



Appleton Parish Council

Appleton Parish Hall, Dudlow Green Road, Appleton, WA4 5EQ

Telephone 01925 268153 Email clerk@appletonparish.gov.uk

To: - Members of the Parish Council

You are summoned to the Full Parish Council meeting of Appleton Parish Council to be held at Appleton Parish Hall, Dudlow Green Road Appleton WA4 5EQ on **Tuesday 20th January 2026 at 7pm** for the purposes of transacting the business set out in the agenda below.

Yours sincerely
K Newton

Karen Newton Clerk to Appleton Parish Council, date of issue 15th January 2026.

If you have any general enquiries regarding the above meeting, please contact Karen Newton, Clerk on telephone 01925 268153 or email clerk@appletonparish.gov.uk.

If any member of the public wishes to attend the meeting, please contact the clerk before the meeting.

Agenda

1. Welcome and apologies for absence

To welcome members to the meeting and to receive apologies for absence and to approve reasons, if given.

2. Members Code of Conduct

Members are reminded of their responsibility to declare any disclosable pecuniary or non-pecuniary interests in any item of business on the agenda and should do so no later than when that item is reached.

Declarations are a personal matter, and each Member must decide whether to declare an interest based on the circumstances.

Any requests for dispensations relating to pecuniary interests, whether made before or during the meeting, will be considered by the Parish Council, and any granted dispensations will be formally documented.

3. Public Participation

Members of the public are welcome to address the Parish Council. Anyone wishing to speak should contact the Clerk, Karen Newton, on 01925 268153 or via email at clerk@appletonparish.gov.uk before the meeting.

To ensure the Council can provide accurate information and responses, it is recommended that any questions or topics for discussion be submitted to the Clerk at least three days prior to the meeting. This allows time for any necessary background research or preparation.

Speakers will be invited to present their points during the designated public participation section of the meeting, in accordance with Council procedures.

*To **consider** wording in the Standing orders that reflect the Public Participation Paragraph deferred from the last meeting.*

4. Minutes

To Resolve that the minutes of the following meetings be approved as a correct record:

Full Council – Tuesday 15 December 2025

Finance and General Purposes Committee – Thursday 15th January 2026

Planning Committee – Tuesday 16th December 2025

5. Finance & Governance

5.1 To approve the Payment Schedule Nov 2025.

5.2 To approve the bank reconciliations for Nov 2025.

5.3 To approve and authorise the payment schedule for Dec 2025.

5.4 To note the publication of items over £100.00 for Nov 25 on the parish council website.

5.5 To approve the Payment Schedule Dec 2025.

5.6 To approve the bank reconciliations for Dec 2025.

5.7 To approve and authorise the payment schedule for Jan 2026.

5.8 To note the publication of items over £100.00 for Dec 25 on the parish council website.

6. Grant Applications

6.1 To consider applications received.

6.2 To resolve grant awards.

6.3 To note a festival report from Stockton Heath **Parish Council**

7. Precept

To consider and approve the precept for the financial year 2026/27 as recommended by the Finance and General-Purpose Committee.

8. Assertion 10 - AGAR

To note that **Assertion 10** is a new requirement introduced within the **2025/26 Annual Governance and Accountability Return (AGAR)**. This assertion requires councils to demonstrate *practical and evidenced compliance* with UK GDPR, data protection legislation, and recognised digital governance standards.

Assertion 10 becomes mandatory for all AGARs submitted for the financial year **commencing 1 April 2025**. As part of this requirement, councils must be able to show that appropriate systems, controls and policies are in place. This includes, but is not limited to:

- The use of **council-owned email domains** for official business (e.g., no Gmail, Hotmail or other personal accounts).
- The maintenance of an **accessible council website** compliant with **WCAG 2.2 AA** standards.
- The adoption and regular review of a **written IT, digital governance and data protection policy**.
- Demonstrable compliance with **UK GDPR** and the **Data Protection Act 2018**, including appropriate data handling, storage, security, and retention procedures.

While the legal duties under GDPR and data protection law already apply, **Assertion 10 elevates these obligations into a formal governance statement**. Failure to comply may result in concerns being raised through the internal or external audit process and may attract public scrutiny.

This policy sets out how **Appleton Parish Council** manages its IT systems, digital communications, and personal data to meet statutory requirements under UK GDPR and the Data Protection Act 2018, and to ensure full compliance with the standards required under **Assertion 10 of the 2025–26 AGAR**, as detailed in the SAPPP Practitioners' Guide 2025.

9. New/ Out of date Policies

Members are asked to **consider** and **adopt** the following new policies:

1. **IT and Data Policy** – Clerk
2. **Lone Working Policy** – Cllr Richard Betts
3. **Policy on the Use of Public CCTV Applications** – Clerk

Members are asked to **consider** and **adopt** the existing policies that are out of date on the website:

4. **Dignity at work policy** – Appleton Parish Council
5. **Code of Conduct** – Appleton Parish Council
6. **Expenses Policy** – Appleton Parish Council
7. **Income and Debtor Policy** – Appleton Parish Council
8. **Biodiversity Policy** – Appleton Parish Council

- 9. **Retention Policy** – Appleton Parish Council
- 10. **Grants Policy** – Appleton Parish Council
- 11. **Staffing Committee Terms of Reference** – Appleton Parish Council

Recommendation:

That the Council reviews and formally adopts the policies listed above.

10. Upgrade to email web hosting

To consider: Upgrading the parish council's email hosting to increase mailbox storage and reviewing associated costs.

11. Reports from Parish Council Representatives

To consider reports from parish council representatives on committees, working groups, and outside bodies.

12. PCSO / Police report/Update

To receive an update and report from the local PCSO.

At the time of agenda publication, this report had not been received.

13. Parish Hall New Kitchen

To discuss and consider quotations for the new kitchen.

14. Parish Hall Curtains

To discuss and consider quotations for the new Curtains

15. Memorial Trees for Roundabout

To discuss and consider quotations for the new Trees

16. Fencing attached to a property in Willow Lane

Consideration and possible action regarding fencing at the property located at Willow Lane, including review of proposed or existing fencing, compliance with applicable ordinances, regulations, and property boundaries, and any related determinations.

17. Section 106 Speed Awareness Signage – Appleton Cross Development

To note the Section 106 obligation associated with the Appleton Cross housing development for the provision of three speed awareness signs.

To receive and note an update on whether the signs have been received by Appleton Parish Council and, if so, their current location and deployment.

To consider the ongoing issue of vehicle speeding through Appleton Thorn village and the adequacy of current speed awareness measures.

To resolve any actions required to ensure the signage is appropriately deployed and to pursue further traffic-calming measures, including engagement with relevant authorities and consideration within future housing developments.

18. Cathedral Hygiene

To discuss and consider quote for the **Sanitary Unit Service**

Proposal: - to provide and service 3 white sanitary units at the parish hall for 12 months at £4.50 per unit per week plus VAT (£19.50 per month). Units are pedal-operated, side-opening, with bag liners for safety, and serviced every 4 weeks by the same staff. Annual waste transfer certificate included. Parish approval required; current service may need 3 months' notice if changed.

19. Community safety concerns

To Note and discuss concerns: The recent escape of a prisoner from Appleton Thorn Prison, noting that the individual has since been apprehended.

- Information available regarding the incident and subsequent re
- -capture
- Concerns raised by residents about safety, communication, and emergency response
- Any lessons learned and reassurance measures for the local community
- Whether to request further information or engagement from relevant authorities (e.g. Prison Service, Police, or Community Safety Partnership)

Outcome sought:

To agree any actions, representations, or communications necessary to address community concerns and improve reassurance and preparedness for future incidents

20. Bridge Lane Playing Fields

Ongoing issues with dog fouling and resident concerns; discussion of possible actions.

21. Dates and time of next meetings

To Note: Upcoming Meeting Schedule

- **Thursday, 5th February 2026**
 - 9:15 am – Planning Committee
 - 9:45 am – Finance and General Purposes Committee
- **Tuesday, 17th February 2026**
 - 6:30 pm – Planning Committee
 - 7:00 pm – Parish Council
- **Thursday, 19th February 2026**
 - 10:00 am – Employment Committee
- **Thursday, 5th March 2026**
 - 9:15 am – Planning Committee
 - 9:45 am – Finance and General Purposes Committee
- **Tuesday, 17th March 2026**
 - 6:30 pm – Planning Committee
 - 7:00 pm – Parish Council
- **Thursday, 19th March 2026**
 - 10:00 am – Employment Committee

22. Agenda items were addressed as scheduled.

The meeting was officially closed at: