development.’*

**Local Government Reorganisation**

The government’s Local Government Reorganisation consultation is now open and closes at 11:59pm on 26 March 2026. They are seeking views on the three proposals put forward to reorganise local government in Oxfordshire and West Berkshire. This will help them understand what residents, businesses and other stakeholders think about the changes, so they can make a final decision on which option is best for our area. Policy and programme updates may be found on the governments webpage here: <https://www.gov.uk/government/collections/local-government-reorganisation-policy-and-programme-updates>. Details about the proposals for reorganisation in Oxfordshire and West Berkshire may be found here: <https://www.gov.uk/government/consultations/local-government-reorganisation-in-oxfordshire>. There is also a link to the online survey on that webpage.

**New garden waste permits**

Existing garden waste permits will expire on 31 March. To continue receiving fortnightly collections from 1 April and to avoid any interruption to their service, residents will need to buy a new permit. Sales for the new permits will open mid-February. The vast majority of the Vale’s 69,000+ customers will be able to buy their permit via their ‘MyAccount’ or by visiting <https://www.southandvale.gov.uk/garden-waste-permit/>. Residents who need assistance, should call the Customer Services team on 01235 422422.

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](mailto:mark.coleman@whitehorsedc.gov.uk)

**Appleton with Eaton Parish Council (AWEPC) Parish Council Meeting**  
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**Monday, 9<sup>th</sup> February 2026 7:15pm**  
**DRAFT Minutes**

**Attachment 2**

**REPORT TO APPLETON WITH EATON PARISH COUNCIL [FEBRUARY 2026](#)**

**FROM CLLR JAMES PLUMB**

[OAKSMERE BRIDGE REPAIRS](#)

A reminder that repairs works will be taking place between 12<sup>th</sup>-18<sup>th</sup> February 2026 to repair the bridge on railings on Oaksmere. I understand that there won't be traffic signals in place during these works but there will be additional signage advising road users to approach with caution due to the presence of the workforce on site.

[DRAINAGE INVESTIGATION WORKS & FLOODING](#)

There will be two-way traffic signals in place on Oaksmere between 25<sup>th</sup>-26<sup>th</sup> February whilst drainage investigation works are carried out. Separately, I have also been in touch with officers regarding the regular flooding at the junction with the A420. I have been informed that this is being investigated and await a further update. I will share more information when I receive it.

[OXFORDSHIRE COUNTY COUNCIL BUDGET 2026/27](#)

On Tuesday 10<sup>th</sup> February, Oxfordshire County Council will set its Budget for the forthcoming year. The Oxfordshire Alliance Group of Conservative and Independent councillors has proposed an amendment which would see more investment in frontline services, including an additional £1.3m per year for highways maintenance and a £200k increase in the Fire Cadets programme. These have been funded through a series of small savings including a reduction in the communications team budget and the removal of free lunches for councillors, and the use of a limited amount of reserves. This will be debated as part of the wider Budget proposals and more information can be found on the County Council website [here](#).

[LOCAL GOVERNMENT REORGANISATION](#)

Government has launched its consultation on local government re-organisation in Oxfordshire. All three proposals that were submitted are being consulted on. The consultation is open until Thursday 26<sup>th</sup> March and more information on each of the proposals, as well as how to respond to the consultation, is available [here](#). It is expected that a final decision on which proposal has been adopted will be announced in Summer 2026.

[POTHoles AND ROAD MAINTENANCE](#)

Winter weather has once again led to a noticeable deterioration in road conditions across the county, and while there is a wider discussion to be had about long-term funding for highways maintenance, my immediate focus is ensuring potholes in the division are repaired as quickly as possible. Please continue to report any potholes via FixMyStreet, and if you spot one that is particularly serious or has remained unrepaired for some time, do let me know so I can help escalate it.

**Appleton with Eaton Parish Council (AWEPC) Parish Council Meeting**  
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**Monday, 9<sup>th</sup> February 2026 7:15pm**  
**DRAFT Minutes**

Attachment 3

<b><u>Minute reference</u></b>	<b><u>Subject</u></b>	<b><u>Person Responsible</u></b>	<b><u>Update</u></b>
25/199	Put the consideration of the Local Government Reorganisation consultation on the March agenda.	Clerk	
25/201	Investigate grants for the village album	Clerk	
25/201	Investigate the ownership of the land around where the War Memorial stands	Clerk	
25/202 b	Send training course information to CM	Clerk	
25/204 a	Speak to other Councils/Parks and Receptions department at the District Council regarding economies of scale with regards to play equipment/life of play equipment	Clerk	
25/204a	Obtain quote for works on Buccaneer Tower and Zip Wire	Clerk	
25/204a	Create spreadsheet of playground repairs	Clerk	
25/204 b i	Contact Openreach re Wi-Fi at the Pavilion	Clerk	

**Appleton with Eaton Parish Council (AWEPC) Parish Council Meeting**  
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**Monday, 9<sup>th</sup> February 2026 7:15pm**  
**DRAFT Minutes**

25/204 b ii	Apply to Councillors Priority Fund for the new oil tank and surrounding work	Clerk	
25/205	Obtain litter pick equipment/choose a date for the litter pick	Clerk/JA	
25/207	Put information on the precept increase in the March Advertiser	Clerk	
25/211 c a	Ask resident about removing/disposing of old timber at Jubilee Park	Clerk	
25/182 and 167	License agreements for the Sportsfield and Pavilion	Clerk	Done and will be sent to user groups.
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.
25/186 f	Work on queries regarding Hirers' Insurance	Clerk	In progress.
25/189	Contact Utility Aid Solutions regarding electricity at the Pavilion	Clerk	In progress.

**Appleton with Eaton Parish Council (AWEPC) Parish Council Meeting**  
**held in the Village Hall**  
**Monday, 9<sup>th</sup> February 2026 7:15pm**  
**DRAFT Minutes**

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 and 25/201	Bin	Councillors	Councillors will investigate further options once flower bed work is complete
25/136 c ii	Grant for Gigaclear/floodlights	Clerk	See minute reference 25/204 b i.
	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.**

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**DRAFT Minutes**

Attachment 4

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
<b>ADD</b>	
Receipts 01/04/2025 - 31/01/2026	40,706.02
	102,868.61
<b>SUBTRACT</b>	
Payments 01/04/2025 - 31/01/2026	30,590.64
<b>A Cash in Hand 31/01/2026</b>	<b>72,277.97</b>

**Appleton with Eaton Parish Council (AWEPC) Parish Council Meeting**  
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**Monday, 9<sup>th</sup> February 2026 7:15pm**  
**DRAFT Minutes**

(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 unrepresented payments

72,277.97

Plus unrepresented receipts

**B Adjusted Bank Balance**

**72,277.97**

**A = B Checks out OK**