

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 10th March 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

4th March 2025

AGENDA

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

24/165: Apologies for Absence

24/166: Declarations of interest

24/167: 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.

24/168: Parking/School safety: To consider the current issues and any resulting actions

- PSCO Rich Osborn will be in attendance.

24/169: Footpaths: To consider the state of the footpath from the Church to Besselsleigh Woods and consider any next steps

23/170: Reports from District and County Councillors

24/171: Minutes of the last meeting: To approve and sign the [minutes of the Parish Council Meeting of February 2025](#) as a true record

24/172: Clerk's report: To consider the Clerk's Report

24/173: Finance:

- a. Finance Report:** To consider the finance report and bank reconciliation and authorise payments. See Attachment 1.
- b. Training Courses:** To consider any training courses requested
- c. Donation requests**
 - i. Appleton Parochial Church Council
- d. Interim Internal Audit Report:** To consider the [report](#)

24/174: Planning:

- a. **Planning applications:** There are no new planning applications.
- b. **Planning applications received since the last meeting:**
 - i. [P24/V2605/FUL](#) – APT
91 Eaton Road, Appleton, OX13 5JJ
Double and single storey rear extensions and alterations to existing semidetached dwelling and proposed new two-bedroom dwelling in garden land with associated parking and access. (Revised design and parking plan as amplified by drawings submitted 06 February 2025)

The Council had no comments on this amendment.

24/175: Litter pick: To consider holding a litter pick

24/176: VE Day:

- To have an update on activities in commemoration of VE Day
- To consider any expenditure

24/177: Annual Parish Meeting date: To consider a date for the Annual Parish Meeting

24/178: Working Groups: To have a report from the following:

- a. *Friends of Jubilee Park*
- b. *Pavilion Working Group*
- c. *Leisure and Recreation (L&R) Working Group*

24/179: 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 6th March.

24/180: Website and Advertiser: To consider any items to be put on the website and in the Advertiser

24/181: Matters for report: To raise matters for discussion without decision or items for the next meeting

24/182: Date of the next meeting: To confirm the date of the March meeting as Monday the 10th March 2025 at 7:15pm

24/183: Confidential item: To resolved to exclude members of the public from agenda item 24/184 due to its confidential nature

24/184: Grounds maintenance contracts 2025/2026 and 2026/2027: To consider the quotes received for the grounds maintenance of Jubilee Park and the Sportsfield

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

Attachment 1:**Payments for authorization**

<u>Date</u>	<u>Description</u>	<u>Supplier</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>
10/03/2025 - 31/03/2025	Staff costs	Staff	779.67	0.00	779.67
10/02/2025	Refund	Starboard Systems	-20.00	-4.00	-24.00
17/02/2025	Council phone	Lebara	5.79	1.16	6.95
17/02/2025	Microsoft subscription	Microsoft	1.66	0.33	1.99
17/02/2025	Paper	WH Smith	3.74	0.75	4.49
17/02/2025	Google subscription	Google	1.59	0.00	1.59
17/02/2025	HP Ink plan	HP	49.49	0.00	49.49
17/02/2025	Mailchimp	Mailchimp	10.76	2.15	12.91
17/02/2025	Shelving for the Sportsfield	BiGDUG	109.24	21.85	131.09
17/02/2025	Refund	HP	-49.49	0.00	-49.49
17/02/2025	Lloyds fee	Lloyds	3.00	0.00	3.00
26/02/2025	Water at the Sportsfield	Castle Water	5.33	1.07	6.40
18/02/2025	Electricity at the sportsfield	EDF	71.22	3.56	74.78
28/02/2025	Unity Service Charge	Unity Trust Bank	6.00	0.00	6.00
02/02/2025	Sportsfield booking system	Starboard Systems	20.00	4.00	24.00
02/02/2025	Scribe accounts subscription	Starboard Systems	35.00	7.00	42.00
31/01/2025	Unity Service Charge	Unity Trust Bank	6.00	0.00	6.00
10/03/2025	Internal Audit	WTG Consultants	125.00	0.00	125.00
10/03/2025	Jubilee Park Rent	A H Cornish (Appleton)	1,113.85	0.00	1,113.85
10/03/2025	Website hosting and WordPress Updates	Dark White Digital	30.00	0.00	30.00
10/03/2025	Website hosting and WordPress Updates	Dark White Digital	30.00	0.00	30.00
10/03/2025	EICR and PAT tests	Advanced Electrical	330.00	66.00	396.00
10/03/2025	Fire extinguisher test	Oxford Fire and Security Services	130.00	26.00	156.00
Total			2,797.85	129.87	2,927.72

Receipts

<u>Date</u>	<u>Description</u>	<u>Supplier</u>	<u>Total</u>
06/02/2025	Jubilee Park fundraising	Eleanor Jones	471.88
11/02/2025	Jubilee Park fundraising	Cash	241.10
Total			712.98

Bank Reconciliation

Bank Reconciliation at 28/02/2025

	Cash in Hand 01/04/2024			51,721.28
	ADD			
	Receipts 01/04/2024 - 28/02/2025			41,653.78
				93,375.06
	SUBTRACT			
	Payments 01/04/2024 - 28/02/2025			26,408.66
A	Cash in Hand 28/02/2025			66,966.40
	(per Cash Book)			
	Cash in hand per Bank Statements			
	Petty Cash	28/02/2025	0.00	
	Unity Current Account	28/02/2025	6,214.21	
	Unity Instant Access Account	28/02/2025	60,752.19	
	Lloyds Card	28/02/2025	0.00	
				66,966.40
	Less unrepresented payments			
				66,966.40
	Plus unrepresented receipts			
B	Adjusted Bank Balance			66,966.40
	A = B Checks out OK			