

**AUST PARISH COUNCIL**  
**MINUTES OF THE ANNUAL COUNCIL MEETING**

Held on Tuesday 13<sup>th</sup> May 2025 @ 7:30pm at Elberton Village Hall

**Present:** Councillors Steve Meredith (chairman), Ian Jenkins, David Spratt, Jeremy Warren, Anne Wiseman

**In attendance:** none

**Clerk:** Emma Pattullo

Approved at the subsequent meeting held on 10<sup>th</sup> June 2025.

Signed copy held by the Clerk.

**2025-05-1 Election of Chairman and Vice Chairman**

**2025-05-1.1 To elect a Chairman & receive signed Declaration of Acceptance of Office**

It was RESOLVED that Steve Meredith should be elected as Chairman for the coming year. Cllr Meredith signed the declaration of acceptance of office.

**2025-05-1.2 To elect a Vice Chairman**

It was RESOLVED that Ian Jenkins should be elected as Vice Chairman for the coming year.

**2025-05-2 To receive apologies**

Apologies were received from Cllrs. Julian Cooper and Heather Bayston.

**2025-05-3 To receive declarations of Interest and requests for dispensations**

There were no declarations of interest or dispensation requests.

**2025-05-4 Public Forum**

No members of the public were present.

**2025-05-5 To approve the minutes of the last meeting held on 8<sup>th</sup> April 2025**

It was resolved that the minutes of the previous meeting held on 8<sup>th</sup> April 2025 be approved as a correct record. The minutes were signed by the Chairman.

**2025-05-6 Parish matters for decision**

**2025-05-6.1 To review progress on application for Village Green status for Littleton Pond**

Cllrs Warren and Cooper are gathering evidence to support the application.

The application will need to be witnessed by a solicitor or notary. Cllr Warren will ask a resident who has suitable qualifications whether he will act as witness.

Ward Cllr. Matthew Riddle has reported that the water treatment system at Saddlestones is currently being assessed for Building Control compliance and that details have been passed to the Environment Agency.

**2025-05-6.2 To consider approaching other parishes re: joint funding of an ANPR traffic camera**

During the Annual Parish Assembly, PCSO Perry reported that Yate Town Council have recently funded some automatic number plate recognition (ANPR) cameras. These cameras can provide vital data to help police with their work. There are currently no such cameras in or around Aust parish. Council wished to consider whether Aust PC could contribute towards funding an ANPR camera for our area.

Following an enquiry to Yate TC it appears that the new ANPR cameras were in fact funded by developers as part of a section 106 agreement. Yate TC are in discussions with Avon and Somerset Police to discuss funding further cameras but this has not yet been agreed and they were not able to give any likely costings.

It was RESOLVED that this issue could not be taken forward at this time, but the clerk will advise PCSO Perry that the council would consider joint funding of a camera should this become possible in the future.

## **2025-05-7 To note items of report**

### **2025-05-7.1 To receive the clerk's report**

The clerk reported on various actions not otherwise covered by the agenda.

- The official sealed declaration of Local Nature Reserve status for Woodwell Meadows has been received.
- Planning application P25/00764/HH Sunnyside, Littleton – the response to this application was delegated at the last meeting, but Cllrs Warren and Cooper could not reach an agreed preferred response and hence the clerk concluded, following advice, that no response should be submitted.
- An enforcement notice has been issued against a site in Littleton.
- Residents have queried the siting of a temporary caravan at The Yard, Littleton, which is under development. Advice received is that the siting of temporary buildings in such circumstances falls under permitted development and so no additional planning permission would be required.
- Finding someone to renew the wood treatment on the Aust noticeboard is proving difficult. The clerk will do the work over the summer.

### **2025-05-7.2 To receive any reports from councillors**

Cllr Warren attended the Oldbury/Berkeley Site Stakeholders Group, where it was reported that new plans for a nuclear plant at Oldbury have been put forward.

## **2025-05-8 Planning**

### **2025-05-8.1 To note applications received and resolve response**

The following applications were noted and responses resolved as recorded:

- i. P25/00965/HH - Old Butchers Shop Elberton Road Olveston - Erection of a first-floor extension over side entrance to form additional living accommodation. *RESOLVED: Objection - the extension is visually intrusive and does not form a cohesive addition to the existing building.*
- ii. P25/01075/CLP - Land at Lower Corston Farm Whale Wharf Lane Littleton Upon Severn - Installation of 1no. mobile compliant lodge to house equine staff during busy periods of work on the farm. *RESOLVED: Objection - the size and apparently long-term nature of the building are not consistent with permitted development requirements so the scrutiny of a full planning application is justified.*

## **2025-05-9 Council administration**

### **2025-05-9.1 To determine appointment of members to the Planning Committees**

It was RESOLVED that the Planning Committees should consist of the councillors from the relevant village plus the Chairman. The Elberton committee will co-opt an additional member if required to meet.

### **2025-05-9.2 To appoint representatives to the following external bodies:**

#### **2025-05-9.2.1 Town and Parish Forum**

It was RESOLVED that the Clerk should represent the council.

#### **2025-05-9.2.2 Community Conversation Forum (or equivalent, name to be confirmed)**

It was RESOLVED that no representative should be appointed at this time. This decision may be reconsidered once the format of the new forum is clearer.

#### **2025-05-9.2.3 Oldbury Site Stakeholders Group**

It was RESOLVED that Cllr. Warren should represent the council.

#### **2025-05-9.2.4 Severnvaile Flood Defence Group**

It was RESOLVED that Cllr. Warren should represent the council.

#### **2025-05-9.2.5 Village Agent steering group**

It was RESOLVED that Cllr Meredith and/or Cllr Warren should represent the council.

#### **2025-05-9.3 To determine insurance provision for the year from 1<sup>st</sup> June 2025**

Despite requesting quotations from several companies and brokers, only Zurich (the council's current insurance provider) were willing to quote.

It was therefore RESOLVED that the existing policy with Zurich should be renewed, at a cost of £241.00 including taxes and fees.

#### **2025-05-10 Finance**

##### **2025-05-10.1 To receive the internal audit certificate and report**

The internal audit reports were NOTED. No issues or recommendations were raised in the internal audit.

##### **2025-05-10.2 To complete and approve the Annual Governance and Accountability Return (AGAR) Section 1 – Annual Governance Statement**

Following consideration of each assertion in turn, it was RESOLVED that a "Yes" response should be given for each one. The Annual Governance Statement 2024/25 was completed and signed by the Chairman and Clerk.

##### **2025-05-10.3 To approve the AGAR Section 2 – Accounting Statements**

It was RESOLVED to approve the Accounting Statements 2024/25, it was then signed by the Chairman.

##### **2025-05-10.4 To approve the Certificate of Exemption from external audit**

Council NOTED that both income and expenditure for 2024/25 were below £25k and that no significant issues were raised during the previous year's audit. It was therefore RESOLVED to approve the Certificate of Exemption from external audit for 2024/25. The certificate was signed by the Clerk (as RFO) and the Chairman.

##### **2025-05-10.5 To confirm the dates for provision of public rights to inspect the accounts**

The clerk confirmed that public rights provision will be from 3<sup>rd</sup> June to 14<sup>th</sup> July 2025. Notices will be placed on the website and noticeboards by 2<sup>nd</sup> June.

##### **2025-05-10.6 To note receipts**

Item	Amount
Precept – first instalment	£3476.00
VAT reclaim for financial year 2024/25	£105.53

##### **2025-05-10.7 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 April 2025	£299.72	Nov '24 item 9.5
Unity bank charge April 2025	£ 6.00	May '24 item 9.9

##### **2025-05-10.8 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
MiJan Consulting – EasyPC accounting software licence	£60.00	LGA 1972 s.111
Clerk expenses – Land Registry payment for caution registration	£40.00	Commons Act 2006 s.45

**2025-05-10.9 To approve the following regular payments for financial year to 31st March 2026**

Item	Amount	Method	Frequency
Clerk's salary & home working allowance	£299.72	Standing order	Monthly
Information Commissioner's Office registration	£47.00	Direct debit	Annual, in March
South Glos. Council – localism charge (emptying of waste bin)	£51.40 + VAT	Bank transfer	Quarterly, as invoiced
Unity Trust banking charges	£6.00	Automatic charge	Monthly

**2025-05-11 To review correspondence received and determine response**

No items received.

**2025-05-12 Any other minor matters of report (no decision required) or items for next agenda**

The verge at the Aust Road/Redhill Lane junction has now been cut.

The number of residential vans in and around Aust village is increasing.

Littleton Village Hall Committee are in negotiations with Gloucester Diocese to extend the lease on the hall. The lease has only a few years left and this is making it hard for the hall committee to obtain grant funding, as the grant conditions usually require a substantial period of leasehold.

The large ruts alongside the main road in Elberton are due to be repaired.

SGC Ward Cllr Matthew Riddle has submitted an objection to the planned travellers' site at the B4058/Foxholes Lane junction. This is in addition to the parish council's own objection.

Parking charges in many SGC-owned car parks will be in place from 19<sup>th</sup> May.

**2025-05-13 Meeting closure**

The meeting closed at 8:37pm.

The next meeting of the Council will be held on Tuesday 10<sup>th</sup> June 2025.

Items for the agenda should be with the Clerk by 3<sup>rd</sup> June.

**Signed on approval: .....**

**(Chair of approving meeting)**