

AUST PARISH COUNCIL
MINUTES OF A COUNCIL MEETING

Held on Tuesday 8th April 2025 @ 8:20pm at Elberton Village Hall

Present: Councillors Steve Meredith (chairman), Heather Bayston, Julian Cooper, David Spratt, Jeremy Warren, Anne Wiseman

In attendance: Ward Councillor Matthew Riddle (South Glos. Council), 1 member of the public

Clerk: Emma Pattullo

Approved at the subsequent meeting held on 13th May 2025.

Signed copy held by the Clerk.

2025-03-1 To receive apologies

Apologies were received from Cllr Ian Jenkins.

2025-03-2 To receive declarations of Interest and requests for dispensations

There were no declarations of interest or dispensation requests.

2025-03-3 Public Forum

No issues raised.

2025-03-4 To approve the minutes of the last meeting held on 11th March 2025

It was resolved that the minutes of the previous meeting held on 11th March 2025 be approved as a correct record. The minutes were signed by the Chairman.

2025-03-5 Parish matters for decision

2025-03-5.1 To consider further actions required in relation to Littleton Pond

The clerk noted that an application for a Caution against First Registration has been submitted to the Land Registry.

It was RESOLVED that an application to register the land as a Village Green should be made. The clerk will progress this with assistance from Cllrs Cooper and Warren.

2025-03-6 To note items of report

2025-03-6.1 To receive the clerk's report

The clerk reported on the following matters:

- Sale of the White Hart, Littleton – confirmed that there was no requirement to notify the council under Asset of Community Value, legislation as the pub is being sold as a going concern;
- SGC consultation on on-street electric vehicle charging points at Aust – site has been rejected, mainly due to high levels of objections from residents backed up by the council;
- Local Plan consultation - objection to the traveller's site at Foxholes Lane/B4461 junction has been submitted.

2025-03-6.2 To receive any reports from councillors

Cllr Warren reported that he had been asked by a resident to thank Cllr Bayston and the volunteers who have carried out scrub removal work at Woodwell Meadows. The site is looking much better.

2025-03-7 Planning

2025-03-7.1 To note applications received and resolve response

The following application was noted and responses RESOLVED as recorded:

- i. P25/00764/HH - Sunnyside Cottage Village Road Littleton Upon Severn - Erection of single and two storey rear extensions to form additional living accommodation. Installation of 2no front dormers and new doors/windows. Erection of 2no front porches with associated works.

RESOLVED: Clerk to respond under delegated powers, with assistance from Cllrs Cooper and Warren.

2025-03-8 Council administration

2025-03-8.1 To consider arrangements for email and website provision

The new 2025 Practitioners' Guide, which sets out proper practice for financial management and audit in local councils, requires that all councils have a generic email address which is hosted on a council-owned domain. This means that the current "gmail" address used by the clerk is no longer acceptable.

It was RESOLVED that the clerk should obtain quotes for provision of a dedicated domain, website and email address.

2025-03-8.2 To confirm compliance with General Data Protection Regulations and Freedom of Information Act over the past year

The clerk confirmed that, to the best of her knowledge, there had been no breaches against GDPR in the past year. No Freedom of Information requests had been received and the required information had been made available to the public in accordance with the Publication Scheme.

2025-03-9 Finance

2025-03-9.1 To note the financial summary accounts for 2024-25 and approve bank reconciliation

The financial summary accounts were NOTED and the bank reconciliation checked and signed by Cllrs Wiseman and Warren.

2025-03-9.2 To consider whether to declare exemption from external audit

It was RESOLVED that, since both income and expenditure for the financial year 2024/25 were less than £25,000, and no adverse comments were received from the external auditor for the preceding year (2023/24), the council will declare exemption from external audit for 2024/25. The clerk, as RFO, will proceed with the audit process on this basis.

2025-03-9.3 To note arrangements for internal audit

Dyrham and Hinton PC have pulled out of the ALCA internal audit network so Aust PC does not currently have an internal auditor. ALCA staff are both on leave this week but the clerk will talk to them soon to find an alternative arrangement. Aust PC may need to pay for a professional auditor, or pay another clerk to undertake an additional audit.

2025-03-9.4 To note receipts

Item	Amount
Bank interest Q4	£80.57

2025-03-9.5 To note payments made under prior approval

The following payments, made under the given prior approval, were NOTED:

Item	Amount	Minute (where applicable)
Clerk's salary & home working allowance for the month to 16th March 2025	£299.72	Nov 2024 item 9.5
Unity bank charges February 2025	£ 6.00	May 2024 item 9.9

2025-03-9.6 To approve payments

The following payments were resolved to be made. All will be paid via bank transfer. A record of authorisation will be held by the Clerk.

Item	Amount	Power to spend
Avon Local Councils Association – Subscription 2025-26	£152.59	LGA 1972 s143
SLCC – Training session "Creating accessible documents" (Clerk)	£17.10 +VAT	LGA 1972 s111

2025-03-10 To consider responses to consultations received

2025-03-10.1 Cornerstone “Proposed upgrade to base station adjacent to Severn Bridge”

RESOLVED: No response.

2025-03-11 Any other minor matters for discussion (no decision required) or items for next agenda

Possible funding of an Automatic Number Plate Recognition camera.

2025-03-12 Meeting closure

The meeting closed at 9:21pm.

The next meeting of the Council will be held on Tuesday 13th May 2025.

Items for the agenda should be with the Clerk by 6th May.

Signed on approval:(Chairman)