



Monday 8th June 2026 7:15pm

DRAFT Minutes

Parish Council Meeting

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

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

26/60: Apologies for Absence: Chairman Stephen Day, Councillor Rob Filbrandt (RF), County Councillor James Plumb

26/61: Declarations of interest: None

26/62: Public questions and statements: Three members of the public were in attendance.

26/63: Pavilion Working Group: Sportsfield and Pavilion: Members of the Pavilion Working Group were in attendance.

- i. To consider third party interest and required maintenance:
 - a. The Group raised that AWEPC may want to give thought to the future viability and caretaking of the facility and how AWEPC would like to proceed.
 - b. The Group reported that the boiler will need replacing. The showers and tiles may need replacing as well. AWEPC delegated the investigation of boiler quotes to the Group.
 - c. AWEPC resolved to proceed with Kingston Bagpuize Cricket Club at a cost of £110 for the cricket preparation for an upcoming match.
- ii. Quotes for windows/doors: AWEPC resolved to proceed with IF Glass at a quote of £13,921.60 + VAT with a colour.
- iii. Consider applying for the Nature and Climate Action Fund: AWEPC resolved to apply for the fund for the windows and doors

The Vice Chair thanked the Group for all of their hard work.

26/64: Reports from District and County Councillors

Vale of White Horse District Council (VoWHDC)

See Attachment 1.

Oxfordshire County Council (OCC)

The County Councillor was not in attendance, but sent a report See Attachment 2.

26/65: Minutes of the last meeting: AWEPC approved and signed the minutes of the Parish Council Meeting of 19th May 2026 as a true record with one edit.

26/66: 2027 Boundary Review: AWEPC noted that at the VoWHDC meeting on 28 May 2026, the Community Governance and Electoral Issues Committee agreed to proceed further with the review of the proposed grouping of Appleton with Eaton and Besselsleigh parishes under a common parish council.

The consultation will seek views not only on the proposed grouping but also the proposed name, Appleton with Eaton and Besselsleigh Parish Council, and the number of parish councillors, seven for Appleton with Eaton parish and one for Besselsleigh parish.

26/67: Actions: AWEPC reviewed the Actions. See Attachment 3.

26/68: Finance:

- **Finance Report:** AWEPC agreed the payments and bank reconciliation. AWEPC noted the receipts from 1/5/26 – 31/5/26. See Attachment 4.
- **Training Courses:** None requested.
- **Grant applications:** None received.

26/69: Planning:

- 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.

AWEPC has no comments on this planning application.

- 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.

AWEPC has no comments on this planning application.

- 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

AWEPC has no comments on this planning application.

26/70: Trees: AWEPC resolved to carry out the high priority works noted in the recent survey and follow on with the further works.

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

- a. **Friends of Jubilee Park (FoJP):** The Clerk has emailed the FoJP about the bin location. AWEPC asked the Clerk to see if the FoJP would be willing to keep the thorns cut back.

- b. Pavilion Working Group (see agenda item 26/63):** The Clerk is seeking quotes for legionella testing.

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

26/73: Legal documents: AWEPC noted the following legal documents held:

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

26/74: Scheme of Delegation: AWEPC noted the following decision made under the Scheme of Delegation since the May meeting:

- i. To purchase a membership to the Oxfordshire Playing Fields Association for 2026/2027: £50

26/75: Correspondence: AWEPC considered the correspondence received.

26/76: Website and Advertiser: AWEPC would like the following items to be in the July Advertiser:

- Thanks to the footpaths warden
- Pavilion update
- Update on the grouping of Appleton with Eaton Parish Council and Besselsleigh Parish Meeting

26/77: Matters for report: None.

26/78: Date of the next meeting: AWEPC confirmed the date of the next Parish Council Meeting as Monday the 13th July at 7:15pm in the Village Hall.

Chris Mitty sends apologies.

The meeting closed at 8:30pm.



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Attachment 1:

**Vale District Council – Member for Thames Ward Report to the Appleton with Eaton Parish Council
– 8 June 2026**

Supporting Nature and Climate projects in the Vale

There is less than one month left for community and voluntary organisations across the district to apply for the Vale's Nature and Climate Action Fund.

From energy audits to solar panel installation, this funding can help projects large or small across the district.

The grant scheme is open until midday 29 June. If residents or organisations need any support with their application, or advice on a project, they can contact our Community Enablement team grants@southandvale.gov.uk or get in touch with the district council's Climate and Biodiversity Team via climateaction@southandvale.gov.uk.

Community Governance Review

At its meeting on 28 May the Community Governance and Electoral Issues Committee resolved to proceed with consultation on draft recommendations including the option of grouping Appleton with Eaton and Besselsleigh parishes under one parish council. The consultation timetable should allow for the consultation responses to be analysed and presented to the next committee meeting scheduled for 1 October.

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

Attachment 2

REPORT TO APPLETON WITH EATON PARISH COUNCIL

JUNE 2026

FROM CLLR JAMES PLUMB

2027/28 HIGHWAY MAINTENANCE PROGRAMME

As local division members, we have been asked to submit feedback on the emerging highways maintenance programme for 2027/28. This could include work such as resurfacing, surface dressing and other highways schemes. Whilst I already have a number of ideas, I would very much welcome the feedback of the Parish Council in helping to decide which roads to put forward for possible inclusion in the programme. If the Parish Council has any thoughts on which roads could benefit from being included, please could you send me comments by Wednesday 17th June.

A415 SPEED LIMIT CONSULTATION

Whilst not directly in the parish, the County Council has just launched a consultation on proposed speed limit changes between Frilford and Kingston Bagpuize. Primarily, these changes are related to the new housing development and planned roundabout near Kingston Bagpuize, but may also be of interest to local residents in Appleton and Eaton. More information can be found on the County Council website here: [Kingston Bagpuize: A415 Abingdon/Kingston Road - proposed speed limits | Let's Talk Oxfordshire](#)



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Attachment 3: Actions

<u>Minute reference</u>	<u>Subject</u>	<u>Person Responsible</u>	<u>Update</u>
26/71a	Ask FoJP if they could cut back thorns at Jubilee Park	Clerk	
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, 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	
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. The Clerk will inform AWEPC via OALC newsletters when courses arise.
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	In progress
26/54 b iii	Arrange energy audit	Clerk	Done and this has been carried out.
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	In progress
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 and replacement costs for insurance	CM and Clerk	In progress.
25/204 a	Speak to other Councils/Parks and Recreations department at the District Council regarding economies of scale	Clerk	Done. There is advice to be had, but not necessarily 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	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.
25/179 a	Write to MP re Thames Path	LG	Done.
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.
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

Payments authorised:

<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

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**Bank Reconciliation at
31/05/2026**

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

Receipts 01/04/2026 - 31/05/2026	31,011.37
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98,499.27

SUBTRACT

Payments 01/04/2026 - 31/05/2026	4,562.83
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A	Cash in Hand 31/05/2026 (per Cash Book)	93,936.44
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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
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A = B Checks out OK