

APPLETON WITH EATON PARISH COUNCIL

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

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

**Members of Appleton with Eaton Parish Council (AWEPC)
are summoned to the
Parish Council Meeting
Monday 8th December 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 and are welcome to attend/observe the remainder of the meeting. 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
2nd December 2025

AGENDA

25/161: Apologies for Absence: John Adams (JA)

25/162: Declarations of interest/Dispensations: To receive any requests for Dispensations or Declarations of Interest from Councillors relating to items on the agenda, in accordance with the Council's Code of Conduct and to note any gifts and hospitality

25/163: 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. The public are welcome to stay and observe the rest of the meeting. Time given in total is 10 minutes.

25/164: Reports from District and County Councillors

25/165: Minutes of the last meeting: To approve and sign the [minutes of the Parish Council Meeting of 10th November 2025](#) as a true record

25/166: Clerk's report: To consider the Clerk's Report

- a. **Pond:** To have an update on the email from Green Appleton and consider whether there are any next steps for AWEPC

25/167: Appleton Cricket Club: To have an update on the status of the invoice and license agreement

25/168: Finance:

- a. **Finance Report:** To consider the payments, receipts and bank reconciliation from 30/11/25. See Attachment 1.
- b. **Training Courses:** To consider any training courses
- c. **Budget 2026 2027:** To review the draft budget (Note: This will be on the website by end of day Friday the 5th December.)
- d. **Donation request:** To consider the following donation request:

a. Citizens Advice: £200

25/169: Memberships: To consider the following memberships:

- a. Oxfordshire Neighbourhood Plans Alliance: £50**
- a. Open Spaces Society: £45**

25/170: Renewal of IT contract: To consider the Microsoft 365 renewal

25/171: Planning:

- a. Applications:** To note the following:

CERTIFICATE OF LAWFUL DEVELOPMENT FOR PROPOSED USE OR DEVELOPMENT

[P25/V2522/LDP](#)

44 Badswell Lane Appleton Abingdon Oxfordshire OX13 5JN

Construction of dormer window to rear elevation and insertion of four velux windows to retained front elevation.

- b. Decisions:** To note the following:

[P25/V1833/HH](#)

25 Parklands Besselsleigh Abingdon OX13 5PN

Single storey side and rear extension. Creation of gravel drive to the front, with associated works (additional arboricultural information received 23 October 2025)

Permission granted

P25/V2181/HH

104 Eaton Road Appleton Abingdon OX13 5JJ

Loft conversion including hip to gable conversion with two dormer extensions on the sides. (Amended plans received 21st November 2025- Correcting the number of existing windows in the side elevation).

25/172: IT Policy: To consider the draft policy. See Attachment 2.

25/173: Working Groups: To have a report from the following:

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

25/174: 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 5pm on Thursday, the 8th January.

25/175: Advertiser: To consider any items to be put in the Advertiser

25/176: Matters for report: To raise matters for discussion without decision or items for the next meeting

25/177: Date of the next meeting: To confirm the date of the 12th January 2026 at 7:15pm in the Village Hall.

25/178: Confidential: To resolved to exclude members of the public from the following agenda items due to their confidential nature

25/179: Confidential items

- a. **Legal advice:** To consider legal advice for a potential future project
- b. **Boiler/Oil tank:** To consider quotes received
- c. **Bins at Jubilee Park:** To consider the costs
- d. **Wi-Fi:** To consider quotes, if received

Attachment 1

Payments to be authorised

<u>Date</u>	<u>Description</u>	<u>Supplier</u>	<u>Total</u>
03/11/2025	Council phone	Lebara	6.95
03/11/2025	Council phone	Lebara	1.99
03/11/2025	Thank you Friends of Jubilee Park	The Plough Inn	4.00
03/11/2025	Thank you Friends of Jubilee Park	The Plough Inn	36.90
03/11/2025	HP Ink plan	HP	41.98
03/11/2025	Mailchimp	Mailchimp	11.70
03/11/2025	Sportsfield supplies	Amazon Services Europe S.a.r.L.	21.87
03/11/2025	Council phone	Lebara	6.95
03/11/2025	Lloyds fee	Lloyds	3.00
17/11/2025	Oil	Boiler Juice	316.27
17/11/2025	Whiteline	Origin Amenity Solutions	309.60
01/11/2025	Sportsfield booking system	Starboard Systems	24.00
01/11/2025	Scribe accounts subscription	Starboard Systems	42.00
18/11/2025	Water at the Sportsfield	Castle Water	84.57
18/11/2025	Electricity at the sportsfield	EDF	78.77
30/11/2025	Bank fees	Unity Trust Bank	6.00
08/12/2025	Website hosting and WordPress Updates	Dark White Digital	30.00
08/12/2025	Advertiser printing	Appleton Parochial Church Council	212.00
31/12/2025	Clerk salary	Allison Leigh	808.53
08/12/2025	Servicing of boiler	Certas Energy	433.48
08/12/2025	Mowing of Jubilee Park	BGG	78.00
08/12/2025	Clerk expenses	Allison Leigh	26.00
08/12/2025	Inspection	The Play Inspection Company	226.20
08/12/2025	Legal fees for the Sportsfield	Wellers Law Group	540.00
Total			3,350.76

Receipts from 1/11/25 – 30/11/25

<u>Date</u>	<u>Description</u>	<u>Supplier</u>	<u>Total</u>
17/11/2025	Hire of pavilion and sportsfield	Scouts	225.00
17/11/2025	Hire of pavilion and sportsfield	Cubs	225.00
19/11/2025	Income from the Sportsfield event	Cash	141.20
18/11/2025	Donation for the Village Album	Appleton with Eaton History Group	250.00
			841.20

Bank Reconciliation at 30/11/2025

Cash in Hand 01/04/2025	62,162.59
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ADD

Receipts 01/04/2025 - 30/11/2025	39,030.15
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101,192.74

SUBTRACT

Payments 01/04/2025 - 30/11/2025	26,008.12
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A	Cash in Hand 30/11/2025	75,184.62
	(per Cash Book)	

Cash in hand per Bank Statements

Petty Cash	30/11/2025	0.00
Unity Current Account	30/11/2025	13,331.01
Unity Instant Access Account	30/11/2025	61,853.61
Lloyds Card	30/11/2025	0.00

75,184.62

Less unrepresented payments

75,184.62

Plus unrepresented receipts

B	Adjusted Bank Balance	75,184.62
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A = B Checks out OK

Information Technology Policy

For review at the Parish Council meeting of the 8th December 2025

1. Introduction

Appleton with Eaton Parish Council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications.

This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors.

2. Scope

This policy applies to all individuals who use Appleton with Eaton Parish Council's IT resources, including computers, networks, software, devices, data, and email accounts.

3. Acceptable use of IT resources and email

Appleton with Eaton Parish Council's IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

Access to the Council's email accounts will cease upon employees/councillors leaving the Council.

4. Device and software usage

Where possible, authorised devices, software, and applications will be provided by Appleton with Eaton Parish Council for work-related tasks.

Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited due to security concerns.

5. Data management and security

All sensitive and confidential Appleton with Eaton Parish Council data should be stored and transmitted securely using approved methods. Regular data backups

should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

6. Network and internet usage

Appleton with Eaton Parish Council's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

7. Email communication

Email accounts provided by Appleton with Eaton Parish Council are for official communication only. Emails should be professional and respectful in tone. Confidential or sensitive information must not be sent via email unless it is encrypted.

Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

8. Password and account security

Appleton with Eaton Parish Council users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

9. Mobile devices and remote Work

Mobile devices provided by Appleton with Eaton Parish Council should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office.

10. Email monitoring

Appleton with Eaton Parish Council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

11. Retention and archiving

Emails should be retained and archived in accordance with legal and regulatory requirements as well as the Council's Document Retention Policy. Regularly review and delete unnecessary emails to maintain an organised inbox.

12. Reporting security incidents

All suspected security breaches or incidents should be reported immediately to the designated IT point of contact for investigation and resolution. Report any email-related security incidents or breaches to the IT administrator immediately.

13 Training and awareness

Appleton with Eaton Parish Council will provide regular training and resources to educate users about IT security best practices, privacy concerns, and technology updates. All employees and councillors will receive regular training on email security and best practices.

14. Compliance and consequences

Breach of this IT and Email Policy may result in the suspension of IT privileges and further consequences as deemed appropriate.

15. Policy review

This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

16. Contacts

For IT-related enquiries or assistance, users can contact the Parish Clerk.

All staff and councillors are responsible for the safety and security of Appleton with Eaton Parish Council's IT and email systems. By adhering to this IT and Email Policy, Appleton with Eaton Parish Council aims to create a secure and efficient IT environment that supports its mission and goals.

This policy was adopted at the Council's meeting on the xxxx and will be reviewed again at the Annual Parish Council Meeting in May 2026 or sooner as legislation/need dictates.

