

Tuesday 19th May 2026 7:15pm

DRAFT Minutes

Annual Parish Council Meeting

Councillors present: Stephen Day (Chair), Liz Gilkes (Vice Chair), Councillors Rob Filbrandt (RF), Mary Carey (MC), John Adams (JA)

In attendance: Allison Leigh (Clerk)

26/20. Election of Chair of AWEPC: Liz Gilkes proposed and MC seconded Stephen Day as Chair. Appleton with Eaton Parish Council (AWEPC) unanimously voted Stephen Day as Chair and he accepted the role. AWEPC thanked him for his hard work.

26/21. Signing of Declaration of Acceptance form for the Chair: The Council agreed for the Chair to sign the form after the meeting.

26/22. Election of Vice Chair of AWEPC (should AWEPC resolve to have a Vice Chair): AWEPC resolved to have a Vice Chair. MC proposed and JA seconded Liz Gilkes as Vice Chair. AWEPC unanimously voted for Liz Gilkes as Vice Chair and she accepted the role.

26/23: Signing of Declaration of Acceptance form for the Vice Chair of AWEPC: The Council agreed for the Vice Chair to sign the form after the meeting.

26/24: Apologies for Absence: Councillors Chris Mitty and Sue Sternberg, County Councillor James Plumb, District Councillor Mark Coleman

26/25: Declarations of interest: None.

26/26: Public questions and statements: Two members of the public were present to speak about the level of support to the Fix My Street Superuser. JA offered to act as a liaison between the County Council and the Superuser. The Clerk will put the reversal of the decision on the next agenda. AWEPC thanked the Superuser for their hard work.

26/27: Reports from District and County Councillors: See Attachments 1 and 2.

26/28: Minutes of the last meeting: The minutes of the Parish Council Meeting of 13th April 2026 were agreed and signed as a true record.

26/29: Receipt of minutes and any considerations from the Staffing Committee: There were no meetings.

26/30: Policies:

- a. **AWEPC resolved to adopt the following policies* with no change.**
 - 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. AWEPC resolved to review these policies annually unless there is a legislative change or another need to review sooner.

26/31: Insurance Cover: AWEPC considered the insurance cover and noted that it is adequate.

26/32: Chairman’s allowance: AWEPC resolved not to have a Chairman’s allowance.

26/33: Dates of future meetings: AWEPC resolved for Parish Council Meetings to take place on the second Monday of every month except in August and on a Bank Holiday.

26/34: 2026/2027 Action Plan: AWEPC agreed the 2026/2027 Action Plan*.

26/35: General Power of Competence: AWEPC noted that it holds the General Power of Competence.

26/36: Review of Committees and Working Groups:

- a.** Staffing Committee
 - i. Membership: AWEPC confirmed membership as the Chair, Vice Chair and SS.
 - ii. Staffing Committee Terms of Reference: AWEPC resolved to adopt the Terms of Reference for the Staffing Committee* with minor edits.
 - iii. AWEPC resolved to delegate employment policies to the Staffing Committee.
- b.** Friends of Jubilee Park

- i. Membership: There are volunteer members of the working group.
- ii. Friends of Jubilee Park Working Group Terms of Reference: AWEPC resolved the Terms of Reference for the Friends of Jubilee Park Working Group* with minor edits.
- c. Pavilion Working Group
 - i. Membership: AWEPC agreed for MC and JA to act as AWEPC councillors on the Pavilion Working Group. There are volunteer members as well.
 - ii. Pavilion Working Group Terms of Reference: AWEPC resolved to adopt the Pavilion Working Group Terms of Reference with no changes.*
- d. AWEPC will not form any new committees/working groups at this time.

26/37: To consider the following legal documents: The Clerk will scan/email these for review on the June agenda.

- 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:

- a. AWEPC noted 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
- b. Parish Online – AWEPC resolved to purchase a subscription for 2026/2027 to Parish Online for an approximate cost of £100.

26/40: Neighbourhood Plan: AWEPC agreed for the updates to the Neighbourhood Plan to be sent to the Vale of White Horse District Council for review. AWEPC thanked the former Chairman of the Steering Group for her work on this.

26/41: Risk Assessment: AWEPC agreed the 2026/2027 Risk Assessment.*

26/42: Asset Register: AWEPC agreed the Asset Register as of 31/3/26.*

- i. AWEPC considered the state of the iroko bench and resolved to remove it. AWEPC asked the Clerk to put a note in the Advertiser asking if anyone might like to donate a bench/a plaque.

26/43: Bank Mandate: The Council resolved to keep the bank signatories as the Chair, Vice Chair, SS and JA.

26/44: Internal Audit 2025/2026: The Council noted the final report from the Internal Auditor for 2025/2026.*

26/45: Annual Internal Audit Report 2025/2026: The Council noted the Annual Internal Audit Report 2025/2026.*

26/46: Annual Governance Statement 2025/2026: The Council responded to the statements and the Chair and Clerk signed the Annual Governance Statement 2025/2026. *

26/47: Annual Accounting Statements 2025/2026: The Council agreed the Accounting Statements for the 2025/2026 financial year and the Chair signed them.*

26/48: Notice of Elector's Rights: The Council agreed the dates of the period of Notice of Elector's Rights* as the following:

Date of notice: Thursday the 21st of May

Date of commencement: Wednesday the 3rd of June 2026

Ending date: Tuesday the 14th of July 2026

26/49: Website Accessibility:

- i. The Council considered the website accessibility report and resolved to proceed with 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. The Council resolved to adopt the updated Website Accessibility Statement.*

26/50: Actions: The Council reviewed the actions. See Attachment 3.

- i. The Council resolved to send a letter to the MP regarding paths.

26/51: Finance:

- i. **Finance Report:** AWEPC agreed the payments and bank reconciliation and noted the receipts for April 2026. See Attachment 4.
- ii. **Training Courses:** There were no training courses requested. The Chair would like the Clerk to notify the Council of any upcoming planning training courses.
- iii. **Increase of transaction limit for the payment card:** AWEPC resolved to increase the amount per transaction to £500 per transaction on the payment card and a monthly increase to £750 to accommodate AWEPC's request to purchase Starlink directly.

26/52: 2027 Boundary Review: The Clerk noted that the consultation on the potential merger between AWEPC and Besselsleigh Parish Meeting as part of the 2027 Boundary Review has closed. The Vale of White Horse District Council will be discussing the results at a meeting on the 28th May 2026. The agenda will be available on District Council's website on the 19th May 2026. The Chair will attend.

26/53: Planning

- a. **Planning applications:** There are no new planning applications.

AWEPC noted 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 5.

[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 6.

26/54: Working Groups:

a. Friends of Jubilee Park

- i. **Buccaneer Tower:** The Council resolved to proceed with obtaining further quotes for repair.
- ii. **Bin:** The Council resolved to proceed with the bin suggested by the Friends of Jubilee Park at a cost of approximately £200. The Council delegated the decision on the location of the bin to the Clerk and FoJP.

b. Pavilion Working Group

- i. Quotes for windows/doors: The Council resolved to consider the quotes at the June meeting or upon the completion of the energy audit, depending on which occurs first.
- ii. Nature and Climate Action Fund: The Council resolved to apply for the Nature and Climate Action Fund for the windows and doors at the Pavilion.
- iii. Energy audit of the Pavilion: The Council resolved to proceed with an energy audit to be carried out by ERS at a cost of £780 + VAT. The Council would like to carry out the energy audit and subsequently apply to the Nature and Climate Action Fund.

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

1. **Fees:** The Council resolved the following fees for the 26/27 financial year:
 - **Hire of the Sportsfield and Pavilion by residents of Appleton and Eaton Parish:** £10/hour
 - **Hire of the Sportsfield and Pavilion by Non-residents of Appleton and Eaton Parish:** £20/hour
 - **Cubs/Scouts:** £15 per session
 - **Cumnor Football:** £35 per session
 - **Cricket:** £950 for the 2026 season

26/55: Elan City contract for the speed sign: The Council resolved to renew the warranty at a cost of £199+ VAT.

26/56: Correspondence: The Council noted the correspondence since the last meeting.

26/57: Website and Advertiser: The Council would like to have the possibility of a donation of bench/memorial plaque in the June Advertiser.

26/58: Matters for report: The Chair noted a letter had been received from the Churchwarden about the collection of dog waste. The Clerk will investigate the collection of this by the company emptying the bin at Jubilee Park.

26/59: Date of the next meeting: The date of the next Parish Council Meeting was confirmed as Monday the 8th June at 7:15pm in the Village Hall. The Chair sends his apologies for the June meeting.

The meeting closed at 8:45pm.

Attachment 1: Vale District Council – Member for Thames Ward Report to the Appleton with Eaton Parish Council – May 2026

Nature and Climate Action Fund

The Vale of White Horse District Council has opened the latest round for organisations to apply for financial support through the Nature and Climate Action Fund, formerly the Climate Action Fund.

Local 'not for profit' organisations and town/parish councils can apply for a share of the £100,000 Fund, with up to £10,000 on offer for individual projects (minimum request of £250). The funding is aimed at community projects that help to address climate change and support nature recovery, alongside educating and inspiring others to get involved.

The fund has previously supported projects such as the installation of public electric vehicle charging points, solar panel installation, reuse and repair workshops, energy audits and implementation of recommendations for community buildings, restoration of a community woodland, installation of a boardwalk at a nature site to allow visitors access without damaging important habitats and a tree giveaway to encourage garden planting.

Full details of the Nature and Climate Action Fund and how to apply are available on the Vale's website here: <https://www.whitehorsedc.gov.uk/vale-of-white-horse-district-council/community-support/grants/climate-action-fund/>. The 2026/27 Fund guidelines are available here: <https://www.southandvale.gov.uk/app/uploads/sites/3/2026/04/Nature-and-Climate-Action-Fund-Policy-Guidance-2026-27.pdf>. Applications will close at midday on Monday 29 June.

Organisations are welcome to contact the Climate and Biodiversity Team at climateaction@southandvale.gov.uk or the Community Enablement Team at grants@southandvale.gov.uk if they have any questions about the scheme and/or their project.

Introduction of Full Council Livestreaming

The Vale livestreams a wide range of meetings but previously was unable to do so for Full Council meetings which had to be held off-site because of space and technical limitations. However, with effect from 13 May, Full Council meetings will be held in newly available space in Abbey House, Abingdon, which will enable the meetings to be livestreamed. This means people will be able to watch the discussions and decisions that matter most to our communities live or catch up later at their convenience. The stream will be available via the 'Live' tab on the Vale's YouTube channel here: <https://www.youtube.com/@SouthandValeCommitteeMeetings/streams>

The meetings will be recorded using Microsoft Teams and appear on AWEPC's Committee Meetings YouTube Channel here: <https://www.youtube.com/channel/UCTj2pCic8vzucpzlaSWE3UQ>

Renters' Rights Act

The Renters' Rights Act came into effect on 1 May. This brings about the most significant changes to the private renting sector in nearly 40 years.

The Act introduces new powers for councils and new standards required for landlords and their properties. The Vale of White Horse District Council will have a statutory duty to enforce the new landlord legislation and is anticipating an increase in demand for housing needs services from May.

The Vale has done everything it can to prepare for the changes and the impact it will have on housing services – including raising awareness of the new legislation amongst private sector landlords and helping them to implement the changes – as well as raising awareness with private sector renters in the district.

More information about the changes is available on the Vale's website here www.whitehorsedc.gov.uk/renters-rights-act and at gov.uk/rentingischanging

If residents have any questions about the Renters' Rights Act, they can email housing@southandvale.gov.uk.

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

FROM CLLR JAMES PLUMB

WEST OXFORDSHIRE LOWLANDS MOVEMENT & PLACE PLAN

Oxfordshire County Council is currently consulting on its Movement and Place (MAP) Plan for West Oxfordshire Lowlands. The long-term plan seeks to improve local places and transport. Its aim is to create better public spaces for communities and upgrade travel routes and infrastructure. This MAP Plan is a 'live' document, meaning it will be updated regularly to reflect the latest needs and aspirations for the area, as schemes are developed and delivered. It includes proposals and projects for the next 25 years. Whilst not directly relevant to Appleton with Eaton, given its proximity to a number of villages in West Oxfordshire, the Parish Council may wish to respond. Further information can be found [here](#).

ROAD SAFETY – APPLETON PRIMARY SCHOOL

I have continued to engage with officers regarding road safety outside 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.

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Attachment 1: Actions

<u>Minute reference</u>	<u>Subject</u>	<u>Person Responsible</u>	<u>Update</u>
26/21 and 23	Signing of the Declaration of Acceptance Forms	Chair, Vice Chair, Clerk	
26/26	Reversal of the decision re the Superuser on the June agenda	Clerk	
26/30 and 36	Policies updates and on the website	Clerk	
26/37	Scan leases and put on the June agenda	Clerk	
26/39	Subscribe to Parish Online	Clerk	
26/40	Send NP comments to the District Council	Clerk	
26/42	Organise removal of iroko bench	Clerk	
26/49	Work with Dark White Digital on website accessibility updates	Clerk	
26/51	Investigate planning training courses	Clerk	
26/54 a i	Investigate quotes for the repair of the Buccaneer Tower	Clerk	

26/54 ii	Meet with Friends of Jubilee Park re bin placement	Clerk	
26/54 b i	Windows quotes on June agenda	Clerk	
26/54 b ii	Apply to fund once quotes are agreed	Clerk	
26/54 b iii	Arrange energy audit	Clerk	
26/55	Update Elan City warranty	Clerk	
26/58	Investigate bin emptying near the church	Clerk	
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	It was noted that the Seed Corn grant has closed. There were no further updates on the album.
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. The Clerk will also investigate on Parish Online.
25/202 b	Send training course information to CM	Clerk	Course booked
25/204 a	Speak to other Councils/Parks and Recreations department at the District	Clerk	In progress – the Clerk has received a lengthy document to review.

	Council regarding economies of scale with regards to play equipment/life of play equipment		
25/204a	Obtain quote for works on Buccaneer Tower and Zip Wire	Clerk	For the Buccaneer Tower, see minute reference 26/54 a i . 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	See minute reference 26/40
25/186 f	Work on queries regarding Hirers' Insurance	Clerk	In progress.
25/179 a	Write to MP re Thames Path	LG	The Vice Chair will provide a letter for the Clerk to send.
25/179 c and 25/201	Bin for Jubilee Park	Councillors	See minute reference 26/54 a ii
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) is assisting with quotes for the fencing around the oil tank as the cost has come in higher than the grant received. Re Starlink. See minute reference 26/54. The PWG 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 now that updated rates have been agreed.

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.

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

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Attachment 4: Finance Report

<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

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	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

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Attachment 5

[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 6

[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 to proceed with its previous objection to this application.