

APPLETON WITH EATON PARISH COUNCIL

c/o 26 Eaton Village, Eaton, Oxfordshire OX13 5PR

E-mail: parishclerk.appletonwitheaton@gmail.com www.appleton-eaton.org

**Appleton with Eaton Parish Council (AWE PC) Annual Parish Council Meeting
held in the Village Hall
Monday 27th June 2024 7:15pm**

Allison Leigh – Parish Clerk

Minutes

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

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

In Stephen Day's absence, the Council resolved to elect LG as Chair of the meeting.

24/40: Apologies for Absence: Stephen Day (Chair). Valentina Brito-Marquez (VBM) was not in attendance, but apologies were not received.

24/41: Declarations of interest: None

24/42: Public questions and statements: No members of the public were present.

23/43: Reports from District and County Councillors:

Vale of White Horse District Council (VoWHDC)

The District Councillor sent a report. See Attachment 1. It was noted that 2 representatives from AWEPC may attend the meeting regarding Botley West Solar Farm held by West Oxfordshire District Council on the 9th July.

Oxfordshire County Council (OCC)

No report was received, and the County Councillor was not in attendance.

24/44: Minutes of the last meeting: The minutes of the Parish Council Meeting of 13th May 2024 were agreed and signed as a true record with a minor edit made to the District Council's section.

24/45: Clerk's report: The Council acknowledged the Clerk's Report and will respond to an email with regards to the Village Map.

24/46: Internal Audit 2023/2024: The Council considered the report from the Internal Auditor and will take actions as needed.

24/47: Statement of Variances: The Council agreed the Statement of Variances between 2022/2023 and 2023/2024.

24/48: Reserves: The Council agreed the Reserves at the end of 2023/2024.

APPLETON WITH EATON PARISH COUNCIL

c/o 26 Eaton Village, Eaton, Oxford shire OX13 5PR

E-mail: parishclerk.appletonwitheaton@gmail.com www.appleton-eaton.org

24/49: Annual Internal Audit Report 2023/2024: The Council considered the Annual Internal Audit Report 2023/2024

24/50: Annual Governance Statement 2023/2024: The Council considered the questions and responded accordingly with the Chair and Clerk signing the Annual Governance Statement 2023/2024.

24/51: Annual Accounting Statements 2023/2024: The Council agreed and signed the Accounting Statements for the 2023/2024 financial year.

24/52: Notice of Elector's Rights: The Council agreed the dates for the period of Notice of Elector's Rights as:

Date of announcement: 27th June 2024

Date of commencement: 28th June 2024

End of notice period: 8th August 2024

24/53: Asset Register: The Council agreed the Asset Register for the 2023/2024 audit.

24/54: Finance:

a. Finance Report:

Payments authorised

<u>Payee</u>	<u>Item</u>	<u>Payment Method</u>	<u>Amount</u>	<u>Date</u>
Lloyds card	Microsoft 365, Phone, Google, Ink, defibrillator pads, Mailchimp, table tennis bats, monthly fee	Card	368.83	16/5/24
EDF	Electricity at the sportsfield	Direct Debit	66.87	30/5/24
Staff costs	Staff costs	Online payment	679.93	28/6/24
Allison Leigh	Clerk expenses	Online payment	26.00	27/6/24
Dark White Digital	Website hosting and WordPress updates	Online payment	30.00	27/6/24
HMRC	PAYE – Q1	Online payment	79.20	27/6/24
Roger Gilkes	Lawn mower repair	Online payment	109.00	27/6/24

APPLETON WITH EATON PARISH COUNCIL

c/o 26 Eaton Village, Eaton, Oxford shire OX13 5PR

E-mail: parishclerk.appletonwitheaton@gmail.com www.appleton-eaton.org

BGG	Jubilee Park mowing 13/5/24	Online payment	84.00	27/6/24
BGG	Jubilee Park mowing 24/4/24	Online payment	84.00	27/6/24
Appleton Community Shop	Refreshments for the Annual Parish Meeting	Online payment	35.72	27/6/24
Ady Podbery	Mowing of sportsfield, cricket outfield and carpark	Online payment	466.80	27/6/24
Rachel Brown	Internal audit 2023/2024	Online payment	245.00	27/6/24

Receipts since the last meeting

<u>From</u>	<u>Item</u>	<u>Amount</u>	<u>Date</u>
9 th Appleton (Abingdon) Scout	Invoice 2023-9	70.00	3/5/24
9 th Appleton (Abingdon) Scout	Invoice 2023-7	80.00	3/5/24
9 th Appleton (Abingdon) Scout	Invoice 2023-8f	220.00	3/5/24
SSE	Wayleaves	13.92	7/5/24
HMRC	VAT return	2,464.37	23/5/24
Eleanor Jones	Fundraising for Jubilee Park	341.43	30/5/24

Bank Reconciliation

Opening balance as of 1/4/2024	51,721.28
Receipts	19,189.72
Payments	4,850.63
Cash book balance	66060.37
Bank balance as of 31/5/24	66,060.37
Unpresented payments	0.00

APPLETON WITH EATON PARISH COUNCIL

c/o 26 Eaton Village, Eaton, Oxfordshire OX13 5PR

E-mail: parishclerk.appletonwitheaton@gmail.com www.appleton-eaton.org

unpresented receipts	0.00
Reconciled balance as of 31/5/24	66,060.37

b. Savings Account: The Council resolved to open a Unity Instant Access account for savings.

24/55: Planning applications: The Council considered the following planning applications:

P24/V1291/HH

30 Eaton Road Appleton OX13 5JH

Erection of single storey front extension

AWEPC has no comments on this planning application.

P24/V1264/HH

94 Netherton Road Appleton OX13 5LA

Two storey side and rear extension

AWEPC has no comments on this planning application.

P24/V1036/LDP

Oakleigh Millway Lane Appleton Abingdon OX13 5LB

Certificate of lawful development for: Single storey side and rear extensions.

There is no call for comments.

P24/V1133/N4B

Cheers Farm Netherton Road Appleton Abingdon OX13 5LA

Change of use of agricultural buildings to three dwelling houses (class C3) and for associated building operations.

There is no call for comments.

P24/V1134/N4B

Cheers Farm Netherton Road Appleton Abingdon OX13 5LA

Change of use of an agricultural building to two dwelling houses (Class C3) and associated building operations.

There is no call for comments.

P23/V0998/FUL

Clare Cottage Park Lane Appleton Abingdon OX13 5JT

Demolish stables and storage buildings. Erect two self build dwellings. (as amended by plans and information received 23 April 2024)

This application arrived in between meetings. The Parish Council did not have comments but would like to formally note this at the June meeting.

P24/V0645/DIS

Former Parklands School Besselsleigh Appleton Oxford

APPLETON WITH EATON PARISH COUNCIL

c/o 26 Eaton Village, Eaton, Oxfordshire OX13 5PR

E-mail: parishclerk.appletonwitheaton@gmail.com www.appleton-eaton.org

Discharge of condition 4 (Landscaping Scheme) on application P18/V0359/FUL (Refurbishment and Conversion of the existing Manor House into 8 apartments. Demolition of all other existing outbuildings and extension to Manor House. Erection of 36 new dwellings comprising 9 apartments within extension to Manor House and 27 houses within the grounds of the site. Retention of the existing site access, plus new associated parking and landscaping.)

AWEPC has no comments on this planning application.

The following planning application has been withdrawn.

P24/V0718/FUL

91 Eaton Road Appleton Abingdon OX13 5JJ

Double and single storey rear extensions, alterations to existing semi-detached dwelling and proposed new two-bedroom two storey detached dwelling in garden land with associated parking and access at 91 Eaton Road.

24/56: Leisure and Recreation Working Group

- Sportsfield:
 - Boiler servicing: The Council resolved for the Clerk to obtain quotes for boiler servicing.
 - PAT testing: The Council resolved for the Clerk to obtain quotes for PAT testing.
 - Electrical Installation Condition Report (EICR): The Council resolved for the Clerk to obtain quotes for an EICR.
 - Bi-annual servicing of fire alarm: The Council resolved for the Clerk to obtain quotes for bi-annual servicing of the fire alarm.
 - Bookings Report: The Council reviewed the bookings report.
 - Booking fee structure: The Council would like to review the fees for booking the sportsfield and then advertise these. The Council would like the agreement of the 2024/2025 Cricket Club fees on the July agenda. A working group will meet with the Cricket Club for clarification on their use of the sportsfield.
 - Purchase of adult football nets: The Council resolved to proceed with purchasing 2 new adult football nets from Newitts.

24/57: Highways: MC and the Clerk noted that they had met with the Highways Engagement team. The following was reported:

- They asked about moving speed limit sign at Oaksmere. The Highways team suggested putting the request on Fix My Street with the history of issues at the entry to the village. The District Councillor also suggested the Clerk email the Chair of the Faringdon Traffic Advisory Committee about this issue.
- The discussed drainage and the Highways team provided the Clerk with a contact at South Oxfordshire District Council who may be able to assist with more information.
- The Highways team suggested that it should be acceptable for residents to form a working group to work on the Himalayan balsam should it be needed provided a risk assessment is undertaken.

APPLETON WITH EATON PARISH COUNCIL

c/o 26 Eaton Village, Eaton, Oxford shire OX13 5PR

E-mail: parishclerk.appletonwitheaton@gmail.com www.appleton-eaton.org

24/58: Parish Council Facebook page: The Council resolved to create a Parish Council Facebook page with comments turned off.

24/59: CiLCA increase: The Council resolved to increase the Clerk's salary from SCP 22 to 23 now that she has attained the CiLCA qualifications. This will be backdated to the date the qualification was attained.

24/60: Correspondence: The Council acknowledged the correspondence received since the last meeting. The Council noted that it has no comments on the Fyfield and Tubney Area Designation.

24/61: Website and Advertiser: The Council would like the following in the August Advertiser:

- Volunteer to assist with a new speed indicator device
- Calls for volunteers to acts as Fix My Street Superusers

24/62: Matters for report: There were no matters for report.

24/63: Date of the next meeting: The date of the next meeting was confirmed as the 8th July at 7:15 in the Village Hall

24/64: Confidential item: The Council resolved to exclude the public from agenda item 24/64 due to the confidential nature.

24/65: Quotes for an accounting package: The Council resolved to proceed with an accounting package but will consider quotes at the July meeting as only one quote had been received.

The meeting closed at 8:30pm.

APPLETON WITH EATON PARISH COUNCIL

c/o 26 Eaton Village, Eaton, Oxfordshire OX13 5PR

E-mail: parishclerk.appletonwitheaton@gmail.com www.appleton-eaton.org

Attachment 1

Vale District Council – Member for Thames Ward Report to the Appleton with Eaton Parish Council – 27 June 2024

Botley West Solar Farm - Meeting on 9th July at West Oxfordshire

West Oxfordshire have set up an early evening meeting on 9 July to discuss with parish councils the potential of securing community benefits from the Botley West Solar Farm. I am not sure whether the Appleton with Eaton Parish Council has any interest in this, but I can request that you are invited to the meeting if you would like to attend. Parish Councils will be invited to send two representatives to the meeting which will be held on Tuesday 9 July, 17.30 – 19.30 at the Council Chamber, Woodgreen, Witney. OX28 1NB.

Green Spaces Survey

The Vale District Council is asking residents how they use green spaces in the district. The term 'green spaces' is quite broad and includes areas such as formal parks, children's play areas, natural green spaces (e.g., woods), and allotments. The survey closes on 30 June 2024, so there is still time to complete the survey, which is available via the following link: <https://forms.office.com/e/ns7FxJKfTW>.

Cllr Mark Coleman

Vale of White Horse District Council Deputy Leader

Lib Dem Member for Thames Ward

Member for Environmental Services and Waste

Armed Forces and Veterans Champion

Mobile 07483 224436

Email mark.coleman@whitehorsedc.gov.uk