

Monday, 13th April 2026 7:15pm

DRAFT Minutes

Councillors present: Stephen Day (Chairman), Liz Gilkes (LG), Sue Sternberg (SS), Mary Carey (MC)
Rob Filbrandt (RF), Chris Mitty (CM)

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

26/1: Apologies for Absence: John Adams (JA)

26/2: Declarations of interest/Dispensations: None.

26/3: Public questions and statements:

- Members of the Friends of Jubilee Park (FoJP) were in attendance. They noted they would welcome a Terms of Reference which enables them to act as a working group of volunteers carrying out things such as maintenance days and weekly inspections. They don't wish to hold fundraising events. The Clerk will have the Terms of Reference on the May agenda for consideration.

The FoJP will think about any equipment they might like to replace the Buccaneer Tower. They said that they would like a bin in the Park. Accessibility was also raised as an issue.

26/4: Reports from District and County Councillors:

Vale of White Horse District Council (VoWHDC)

See Attachment 1.

Oxfordshire County Council (OCC)

See Attachment 2.

26/5: Minutes of the last meeting: The Council agreed and signed the minutes of the Appleton with Eaton Parish Council (AWEPC) Meeting of the 9th March as a true record.

26/6: Actions: See Attachment 3.

26/7: Community Governance Review: It was noted that a public consultation run by VoWHDC is currently underway regarding the option of grouping the AWE and Besselsleigh parishes under one parish council. The consultation closes on 7/5/26 and the Clerk will do another shout out to ensure residents are aware of this.

26/8: Finance:

- a. Recurring payments:** The Council agreed the following payments for 2026/2027:

Monday, 13th April 2026 7:15pm

DRAFT Minutes

<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/annual
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/annual

Monday, 13th April 2026 7:15pm

DRAFT Minutes

- b. **Finance Report:** The Council agreed the payments for authorisation and noted the receipts from 1/3/26 – 31/3/26. See Attachment 4.
- c. **Bank Reconciliation for 2025 2026:** The Council agreed and the Chairman signed the bank reconciliation from 31/3/26. See Attachment 5.
- d. **Reserves:**
 - i. The Council noted the reserves as of 31/3/26. This can be found on AWEPC's finance section on the website.
 - ii. The Council resolved not to create an election reserve.
- e. **Statement of Accounts for 2025/2026:** The Council agreed and the Chairman signed the Statement of Accounts for 25 26. This can be found on AWEPC's finance section on the website.
- f. **Internal Financial Control Checklists:** The Council noted 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:** The Council noted the budget against actual through 31/3/26. This can be found on AWEPC's finance section on the website.
- h. **Statement of Variances for 25/26:** The Council agreed the Statement of Variances between 24/25 and 25/26. This can be found on AWEPC's finance section on the website.
- i. **Donation Requests:**
 - a. **Appleton Village Hall:** The Council resolved to donate £1200 to Appleton Village Hall.
- j. **Training Courses:** The Council is happy for CM to take a future Roles and Responsibilities course.

26/9. The Council resolved to adopt the following policies:

- 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:**

[P26/V0593/FUL](#)

137 Netherton Road, Appleton, OX13 5QW
Provision of vehicular access/cross-over

Monday, 13th April 2026 7:15pm

DRAFT Minutes

AWEPC objects to this as they believe there is a question as to whether it is residential or agricultural land and believe it is inappropriate use of agricultural land. They Council also believes this is overdevelopment. The Clerk will circulate a draft for the Council's approval.

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)

AWEPC has no comments on this planning application.

[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)

AWEPC resolved look at the response of Besselsleigh Parish Meeting. The Clerk will circulate something for the Council to consider.

c. Decisions: The Council noted 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

Monday, 13th April 2026 7:15pm

DRAFT Minutes

(as amended by plans received 11.02.2026 and 06.03.2026).

The Oaks, Appleton Common, Appleton OX13 5QN

Permission granted.

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.

Listed Building Consent is Granted

26/11: Highways liaison: The Council is very thankful for the work of a resident who is a Fix My Street Superuser. The Council resolved not to have a dedicated liaison, but to support on issues when needed.

26/12: Working Groups:

a. Friends of Jubilee Park: See minute reference 26/3.

b. Pavilion Working Group

- i. Update on the progress with Wi-Fi at the Pavilion: AWEPC will be continuing with the installation of Starlink, but would like look at Openreach as a future possibility.
- ii. Update on the application for the Councillors Priority Fund: The Clerk reported that the grant application to the Fund has been successful and £4500 was received for the oil tank and fencing at the Sportsfield.
- iii. To consider the quote from Executive Alarms for £382 for replacement of faulty PIRs due to age: The Council resolved to proceed with the quote.

26/13: Annual Parish Meeting: The Clerk will contact village organisations and work with the village shop on refreshments. The Chairman will do a report.

26/14: Correspondence: The Council noted the correspondence received.

- a. An email was received from OCC asking for any feedback on the footpath between Long Close and Besselsleigh Woods. AWEPC would like the Clerk to thank OCC for their work on this.
- b. Flood project funding Expressions of Interest - Oxfordshire County Council Priority Action flood projects 2026/27: The Council resolved not to apply for funding.

26/15: Advertiser: AWEPC would like the following in the May Advertiser:

- Annual Parish Meeting
- Community Governance Consultation

26/16: Matters for report: None

Monday, 13th April 2026 7:15pm

DRAFT Minutes

26/17: Date of the next meeting which is the Annual Parish Council Meeting: The Council confirmed the date of the Annual Parish Council Meeting as the 11th May 2026 at 7:15pm in the Village Hall.

26/18: Confidential: The Council resolved to exclude members of the public from the following agenda items due to their confidential nature.

26/19: Confidential items:

- a. **Quotes for Tree survey:** The Council resolved to proceed with Boward for a visual tree survey at a cost of £500 + VAT.
- b. **Quotes for playground equipment repairs:** The Clerk has only received one quote so will work on obtaining further quotes.

The meeting closed at 21:05

Monday, 13th April 2026 7:15pm
DRAFT Minutes

Attachment 1

Vale District Council – Member for Thames Ward Report to the Appleton with Eaton Parish Council – 13 April 2026

Planning and Land Charges system downtime

As part of the Vale's work to replace old software, a period of system downtime for Planning and Land Charges started on 9 April.

Key dates for the downtime are:

- Planning system downtime: 9–23 April 2026
- Land Charges system downtime: 9 – 30 April 2026
- New planning system goes live: 23–24 April 2026

The Vale will offer support and guidance throughout the transition to all those affected, including an online Town and Parish Council briefing event on Tuesday 21 April. Further information, including a timeline and details of the various services impacted, is available on the Vale's website here: <https://www.whitehorsedc.gov.uk/uncategorised/important-changes-to-planning-and-land-charging-services/>

Extra garden waste collections

Residents who have purchased a 2026/27 permit can have extra garden waste collected for free, on their normal scheduled collection day only, between 20 April and 1 May 2026.

Permit holders can put out a maximum of up to four additional sacks of garden waste, per brown bin subscription, next to their brown bin.

To be eligible for a collection, residents are asked to follow this guidance:

- Only present garden waste, such as cut grass, plants or small branches as set out in the garden waste service terms and conditions.
- Please use standard sized (60L) black refuse-style sacks or boxes / containers with a combined total no more than a standard bin when its full. Crews will only collect up to a maximum of four sacks for each garden waste permit. Additional sacks will not be emptied.
- Please DO NOT use sacks larger than 60L (including one tonne builders' type waste bags) – crews will not collect any garden waste from these, as they are too heavy to lift and empty into the vehicle.
- Sacks and containers must be left **open** so crews can easily empty them into the rear of the vehicle and be able to check there are not contaminants.

All the garden waste collected will be taken to a facility near Wallingford where it is composted. The compost is then sold on to local farmers for use on their farmland as a soil conditioner.

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, 13th April 2026 7:15pm
DRAFT Minutes

Attachment 2

**REPORT TO APPLETON WITH EATON PARISH COUNCIL : APRIL 2026
FROM CLLR JAMES PLUMB**

UPDATE ON FLOODING AT BESSELSLEIGH JUNCTION

Officers have established that the core issue is that the existing gully is no longer functioning because it currently outfalls into an old soakaway or filter drain that has failed. As a result, the water has nowhere to go and is backing up onto the road. The long-term plan is to connect this gully to the 600mm culvert that runs under the junction and out to the ditch behind the bus layby. Before this can happen, the ditch needs to be cleared and restored so that it can receive water effectively. As the ditch lies within an area where protected species may be present, ecology surveys are required before full works can proceed. These surveys take time and may lead to specific mitigation measures to ensure habitats are protected. While May is the earliest point at which the full scheme could begin, ecological advice suggests that completing the works later in the year, around September or October, would allow for more comprehensive surveys and may reduce the need for ongoing ecological supervision. In the meantime, a temporary measure is being considered to help manage the flooding. This would involve creating a small holding ditch immediately behind the existing drain to allow water to move away from the carriageway. This temporary work could be undertaken much sooner, subject to basic ecology checks. I am still awaiting further information on when these works are expected to take place and will provide further updates when I have them.

ROAD SAFETY – APPLETON PRIMARY SCHOOL

Following a further meeting with members of the Parish Council and the Headteacher, I have been in discussions with officers regarding possible safety improvements outside the front of the Primary School. The School Engagement Officer noted that the Primary School does not currently have a School Travel Plan in place with the County Council and has suggested this could be one route to identifying a way forward. School Travel Plans encompass a range of measures including promotion of active travel and road safety measures to improve travel to and from school. I have shared details of this with the Headteacher and will continue to monitor the situation as discussions progress.

FLOOD MITIGATION FUNDING

The County Council is launching another round of grant-funded flood mitigation projects for 2026/27, supporting small community-led schemes that reduce flooding from surface water, ordinary watercourses and groundwater. Expressions of interest are due by Monday 4th May 2026. Eligible schemes include things such as small storage features, channel or culvert improvements, natural flood management and community resilience work, with grants available up to £25,000 per project. If you would like more information on how to apply, please contact floodmanagement@oxfordshire.gov.uk.

Monday, 13th April 2026 7:15pm

DRAFT Minutes

Attachment 3: Actions

<u>Minute reference</u>	<u>Subject</u>	<u>Person Responsible</u>	<u>Update</u>
26/3	Add the Terms of Reference for the FoJP to the May agenda	Clerk	
26/7	Do a shout out about the community governance review consultation	Clerk	
26/10	Circulate and submit planning responses	Clerk	
26/14a	Thank OCC for the footpath from Long Close to Besselsleigh Woods.	Clerk	
25/201	Investigate grants for the village album	Clerk and Council	The Council has asked the Clerk to further investigate the Seed Corn Grant for the album and boxes.
25/201	Investigate the ownership of the land around where the War Memorial stands	CM	CM has reported that Highways owns this land and will provide the Clerk with a Land Registry document.
25/202 b	Send training course information to CM	Clerk	The Clerk will book a Roles and Responsibilities course for CM.
25/204 a	Speak to other Councils/Parks and Receptions department at the District Council regarding economies of scale	Clerk	In progress – the Clerk has received a lengthy document to review.

Monday, 13th April 2026 7:15pm

DRAFT Minutes

	with regards to play equipment/life of play equipment		
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	The Clerk and JA have met with the former Chair of the Steering Group. The Clerk is working on the notes from the meeting.
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	LG	LG will work on an email

Monday, 13th April 2026 7:15pm

DRAFT Minutes

25/179 c and 25/201	Bin	Councillors	The Council has asked the Clerk to send the FoJP options for the bin.
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	Done.
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	Done.
24/56	Quotes for the sportsfield	Clerk	See minute reference 26/12 b iii. The Council resolved to proceed with Executive Alarms.

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

Monday, 13th April 2026 7:15pm

DRAFT Minutes

Attachment 4

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
Total			369.27

Payments authorised from the 2026 2027 accounts

<u>Date</u>	<u>Description</u>	<u>Supplier</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>
13/04/2026	Website hosting and WordPress Updates	Dark White Digital	30.00	0.00	30.00
13/04/2026	OALC Membership	OALC	260.00	52.00	312.00
13/04/2026	Mowing grass at sportsfield	Ady Podbery	100.00	20.00	120.00
13/04/2026	Clerk expenses	Allison Leigh	26.00	0.00	26.00
30/04/2026	Clerk salary	Allison Leigh	763.24	0.00	763.24
13/04/2026	Tennis Club Rent	Richard Dick	150.00	0.00	150.00
Total					1,401.24

<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
Total			638.00

Monday, 13th April 2026 7:15pm
DRAFT Minutes

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
Total			5,818.62

Attachment 5

**Bank Reconciliation at
31/03/2026**

	Cash in Hand 01/04/2025		62,162.59
	ADD		
	Receipts 01/04/2025 - 31/03/2026		47,823.36
			109,985.95
	SUBTRACT		
	Payments 01/04/2025 - 31/03/2026		42,498.05
A	Cash in Hand 31/03/2026		67,487.90
	(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 Account	31/03/2026	57,507.30
	Unity Current Account	31/03/2026	9,980.60
			67,487.90
	Less unrepresented payments		
	Plus unrepresented receipts		
B	Adjusted Bank Balance		67,487.90

A = B Checks out OK