

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
Monday, 8th June 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, 3rd June 2026

AGENDA

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

26/60: Apologies for Absence: Chairman Stephen Day

26/61: Declarations of interest

26/62: 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.

26/63: Pavilion Working Group: Sportsfield and Pavilion: (Note: Members of the Pavilion Working Group will be in attendance.)

- i. To consider third party interest and required maintenance
- ii. Consider quotes for windows/doors
- iii. Consider applying for the Nature and Climate Action Fund

26/64: Reports from District and County Councillors

26/65: Minutes of the last meeting: To approve and sign the [minutes of the Parish Council Meeting of 19th May 2026](#) as a true record

26/66: 2027 Boundary Review: To have an update following the meeting of the District Council to review this is the 28th May 2026.

26/67: Actions: To consider the Actions. See Attachment 1

26/68: Finance:

- **Finance Report:** To consider the finance report and authorise payments. See Attachment 2
- **Training Courses:** To consider any training courses requested
- **Grant applications:** To consider any grant applications received

26/69: Planning: To consider the following planning applications:

- i. [P26/V1325/HH](#)
[P26/V1326/LB](#)
Appleton Manor, Eaton Road, Appleton
Internal and external alterations, extension, all of which is largely in accordance with previously approved applications P00/1663 and P00/1664/LB, including the renewal of existing hard landscaped terrace.

- ii. [P26/V1324/LB](#)
Manor Farm House 29 Eaton Road Appleton Abingdon OX13 5JR
Proposed internal and external alterations to provide replacement kitchen units, plant room, boot room and alterations to modern timber stud partitions to create a master bedroom suite and bedroom 2 adaptations. External alterations comprise replacement gutters and downpipes, repointing repairs and installation of extract vents.

- iii. [P26/V1624/LB](#)
Manor Farm House 29 Eaton Road Appleton Abingdon OX13 5JR
The refurbishment, repair, renovation and in some cases replacement of existing timber windows to a Grade II listed property with new heritage style timber and metal windows

26/70: Trees: To note the results of the tree survey and consider next steps.

26/71: Working Groups: To have updates from the following:

- a. *Friends of Jubilee Park*
- b. *Pavilion Working Group (see agenda item 26/63)*

26/72: Reversal of decision of Superuser assistance: To consider the retrospective agreement of the reversal of the decision at the meeting of the 13th April 2026 minute reference 26/11

26/73: To consider the following legal documents:

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

26/74: Scheme of Delegation: To note decisions made under the Scheme of Delegation since the May meeting:

- i. OPFA membership: £50

26/75: 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, 4th June.

26/76: Website and Advertiser: To consider any items to be put on the website and in the Advertiser

26/77: Matters for report: To raise matters for discussion without decision or items for the next meeting

26/78: Date of the next meeting: To confirm the date of the next Parish Council Meeting as Monday the 13th July 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>
26/21 and 23	Signing of the Declaration of Acceptance Forms	Chair, Vice Chair, Clerk	In progress.
26/26	Reversal of the decision re the Superuser assistance on the June agenda	Clerk	Done
26/30 and 36	Policies updates and on the website	Clerk	In progress
26/37	Scan leases and put on the June agenda	Clerk	Done. Leases will be circulated to councillors prior to the meeting.
26/39	Subscribe to Parish Online	Clerk	Done
26/40	Send NP comments to the District Council	Clerk	Done
26/42	Organise removal of iroko bench	Clerk	
26/49	Work with Dark White Digital on website accessibility updates	Clerk	In progress
26/51	Investigate planning training courses	Clerk	There are none at the moment.
26/54 a i	Investigate quotes for the repair of the Buccaneer Tower	Clerk	In progress
26/54 ii	Meet with Friends of Jubilee Park re bin placement	Clerk	In progress. The Clerk has emailed the Friends of Jubilee Park and is waiting to hear back
26/54 b i	Windows quotes on June agenda	Clerk	Done

26/54 b ii	Apply for grant once windows quotes are agreed	Clerk	
26/54 b iii	Arrange energy audit	Clerk	Done and arranged for the 10 th June.
26/55	Update Elan City warranty	Clerk	The Clerk has emailed Elan City and waiting for next steps.
26/58	Investigate bin emptying near the church	Clerk	
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	In progress.
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	Done. There is advice to be had, but not necessarily economies of scale.
25/204a	Obtain quote for works on Buccaneer Tower and Zip Wire	Clerk	In progress.
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	The comments have been sent to the District Council for review.
25/186 f	Work on queries regarding Hirers' Insurance	Clerk	In progress.
25/179 a	Write to MP re Thames Path	LG	Done.

25/179 c and 25/201	Bin for Jubilee Park	Councillors	The Clerk has emailed the Friends of Jubilee Park as to the bin location.
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. Starlink is in progress. 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 2: Finance Report**Payments for authorisation:**

<u>Date</u>	<u>Description</u>	<u>Supplier</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>
01/05/2026	Scribe accounts subscription	Starboard Systems	35.00	7.00	42.00
01/05/2026	Sportsfield booking system	Starboard Systems	20.00	4.00	24.00
19/05/2026	HP Ink plan	HP	91.23	18.25	109.48
19/05/2026	Council phone	Lebara	5.79	1.16	6.95
19/05/2026	Mailchimp subscription	Mailchimp	9.70	1.94	11.64
19/05/2026	Bank fees	Lloyds	3.00	0.00	3.00
20/05/2026	Electricity at the sportsfield	EDF	24.34	1.22	25.56
31/05/2026	Bank fees	Unity Trust Bank	7.00	0.00	7.00
30/06/2026	Clerk salary	Allison Leigh	763.24	0.00	763.24
08/06/2026	Clerk expenses	Allison Leigh	26.00	0.00	26.00
31/05/2026	Mowing grass at sportsfield	Ady Podbery	380.00	76.00	456.00
08/06/2026	Parish Online subscription	Local Authority Technology CIC	70.00	14.00	84.00
08/06/2026	Website hosting and WordPress Updates	Dark White Digital	30.00	0.00	30.00
08/06/2026	Website Work	Dark White Digital	42.00	0.00	42.00
08/06/2026	Tree survey	Boward Tree Surgery Ltd.	500.00	100.00	600.00
08/06/2026	Mowing of Jubilee Park	BGG	65.00	13.00	78.00
Total			2,072.30	236.57	2,308.87

Receipts from 1/5/26 – 31/5/26

<u>Date</u>	<u>Description</u>	<u>Supplier</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>
06/05/2026	Wayleaves	SSEN	13.92	0.00	13.92
07/05/2026	Donation for Village Album	Appleton with Eaton History Group	200.00	0.00	200.00
30/05/2026	Ink	North Leigh Parish Council	30.62	0.00	30.62
Total			244.54	0.00	244.54

Bank Reconciliation at 31/05/2026

Cash in Hand 01/04/2026 67,487.90

ADD

Receipts 01/04/2026 - 31/05/2026 31,011.37

98,499.27

SUBTRACT

Payments 01/04/2026 - 31/05/2026 4,562.83

A Cash in Hand 31/05/2026 93,936.44
(per Cash Book)

Cash in hand per Bank Statements

Petty Cash	31/05/2026	0.00
Unity Current Account	31/05/2026	36,429.14
Unity Instant Access Account	31/05/2026	57,507.30
Lloyds Card	31/05/2026	0.00

93,936.44

Less unrepresented payments

93,936.44

Plus unrepresented receipts

B Adjusted Bank Balance 93,936.44

A = B Checks out OK

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