

Aust Parish Council

*Serving the communities of Aust, Elberton
and Littleton upon Severn*

I hereby give notice that a meeting of the Parish Council will be held on

Tuesday 10th June 2025 at 7.30pm at Elberton Village Hall

Councillors are summoned to attend for the purpose of transacting the business set out below.

Emma Pattullo, Clerk to the Council
austparishcouncil@gmail.com / 01454 837271

Published: 4th June 2025

AGENDA

1 To receive apologies

2 To receive declarations of interest and requests for dispensations

3 Public Forum

Members of the public are invited to address the council on matters of council business set out below. The Chairman may accept submissions on other matters if he chooses to do so. No council discussion may take place at this time.

4 To approve the minutes of last meeting held on 13th May 2025

5 Parish matters for decision

- 5.1 To receive an update on the application for Village Green status and any other matters concerning Littleton Pond

6 To note items of report

- 6.1 To receive the clerk's report
6.2 To receive any reports from councillors

7 Planning

- 7.1 To note the following applications received, plus any received since issue of the agenda, and resolve response

(Details of all current planning applications can be found via the [South Glos Council planning system](#))

- i. P25/01213/PNGR - Building off Passage Road, Aust - Prior notification of a change of use from Agricultural Building to 2 no. residential dwellings (Class C3) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended) to include operational development. *Comments by 11th June.*

8 Council administration

- 8.1 To agree arrangements for the Clerk's annual performance review
8.2 To consider and adopt an IT policy (*paper 1*)

9 Finance

- 9.1 To note the following payments made under prior approval:

Item	Amount	Minute (where applicable)
Clerk's salary & home working allowance for month to 16 th May 2024	£299.72	2025-05-10.9

Zurich – insurance premium	£241.00	2025-05-9.3
South Glos. Council – emptying of litter bin Q1	£51.39 +VAT	2025-05-10.9
Unity Trust Bank – bank charges May	£6.00	2025-05-10.9

10 To review correspondence received & determine response

10.1 Great British Nuclear – plans for new nuclear power station at Oldbury

11 To consider responses to the following consultations received

11.1 South Glos. Council – [Dementia Strategy 2025](#) – closes 30th June 2025

12 Any other minor matters of report (no decision required) or items for next agenda

13 Meeting closure

Date of next meeting – 7.30pm, Tuesday 8th July 2025

Attachments: (minutes available on the website; other papers may be obtained from the Clerk on request)

Draft minutes of meeting of 13th May 2025 – to be taken as read

Paper 1 – IT Policy v0_1 draft for consideration

Aust Parish Council

IT and Email Policy

Version	Date adopted	Minute ref:	Details / Key Changes	Review due
0.1	For consideration at meeting of 10/6/25	n/a	Based on template policy provided by the Smaller Authorities Proper Practices Panel	(Annual)

1. Introduction

Aust 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 and employees.

2. Scope

This policy applies to all individuals who use Aust Parish Council's IT resources, including computers, networks, software, devices, data, and email accounts. It also applies to councillors when using private email accounts in their capacity as councillors.

3. Acceptable use of IT resources and email

Aust Parish Council 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.

Users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content. This also applies to the use of private email accounts for council business.

4. Device and software usage

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

5. Data management and security

All sensitive and confidential data should be stored and transmitted securely using approved methods. Files on the main council laptop should be backed up via cloud storage, currently OneDrive.

Staff and councillors should ensure that any personal devices used to access council records (including emails) have appropriate security features enabled, including a password, PIN or biometric lock.

Usage of virus-tracking and firewall software is compulsory on council-owned devices, and strongly recommended for other devices used for council business.

6. Internet usage

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 Aust 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

Aust Parish Council users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. The passwords and account details for council accounts are stored in the LastPass secure password management system, to which the Clerk and Chair hold the master password.

9. Mobile devices and remote work

Mobile devices used for council business should be secured with passcodes and/or biometric authentication. Users should ensure that the devices are kept in a secure location whenever possible and that they are closely monitored when being used outside the normal place of work.

10. Email monitoring

Because councillors use privately owned email accounts, Aust Parish Council has no ability to monitor traffic through those accounts in relation to GDPR compliance, Freedom of Information requests or general council business. Councillors are required to co-operate with any such investigations and to provide copies of all relevant emails from their private accounts.

11. Retention and archiving

Emails should be retained and archived in accordance with legal and regulatory requirements. 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 (the Clerk) for investigation and resolution.

13 Training and awareness

Aust 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 Policy may result in consequences as deemed appropriate.

Commented [PC1]: I think this is probably a bit over the top, we can discuss options during the meeting.

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 Clerk

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

DRAFT