

**APPLETON WITH EATON PARISH COUNCIL**

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

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**Members of Appleton with Eaton Parish Council  
are summoned to the  
Parish Council Meeting  
Monday 10<sup>th</sup> February 2025  
at 7:15pm Village Hall**

**Members of the Public:** Members of the public are welcome to attend and may address the Council during the formal meeting under Public Participation. Under the Public Bodies (Admissions to Meetings) Act 1960, the public may be excluded whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

*Allison Leigh* – Parish Clerk

5<sup>th</sup> February 2025

**AGENDA**

**NB: Members of the Public are invited to the meeting if they wish to speak in the public session or as observers.**

**24/149: To elect a Chair for the meeting**

**24/150: Apologies for Absence:** Chairman Stephen Day

**24/151: Declarations of interest**

**24/152: Public questions and statements:** Time is available for the public to express a view or ask a question on relevant matters on the following agenda. Each member of the public has 3 minutes to speak. Members of the public are welcome to stay and observe the rest of the meeting. The total time given for public participation is 10 minutes unless otherwise specified by the Chair of the meeting.

**23/153: Reports from District and County Councillors**

**24/154 Minutes of the last meeting:** To approve and sign the [minutes of the Parish Council Meeting of the 13<sup>th</sup> January 2025](#) as a true record

**24/155: Clerk’s report:** To consider the Clerk’s Report

**24/156: Finance:**

**a. Recurring payments:** The Council RESOLVED the following payments for 2024:

<u>Organisation</u>	<u>Element</u>	<u>Review Date</u>	<u>Approximate Amount for 24/25 (exclusive of VAT)</u>
Oxfordshire Association of Local Councils	Membership	April 2025	170.55

Society of Local Council Clerks	Membership	April 2025	95.20
Dark White Digital	Web hosting and WordPress Updates	April 2025	30.00/month
Lloyds	Bank fee	April 2025	3.00/month
Unity Service Charge	Bank fee	April 2025	6.00/month
Executive Alarms	Intruder alarm and emergency light check for Pavilion	April 2025	300.00/annually
Lebara	Council phone	April	6.95/month
EDF	Electricity at the sportsfield	April 2025	80.00
Mailchimp	Subscription for shout outs	April 2025	13.00
Microsoft	Subscription to 365	April 2025	1.66/month
Google	Storage	Cancelled as of 12/2/25	1.59/month
Moore	External Audit	April 2025	210.00/annual
Information Commissioner's Office	Membership	April 2025	35.00/year
Starboard Systems	Accounting and booking software	April 2025	55.00/month
Constantin Express Cleaning Ltd	Cleaning of Pavilion	April 2025	80.00 every 2 months
AWBS	Bark for Jubilee Park	April 2025	700.00 annually
Confirm S137 expenditure 23/24	S137 (donations) allowable spend	N/A as the Council has the General Power of Competence as of May 2024	£10.81 x electorate of 760 = £8,366.94

- b. Website work:** To note the agreement by the Chairman and Clerk for Dark White Digital to carry out work for the Pavilion Questionnaire, assistance with councillor emails and maintenance to the shout out subscription and calendar on the website
- c. Finance Report:** To consider the finance report and bank reconciliation and authorise payments
- d. Transfer to current account:** To resolve to transfer £5000 from the instant access to the current account
- e. Training Courses:** To consider any training courses requested
- f. Community First Oxfordshire (CFO) Membership:** To consider a membership to CFO
- g. Asset Register**
  - i.** To consider the Asset Register and inspections

- ii. To consider a minimum amount for items on the Asset Register

**24/157: Planning:**

**a. Planning applications:**

- i. [P25/V0129/HH](#)  
38 Oaksmere, Appleton  
Erection of a single oak frame timber garage

**24/158: Working Groups:** To have a report from the following:

- a. Friends of Jubilee Park**
- b. Pavilion Working Group**
- c. Leisure and Recreation Working Group**

**24/159: Policies:** To consider the following:

- a. Updated Financial Regulations

**24/160: VE Day:** To have an update on any volunteers and consider whether to hold activities in commemoration of VE Day

**24/161: Correspondence:** To consider any publications and correspondence received

**NB: If you wish to have your correspondence considered at the meeting, please send it to the Clerk by Thursday 6<sup>th</sup> February.**

**24/162: Website and Advertiser:** To consider any items to be put on the website and in the Advertiser

**24/163: Matters for report:** To raise matters for discussion without decision or items for the next meeting

**24/164: Date of the next meeting:** To confirm the date of the March meeting as Monday the 10<sup>th</sup> March 2025 at 7:15pm

*Notes on declarations of interest: Any Member arriving after the start of the meeting is asked to declare pecuniary interests, as necessary, as soon as practicable after their arrival, even if the item in question has been considered.*

*National rules about pecuniary interests are set out in Chapter 7 of the Localism Act 2011 and in secondary legislation made under the Act, in particular The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 201*