Appleton with Eaton
— Parish Council —

Minutes

7th October 2026

Parish Council Meeting

Councillors present: Stephen Day (Chair), Liz Gilkes (Vice Chair), Councillors Sue Sternberg (SS), John Adams (JA), Chris Mitty (CM) and Rob Filbrandt (RF)

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

26/120: Apologies for Absence: Councillor Mary Carey

26/121: Declarations of interest: None.

26/122: Public questions and statements: Members of Green Appleton were in attendance to speak about the future of the pond. Appleton with Eaton Parish Council (AWEPC) would like to have the pond on the November agenda and costs toward it. AWEPC would like to have the consideration of a donation to Green Appleton on the November agenda.

26/123: 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 and did not send a report.

26/124: Minutes of the last meeting: The minutes of the Parish Council Meeting of 14th September 2026 were agreed and signed as a true record.

26/125: Actions: See Attachment 2.

26/126: Finance: Note:

i. **Finance Report:** AWEPC agreed the payments, noted the receipts and agreed the bank reconciliation from 30/9/26. See Attachment 3.
ii. **Training Courses:** The Clerk will look at the upcoming finance training held by the Oxfordshire Association of Local Councils.
iii. **Donation request:** AWEPC resolved to donate £500 to the Three Villages Comet Bus Group.
iv. **Budget against spend:** AWEPC had no comments on the budget against spend from 1/4/26 – 30/9/26.
v. **Budget items for 2027/2028:** The Council would like the following items to be considered in the 2027/2028 budget:
    a. Neighbourhood Plan
    b. Pavilion refurbishment

c. Additional grounds maintenance at Jubilee Park of the brambles along Green Lane, possibly every other time the grass is cut.
d. Fencing at Jubilee Park.

26/127: Planning:

i. **P25/V1217/FUL**
Home Farm, Besselsleigh, Abingdon, OX13 5PU
Mixed use development for the retention of vehicle repair shop and use of land for the storage of vehicles (Use Class B2) and use of land for the stationing of shipping container units for self-storage (Use Class B8)

AWEPC has no comments on this planning application.

26/128: Working Groups:

a. Friends of Jubilee Park: AWEPC would like to ask the Friends of Jubilee Park about the trimming of brambles.

b. Pavilion Working Group: It was noted that the Group is looking into larger donations and will report back. The District Councillor will investigate whether any S106 funds are available to the Parish.

26/129: Correspondence: The Council noted the correspondence received.

26/130: Advertiser: AWEPC would like the following in the November Advertiser:
- There are 2 donors for benches – one at Jubilee Park and one at the shop.
- Please take care walking in the dark as the days are drawing in.

26/131: Matters for report: The Council noted that speed surveys are being carried out from 29/9/26 – 7/10/26 at the following locations:
a. Location 1 - Telegraph pole outside 137 Netherton Road, Appleton,
b. Location 2 (new) – Traffic sign post
c. Location 3 - Telegraph pole here

Consideration to costs of a consultation and potential traffic calming measures following these surveys will be on AWEPC's November agenda.

26/132: Date of the next meeting: The date of the next Parish Council Meeting was confirmed as Monday the 9th November at 7:15pm in the Village Hall.

The meeting closed at 8:20pm

Attachment 1

Mark Coleman, District Councillor

Vale District Council – Member for Thames Ward Report to the Appleton with Eaton Parish Council – 7 October 2026

Local Government Reorganisation (LGR)

The Parish Council should be aware that the government has placed LGR on hold. Whilst I personally did not think the 3 Unitary Authority option was the best choice, all councils committed a considerable amount of money and time to meet the government's requirement to submit proposals for LGR. It is, therefore, disappointing that this is now on hold. I cannot say it is wasted effort until we hear what the government intends to do; however, we could have better spent that money on delivering services to the district.

As things stand, there will be local elections in May 2027 and those will be for the existing councils. You might recall that there was a Local Government Boundary Commission proposal to merge Appleton with Eaton parish and other parishes into the Cumnor ward. That proposal was put on hold pending the outcome of LGR, and so did not go before parliament. I therefore understand that Thames Ward will remain as it is for the May 2027 election.

Community Governance Review

At its meeting on 28 May the Community Governance and Electoral Issues Committee resolved to go ahead with consultation on draft recommendations including the possibility of grouping Appleton with Eaton and Besselsleigh parishes under one parish council. The consultation timetable was expected to allow for the consultation responses to be analysed and presented to the Electoral Issues Committee meeting that was scheduled for 1 October. I was unable to attend that meeting because of annual leave and have been unable to get an update from the meeting in time for this evening's parish council. I will continue to try.

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Attachment 2: Actions

Minute reference	**Subject**	**Person Responsible**	**Update**
26/122	Pond on the November agenda	Clerk	
26/126 ii	Investigate OALC finance training	Clerk	
26/126 v	Create the draft 27/28 budget with requested items	Clerk	
26/128 a	Ask the Friends of Jubilee Park about the trimming of the brambles	Clerk	
26/131	Put the consultation results from Netherton Road on the November agenda	Clerk	
26/105e	Request an extension for the tennis club planning application and set up an additional meeting for Councillors to consider it	Clerk	Done
26/107a	Review the state of the benches in Jubilee Park	Clerk	Done. A donor has come forward for one bench and the Clerk is investigating the second bench.
26/107b	Set up a meeting of the Pavilion Working Group	Clerk	In progress
26/108	Work on an Emergency Plan	Clerk	In progress

26/110	Write a letter to St John's College regarding the tree works in Eaton	Clerk	In progress
26/110	Write to the potential donors of a bench outside of the Appleton Community Shop	Clerk	Done and the donors will be supplying and fitting the bench.
26/111	Do a shout out about the Oxford traffic	Clerk	Done
26/89 i	Obtain quotes for cutting of the Remnant of the Great Green	Clerk	The Clerk is in contact with the contractor. The work is now looking to be carried out in December.
26/90 i	Ask OCC to top up salt bins	Clerk	Done. The Clerk will monitor.
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	This will be on the November agenda and AWEPC will also put this on the June 2027 agenda should AWEPC merge with Besselsleigh Parish Meeting.
26/49	Work with Dark White Digital on website accessibility updates	Clerk	In progress
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 is completed. 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.
25/79 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

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Attachment 3: Finance Report

Payments from 1/9/26 – 30/9/26

Date	Description	Supplier	Net	VAT	Total
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	15.17	3.03	18.20
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
14/09/2026	Hedge cutting	Green Seasons	225.00	0.00	225.00
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
14/09/2026	Clerk expenses	Allison Leigh	52.00	0.00	52.00
14/09/2026	Insurance renewal	Clear Councils	1,775.31	0.00	1,775.31
01/09/2026	Scribe accounts subscription	Starboard Systems	35.00	7.00	42.00
01/09/2026	Sportsfield booking system	Starboard Systems	20.00	4.00	24.00
16/09/2026	Electricity at the sportsfield	EDF	51.92	2.60	54.52
16/09/2026	Water at the Sportsfield	Castle Water	283.57	56.71	340.28
16/09/2026	Council phone	Lebara	5.79	1.16	6.95
16/09/2026	Sportsfield internet	Starlink	30.00	0.00	30.00
16/09/2026	Google subscription	Google	1.59	0.00	1.59
16/09/2026	HP Ink plan	HP	65.82	13.16	78.98
16/09/2026	Mailchimp subscription	Mailchimp	9.62	1.92	11.54
16/09/2026	Football respect barriers	Net World Sports	148.82	0.00	148.82
16/09/2026	Lloyds fee	Lloyds	3.00	0.00	3.00
30/09/2026	Unity Service Charge	Unity Trust Bank	7.00	0.00	7.00
30/09/2026	Clerk salary	Allison Leigh	763.24	0.00	763.24
Totals			**7,078.30**	**800.67**	**7,878.97**

Payments for October as of 5/10/26

Date	Description	Supplier	Net	VAT	Total
07/10/2026	Clerk expenses	Allison Leigh	26.00	0.00	26.00
07/10/2026	Bin emptying	Shield Maintenance Ltd	19.00	3.80	22.80
07/10/2026	SLCC Conference	SLCC	125.00	0.00	125.00
07/10/2026	SLCC Conference	SLCC	232.50	46.50	279.00
05/10/2026	Replacement Monkey Bars Jubilee Park	Proludic	1,594.99	318.97	1,913.96
07/10/2026	Website hosting and WordPress Updates	Dark White Digital	30.00	0.00	30.00
Totals			**2,027.49**	**369.27**	**2,396.76**

Receipts from 1/9/26 – 30/9/26

Date	Description	Customer	Net	VAT	Total
08/09/2026	Hire of pavilion and sportsfield	ASFA	100.00	0.00	100.00
03/09/2026	Hire of pavilion and sportsfield	Cubs	165.00	0.00	165.00
03/09/2026	Hire of pavilion and sportsfield	Scouts	165.00	0.00	165.00
08/09/2026	OCC Grant for football goals	Oxfordshire County Council	2,000.00	0.00	2,000.00
03/09/2026	Dog show income	Private account	147.50	0.00	147.50
03/09/2026	Precept	Vale of White Horse District Council	30,000.00	0.00	30,000.00
22/09/2026	Hire of pavilion and sportsfield	ASFA	35.00	0.00	35.00
30/09/2026	Hire of pavilion and sportsfield	Cubs	180.00	0.00	180.00
30/09/2026	Hire of pavilion and sportsfield	Scouts	180.00	0.00	180.00
30/09/2026	Bank Interest	Unity Trust Bank	315.99	0.00	315.99
Totals			**33,288.49**	**0.00**	**33,288.49**

Bank Reconciliation at 30/09/2026

	Cash in Hand 01/04/2026			67,487.90
	ADD			
	Receipts 01/04/2026 - 30/09/2026			68,468.25
				135,956.15
	SUBTRACT			
	Payments 01/04/2026 - 30/09/2026			25,500.43
A	**Cash in Hand 30/09/2026** (per Cash Book)			**110,455.72**
	Cash in hand per Bank Statements			
	Petty Cash	30/09/2026	0.00	
	Unity Current Account	30/09/2026	44,634.85	
	Unity Instant Access Account	30/09/2026	67,752.87	
	Lloyds Card	30/09/2026	0.00	
				112,387.72
	Less unpresented payments			1,932.00
				110,455.72

Plus unpresented receipts

B	**Adjusted Bank Balance**	**110,455.72**

A = B Checks out OK