

**Appleton with Eaton Parish Council (AWE PC) Parish Council Meeting
held in the Village Hall
Monday, 14th October 2024 7:15pm**

Allison Leigh – Parish Clerk

DRAFT Minutes

Councillors present: Stephen Day (Chairman), Councillors Liz Gilkes (LG), Sue Sternberg (SS), Valentina Brito-Marquez (VBM), Chris Mitty (CM) and John Adams (JA)

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

24/98: Apologies for Absence: Councillor Mary Carey (MC)

24/99: Declarations of interest: None

24/100: Public questions and statements: No members of the public were present.

23/101: Reports from District and County Councillors:

Vale of White Horse District Council (VoWHDC)

The District Councillor sent a report. See Attachment 1.

Oxfordshire County Council (OCC)

The County Councillor was not present and there was no report.

24/102 Minutes of the last meeting: The minutes of the Parish Council Meeting of 9th September 2024 were agreed and signed as a true record.

24/103: Clerk's report: The Council noted the Clerk's report.

The Clerk noted she is waiting for a response from OCC to her query made on "Ask for Traffic Changes" regarding the placement of the speed sign at Oaksmere and a traffic crossing at Netherton Road.

CM reported he is working on a valuation of the sportsfield.

24/104: Finance:

a. Finance Report:

Payments authorised:

<u>Date</u>	<u>Description</u>	<u>Supplier</u>	<u>Total</u>
16/09/2024	Microsoft subscription	Microsoft	1.99
16/09/2024	Council phone	Lebara	6.95
16/09/2024	Google subscription	Google	1.59
16/09/2024	Mailchimp subscription	Mailchimp	12.09
16/09/2024	Lloyds fee	Lloyds	3.00
17/09/2024	Electricity at the sportsfield	EDF	62.48
02/09/2024	Scribe accounts subscription	Starboard Systems	42.00
30/09/2024	Unity Service Charge	Unity Trust Bank	18.00

14/10/2024	Tennis Club Rent	Richard Dick	150.00
14/10/2024	Grass cutting at Jubilee Park	BGG	84.00
14/10/2024	SLCC Conference	SLCC	50.00
14/10/2024	SLCC Conference	SLCC	172.80
03/10/2024	Insurance renewal	Clear Councils	1,351.96
14/10/2024	Website hosting and WordPress Updates	Dark White Digital	30.00
14/10/2024	Website hosting and WordPress Updates	Dark White Digital	30.00
14/10/2024	Training	OALC	66.00
14/10/2024	Clerk expenses	Allison Leigh	26.00
08/07/2024	Alarm system and emergency light service at the sportsfield	Executive Alarms Ltd	189.60
14/10/2024	Training	OALC	144.00
14/10/2024	Mowing grass at sportsfield	Ady Podbery	225.60
			2,668.06

Receipts since the last meeting:

<u>Date</u>	<u>Description</u>	<u>Supplier</u>	<u>Total</u>
05/09/2024	Precept - 2nd half	Vale of White Horse District Council	16,000.00
30/09/2024	Bank Interest	Unity Trust Bank	63.29
			16,063.29

- b. Training Courses:** The Council resolved to proceed with the proposed training courses. See Attachment 2. The Clerk will investigate courses for CM.
- c.** The Council considered the following and had no comments.
 - a. Budget against Spend: 1/4/24 – 30/9/24
 - b. Budget report notes
 - c. Reserves balance
- d. Internal Financial Controls Checklist:** The Council noted the Internal Financial Controls Checklist recently completed by MC.
- e. Bank signatories:** The Council resolved to remove MC as a bank signatory per the Internal Financial Control Policy and add VBM.
- f. Energy supplier for the Sportsfield:** The Council resolved to proceed with Tomato via Clear Utility Solutions for its energy supplier for the sportsfield for 3 years.

24/105: Planning:

a. Planning applications: The Council considered the following planning applications

[P24/V1133 and 1134/NB](#)

Cheers Farm, Netherton Road, Appleton

Amendment: Additional parking and tracking plan

There was no call for comments.

[P24/V1719/S73](#)

Former Hills Nurseries, Netherton Road, Appleton OX13 5QN

Variation of condition 1 (approved plans) on application P22/V1570/FUL - internal and external alterations to Plot 2; addition of air source heat pumps, subterranean floor and reduced glazing (Variation of condition 2 (approved plans) on application P16/V1986/FUL - to improve the design's ecological and social

sustainability. Proposed conversion and redevelopment to provide 2 no. five bed dwellings with associated ancillary structure and provision of separate access arrangements.)

The Council had no comments on the above.

[P24/V1719/S73](#)

Former Hills Nurseries Netherton Road Appleton

Amendment (no. 1): as amplified by noise assessment received 16 September 2024

Amendment (no. 2): as amplified by drainage statement received 01 October 2024

The Council had no comments on the above.

b. Planning Decisions: The Council noted the following planning decisions:

[P24/V1291/HH](#)

30 Eaton Road, Appleton, OX13 5JH

Erection of a single storey front extension

Permission granted

[P24/V1264/HH](#)

94 Netherton Road, Appleton OX13 5LA

Two storey side and rear extension

Permission granted

[P24/V1491/HH](#)

74 Eaton Road Appleton

Erection of a 2.4 x 4.8 meter wood panelled shed on the front driveway

Permission granted

[P24/V1685/HH](#)

68 Eaton Road Appleton OX13 5JJ

Erection of garden room/pool house and installation of a cesspool. (As amended by Block plan received 3 October 2024, to include a water butt as requested by the Drainage engineer

Permission granted

c. The Council noted the following:

Certificate of Lawful Development

[P24/V1635/LDP](#)

Oakleigh, Millway Lane, Appleton OX13 5LB

Withdrawn

d. Botley West Solar Farm: The Council resolved to express interest in the Botley West Community Benefits Agreement.

24/106: Groundworks: The Council resolved to have CM and a working group to cut back the foliage at the Great Green. The Clerk will look into any insurance implications. The Clerk will also obtain quotes in case professional work is required.

24/107: Working Groups:

a. Friends of Jubilee Park (FOJP)

1. **Minutes:** The Council noted the minutes of the recent meeting of the FOJP. The Clerk reported she had had an email from a resident regarding the state of some of the sleepers. The Council asked the Clerk to raise this with FOJP as well as attend an upcoming meeting.

b. Pavilion Working Group (PWG)

1. **Minutes:** The Council noted the minutes of the recent meeting of the PWG. The Clerk provided an update noting that the PWG is meeting with current users of the Pavilion to understand their usage needs and thoughts regarding any work done on the Pavilion.

c. Leisure and Recreation (L&R) Working Group

1. **Terms of Reference:** The Council resolved to adopt the Terms of Reference for the L&R Working Group.
2. **Membership:** The Council resolved to remove Rick Hopgood as a member, but he is happy to assist where needed. The Council confirmed the membership of the L&R Working Group.
3. **Disposal of Rusting Machinery at Sportsfield:** The Council resolved to allow for the disposal of the blue Wessex grass collector, red Teague topper, together with their associated PTO shafts. The Council is happy to sell these for £250.
4. **Cutting of the hedges at the edge of the Sportsfield:** The Council resolved to proceed with Ady Podbery to cut the hedges at the edge of the Sportsfield for up to £240.

- d. Flood Working Group:** The Council considered the Flood Working Group and due to the nature of it, it doesn't fit as a working group of the PC. The Council resolved to dissolve the Flood Working Group as a group of the PC and let the Group function on its own. The Council is happy to consider any needs of the Group. The Council would like to understand the location of the aqua sacs purchased by the PC. The Clerk will look into this.

24/108: Policies:

- a. **Sexual Harassment Policy:** The Council resolved to adopt the Sexual and General Harassment Policy & Procedure.
- b. **Biodiversity Policy:** The Council would like to consider a more condensed policy at the November meeting.

LG noted that there are some HR policies such as managing risks at work that could be considered. The Council resolved for the Staffing Committee to look at these and present to the Council, if needed.

24/109: MP: The Chairman, LG and the Clerk met with MP Charlie Maynard. The Council raised the issues of road safety, the Thames Path and the path to the A420.

24/110: Correspondence: The Council considered the correspondence.

- The Clerk noted she had received an email regarding the issue of water on Oaksmere. The Clerk noted she has been in touch with a contact at South Oxfordshire District Council provided by OCC's Highways Engagement Team. JA will ask the farmer who farms the land adjacent to it about a pipe on the verge on the roadside noted in the email.

24/111: Website and Advertiser: The Council resolved to put the following in the Advertiser:

- Great Green working party
- Taking care while walking in the dark

24/112: Matters for report:

- It was noted that some streetlights are not working and anyone who notices these should put them on Fix My Street.

24/113: Date of the next meeting: The date of the next meeting was confirmed as the 11th November 2024 at 7:15pm in the Village Hall.

Attachment 1

Vale District Council – Member for Thames Ward Report to the Appleton with Eaton Parish Council – 14 October 2024

Joint Local Plan

The Regulation 19 consultation on the South and Vale's Joint Local Plan went "live" on 1 October. This will remain open for 6 weeks, and will be collecting responses from statutory consultees, neighbouring councils, interested parties and local residents on their opinion as to whether it meets 4 criteria – being 'positively prepared', 'justified', 'effective', and 'consistent with national policy'.

The Vale is encouraging as many responses as possible to be made using the online response site linked from <https://theconversation.southandvale.gov.uk/jlp/> - this will aid the team in collating responses ahead of submission in December. Submission in that timeframe will ensure the JLP is considered in the context of the current National Planning Policy Framework (NPPF). Were its publication to be delayed, the JLP would be assessed against a revised NPPF, which would require the plan to be reassessed for compliance. This would further delay the JLP's publication and likely result in an increased cost to the Vale and an increase in speculative development applications that might not be supported by the infrastructure the JLP would ensure was in place.

Extra garden waste weeks

Residents who are subscribed to the Vale's brown bin garden waste service can have extra garden waste collected on their normal collection day between 28 October and 8 November. Householders can put out a maximum of four additional sacks of garden waste, per brown bin subscription. The extra waste must go in standard sized (60L) black refuse style sacks and should only contain natural garden waste such as cut grass, plants, or branches. Garden waste may also be placed in small boxes/containers totalling no more than a standard bin. Please do not use rubble or builders' waste bags as these will not be collected.

Yours,

Mark

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

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Attachment 2

<u>Registrant</u>	<u>Course</u>	<u>Provider</u>	<u>Date</u>	<u>Cost</u>
Allison Leigh	SLCC Conference	SLCC	8th and 9th October	194.00
Allison Leigh	Internal Controls, Precept and Budget Setting	OALC	17/10/2024	60.00
Allison Leigh	New Financial Regulations and VAT for Clerks and RFOS (and Councillors)	OALC	17/10/2024	55.00
Stephen Day	New Financial Regulations and VAT for Clerks and RFOS (and Councillors)	OALC	17/10/2024	55.00
Total				364.00
Budget				500.00
Remaining balance				136.00