

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
are summoned to the
Parish Council Meeting
Tuesday, 19th May 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. 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, 14th May 2026

AGENDA

NB: Members of the Public are invited to the meeting if they wish to speak in the public session or as observers.

26/20. Election of Chair of the Council

26/21. Signing of Declaration of Acceptance form for the Chair

26/22. Election of Vice Chair of the Council (should the Council resolve to have a Vice Chair)

26/23: Signing of Declaration of Acceptance form for the Vice Chair of the Council (should the Council resolve to have a Vice Chair)

26/24: Apologies for Absence

26/25: Declarations of interest

26/26: 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. Members of the public wishing to speak should notify the Clerk in advance. Time given in total is 10 minutes.

26/27: Reports from District and County Councillors

26/28: Minutes of the last meeting: To approve and sign the [minutes of the Parish Council Meeting of 13th April 2026](#) as a true record

26/29: Receipt of minutes and any considerations from the Staffing Committee

26/30: Policies:

- a. To consider the following with no change. The policies can be found on the Parish Council website: [Policies and Key Documents – Appleton With Eaton](#)
 - Standing Orders
 - Financial Regulations
 - Code of Conduct

- Privacy Notice
- Document Retention Policy
- Data Protection Policy
- Media and Press Policy
- Reserves Policy
- Freedom of Information Publication Policy and Scheme
- Risk Management Policy
- Equality Policy
- Complaints Procedure
- Health and Safety Policy
- Councillor Expenses Policy
- Communication Policy
- Civility and Respect Pledge
- Internal Financial Controls Policy
- Councillor Vacancy Procedure and Application
- Sexual and General Harassment Policy and Procedure
- Biodiversity Policy
- Scheme of Delegation
- IT Policy
- Data Audit
- Data Breach Procedure
- Subject Access Request Procedure and Form
- Investment Strategy

b. To consider a drafting a schedule to review policies going forward

26/31: Insurance Cover: To consider the insurance cover

26/32: Chairman’s allowance: To consider a Chairman’s allowance

26/33: Dates of future meetings: To consider that Parish Council Meetings occur on the second Monday of every month except in August and on a Bank Holiday.

26/34: 2026/2027 Action Plan: To consider the Plan

26/35: To note that the Council has the General Power of Competence

26/36: Review of Committees and Working Groups: To review the Council’s Committees and Working Groups

- a. Staffing Committee
 - i. Membership
 - ii. Staffing Committee Terms of Reference
 - iii. To consider the delegation of employment policies to the Staffing Committee
- b. Friends of Jubilee Park
 - i. Membership

- ii. Friends of Jubilee Park Working Group Terms of Reference
- c. Pavilion Working Group
 - i. Membership
 - ii. [Pavilion Working Group Terms of Reference](#)
- d. To consider any new committees/working groups

26/37: To consider the following legal documents:

- i. Lease – Tennis Club
- ii. Sub-lease – Tennis Club
- iii. Lease – Land: Jubilee Park

26/38: Any representation or work with external bodies: There are none currently.

26/39: Subscriptions: To note the following subscriptions agreed at the April meeting:

- i. Oxfordshire Association of Local Councils
- ii. Society of Local Council Clerks
- iii. Information Commissioner’s Office
- iv. Parish Online – To consider a more comprehensive subscription for a cost of approximately £100 annually

26/40: Neighbourhood Plan: To consider the updates to the Neighbourhood Plan

26/41: Risk Assessment: To consider the 2026 2027 Risk Assessment

26/42: Asset Register: To consider the [Asset Register as of 31/3/26](#)

- i. To consider the state of the iroko bench and obtaining quotes for a replacement

26/43: Bank Mandate: To consider the bank signatories

26/44: Internal Audit 2025/2026: To consider the [final report from the Internal Auditor for 2025/2026](#)

26/45: Annual Internal Audit Report 2025/2026: To review the [Annual Internal Audit Report 2025/2026](#)

26/46: Annual Governance Statement 2025/2026: To consider and respond accordingly

26/47: Annual Accounting Statements 2025/2026: To consider and agree the Accounting Statements for the 2025/2026 financial year

26/48: Notice of Elector’s Rights: To consider the dates of the period of Notice of Elector’s Rights

26/49: Website Accessibility:

- i. To consider the website accessibility report and consider the following recommendations at a cost of £126.
 - Updating the colour of the Facebook link in the header to meet contrast requirements

- Improving the structure of the Mailchimp popup form to ensure all fields have accessible labels
 - Refining the ARIA structure of the templates to improve compatibility with assistive technologies
- ii. To consider the updated Website Accessibility Statement: [Accessibility Statement – Appleton With Eaton](#)

26/50: Actions: To consider the Actions. See Attachment 1

- i. To consider the draft letter to the MP

26/51: Finance:

- **Finance Report:** To consider the finance report and authorise payments. See Attachment 2
- **Training Courses:** To consider any training courses requested
- **Increase of transaction limit for the payment card:** To consider an increase to £500 per transaction on the payment card and a monthly increase to £750 to accommodate the Council’s request to purchase Starlink directly

26/52: 2027 Boundary Review: To consider any further discussion with regards to Appleton with Eaton Parish Council merging with Besselsleigh Parish Meeting as part of the 2027 Boundary Review and note the next meeting of the District Council to review this is the 28th May 2026. The agenda will be available on the 19th May 2026.

26/53: Planning

- a. **Planning applications:** There are no new planning applications. To note the responses to the following made based on feedback from the April meeting:

[26/V0593/FUL](#)

137 Netherton Road, Appleton
 Provision of vehicular access/cross-over.
 See Attachment 3

[P25/V1217/FUL](#)

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)
 See Attachment 4

26/54: Working Groups: To have a report from the following:

a. Friends of Jubilee Park

- i. **Buccaneer Tower:** To consider whether to proceed with obtaining quotes for repair or replacement
- ii. **Bin:** To consider the bin suggested by the Friends of Jubilee Park at a cost of approximately £200

b. Pavilion Working Group

- i. Consider quotes for windows/doors
- ii. Consider applying for the Nature and Climate Action Fund

- iii. Consider commissioning an energy grant of the Pavilion at a cost of approximately £780 + VAT

c. ***Leisure and Recreation (L&R) Working Group***

- 1. ***Fees:*** To consider fees for the 26/27 financial year

26/55: Elan City contract for the speed sign: To consider renewing the contract at a cost of £196 + VAT

26/56: 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, 14th of May.

26/57: Website and Advertiser: To consider any items to be put on the website and in the Advertiser

26/58: Matters for report: To raise matters for discussion without decision or items for the next meeting

26/59: Date of the next meeting: To confirm the date of the next Parish Council Meeting as Monday the 8th June at 7:15pm in the Village Hall.

Notes on declarations of interest: Any Member arriving after the start of the meeting is asked to declare pecuniary interests, as necessary, as soon as practicable after their arrival, even if the item in question has been considered.

National rules about pecuniary interests are set out in Chapter 7 of the Localism Act 2011 and in secondary legislation made under the Act, in particular The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 201

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Attachment 1: 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	Done
26/7	Do a shout out about the community governance review consultation	Clerk	Done
26/10	Circulate and submit planning responses	Clerk	Done
26/14a	Thank OCC for the footpath from Long Close to Besselsleigh Woods.	Clerk	Done
25/201	Investigate grants for the village album	Clerk and Council	The Seed Corn grant has closed.
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	Course booked
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 and they are in favour of repair. This is on the May agenda. 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.

25/184 and 169	Review of the Neighbourhood Plan	Clerk and JA	This is on the May agenda.
25/186 f	Work on queries regarding Hirers' Insurance	Clerk	In progress.
25/179 a	Write to MP re Thames Path	LG	This is on the May agenda.
25/179 c and 25/201	Bin for Jubilee Park	Councillors	This is on the May agenda.
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.

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

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Attachment 2: Finance Report**Payments for authorisation**

<u>Date</u>	<u>Description</u>	<u>Supplier</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>
16/04/2026	HP Ink plan	HP	61.23	12.25	73.48
16/04/2026	Council phone	Lebara	5.79	1.16	6.95
21/04/2026	Mailchimp subscription	Mailchimp	9.82	1.97	11.79
16/04/2026	Lloyds fee	Lloyds	3.00	0.00	3.00
16/04/2026	Electricity at the sportsfield	EDF	69.25	3.46	72.71
13/04/2026	Post code at the Pavilion	Vale of White Horse District Council	30.19	0.00	30.19
01/04/2026	Scribe accounts subscription	Starboard Systems	35.00	7.00	42.00
01/04/2026	Sportsfield booking system	Starboard Systems	20.00	4.00	24.00
30/04/2026	Unity Service Charge	Unity Trust Bank	7.00	0.00	7.00
01/05/2026	Donation	Appleton Village Hall	1,200.00	0.00	1,200.00
31/05/2026	Staff costs	Staff costs	763.24	0.00	763.24
11/05/2026	Internal Audit	WTG Consultants	137.50	0.00	137.50
11/05/2026	SLCC Membership	SLCC	126.50	0.00	126.50
11/05/2026	Clerk expenses	Allison Leigh	26.00	0.00	26.00
11/05/2026	Noticeboard materials	Allison Leigh	131.60	0.00	131.60
19/05/2026	Website accessibility check	Dark White Digital	168.00	0.00	168.00
19/05/2026	Mowing of Jubilee Park	Dark White Digital	65.00	13.00	78.00
Total					2,901.96

Receipts from 1/4/26 – 30/4/26

<u>Date</u>	<u>Description</u>	<u>Supplier</u>	<u>Total</u>
08/04/2026	Precept - 1st half	Vale of White Horse District Council	30,000.00
07/04/2026	Jubilee Park fundraising	Sum Up	416.83
07/04/2026	Hire of pavilion and sportsfield	Cumnor Minors	350.00
Total			30,766.83

Bank Reconciliation at 30/04/2026

Cash in Hand 01/04/2026	67,487.90
ADD	
Receipts 01/04/2026 - 30/04/2026	30,766.83
	98,254.73
SUBTRACT	
Payments 01/04/2026 - 30/04/2026	1,672.36
A Cash in Hand 30/04/2026	96,582.37
(per Cash Book)	

Cash in hand per Bank Statements

Petty Cash	30/04/2026	0.00
Unity Current Account	30/04/2026	39,075.07
Unity Instant Access Account	30/04/2026	57,507.30
Lloyds Card	30/04/2026	0.00

96,582.37

Less unrepresented payments

96,582.37

Plus unrepresented receipts

B Adjusted Bank Balance

96,582.37

A = B Checks out OK

Attachment 3

[26/V0593/FUL](#)

137 Netherton Road, Appleton

Provision of vehicular access/cross-over.

AWEPC objects to this as we believe there is a question as to whether it is residential or agricultural land and believe it is inappropriate use of agricultural land. AWEPC also believes this application furthers the overdevelopment at the property.

Attachment 4

[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)

The Council resolved to proceed with its previous objection to this application.