

Appleton *with* Eaton

— Parish Council —

Monday, 9th March 2026 7:15pm

Minutes

Councillors present: Stephen Day (Chairman), Liz Gilkes (LG), John Adams (JA), Sue Sternberg (SS)

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

25/212: Apologies for Absence: Apologies were received from Mary Carey (MC) and Chris Mitty (CM). Rob Filbrandt (RF) was not in attendance.

25/213: Declarations of interest/Dispensations: None.

25/214: Public questions and statements: One member of the public was in attendance.

25/215: Reports from District and County Councillors:

Vale of White Horse District Council (VoWHDC)

The District Councillor sent a report. See Attachment 1.

The Chairman resolved to move the following agenda item to this portion of the meeting.

25/219: Local Government Reorganisation: Appleton with Eaton Parish Council (AWEPC) resolved to support the two unitary councils proposal for the Local Government Reorganisation for Oxfordshire. AWEPC delegated the response to the Clerk who will contact AWEPC with any queries on the consultation.

The District Councillor left at this point in the meeting.

25/215: Reports from District and County Councillors:

Oxfordshire County Council (OCC)

The County Councillor was not in attendance, but sent a report. See Attachment 2.

The Chairman resolved to move the following agenda item to this portion of the meeting.

25/220: Planning:

a. **Applications:**

[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

AWEPC has no comments on this planning application.

[P26/V0333/LB](#)

22 Badswell Lane, Appleton OX13 5JN

Monday, 9th March 2026 7:15pm

DRAFT Minutes

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

AWEPC has no comments on this planning application.

[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.

AWEPC has no comments on this planning application.

25/216: Minutes of the last meeting: The minutes of the AWEPC Meeting of the 9th February were agreed and signed as a true record.

25/217: Actions from previous meetings: See Attachment 3.

25/218: Finance:

- a. **Finance Report:** The payments and bank reconciliation from 28/2/26 were agreed and receipts noted. See Attachment 4.
- b. **HP Ink Plan:** AWEPC resolved to continue with the ink plan shared with another council.
- c. **Review of Effectiveness:** AWEPC agreed Review of Effectiveness of internal controls for 2025/2026. This can be found on the AWEPC website.
- d. **2025/2026 Interim Internal Audit Report:** AWEPC considered the 2025/2026 Interim Internal Audit Report and any recommendations. This can be found on the AWEPC website.

Recommendations from the Internal Auditor's Interim Audit Report from 25/26

<u>Recommendation</u>	<u>Action taken</u>
When the budget is agreed, also state the anticipated receipts and payments figures.	AWEPC will do this for the 27/28 budget.
Include a reserve for elections.	AWEPC resolved to review this at the April meeting.
Council could consider including photographs of assets in the Register.	AWEPC resolved to consider this.
Include references to deeds and titles in the Asset Register.	The Clerk reported this is in progress

Monday, 9th March 2026 7:15pm

DRAFT Minutes

Notice of Conclusion of Audit - publish Notice on Council's web site.	The Clerk has put the 24/25 notice on the website.
Council considers adopting a Privacy Notice for Staff and Councillors, Data Map, Data Breach Policy and a Subject Access Request procedure. Policies be loaded onto the web site. Check the ICO web site for templates and advice. https://ico.org.uk/	AWEPC resolved for the Clerk to prepare documents for their review.

e. Payments made under the Scheme of Delegation:

- a.** The following payments (exclusive of VAT) in 25/26, not previously noted, were made under AWEPC'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

Monday, 9th March 2026 7:15pm
DRAFT Minutes

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:** AWEPC resolved to proceed with the following training courses:
- 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 2026

25/221: Working Groups:

a. Friends of Jubilee Park

- i. Play inspection reports: The Clerk will obtain quotes for required works.

b. Pavilion Working Group

- i. The Clerk provided an update on the options for Wi-Fi. AWEPC resolved to proceed with Starlink at the Pavilion at a cost of:

Item	Non-Recurring Cost
Starlink Standard (Inc 15m cable, pole mount, Gen 3 Router)	475.00
500GB Data	N/A
Install	517.50
Total	992.50

- ii. The Clerk reported she has submitted the application to the Councillors Priority Fund for the replacement of the oil tank and a surrounding fence and is waiting for a decision.
- iii. Cricket Fees: AWEPC resolved the fees for Appleton Cricket Club for the 2026 season to be £950.

25/222: Annual Parish Meeting:

- AWEPC resolved to hold the Annual Parish Meeting on the 6th May at 7:30pm in the Village Hall.
- AWEPC resolved to keep the same format and would like to have the village album on display. The Clerk will invite village organisations and organise refreshments.

25/223: Correspondence: AWEPC considered the correspondence received and noted the following:

Monday, 9th March 2026 7:15pm

DRAFT Minutes

- The Friends of Jubilee Park have raised a little over £1000 at their recent bingo event.
- A request for the use of the Sportsfield for the Year 6 leavers party was discussed and AWEPC would like to offer this free of charge.
- A Woodlands Management Plan document was received and AWEPC would like to send a copy to the footpaths warden.

25/224: Advertiser: AWEPC resolved for the following to be put in the April Advertiser:

- Annual Parish Meeting date
- Thanks to those who helped with the litter pick
- Thanks for Friends of Jubilee Park for their continued work and fundraising

25/225: Matters for report: None.

25/226: Date of the next meeting: The date of the next meeting was confirmed as the 13th April 2026 at 7:15pm in the Village Hall.

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

25/228: Confidential items:

- a. Legal advice:** The Chairman provided an update on a potential project.
- b. Quotes for playground equipment repairs:** There were no quotes received.

The meeting closed at 8:35pm.

Monday, 9th March 2026 7:15pm
DRAFT Minutes

Attachment 1

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

Parish Boundary Review

The Vale of White Horse's Community Governance and Electoral Issues Committee will meet on 12 March. The committee will decide whether to undertake a community governance review of the areas and matters requested by parishes. These include a request by the Appleton with Eaton parish council and the Besselsleigh parish meeting to group the two parishes under one parish council. The first stage of a review would be the drawing up of terms of reference, which would be the council's policies for the conduct of the review. The terms of reference provide background information to help electors and other interested organisations to make informed submissions and should also refer to the legislative framework against which the review must operate. Publication of the terms of reference commences the review, which the Vale then has twelve months to complete.

Town and County Planning letter

The Vale has joined a host of other local authorities, businesses and non-government organisations in signing an open letter from the Town and County Planning Association. The letter was sent to The Rt Hon Steve Reed MP Secretary of State for Housing, Communities and Local Government. It supports the climate ambitions in the emerging Joint Local Plan, as well as the Vale's strategic priorities, as it urges the government to reconsider proposed changes to the National Planning Policy Framework (NPPF) that would prevent local authorities from requiring higher energy efficiency standards for new buildings, as we have included within the emerging Joint Local Plan. The letter warns that by restricting local authorities in this way, the draft NPPF would halt progress on the delivery of net zero carbon buildings in England and undermine the ability of councils to address climate change locally and meet their climate obligations.

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

Monday, 9th March 2026 7:15pm
DRAFT Minutes

Attachment 2

REPORT TO APPLETON WITH EATON PARISH COUNCIL

MARCH 2026

FROM CLLR JAMES PLUMB

NEW SPEED LIMIT SIGNAGE (OAKSMERE & A420)

Works will be carried out between 23rd-27th March to install new signage on the A420 (50mph) and Oaksmere (40mph), to reflect the new speed limits that were approved last year. Two-way traffic signals will be in place whilst the works are carried out.

DRAINAGE INVESTIGATION WORKS & FLOODING

Last month I reported that I had been in touch with officers regarding the regular flooding that occurs at the junction with the A420. Following an inspection, officers reported that the off-let gully appeared to be quite clogged, suggesting that while the water can drain away, it does so very slowly. To address this, the Operations Team has been tasked with blasting through the gully using the jetter to ensure more efficient water drainage from the road. I haven't yet received confirmation on when this work will be carried out but will update the Parish Council when I receive confirmation. Once this has been completed, I will continue to monitor the junction to see whether it resolves the issue.

OXFORDSHIRE COUNTY COUNCIL BUDGET 2026/27

On Tuesday 10th February, Oxfordshire County Council set its Budget for the forthcoming year, which included a 4.99% increase in Council Tax that will see Band D households pay £2,006.78. Full information on the budget 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 26th 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.

Appleton with Eaton

— Parish Council —

Monday, 9th March 2026 7:15pm
Minutes

Attachment 3

<u>Minute reference</u>	<u>Subject</u>	<u>Person Responsible</u>	<u>Update</u>
25/219	Respond to the Local Government Reorganisation consultation	Clerk and Council	
25/218 d	Implement recommendations from Internal Auditor	Clerk and Council	
25/221 a	Obtain quotes for Jubilee Park repairs	Clerk	
25/222	Invite village organisations to the Annual Parish Meeting	Clerk	
25/224	Put information in the Advertiser	Clerk	
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	The Council asked the Clerk to continue to proceed with grant application for album boxes.
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	CM	Done and waiting to hear about CM's availability

Monday, 9th March 2026 7:15pm

DRAFT Minutes

25/204 a	Speak to other Councils/Parks and Recreations 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 Council would like quotes for a replacement of the buccaneer tower and would like the Friends of Jubilee Park to investigate options 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. The Council resolved to proceed with Starlink. See minute reference 25/221.
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.

Monday, 9th March 2026 7:15pm

DRAFT Minutes

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. The Clerk and LG will meet with Green Seasons to look at the joining up of the wood on the flower beds as well as the lack of soil up to the edges on the mounds.
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.

Monday, 9th March 2026 7:15pm

DRAFT Minutes

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

Appleton
with Eaton
— Parish Council —

Monday, 9th March 2026 7:15pm
DRAFT Minutes

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

Appleton with Eaton

— Parish Council —

Monday, 9th March 2026 7:15pm

Minutes

Attachment 4

Payments authorised

<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

Monday, 9th March 2026 7:15pm

DRAFT Minutes

**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		