

Appleton with Eaton Parish Council (AWE PC) Parish Council Meeting

held in the Village Hall

Monday, 10th March 2025 7:15pm

DRAFT Minutes

Councillors present: Chairman Stephen Day (Chairman), Councillors Mary Carey (MC), Chris Mitty (CM), Valentina Brito-Marquez (VBM), Liz Gilkes (LG)

In attendance: Allison Leigh (Clerk)

24/165: Apologies for Absence: John Adams (JA), Sue Sternberg (SS)

24/166: Declarations of interest: The Chairman declared an interest in minute reference 24/173 c: the donation request from Appleton Parochial Church Council.

24/167: Public questions and statements: A member of the public was in attendance to express the difficulty in walking from Besselsleigh Woods to the Church due to the state of the footpath. They noted that this is of particular concern as they are unable to drive and have health concerns which means they need to walk both for transport and for wellbeing.

Another member of the public was in attendance to speak about parking/school safety and was allowed to speak during minute reference 24/168.

The Chair resolved to move item 24/169 to this point in the meeting.

24/169: Footpaths: The footpaths warden was in attendance and mentioned the possibility of moveable boards for this area as well as some other areas in the village. The footpaths warden noted that the landowner for part of the path has authorised putting down these boards and that they will fit in the area belonging only to this landowner.

Based on the above, the Council resolved to purchased 10 moveable boards with a cost of no more than £200. The Council asked the Clerk to write to the landowners in the area to make them aware.

24/168: Parking/School safety: A member of the pubic expressed their concern about the safety of children travelling to and from school. PCSO Rich Osborn was in attendance and various solutions were considered.

The Council resolved for the Clerk to contact the school about village and parent volunteers to put out child stands alternated with cones. The Council would consider purchasing a sack truck to transport them. If the school agrees, the Council would like to put this in the Advertiser.

23/170: Reports from District and County Councillors:

Vale of White Horse District Council (VoWHDC)

The District Councillor sent a report. See Attachment 1.

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The District Councillor also noted that the Faringdon Traffic Advisory Committee had met and discussed the issues at Oaksmere. Dragons teeth and signage are being considered. Lighting on the path from Oaksmere to the A420 is also being looked into but would not be considered in 25/26.

The possibility of a merger of Appleton with Eaton Parish Council and Besselsleigh Parish Meeting was raised and the District Councillor noted that both parishes need to agree, then inform the District Council; a referendum would follow.

Oxfordshire County Council (OCC)

There was no report and the County Councillor was not present.

24/171: Minutes of the last meeting: The minutes of the Parish Council Meeting of the 10th February 2025 were agreed and signed as a true record.

24/172: Clerk's report: The Council considered the Clerk's Report.

The Council asked the Clerk to follow up with a contractor regarding their timeframe for the refurbishment of the noticeboard and if they are not available to see if they have any other recommendations of contractors.

24/173: Finance:

- a. Finance Report:** See Attachment 2. Note: The Council agreed to an order of sand and bark for Jubilee Park which is within the budgeted amount.
- b. Training Courses:** No training courses were requested.
- c. Donation requests**
 - i. Appleton Parochial Church Council (APPC): The Council resolved to donate £1700 to Appleton Parochial Church Council for the grounds maintenance of the path from the church to Long Close. This is for 2023/2024 and 2024/2025 as the APPC did not ask for a donation in 2023/2024 but has now requested this.
- d. Interim Internal Audit Report:** The Council considered the report. The Clerk will put the Review of Effectiveness on the April agenda.

24/174: Planning:

- a. Planning applications:** There were no new planning applications.
- b. Planning applications received since the last meeting:**
 - a. [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)

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The Council had no additional comments on this amendment. The objections made by the PC to the previous application apply.

24/175: Litter pick: The Council resolved to ask JA to choose a date for the litter pick and for the Clerk to advertise this.

24/176: VE Day:

- LG reported the following:
 - She has spoken to The Plough Inn about using the back garden for an event on Monday the 5th May.
 - She noted that various village organisations are interested in being part of the celebrations.
 - The Clerk noted that FitSteps is happy to provide a wartime session. The timing/day would need to be agreed
 - LG and the Clerk will be looking into music.
 - The Council would like a save the date as the front page of the April Advertiser.
 - The Council would like a programme to go in the April Advertiser
 - It was agreed that the next meeting of the planning group would be on the 2nd April at 7:30pm in The Plough.
 - It was noted that the Church will hold events on Sunday the 4th May.
 - The Council resolved to proceed with a fairground ride with a cost of £1500 to some of which to be spent in the 24/25 financial year as well as the cost of the band.
 - It was noted a craft table will be needed.

24/177: Annual Parish Meeting date: The Council resolved to hold the Annual Parish Meeting on the 29th April. The Clerk will contact the Village Hall and village organisations. The format will be the same as in previous years.

24/178: Working Groups:

- a. Friends of Jubilee Park:** There was no report. The Friends of Jubilee Park will be having a maintenance day in April to put down more sand and bark.
- b. Pavilion Working Group (PWG):** There was no report. The Clerk noted that she is collating the questionnaire responses and a meeting of the PWG will be set once that is done.
- c. Leisure and Recreation (L&R) Working Group:** The Council would like to review the sportsfield and pavilion fees at the April meeting.

24/179: Correspondence: The Council reviewed the correspondence since the last meeting.

24/180: Website and Advertiser: The Council would like the following in the April Advertiser:

- VE Day information on the cover and as a programme
- Request for volunteers to help place child signs and cones on the road at school times

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24/181: Matters for report: A discussion was had as to forwarding residents' emails onto the Council. The Clerk noted that OALC advice is to ask residents if they are happy to have their information sent on and to only send information that is necessary to pass on.

24/182: Date of the next meeting: The date of the April meeting was confirmed as Monday the 14th April 2025 at 7:15pm. Apologies were given in advance from MC, VBM, LG and the District Councillor. The Clerk will check with SS and JA to ensure the meeting would be quorate.

24/183: Confidential item: The Council 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: The Council considered the quotes received for the grounds maintenance of Jubilee Park and the Sportsfield and resolved to proceed with the following:

Jubilee Park: BGG:

2025-2026

Maintenance of Jubilee Park:-

The charge for cutting all areas of Jubilee Park will be £65.00 plus VAT per cut.

One hedge trim at Jubilee Park £275.00 plus VAT per cut.

2026-2027

Maintenance of Jubilee Park:-

The charge for cutting all areas of Jubilee Park will be £70.00 plus VAT per cut.

One hedge trim at Jubilee Park £285.00 plus VAT per cut

Sportsfield: Ady Podbery

17 x gang mows of the field
7 x strim of car park, pav, fenceline,
nets

Fertilising of main football pitch

Overseeding main football pitch

Weed treatment of whole field

£97.00 plus vat	Fortnightly cuts
£79.00 plus Vat	Monthly cuts
£350.00 plus Vat	Velvet 16-3-8 + 2% MgO 3 month slow release
£220.00 plus Vat + grass seed at £78.00 per bag	Usually between 5 and 8 bags depending on wear
£280.00 plus Vat	Timing essential if over seeding is required

The meeting closed at 8:30pm.

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Attachment 1: Report from District Councillor, Mark Coleman

Vale District Council – Member for Thames Ward Report to the Appleton with Eaton Parish Council – 10 March 2025

Local Government Boundary Commission

The Local Government Boundary Commission has decided not to lay the electoral changes order in Parliament implementing the outcome of their review, reshaping the wards in the Vale DC, because of the Local Government Reorganisation and Devolution White Paper. The commission will advise the Vale if this situation changes.

Devolution and Local Government Reorganisation

In my January report, I outlined the government's guidance to councils in their White Paper on devolution. Last month, the Government wrote to the leaders of the local authorities in Oxfordshire stating it expects authorities to make '*... every effort to work together to develop and jointly submit one proposal for unitary local government across the whole of your area. The proposal that is developed for the whole of your area may be for one or more new unitary councils and should be complementary to devolution plans*'

At present, there is no consensus across Oxfordshire on the development of a single interim proposal. The Vale is engaged in work with all Oxfordshire Councils to identify one or more interim proposal. Additionally, officers are working with colleagues in West Berkshire, to explore the potential for a new unitary authority, comprising the existing West Berkshire, South Oxfordshire and Vale of White Horse Council areas. This would also require proposing a unitary solution, or viable solutions, for the 'rest' of Oxfordshire.

We are required to submit an interim plan by 21 March and a full proposal by 28 November. Should the Secretary of State approve a new unitary Council, elections to a shadow council will occur approximately 12 months before the 'vesting' or commencement date of the new unitary Council. It is this shadow council, not the predecessor bodies or members, which will determine the budget, structure, senior officer appointments and approach to localisation of delivery of the new Council.

Planning update

The Vale DC submitted the Joint Local Plan for independent examination in December 2024 and the Planning Inspectorate has appointed two Inspectors to conduct the examination and hold hearings. Details about the progress of the examination will be available here:
<https://www.southandvale.gov.uk/joint-local-plan-2041-examination/>

The Joint Local Plan was submitted under the Government's transition arrangements, so it will be evaluated against the previous housing numbers and the government planning policies set in the National Planning Policy Framework (NPPF) 2023, rather than the new (higher) housing numbers and new policies of the new NPPF 2024.

Currently, when making decisions on planning applications, appeals and enforcement, the adopted local plans and made neighbourhood plans form the development plan, and the emerging Joint Local Plan

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policies hold limited weight during the examination period (or moderate weight in the case of a minority of policies which attracted little or no objection).

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Attachment 2: Finance Report

Payments authorised

<u>Date</u>	<u>Description</u>	<u>Supplier</u>	<u>Total</u>
10/03/2025 - 31/03/2025	Confidential		779.67
10/02/2025	Refund	Starboard Systems	-24.00
17/02/2025	Council phone	Lebara	6.95
17/02/2025	Microsoft subscription	Microsoft	1.99
17/02/2025	Paper	WH Smith	4.49
17/02/2025	Google subscription	Google	1.59
17/02/2025	HP Ink plan	HP	49.49
17/02/2025	Mailchimp	Mailchimp	12.91
17/02/2025	Shelving for the Sportsfield	BiGDUG	131.09
17/02/2025	Refund	HP	-49.49
17/02/2025	Lloyds fee	Lloyds	3.00
26/02/2025	Water at the Sportsfield	Castle Water	6.40
18/02/2025	Electricity at the sportsfield	EDF	74.78
28/02/2025	Unity Service Charge	Unity Trust Bank	6.00
02/02/2025	Sportsfield booking system	Starboard Systems	24.00
02/02/2025	Scribe accounts subscription	Starboard Systems	42.00
31/01/2025	Unity Service Charge	Unity Trust Bank	6.00
10/03/2025	Jubilee Park Rent	A H Cornish (Appleton)	1,113.85
10/03/2025	Website hosting and WordPress Updates	Dark White Digital	30.00
10/03/2025	Website hosting and WordPress Updates	Dark White Digital	30.00
10/03/2025	EICR and PAT tests	Advanced Electrical	396.00
10/03/2025	Fire extinguisher test	Oxford Fire and Security Services	156.00
10/03/2025	Clerk expenses	Allison Leigh	26.00
10/03/2025	Printing of Pavilion Survey	Foremost Print	90.00
10/03/2025	Donation	Oxfordshire Mind	75.00
12/03/2025	Bark and sand for Jubilee Park	AWBS	625.36
12/03/2025	Donation	Appleton Parochial Church Council	850.00
12/03/2025	Donation	Appleton Parochial Church Council	850.00
Total			5,319.08

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

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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		