

**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 13<sup>th</sup> April 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  
8<sup>th</sup> April 2026

**AGENDA**

**26/1: Apologies for Absence**

**26/2: 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

**26/3: 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.

- Members of the Friends of Jubilee Park

**26/4: Reports from District and County Councillors**

**26/5: Minutes of the last meeting:** To approve and sign the [minutes of the Parish Council Meeting of the 9<sup>th</sup> March](#) as a true record

**26/6: Actions from previous meetings:** See Attachment 1.

**26/7: Community Governance Review:** To have an update on the possible grouping of AWE and Besselsleigh under one parish

**26/8: Finance:**

- Recurring payments:** To consider the following payment for 2026/2027:

<u>Organisation</u>	<u>Element</u>	<u>Review date</u>	<u>Approximate amount exclusive of VAT/Frequency</u>
Oxfordshire Association of Local Councils	Membership	April 2027	260.00/annual
Society of Local Council Clerks	Membership	April 2027	126.50/annual

Dark White Digital	Web hosting and WordPress updates	April 2027	30.00/month
Lloyds	Bank fee	April 2027	3.00/month
Unity Trust Bank	Bank fee	April 2027	7.00/month
Executive Alarms	Intruder alarm, fire alarm, emergency lights check at the Pavilion	April 2027	450.00/annual
Lebara	Council phone	April 2027	6.00/month
Mailchimp	Subscription for shout out	April 2027	14.00/month
Microsoft	Subscription to 365	April 2027	1.66/month
EDF	Electricity at the Pavilion	April 2027	85.00/month
Moore	External Auditor	April 2027	420.00/annual
Information Commissioner's Office	Membership	April 2027	52.00/annual
Starboard Systems	Accounting and booking software	April 2027	55.00/month
Constantin Express Cleaning Ltd	Cleaning of Pavilion	April 2027	90.00/every 2 months
Leaseholder	Tennis Club Rent	April 2027	150.00
Castle Water	Water at the Sportsfield	April 2027	45.00/month
AH Cornish	Lease of Jubilee Park	April 2027	1250.00/annual
Allison Leigh	Clerk expenses	April 2027	£26/month home allowance and .45/mile mileage
Tetbury Accounting	Payroll accountant	April 2027	250.00/annual
HP	Ink plan	April 2027	41.98/month (extra charges if more printing used)
Oxford Fire and Security Services	Fire extinguisher service	April 2027	70.00

- b. Finance Report:** To consider the payments for authorisation and receipts from 1/3/26 – 31/3/26. See Attachment 2.
- c. Bank Reconciliation for 2025 2026:** To consider and sign the bank reconciliation from 31/3/26. See Attachment 3.
- d. Reserves:**
- a. To consider the [reserves position as of 31/3/26](#)
  - b. To consider the moving of any reserves and an election reserve for 26/27
- e. Statement of Accounts for 2025/2026:** To consider the [Statement of Accounts for 25 26](#)
- f. Internal Financial Control Checklists:** To consider the Internal Financial Control Checklists form the following periods:

a. 1/4/25 – 30/6/25, 1/7/25 – 30/9/25 and 1/10/25 – 31/12/25

g. **Budget against actual for 2025/2026:** To consider the [budget against actual through 31/3/26](#)

h. **Statement of Variances for 25/26:** To consider the [Statement of Variances between 24/25 and 25/26](#)

i. **Donation Requests:**

a. **Appleton Village Hall: £1200**

j. **Training Courses:** To consider any training courses

**26/9. To consider the following:**

a. **Data Map**

b. **Data Breach Procedure**

c. **Subject Access Procedure and Form**

d. **Privacy Notice for Staff, Councillors and Volunteers**

e. **Investment Strategy**

**26/10: Planning:**

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

[P26/V0593/FUL](#)

137 Netherton Road, Appleton, OX13 5QW

Provision of vehicular access/cross-over

b. **Amendments**

[P25/V2632/HH](#)

89 Eaton Road Appleton Abingdon

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.(parking area removed by amended plans received 25th March 2026)

[P25/V1217/FUL](#)

Home Farm Besselsleigh Abingdon OX13 5PU

Change of use of land to mixed use General Industrial (Use Class B2) and Storage and Distribution (Use Class B8) (as amplified by Transport Statement received 25 September 2025, and as amended by red line plan extending to the highway received 30 March 2026)

c. **Decisions:** To note the following decisions:

[P26/V0349/LB](#)

Appleton Manor, 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.

Permission granted.

**P25/V2813/HH**

Erection of porch  
Birch House, 8 Netherton Road, Appleton OX13 5JX  
Permission granted.

**P25/V1517/HH**

Extension to the rear over existing single storey extension to create additional bedroom, with associated roof line adjustment. Internal insulation to external walls, and composite cladding added to the exterior walls. Remove existing chimney stack and internal chimney breasts, new UPVC windows and doors (as amended by plans received 11.02.2026 and 06.03.2026).  
The Oaks, Appleton Common, Appleton OX13 5QN

**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.

**26/11: Highways liaison:** To consider a Councillor to liaise with the superuser and Oxfordshire County Council.

**26/12: Working Groups:** To have a report from the following:

- a. Friends of Jubilee Park**
- 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. To consider the quote from Executive Alarms for £382 for replacement of faulty PIRs due to age

**26/13: Annual Parish Meeting:** To have an update

**26/14: Correspondence:** To consider any publications and correspondence received

- a. Flood project funding Expressions of Interest - Oxfordshire County Council Priority Action flood projects 2026/27

**NB: If you wish to have your correspondence considered at the meeting, please send it to the Clerk by 5pm on Thursday, the 9<sup>th</sup> April.**

**26/15: Advertiser:** To consider any items to be put in the Advertiser

**26/16: Matters for report:** To raise matters for discussion without decision or items for the next meeting

**26/17: Date of the next meeting which is the Annual Parish Council Meeting:** To confirm the date of the 11<sup>th</sup> May 2026 at 7:15pm in the Village Hall.

**26/18: Confidential:** To resolve to exclude members of the public from the following agenda items due to their confidential nature

**26/19: Confidential items:** To consider any quotes received for the following:

- a. **Quotes for Tree survey**
- b. **Quotes for playground equipment repairs**

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## Attachment 1

<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	Done
25/201	Investigate grants for the village album	Clerk and Council	The Clerk has emailed SS about the Seed Corn Grant and whether it is appropriate based on the progress of the project.
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
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 repair and has received a replacement cost as well. The Clerk has asked the Friends of Jubilee Park for further quotes. The Clerk is investigating costs for the zip wire repair.
25/204a	Create spreadsheet of playground repairs	Clerk	In progress as the Clerk is seeking further repair quotes.
25/204 b ii	Apply to Councillors Priority Fund for the new oil tank and surrounding work	Clerk	The Council has been granted £4500 for this project.

25/184 and 169	Review of the Neighbourhood Plan	Clerk and JA	In progress
#25/186 f	Work on queries regarding Hirers' Insurance	Clerk	In progress.
25/189	Contact Utility Aid Solutions regarding electricity at the Pavilion	Clerk	Done
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	This action is done with regards to a grant as that application has been completed for the oil tank. The Pavilion Working Group (PWG) has advised they would like to proceed with Starlink per AWEPC's resolution and is looking into the replacement of bulbs for the floodlights. This will be part of future reports from the PWG.
	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 quote from Executive Alarms as to works raised in their report is on the agenda.

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

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### Attachment 2

#### Payments for authorisation from the 2025 2026 accounts

<u>Date</u>	<u>Description</u>	<u>Supplier</u>	<u>Total</u>
02/03/2026	Scribe accounts subscription	Starboard Systems	42.00
02/03/2026	Sportsfield booking system	Starboard Systems	24.00
17/03/2026	Electricity at the sportsfield	EDF	71.79
16/03/2026	Council phone	Lebara	6.95
16/03/2026	HP Ink plan	HP	85.48
16/03/2026	Mailchimp subscription	Mailchimp	11.67
16/03/2026	Lloyds fee	Lloyds	3.00
19/03/2026	Banners for the Sportsfield event	The Flying Press	108.90
19/03/2026	Office supplies	Appleton Community Shop	5.88
19/03/2026	Office supplies	Appleton Community Shop	2.60
31/03/2026	Bank fees	Unity Trust Bank	7.00
<b>Total</b>			<b>369.27</b>

#### Payments for authorisation from the 2026 2027 accounts

<u>Date</u>	<u>Description</u>	<u>Supplier</u>	<u>Total</u>
13/04/2026	Website hosting and WordPress Updates	Dark White Digital	30.00
13/04/2026	OALC Membership	OALC	312.00
13/04/2026	Mowing grass at sportsfield	Ady Podbery	120.00
13/04/2026	Clerk expenses	Allison Leigh	26.00
30/04/2026	Staff costs	Staff	To come
13/04/2026	Tennis Club Rent	Richard Dick	150.00
<b>Total</b>			<b>638.00</b>

#### Receipts from 1/3/26 – 31/3/26

<u>Date</u>	<u>Description</u>	<u>Supplier</u>	<u>Total</u>
04/03/2026	Jubilee Park fundraising	Sum Up	127.80
18/03/2026	Grant for oil tank	Oxfordshire County Council	4,500.00
23/03/2026	Hire of pavilion and sportsfield	Private hire	40.00
30/03/2026	Hire of pavilion and sportsfield	Scouts	165.00
30/03/2026	Hire of pavilion and sportsfield	Cubs	165.00
24/03/2026	Jubilee Park fundraising	Cash	508.00
31/03/2026	Bank Interest	Unity Trust Bank	312.82
<b>Total</b>			<b>5,818.62</b>

### Attachment 3

#### Bank Reconciliation at 31/03/2026

Cash in Hand 01/04/2025

62,162.59

	<b>ADD</b>		
	Receipts 01/04/2025 - 31/03/2026		47,823.36
			109,985.95
	<b>SUBTRACT</b>		
	Payments 01/04/2025 - 31/03/2026		42,498.05
<b>A</b>	<b>Cash in Hand 31/03/2026</b>		<b>67,487.90</b>
	(per Cash Book)		
	Cash in hand per Bank Statements		
	Petty Cash	31/03/2026	0.00
	Lloyds Card	31/03/2026	0.00
	Unity Instant Access	31/03/2026	57,507.30
	Account		
	Unity Current Account	31/03/2026	9,980.60
			<b>67,487.90</b>
	Less unrepresented payments		
			67,487.90
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>67,487.90</b>
	<b>A = B Checks out OK</b>		