

Monday 13th July 2026 7:15pm
DRAFT Minutes
Parish Council Meeting

Councillors present: Stephen Day (Chair), Liz Gilkes (Vice Chair), Mary Carey (MC), Sue Sternberg (SS) and Chris Mitty (CM)

In attendance: Allison Leigh (Clerk), District Councillor Mark Coleman, County Councillor James Plumb (left after 26/82).

26/79: Apologies for Absence: Apologies were received from Rob Filbrandt. John Adames was not in attendance.

26/80: Declarations of interest: None

26/81: Public questions and statements: A member of the public was in attendance.

26/82: Reports from District and County Councillors:

Report from District Councillor Mark Coleman: See Attachment 1.

Report from County Councillor James Plumb: See Attachment 2.

26/83: Minutes of the last meeting: The minutes of the Parish Council Meeting of the 8th June 2026 were agreed and signed as a true record.

26/84: Actions: See Attachment 3.

26/85: Finance:

- i. **Finance Report:** The Council agreed the bank reconciliation of 30/6/26, authorised the payments and noted the receipts through 30/6/26. See Attachment 4.
- ii. **Training Courses:** No training courses were requested.
- iii. **2026/2027 Audit:** The Council resolved to appoint Theresa Goss as Internal Auditor for 2026/2027 at a cost of £275.
- iv. **Transfer of funds to instant access account:** The Council resolved to transfer £9650 to the instant access (interest) account in line with the Council's investment strategy.
- v. **Budget against actual:** The Council noted the budget against actual through 30/06/2026.

26/86: Planning:

- i. [P25/V1217/FUL](#)
Home Farm, Besselsleigh 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

Monday 13th July 2026 7:15pm
DRAFT Minutes
Parish Council Meeting

2025, and as amended by red line plan extending to the highway received 30 March 2026)

The Council resolved to re-state its previous objection:

Appleton with Eaton Parish Council (AWEPC) objects to this planning application and supports the objections raised by Besselsleigh Parish Meeting.

In addition, the footpath to Besselsleigh is used regularly by residents of Appleton with Eaton and would become unsafe to pedestrians if used by lorries. This is noted in the recommended refusal by Oxfordshire County Council.

It is a designated footpath and right of way on the official OS map which should have been stated in this application.

- ii. [Oxfordshire County Council Planning Reference MW.0087/26](#): The Council resolved to make no comment.

26/87: Sportsfield:

- i. MC and the Clerk provided an update on their recent meeting with the Oxfordshire Playing Fields Association about maximising the usage of the Sportsfield and Pavilion: See Attachment 5.
- ii. The Council considered the proposed usage of the Sportsfield. The Council resolved for the Clerk to speak to Cumnor Minors Football Club as to whether they can assist with grant funding towards the refurbishment of the Pavilion. If so, the Council will explore increased usage by Cumnor Minors. If not, the Council resolved to proceed AS Football Academy (ASFA) for additional use of the Sportsfield for football while keeping the Cumnor Minor fixtures previously used for the 2026/2027 season.
- iii. The Council considered the Sportsfield and Pavilion charges and resolved to keep them as is for the time being.
- iv. The Council considered quotes for a new boiler and resolved to proceed with JP Heating at a cost of £4,650 + VAT.
- v. The Council considered the quotes for fencing around the new oil tank and resolved to proceed with SSH Civils at a cost of £2,200.

26/88: Working Groups:

a. Friends of Jubilee Park

Monday 13th July 2026 7:15pm

DRAFT Minutes

Parish Council Meeting

1. The Council consider the quotes for a replacement Buccaneer Tower and resolved to proceed with Huck Teck at a cost of:
£12,477.00 for the equipment
£500.00 Carriage
£3,134.19 for removal of old equipment and installation
Total £16,111.19 (exclusive of VAT)
The funds will be taken from the Jubilee Park reserve and the sinking fund. It was noted that the Council would like to consider a budget figure for replacement costs in the 27/28 and creating a reserve for this as well as look to build the sinking fund back up.

The Council considered the quote for the replacement of the monkey bars and resolved to proceed with Proludic at a cost of £1,595.00

b. Pavilion Working Group:

- i. See 26/87.
- ii. It was noted that Starlink has been installed and the Clerk is working on having it fully functioning.

26/89: Grounds maintenance:

- i. Remnant of the Great Green: A resident was in attendance and volunteered to cut back brambles at the Remnant of the Great Green for sight lines in the summer months. The Council resolved for the Clerk to obtain quotes for further cutting after nesting season.
- ii. Appleton Landing: It was noted that this is being cut by a volunteer.

26/90: Salt provision:

- i. The Council resolved for the Clerk to ask Oxfordshire County Council (OCC) to top these up and will check to see this is done in October.
- ii. The Council resolved not to purchase any new salt bins.

26/91: Village album: The Vice Chair reported the album (in two volumes) is ready for collection and she is investigating boxes for them.

26/92: Correspondence: The Council noted the publications and correspondence received.

- i. The Chair noted he has been in discussion with a resident regarding the speed on Appleton Common. The resident has been in touch with OCC who is advising on options.
- ii. Consultations to consider
 - a. General review of speed limits on Oxfordshire's rural A and B class road network - Stakeholder consultation - Vale of White Horse district: The Council resolved to consider this at the September meeting.

26/93: Advertiser: The Council would like the following in the August Advertiser:

Monday 13th July 2026 7:15pm
DRAFT Minutes
Parish Council Meeting

- There will be no August meeting.
- Update on the potential merger with Besselsleigh Parish Meeting.
- Memorial bench
- Pavilion Working Group updates

26/94: Matters for report: None.

26/95: Date of the next meeting: The date of the next Parish Council Meeting was confirmed as Monday the 14th September at 7:15pm in the Village Hall.

26/96: Confidential item: The Council resolved to exclude members of the public from the following agenda.

26/97: Letter from the MP: The Council resolved to respond to the recent letter from the MP.

The meeting closed at 20:50.

Monday 13th July 2026 7:15pm
DRAFT Minutes
Parish Council Meeting

Attachment 1

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

Land Charges System

The Vale has apologised to residents who have been affected by the unavailability of the Land Charges system. This resulted from a significant and complex project, replacing systems that had been in place a long time, over a decade at Vale of White Horse and three decades at South Oxfordshire. The previous system is being discontinued by the supplier, meaning the system needed to be moved to a new platform to ensure the service remained reliable, supported and able to meet future needs. It is hoped that the new system will go live today, 13 July.

Quiet Lanes

Oxfordshire County Council is inviting town and parish councils to get involved with their plans for Quiet Lanes across the county. They want suggestions for routes in their areas that could become Quiet Lanes. Quiet Lanes will have a number of traffic calming measures installed, which could include physical measures, signage and or speed limit changes. Quiet Lanes must have suitable alternative routes for motorised traffic, while local access to homes, businesses and farms will be maintained along the Quiet Lane. Parish councils can suggest a route via the county council website: <https://www.oxfordshire.gov.uk/transport-and-travel/local-transport-and-connectivity-plan/active-travel/quiet-lanes-programme/how-request-quiet-lane>

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 July 2026 7:15pm
DRAFT Minutes
Parish Council Meeting

Attachment 2

REPORT TO APPLETON WITH EATON PARISH COUNCIL

JULY 2026

FROM CLLR JAMES PLUMB

VISION ZERO ROAD SAFETY PROGRAMME

The County Council is progressing its review of rural speed limits as part of the Vision Zero road safety programme and is seeking feedback from parish councils on potential changes to speed limits on a number of local roads, including the A420, A415 and A338. The review is being carried out in accordance with current Department for Transport guidance and focuses primarily on improving safety for all road users, while also recognising potential benefits such as reduced traffic noise. The current stakeholder consultation runs until 18th September 2026 and will be followed by a review of responses, before a formal public consultation later in 2026, and the implementation of any approved changes from mid-2027 onwards. Parish Councils are being encouraged to consider the proposals affecting their area and submit any additional comments or local evidence by the consultation deadline.

ELECTRIC VEHICLE CHARGING

The County Council is seeking feedback from Parish Councils and residents to help identify suitable locations for new public electric vehicle (EV) charging infrastructure, as part of a countywide programme to install around 1,500 public charging bays by mid-2028. The programme will prioritise areas where residents do not have access to off-street parking and may include larger charging hubs in public car parks and smaller community charging hubs at locations such as village halls and community centres. More information is available [here](#).

PAVEMENT PARKING

At the recent full council meeting, I voted in support of a motion designed to look at tackling pavement parking across the county. This is something a number of residents have raised with me as an issue across the division, particularly in areas around schools and on bends. During the debate, I stressed that any enforcement approach needs to recognise that on some narrower rural roads, there isn't always an alternative and a one-size-fits-all approach would be sub-optimal. The Cabinet Member for Transport will now oversee the introduction of an enforcement mechanism and I will be keeping a close eye on how

Monday 13th July 2026 7:15pm

DRAFT Minutes

Parish Council Meeting

Attachment 3: Actions

<u>Minute reference</u>	<u>Subject</u>	<u>Person Responsible</u>	<u>Update</u>
26/87 ii	Speak to Cumnor Minors FC re grant funding	Clerk	
26/88 b	Ensure Starlink is fully functioning	Clerk	
26/89 i	Obtain quotes for cutting of the Remnant of the Great Green	Clerk	
26/90 i	Ask OCC to top up salt bins	Clerk	
26/71a	Ask FoJP if they could cut back thorns at Jubilee Park	Clerk	They have agreed to do this.
26/21 and 23	Signing of the Declaration of Acceptance Forms	Chair, Vice Chair, Clerk	In progress.
26/30 and 36	Policies updates on the website	Clerk	In progress
26/40, 25/184 and 169	NP review	Clerk	Comments have been sent to VoWHDC and AWEPC is waiting for a response as to whether the comments would constitute a light review.
26/42	Organise removal of iroko bench	Clerk	The bench was removed by a member of the public. The Clerk has had one expression of interest and will follow up on this.

Monday 13th July 2026 7:15pm

DRAFT Minutes

Parish Council Meeting

26/49	Work with Dark White Digital on website accessibility updates	Clerk	In progress
26/54 a i	Investigate quotes for the repair of the Buccaneer Tower	Clerk	The Council resolved to proceed with Huck Teck. See minute reference 26/88.
26/54 ii	Meet with Friends of Jubilee Park re bin placement	Clerk	The bin has arrived and the FoJP have identified a suggested location. The Clerk is in touch with a company re installation.
26/54 b ii	Apply for grant once windows quotes are agreed	Clerk	Done.
26/55	Update Elan City warranty	Clerk	Done
26/58	Investigate bin emptying near the church	Clerk	In progress
25/201	Investigate the ownership of the land around where the War Memorial stands and replacement costs for insurance	CM and Clerk	In progress.
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.
25/186 f	Work on queries regarding Hirers' Insurance	Clerk	In progress.

Monday 13th July 2026 7:15pm

DRAFT Minutes

Parish Council Meeting

25/136 c ii	Grant for Gigaclear/floodlights	Clerk	Starlink has been installed. The PWG is looking into the replacement of bulbs for the floodlights. This will be part of future reports from the PWG.
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

Monday 13th July 2026 7:15pm

DRAFT Minutes

Parish Council Meeting

Attachment 4

**Bank Reconciliation at
30/06/2026**

Cash in Hand 01/04/2026	67,487.90
-------------------------	-----------

ADD

Receipts 01/04/2026 - 30/06/2026	32,625.95
----------------------------------	-----------

100,113.85

SUBTRACT

Payments 01/04/2026 - 30/06/2026	8,108.75
----------------------------------	----------

A	Cash in Hand 30/06/2026	92,005.10
	(per Cash Book)	

Cash in hand per Bank Statements

Petty Cash	30/06/2026	0.00
------------	------------	------

Unity Current Account	30/06/2026	34,218.22
-----------------------	------------	-----------

Unity Instant Access Account	30/06/2026	57,786.88
---------------------------------	------------	-----------

Lloyds Card	30/06/2026	0.00
-------------	------------	------

92,005.10

Less unrepresented payments

92,005.10

Plus unrepresented receipts

B	Adjusted Bank Balance	92,005.10
----------	------------------------------	------------------

A = B Checks out OK

Monday 13th July 2026 7:15pm

DRAFT Minutes

Parish Council Meeting

Payments authorised

<u>Date</u>	<u>Description</u>	<u>Supplier</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>
01/06/2026	Sportsfield booking system	Starboard Systems	20.00	4.00	24.00
01/06/2026	Scribe accounts subscription	Starboard Systems	35.00	7.00	42.00
17/06/2026	Electricity at the sportsfield	EDF	31.05	1.55	32.60
30/06/2026	Bin for Jubilee Park	Bibby Commercial Finance Ltd (Roadware)	212.95	42.59	255.54
30/06/2026	Bank fees	Unity Trust Bank	7.00	0.00	7.00
19/06/2026	Energy audit	ERS Consultants LTD	780.00	156.00	936.00
16/06/2026	HP Ink plan	HP	81.23	16.25	97.48
16/06/2026	Council phone	Lebara	5.79	1.16	6.95
16/06/2026	Google subscription	Google	0.39	0.00	0.39
16/06/2026	Mailchimp subscription	Mailchimp	9.77	1.95	11.72
16/06/2026	Lloyds fee	Lloyds	3.00	0.00	3.00
13/07/2026	PAYE	HMRC	213.34	0.00	213.34
13/07/2026	Pavilion cleaning	Constantin Express Cleaning Ltd	88.00	17.60	105.60
13/07/2026	Website hosting and WordPress Updates	Dark White Digital	30.00	0.00	30.00
13/07/2026	Grass cutting at Jubilee Park	BGG	140.00	28.00	168.00
13/07/2026	Mowing grass at sportsfield	Ady Podbery	350.00	70.00	420.00
13/07/2026	Clerk expenses	Allison Leigh	70.45	0.00	70.45
13/07/2026	PAYE	HMRC	191.01	0.00	191.01
31/07/2026	Clerk salary	Allison Leigh	763.24	0.00	763.24
31/08/2026	Clerk salary	Allison Leigh	763.24	0.00	763.24
Total			3,795.46	346.10	4,141.56

Receipts from 1/6/26 – 30/6/26

<u>Date</u>	<u>Description</u>	<u>Customer</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>
30/06/2026	Bank Interest	Unity Trust Bank	279.58	0.00	279.58
08/06/2026	Hire of pavilion and sportsfield	Sally Cooper	805.00	0.00	805.00
09/06/2026	Hire of pavilion and sportsfield	Private Hire	40.00	0.00	40.00
15/06/2026	Hire of pavilion and sportsfield	Goldensparrows Cricket Club, East Hanney	270.00	0.00	270.00
10/06/2026	Hire of pavilion and sportsfield	Marcham Colts	120.00	0.00	120.00
29/06/2026	Compensation payment	Unity Trust Bank	100.00	0.00	100.00
Total			1,614.58	0.00	1,614.58

Monday 13th July 2026 7:15pm

DRAFT Minutes

Parish Council Meeting

Attachment 5

Sportsfield usage

Background

There has been an increase in demand for playing field space across Oxfordshire and that includes Appleton Sportsfield and Pavilion.

Since 2018, the field has been used by Appleton Cricket Club from May – September and Cumnor Minors Football for 2 matches per weekend from September – March. Cumnor Minors also holds girls football training on a Monday evening.

The Cubs and Scouts utilise the facility on Tuesday evenings during term time.

In the past couple of months, we have had requests for extra cricket matches, girls football camps, girls football training and girls football matches.

Subsequent Informational Meetings

Meeting with the Oxfordshire Playing Fields Association (OPFA)

The Clerk and Cllr Mary Carey met a representative from OPFA at the Sportsfield where he was able to see the extent of the facilities, the way it is currently managed and used and hear about and advise on future plans for the Sportsfield. He was made aware that there are plans to refurbish the Pavilion, but it was not the focus of his visit.

- Overall impression was of a really good facility, which is well cared for, of a good size and one that the Parish Council should ensure they don't 'undersell' when setting hire rates.
- He pointed out that as parish councillors, there is a duty to maximise the Sportsfield's use for the benefits that outdoor sports and activities provide - social benefits, health benefits and financial benefits. This might be for the benefit of the parish but also the wider community.
- OPFA could clearly see how the cricket wickets / the square was maintained. He observed that clearly those doing so were doing a good job but if they wanted advice, his organization could probably help.
- Any other activities that take place at the Sportsfield need to happen away from the cricket square. They can happen on the outfield. As we walked around the site, it also became clear that in his opinion, most of the potential users could use the site outside the outfield as it is currently marked.
- There is an existing football pitch marked out at the rear of the Sportsfield where you can just about make out the lines. OPFA assessed it as being much bigger than he would have expected. He would suggest that it could easily be narrowed.
- He advised that it would be possible for the girls' team(s) to have their summer training and their matches in the football season without interfering with the cricketers' use of the Sportsfield. He

Monday 13th July 2026 7:15pm

DRAFT Minutes

Parish Council Meeting

suggested several areas which could be used. OPFA thought that the girls' usage of the facility would not so much be useful for any grant application – it would be essential. The area is very unlikely to impinge on the cricket outfield and if it did, he did not consider that they would damage the surface.

- The issue of the ground getting too boggy in winter and getting churned up was raised. OPFA pointed out that we should always suspend matches if the ground is too wet.
- OPFA also advised that we look carefully at how much we charge users and not to undersell the facility.
- We discussed the idea of crafting a Sports and Recreation Strategy for the village.

Meeting with AS Football Academy: 2nd July 2026

The Clerk met with AS Football Academy who are interested in utilizing the facilities as much as possible. The needs discussed were:

- U9 Girls Training year round
- 5 a side (2) and 9 a side pitches from approximately September – March
- Summer camp for children

The Club would also like to consider the possibility of naming the girls teams after Appleton and having full usage of the facility in the areas not covered by cricket, making this their home base.

Initial Proposed Usage to be discussed at the Parish Council meeting on the 13th July 2026

<u>Type</u>	<u>Area</u>	<u>Who</u>	<u>When</u>
Cricket	Cricket pitch including outfield	Appleton Cricket Club Kingston Bagpuize Cricket Club	May – September: Play October – April (?): Maintenance
Adult football pitch	Far side of the Sportsfield	Cumnor U21	Matches: September – March: Saturday and Sunday
5 a side	"Next to Pavilion"	ASFA U9 Girls	Matches: September – March?: Saturday and Sunday
5 a side	"Next to Pavilion"	ASFA U9 Girls	Matches: September – March?: Saturday and Sunday
9 a side	Perpendicular to adult pitch	ASFA U11/14 Girls	Matches: September – March?: Saturday and Sunday

Monday 13th July 2026 7:15pm

DRAFT Minutes

Parish Council Meeting

Training	Outskirts of whole field	Cumnor Minor Girls – Age TBD	Monday evenings: September - March
Training	Outskirts of whole field	ASFA U9 Girls	Monday, Thursday and Friday evenings: Year- round
Summer camps	Outskirts of whole field	Children	Last 2 weeks of August Mon - Wed

Notes:

- Cumnor has come back to say they were not aware there was scope to use more of the pitch and they might be interested. ASFA is willing to be involved in grant applications for the Pavilion refurbishment.
- The Clerk is working with OPFA and Ady Podbery to mark out the field to ensure the space requirements can be met.

Future Usage

A discussion about an Appleton home girls football team could be had as the 2026/2027 football season progresses.

A discussion about a girls football training camp could be had.