

APPLETON WITH EATON PARISH COUNCIL

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

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

**Members of Appleton with Eaton Parish Council (AWEPC)
are summoned to the
Parish Council Meeting
Monday 9th March 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
3rd March 2026

AGENDA

25/212: Apologies for Absence

25/213: 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

25/214: 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.

25/215: Reports from District and County Councillors

25/216: Minutes of the last meeting: To approve and sign the [minutes of the Parish Council Meeting of the 9th February](#) as a true record

25/217: Actions from previous meetings: See Attachment 1.

25/218: Finance:

- a. **Finance Report:** To consider the payments, receipts and bank reconciliation from 28/2/26. See Attachment 2.
- b. **HP Ink Plan:** To consider the ink plan shared with another Council
- c. **Review of Effectiveness:** To consider the Review of Effectiveness of internal controls for 2025/2026 (Note: This can be found on the website's finance section prior to the meeting.)
- d. **2025/2026 Interim Internal Audit Report:** To consider the [2025/2026 Interim Internal Audit Report](#) and any recommendations
- e. **Payments made under the Scheme of Delegation:**
 - a. The following payments (exclusive of VAT) in 25/26, not previously noted, were made under the Council's Scheme of Delegation:

<u>Date</u>	<u>Payee</u>	<u>Element</u>	<u>Amount</u>
16/5/25	Currys	Ink	29.16
9/6/25	Resident	Glitter tattoos for event	30.00
Ongoing	HP	Ink plan	387.08 (Note: This cost is shared with another council starting in summer 2025. This reflects the cost, but not the receipt of £151.21.)
12/5/25	Tetbury Accounting	Payroll	240.00
16/6/25	Currys	Phone case and charger	31.65
16/6/25	Home Bargains	VE Day prizes	32.21
16/6/25	Waitrose	VE Day thank you	24.17
16/6/25	The Plough Inn	VE Day thank you	5.34
16/6/25	WH Smith	VE Day prizes	30.00
16/6/25	Appleton Community Shop	VE Day prizes	44.28
18/8/25	Dunelm	Storage box	9.58
18/8/25	Defib Shop	Defibrillator battery	235.00
14/7/25	Dark White Digital	Domain renewal	12.00
16/6/25	Curry	Council phone	207.50
3/11/25	Amazon	Sportsfield Supplies	18.23
3/11/25	The Plough Inn	Thank you to Friends of Jubilee Park	40.90
16/9/25	Wix	Domain name	32.40
16/12/25	Amazon	Office supplies	10.38
16/12/25	Tesco	Office supplies	3.75
16/12/25	Land Registry	Fee for document on The Plough Inn for Asset of Community Value application	14.00
8/12/25	Certas Energy	Servicing of boiler	361.22
8/12/25	APPC	Appleton Advertiser printing	212.00
17/11/25	Origin Amenity Solution	Whiteline	258.00
17/11/25	Boiler Juice	Oil for the Sportsfield	316.27
16/1/26	Safelincs	Defibrillator pads	133.32
9/2/26	Dark White Digital	Webform plug-in	75.48

f. **Training Courses:** To consider any training courses, including:

- i. Roles and responsibilities for Chris Mitty at a cost of £125 + VAT in July 2026
- ii. Talking Tables for the Clerk: £40 + VAT in June 2025

25/219: Local Government Reorganisation: To consider a response to the [Local Government Reorganisation Consultation](#)

25/220: Planning:

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

[P26/V0349/LB](#)

Appleton Manor, Eaton Road, Appleton OX13 5JR

Like for like renewal of existing roof coverings and rooflights with general repairs and upgrades in thermal performance of the roof and associated works

P26/V0333/LB

22 Badswell Lane, Appleton OX13 5JN

Internal electrical replacement and upgrade works including additional circuits to provide lighting and power to all rooms and mains powered smoke and heat detectors

P25/V2632/HH

89 Eaton Road Appleton OX13 5JJ

Front garden conversion to create hard-standing parking area for 3 vehicles with associated ancillary works and access from public highway. Front porch. Creation of a two-storey rear extension to existing dwelling using like-for-like materials.

25/221: 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. Update on the application for the Councillors Priority Fund
- iii. Cricket Fees: To consider the fees for Appleton Cricket Club for the 2026 season

25/222: Annual Parish Meeting:

- To consider a date for the Annual Parish Meeting between 1/3/26 and 1/6/26
- To consider the format

25/223: 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 5th March.

25/224: Advertiser: To consider any items to be put in the Advertiser

25/225: Matters for report: To raise matters for discussion without decision or items for the next meeting

25/226: Date of the next meeting: To confirm the date of the 13th April 2026 at 7:15pm in the Village Hall.

25/227: Confidential: To resolved to exclude members of the public from the following agenda items due to their confidential nature

25/228: Confidential items

- a. **Legal advice:** To consider legal advice for a potential future project
- b. **Quotes for playground equipment repairs:** To consider any quotes received

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Attachment 1

<u>Minute reference</u>	<u>Subject</u>	<u>Person Responsible</u>	<u>Update</u>
25/199	Put the consideration of the Local Government Reorganisation consultation on the March agenda.	Clerk	Done
25/201	Investigate grants for the village album	Clerk	In progress, but it is noted that grants may not be needed based on the cost of a new provider for the boxes for the album.
25/201	Investigate the ownership of the land around where the War Memorial stands	Clerk	In progress
25/202 b	Send training course information to CM	Clerk	Done and waiting to hear about CM's availability
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	In progress – the Clerk has received a lengthy document to review.
25/204a	Obtain quote for works on Buccaneer Tower and Zip Wire	Clerk	The Clerk has received a quote for the buccaneer tower and is looking at a replacement cost as well. The Clerk is investigating costs for the zip wire repair.
25/204a	Create spreadsheet of playground repairs	Clerk	In progress.
25/204 b i	Contact Openreach re Wi-Fi at the Pavilion	Clerk	The Clerk has contacted Openreach, but has not received any productive information. The Clerk has also been in touch with a company providing Starlink. This is on the March agenda.

25/204 b ii	Apply to Councillors Priority Fund for the new oil tank and surrounding work	Clerk	Done and waiting for a status.
25/205	Obtain litter pick equipment/choose a date for the litter pick	Clerk/JA	Done.
25/207	Put information on the precept increase in the March Advertiser	Clerk	Done.
25/211 c a	Ask resident about removing/disposing of old timber at Jubilee Park	Clerk	Done. The resident could not do this, so Green Seasons has removed/disposed of the timber.
25/182 and 167	License agreements for the Sportsfield and Pavilion	Clerk	These are done and the Clerk will send them to users.
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 th 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.
25/168 c	Look at fundraising and storage methods for the village album	Clerk and LG	See reference 25/201 above.
25/173 a i	Contact Huck Nets	Clerk	See reference 25/204a above.

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 reference 25/204 b i above re Wi-Fi. Once more costs are gathered for the Sportsfield, a determination will be made as to the order of works, such as floodlights.
	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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Attachment 2

Payments for authorisation

<u>Date</u>	<u>Description</u>	<u>Supplier</u>	<u>Total</u>
23/02/2026	Jubilee Park Rent	A H Cornish (Appleton)	1,165.43
17/02/2026	Electricity at the sportsfield	EDF	90.13
01/02/2026	Sportsfield booking system	Starboard Systems	24.00
01/02/2026	Scribe accounts subscription	Starboard Systems	42.00
16/02/2026	Council phone	Lebara	6.95
16/02/2026	HP Ink plan	HP	53.98
16/02/2026	Sum up machine	Sum Up	94.80
16/02/2026	Mailchimp subscription	Mailchimp	11.70
16/02/2026	Lloyds fee	Lloyds	3.00
28/02/2026	Bank fees	Unity Trust Bank	6.00
09/03/2026	Legal advice	Wellers Law Group	600.00
09/03/2026	Website hosting and WordPress Updates	Dark White Digital	30.00
09/03/2026	Fire extinguisher service	Oxford Fire and Security Services	76.20
09/03/2026	Internal Audit	WTG Consultants	137.50
31/03/2026	Clerk salary	Allison Leigh	763.30
09/03/2026	Clerk expenses	Allison Leigh	26.00
09/03/2026	Flower beds at Jubilee Park	Green Seasons	3,910.00
09/03/2026	Flower beds at Jubilee Park	Green Seasons	1,850.00
Total			8,890.99

Receipts from 1/2/26 – 28/2/26

<u>Date</u>	<u>Description</u>	<u>Supplier</u>	<u>Total</u>
07/02/2026	Hire of pavilion and sportsfield	Cumnor Minors	770.00
23/02/2026	Hire of pavilion and sportsfield	Cubs and Scouts	210.00
23/02/2026	Hire of pavilion and sportsfield	Cubs and Scouts	210.00
23/02/2026	Four months HP Ink Plan	North Leigh Parish Council	108.72
Total			1,298.72

**Bank Reconciliation at
28/02/2026**

	Cash in Hand 01/04/2025		62,162.59
	ADD		
	Receipts 01/04/2025 - 28/02/2026		42,004.74
			104,167.33
	SUBTRACT		
	Payments 01/04/2025 - 28/02/2026		34,735.78
A	Cash in Hand 28/02/2026		69,431.55
	(per Cash Book)		
	Cash in hand per Bank Statements		
	Petty Cash	28/02/2026	0.00
	Unity Current Account	28/02/2026	7,237.07
	Unity Instant Access Account	28/02/2026	62,194.48
	Lloyds Card	28/02/2026	0.00
			69,431.55
	Less unrepresented payments		
			69,431.55
	Plus unrepresented receipts		
B	Adjusted Bank Balance		69,431.55
	A = B Checks out OK		