

DRAFT Minutes

14th September 2026

Parish Council Meeting

Councillors present: Stephen Day (Chair), Mary Carey (MC), Sue Sternberg (SS) and John Adams (JA)

In attendance: Allison Leigh (Clerk), County Councillor James Plumb

26/98: Apologies for Absence: Liz Gilkes (Vice Chair), Chris Mitty (CM), District Councillor Mark Coleman. Councillor Rob Filbrandt (RF) was not in attendance.

26/99: Declarations of interest:

The Chair read out the following advice from the Vale of White Horse District Council's (VoWHDC) Monitoring Officer to clarify the requirement of Councillors to declare interests.

The Monitoring Officer reminds all members of the need to work to ensure transparency and prevent conflicts of interest including potential conflicts of interest in the processes at the Parish. Open and frank debate within rules on declarations of interests that influence – or even appear to influence – an individual's public duties as a Councillor are vital. They are designed to ensure transparency and prevent conflicts of interest but also maintain trust in your community by making sure that potential influences on your decision making are visible and manageable, but also actually managed by your Chair supported by the clerk and their advice. The same is broadly true of the need to avoid apparent bias and whilst the strict interests set out in the Code of Conduct around pecuniary interests are vital, so is the need to ensure that perceptions of bias are avoided. If you have a family member involved in a group then it is usually wise to step back from involvement in debate and trust that your colleagues will reach their usual strong decisions against the facts without any concerns from third parties that you have taken decisions which overlap with your personal interests. I trust that in this way you can finally avoid allegations of predetermination which are again often raised against members who are involved in debate around issues of impact upon their family. As always you should seek, and take, your clerk's best advice on a case by case basis."

Mary Carey declared an interest in agenda item 26/105 i.e. Appleton Tennis Club.

26/100: Public questions and statements:

Residents had emailed and spoke in person as to the planning application P26/V3665/FUL (Appleton Tennis Club).

Comments included:

- Will further impact the night sky with the addition of flood lights. The current lighting already impacts residents on Badswell Lane

- Increase the volume of traffic along the length of Badswell Lane which isn't "a lightly trafficked, 20mph village lane" as described in the Design and Access Statement 2.1
- By making it a carpark traffic movement will increase to potentially daily use. This will be intrusive with car headlights shining into residents' windows, when coaching is on in the evenings.
- Added vehicle traffic will cause unnecessary danger to those using Jubilee Park and walkers and horse riders using the bridleways.
- The letter from the Tennis Club suggests the new carpark is an "overflow" one to help during busy times. No where in the planning application does it refer to being an "overflow".
- When the original tennis courts were built it was promised that there would never be a clubhouse or flood lights to make as little intrusion onto neighbours as possible. It was also designed as a club for the villages of Appleton and Eaton and for the use of children attending Appleton School, also people from neighbouring villages could apply at the discretion of the committee which was within the constitution of the tennis club. Sadly all of this has been eroded over time now that they are a club without connection to the PC
- Extremely disappointed by the lack of consultation and liaison from the Tennis Club regarding their intentions for the new court and a new car park in Badswell Lane.
- The road is less than 5 metres in width so is classified as narrow and therefore considered more a single road. Residents/visitors to the houses park along this road as there are no spaces in Town Furlong and the road is busy.
- The proposed gate is on the start of the Bridleway. This gate is only used occasionally by farm vehicles, whereas if the Tennis Club gain access it will be used regularly and NOT as the Tennis club are stating as an 'overflow carpark.'
- Concern about safety of others
- There has been a lack of respect for residents.
- Wildlife is also affected but they have no voice to speak up and rely on those who care to raise concern.
- Two tennis courts should be enough for a small village to enjoy; believe the third court is excessive showing WANT rather than NEED.
- We moved here because it's quiet and there's no light or noise pollution to speak of. A third court means more of all three — more light, more cars, more people.

The Chairman of the Tennis Club was in attendance and noted the following:

- The Chairman of the Tennis Club apologized for lack of correspondence.
- The idea of an additional car park was to create an overflow during busy periods to alleviate parking. It would be locked at other times.
- The Tennis Club has had a light survey done as well as biodiversity net gain.
- They believe this is a hugely successful village asset with a strong financial position and strong membership.
- The project will cost around £100,000. The Club has £50,000 to spend and will need to raise another £50,000. If this is not achieved, the development would need to take place in phases.
- The Club is not planning a huge increase in membership. The courts are used every night and at weekends and there are times when some can't use them as they are all booked. There are 63 juniors.

26/101: Reports from District and County Councillors: The District Councillor was not in attendance and did not send a report.

Oxfordshire County Council (OCC)

The County Councillor sent a report. See Attachment 1.

26/102: Minutes of the last meeting: The minutes of the Parish Council Meeting of the 13th July 2026 were agreed and signed as a true record.

26/103: Actions: See Attachment 2.

26/104: Finance:

- i. **Finance Report:** The Council authorised the payments, noted the receipts since the last meeting and agreed the bank reconciliation as of 31/8/26. See Attachment 3.
- ii. **Training Courses:**
 - o **SLCC National Conference:** The Council resolved for the Clerk to attend the SLCC National Conference at a cost of £715 + VAT split across 2 councils (£357.50 per council).
- iii. **Community First Oxfordshire:** The Council resolved to proceed with a membership to Community First Oxfordshire at a cost of £55/year.
- iv. **Grant requests:**
 - o Clean Slate: The Council resolved to donate £100 to Clean Slate who have supported two residents in the Parish in the last 12 months.
- v. **NJC Pay Scales:** The Council noted the 2026/2027 NJC pay scale agreement which will be backdated to 1/4/26.
- vi. **Council Phone:** The Council resolved to purchase replacement of the Council phone purchased in 2023 at a cost of up to £400.
- vii. **Insurance quotes:** The Council resolved to proceed with Clear Councils for its insurance from 1/10/26 – 30/9/27 at a cost of £ 1,775.31.

26/105: Planning:

- i. Planning applications:
 - a. [P26/V2766/HH](#) (deadline passed)
91 Eaton Road, Appleton OX13 5JJ
Erection of a detached domestic garage with a covered veranda to the rear and an associated patio area.

AWEPC did not make a comment on this application.
 - b. [P26/V1662/FUL](#) (deadline passed)
Appleton Christmas Barn, Eaton Road Appleton Oxon OX13 5JJ
Provision of four adapted units for mushroom cultivation, sited on hardstanding

AWEPC did not make a comment on this application.

c. [P26/V3530/FUL](#)

The Paddocks Park Lane Appleton OX13 5JT

Demolition of 2No. Stables. New stable block to include 4No. stables, tack room, hay barn and Beddings and shavings store.

AWEPC has no comments on this planning application.

d. [P26/V3355/S73](#)

Clare Cottage Park Lane Appleton OX13 5JT

Variation of condition 2 on planning permission P25/V0815/FUL (Demolish stables and storage buildings. Erect two self build dwellings.)

AWEPC has no comments on this planning application.

e. [P26/V3665/FUL](#)

Appleton Tennis Club, Badswell Lane Appleton OX13 5JN

Additional tennis court and parking

The Council resolved for the Clerk to request an extension for response and for the Council to have an extra meeting to allow more time to review the plans and more councillors to be in attendance.

f. [P26/V3725/HH](#)

8 Whites Forge, Appleton OX13 5LG

Proposed new front porch, replace the existing rear conservatory with an extension, replace existing windows with grey upvc double glazed units and existing fascias to be replaced with black upvc fascias. Existing cladding to front to be changed to composite board colour like for like.

AWEPC has no comments on this planning application.

- ii. **Solar Farms: Cearn Solar Farm, Oxfordshire:** The Council resolved for a Council representative not to attend a meeting on the 6th October.

26/107: Working Groups:

- a. Friends of Jubilee Park:** There is no update. The Clerk will look at the state of the benches to ensure their safety.
- b. Pavilion Working Group (PWG):** The Clerk reported that the grant application for the windows and doors was not successful. The Clerk will work to set up another meeting of the PWG so as to consider an expenditure plan to come to the Council in October.

26/108: Emergency Plan: The Council resolved to draft an Emergency Plan including addressing heat-related events and a general safety plan to include assistance of vulnerable residents.

26/109: General review of speed limits on Oxfordshire's rural A and B class road network - Stakeholder consultation - Vale of White Horse district: The Council has no comments.

26/110: Correspondence: The Council noted the publications and correspondence received.

A letter was received from Northmoor Parish Council about the felling of a great number of trees in Eaton. The Council asked the Clerk to write a letter asking for the Parish Council to be notified of such events in order to make residents aware.

A resident has been in touch about the speed on Netherton Road and the Parish Council is waiting for information from OCC as to their thoughts on this.

A resident has been in touch about donating a bench outside of the village shop. The Clerk will contact them regarding this.

26/111: Advertiser: The Council would like the following in the Advertiser:

- Any residents to be in touch if they would like to donate a bench in Jubilee Park.
- Information about the reopening of Botley Road, directing residents to OCC for any further information. The Council asked for this to be communicated in a shout out as well.

26/112: Matters for report:

- The Council would like to thank Richard Prickett and Sanchia Prickett for their contributions to Council matters over the years including Parish Path Warden and Flood Group.
- The Council welcomes the new Parish Parth Wardens: Jerry Uren and Tony Kilbourn

26/113: Date of the next meeting: The Council has amended the next meeting date to Wednesday the 7th October at 7:15pm in the Village Hall.

Attachment 1: REPORT TO APPLETON WITH EATON PARISH COUNCIL : _SEPTEMBER 2026
FROM CLLR JAMES PLUMB

UPDATE – LOCAL GOVERNMENT REORGANISATION

Earlier this week, Government announced a review of it's decision from July to re-organise local government across Oxfordshire into three new unitary authorities – Northern Oxfordshire, Greater Oxford and Ridgeway. The review is intended to provide confidence that the process has been correctly and robustly followed, and ensure the Government's priorities for reorganization and devolution are sustainable and can be implemented successfully. The precise scope of the review is still to be determined but it could result in the original proposals being re-confirmed, amended and scrapped altogether. I personally welcome this news as I believe the three-council model for Oxfordshire and West Berkshire was the weakest. Government have not yet confirmed timings for the review but have announced that the 2027 local elections (Vale of White Horse District Council) will go ahead on existing boundaries, meaning we will not have elections to the new unitary councils until at least May 2028. I will provide further updates as more information is announced.

UPDATE - BESSELSLEIGH JUNCTION

Officers have confirmed that works to address longstanding issues with flooding at the Besselsleigh junction on the A420 have been scheduled for November. As a result, a temporary road closure will be in operation between Besselsleigh Road and the A420 at Besselsleigh from the 23rd to 27th November 2026, with works taking place daily between 9:30am and 3:30pm. The closure is required to enable the drainage works to be carried out. I will provide further information on traffic management in due course and follow up with officers once the work has been undertaken to ensure it has effectively addressed the issue.

20MPH SPEED LIMITS REVIEW

Oxfordshire County Council have announced plans to re-consult all of the Parish Council's who previously participated in the 20mph programme, seeking feedback on how the scheme is currently working, alongside additional areas that could be considered.

OXFORD TRAFFIC FILTERS

The administration at Oxfordshire County Council has confirmed that Oxford's traffic filter trial is due to begin on 28th September, following Network Rail's planned reopening of the Botley Road on 20th September. The trial will replace the current temporary congestion charge scheme and will operate at the same six filter locations. The main change is that motorists will no longer be able to pay the £5 congestion charge to pass through the filters. Instead, only vehicles with a valid permit will be permitted to use the routes during operating hours. Vehicles without a permit could be subject to a £70 fine. Existing congestion charge permit holders generally do not need to take any action and applications for new permits are now open online. The scheme is being introduced as a trial, with a public consultation also launching on 28th September. Residents and businesses will be invited to share their experiences and feedback, which will help inform decisions about the future of the scheme.

HOUSEHOLD WASTE RECYCLINE CENTRES – FEEDBACK

The County Council is seeking feedback from local residents regarding the booking system introduced at Household Waste Recycling Centres (HWRCs) across the county earlier this year. The consultation seeks views on how easy the system is to use, whether it has improved or hindered access to recycling centres, and what changes could be made to improve the service. The council is particularly interested in hearing from people who have recently visited an HWRC using the booking system, as well as from residents who have chosen not to make a booking or have been discouraged from using the centres. Feedback will be used to assess customer satisfaction, understand any issues or barriers experienced by users, and identify potential improvements to the booking process and overall service. More information is available [here](#).

Attachment 2: Actions

<u>Minute reference</u>	<u>Subject</u>	<u>Person Responsible</u>	<u>Update</u>
26/105e	Request and extension for the tennis club planning application and set up an additional meeting for Councillors to consider it	Clerk	
26/107a	Review the state of the benches in Jubilee Park	Clerk	
26/107b	Set up a meeting of the Pavilion Working Group	Clerk	
26/108	Work on an Emergency Plan	Clerk	
26/110	Write a letter to St John's College regarding the tree works in Eaton	Clerk	
26/110	Write to the potential donors of a bench outside of the Appleton Community Shop	Clerk	
26/111	Do a shout out about the Oxford traffic	Clerk	
26/87 ii	Speak to Cumnor Minors FC re grant funding	Clerk	Done. They are not able to assist with grant funding.
26/88 b	Ensure Starlink is fully functioning	Clerk	Done
26/89 i	Obtain quotes for cutting of the Remnant of the Great Green	Clerk	Done and the work will be carried out in October.

26/90 i	Ask OCC to top up salt bins	Clerk	Done
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 working with them as to the nature of the amendments.
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 has followed up with no reply. The Clerk has put a note on this in the August and September Advertisers. Another expression of interest was received.
26/49	Work with Dark White Digital on website accessibility updates	Clerk	In progress
26/54 ii	Meet with Friends of Jubilee Park re bin placement	Clerk	The bin was put in place on 23/7.
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	The Buccaneer Tower replacement will be installed in the coming weeks. Any zip wire investigation will take place as part of the playground repairs.
25/204a	Create spreadsheet of playground repairs, including zip wire	Clerk	In progress as the Clerk is seeking further repair quotes.

25/186 f	Work on queries regarding Hirers' Insurance	Clerk	This is on the agenda.
25/79 c 1 i	Update Sportsfield booking rates in Scribe	Clerk	The Clerk will put these in per event as there are many rates for different which will cause confusion within the system. If this changes/is simplified, it can be revisited.
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 2: Finance Report

Payments for Authorisation

<u>Date</u>	<u>Description</u>	<u>Supplier</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>
16/07/2026	Council phone	Lebara	5.79	1.16	6.95
16/07/2026	Google subscription	Google	0.39	0.00	0.39
16/07/2026	HP Ink plan	HP	65.82	13.16	78.98
16/07/2026	Mailchimp	Mailchimp	9.92	1.99	11.91
16/07/2026	Materials for Jubilee Park	Screwfix	24.99	5.00	29.99
16/07/2026	Lloyds fee	Lloyds	3.00	0.00	3.00
01/07/2026	Scribe accounts subscription	Starboard Systems	35.00	7.00	42.00
01/07/2026	Sportsfield booking system	Starboard Systems	20.00	4.00	24.00
01/07/2026	Electricity at the Sportsfield	EDF	36.38	1.82	38.20
20/07/2026	ICO Fee	Information Commissioners Office	47.00	0.00	47.00
07/07/2026	Water at the Sportsfield	Castle Water	48.04	9.61	57.65
31/07/2026	Unity Service Charge	Unity Trust Bank	7.00	0.00	7.00
03/08/2026	Scribe accounts subscription	Starboard Systems	35.00	7.00	42.00
03/08/2026	Sportsfield booking system	Starboard Systems	20.00	4.00	24.00
03/08/2026	Village album refurbishment	Temple Bookbinders	710.00	0.00	710.00
03/08/2026	Training	OALC	125.00	25.00	150.00
17/08/2026	Sportsfield internet	Starlink	306.67	61.33	368.00
17/08/2026	Lucite holder	Amazon Services Europe S.a.r.L.	18.25	3.65	21.90
17/08/2026	Land Registry fee	HM Land Registry	14.00	0.00	14.00
17/08/2026	Sportsfield internet	Starlink	30.00	0.00	30.00
17/08/2026	Council phone	Lebara	5.79	1.16	6.95
17/08/2026	Google	Google	1.59	0.00	1.59
17/08/2026	HP Ink plan	HP	65.82	13.16	78.98
17/08/2026	Barrier for Jubilee Park	Screwfix	-24.99	-5.00	-29.99
17/08/2026	Mailchimp	Mailchimp	9.74	1.95	11.69
17/08/2026	Lloyds fee	Lloyds	3.00	0.00	3.00
18/08/2026	Electricity at the Sportsfield	EDF	43.03	2.15	45.18
20/08/2026	Water at the Sportsfield	Castle Water	80.37	16.07	96.44
28/08/2026	Football goals	Duralock (UK) Limited	4,033.35	806.67	4,840.02
28/08/2026	Refund for match not played	AUFC Development	20.00	0.00	20.00
31/08/2026	Unity Service Charge	Unity Trust Bank	7.00	0.00	7.00
14/09/2026	Bin emptying	Shield Maintenance Ltd	15.17	3.03	18.20
14/09/2026	Grounds maintenance	Ady Podbery	100.00	20.00	120.00
14/09/2026	Grounds maintenance	Ady Podbery	360.00	72.00	432.00
14/09/2026	Bin emptying	Shield Maintenance Ltd	100.00	20.00	120.00
14/09/2026	Tree works	Boward Tree Surgery Ltd.	1,610.00	322.00	1,932.00
14/09/2026	Tree works	Boward Tree Surgery Ltd.	380.00	76.00	456.00
14/09/2026	Website hosting and WordPress Updates	Dark White Digital	30.00	0.00	30.00

Monday 13th July 2026 7:15pm

Minutes

Parish Council Meeting

14/09/2026	Hedge cutting	Green Seasons	250.00	0.00	250.00
14/09/2026	Office supplies	Appleton Community Shop	4.78	0.96	5.74
14/09/2026	Intruder alarm installation	Executive Alarms Ltd	382.00	76.40	458.40
14/09/2026	Payroll accountant	Tetbury Accounting	250.00	50.00	300.00
14/09/2026	Grass cutting	Tetbury Accounting	205.00	41.00	246.00
14/09/2026	External Audit	Moore	210.00	42.00	252.00
14/09/2026	Training	SLCC	38.50	7.70	46.20
Total			9,742.40	1,711.97	11,454.37

Receipts from 1/7/26 – 31/8/26

<u>Date</u>	<u>Description</u>	<u>Customer</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>
27/07/2026	Hire of pavilion and Sportsfield	AUFC Development	210.00	0.00	210.00
03/08/2026	VAT return	HMRC	0.00	1,958.81	1,958.81
14/08/2026	Hire of pavilion and Sportsfield	Andrew Hodder-Williams	105.00	0.00	105.00
14/08/2026	Hire of pavilion and Sportsfield	ASFA	120.00	0.00	120.00
14/08/2026	Hire of pavilion and Sportsfield	Cumnor Minors Football	40.00	0.00	40.00
14/08/2026	Hire of pavilion and Sportsfield	Witney Mills Cricket Club	120.00	0.00	120.00
Total			595.00	1,958.81	2,553.81

**Bank Reconciliation at
31/08/2026**

Cash in Hand 01/04/2026 67,487.90

ADD

Receipts 01/04/2026 - 31/08/2026 35,179.76

102,667.66

SUBTRACT

Payments 01/04/2026 - 31/08/2026 17,621.46

A Cash in Hand 31/08/2026 **85,046.20**
(per Cash Book)

Cash in hand per Bank Statements

Petty Cash	31/08/2026	0.00
Unity Current Account	31/08/2026	17,609.32
Unity Instant Access Account	31/08/2026	67,436.88
Lloyds Card	31/08/2026	0.00

85,046.20

Appleton
with Eaton
— Parish Council —

Monday 13th July 2026 7:15pm

Minutes

Parish Council Meeting

Less unpresented payments

85,046.20

Plus unpresented receipts

B Adjusted Bank Balance

85,046.20

A = B Checks out OK