

AUST PARISH COUNCIL
MINUTES OF A COUNCIL MEETING

Held on Tuesday 9th September 2025 @ 7:30pm 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 (SGC); no members of the public

Clerk: Emma Pattullo

Please note that these minutes are draft until approved at the subsequent meeting, and may be subject to change until that time.

2025-09-1 To receive apologies

Apologies were received from Cllr. Ian Jenkins.

2025-09-2 To receive declarations of Interest and requests for dispensations

There were no declarations of interest or dispensation requests.

2025-09-3 Public Forum

No members of the public were present.

2025-09-4 To approve the minutes of the last meeting held on 8th July 2025

It was RESOLVED that the minutes of the previous meeting held on 8th July 2025 be approved as a correct record. The minutes were signed by the Chairman.

2025-09-5 Parish matters for decision

2025-09-5.1 To consider possible actions in relation to overnight camping at Whale Wharf

Councillors reported that there have been several vans camped overnight on the verge by the entrance to the business park at Whale Wharf. It is understood that the location has been publicised as a free overnight stopping place on an online forum. So far, campers do not appear to be causing any damage or leaving rubbish.

Cllr. Riddle reported that he has put in a planning enforcement complaint, as the land is adopted highway and does not have planning permission for camping use. The clerk advised that there is no further action which the council can take at this stage.

2025-09-5.2 To consider a request for grant funding from Gympanzees

The charity Gympanzees, who have purchased the former motorway services buildings at Aust, had requested funding to put up signs asking dog owners to clear up after their pets. It was RESOLVED that no grant would be awarded, since many other local landowners face the same issue so it would be unfair to fund just one.

2025-09-5.3 To consider issues of speeding and heavy goods vehicles in Elberton

Cllr Riddle had provided data showing that the majority of vehicles using the B4461 at Elberton are travelling over the speed limit of 40 mph. He offered to ask the police to deploy their unmarked speed camera van in the area, and will report back with any further information.

2025-09-5.4 To approve job list for the SGC Streetcare parish works team

It was RESOLVED that the proposed list of jobs should all be put forward and that refurbishment of the noticeboards and clearing/repair/replacement of signage were the higher priority jobs.

2025-09-6 To note items of report

2025-09-6.1 To receive the clerk's report

The clerk reported on matters not otherwise on the agenda:

- New SGC "Your Voice" events, which replace the former Community Engagement Forums, are now starting up. The first meeting of the Thornbury & Severn Vale area is on Tuesday 30th September 18:30-20:30 in Turnberrie's, Thornbury.

- Clerk has met with the Community Engagement Officer assigned to our area.
- ALCA are offering clerk training on the new Assertion 10 (data protection & data security) which will be included in the audit statements from this year. The clerk has booked a place, with costs to be shared between Aust and Cromhall councils at a cost of £7.50 per council.

2025-09-6.2 To receive an update on recent work by the Severnvale Flood Defence Group

It was RESOLVED to defer this item to the next agenda.

2025-09-6.3 To receive any further reports from councillors

Cllr Bayston reported that the next Woodwell Meadows volunteer session will be in October, and that she is looking into purchase of new equipment as previously resolved. Cllr Meredith was recently asked to cut the meadow for hay, but this request was too late in the season and the land is now too wet for haymaking.

2025-09-7 Planning

2025-09-7.1 To note applications received and resolve response

The following applications were noted and responses resolved as recorded:

- P25/01639/MW - Former Landfill Site known as Northwick Landfill, Severn Road, Pilning - Enhanced restoration of a former landfill Site with the importation of approximately 175,000m³ of restoration materials. *RESOLVED: No objection, but include comments from Cllr Cooper's report and a request for a wheel wash to prevent mud being tracked onto the A403.*

2025-09-7.2 To note the following SGC planning decisions

- P25/00965/HH - Old Butchers Shop, Elberton Road, Olveston - Erection of a first-floor extension over side entrance to form additional living accommodation. *SGC decision: Refusal*
- 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. *SGC decision: Prior approval granted*
- P25/01541/PNA - Land Off Bond Lane, Sweetwater Lane, Thornbury - Prior notification of the intention to erect an agricultural building for storage of machinery, equipment and hay. *SGC decision: Prior approval not required*
- P25/00131/F - Land at Village Farm, Marshacre Lane, Olveston - Erection of 1no. agricultural building (free range egg unit), 2no. feed bins, installation of hardstanding and associated works. *SGC decision: Approve with conditions*
- P25/01880/PNA - Cote Farm Main Road Aust - Prior notification of the intention to erect 1 no. agricultural building for storage of agricultural machinery. *SGC decision: Refuse prior approval*

2025-09-8 Council administration

2025-09-8.1 To consider quotations and appoint a provider for new council website, emails and a .gov.uk domain

Under the new Assertion 10 of the audit governance statements, the council is required to have an email address on a council-owned domain. ALCA have advised that best practice would be for all councillors to use council-owned email addresses on a .gov.uk domain and for the council website to be hosted on the same domain.

It was therefore RESOLVED that a new website and email addresses should be set up using a domain of @austparishcouncil.gov.uk. Following consideration of the quotations obtained, it was further RESOLVED that Parish Online should be appointed to set up and host the new website and email addresses.

*** Cllr. Wiseman left the meeting at this point ***

2025-09-8.2 To note asset inspection report and consider issues arising

The asset inspection report was noted. The only outstanding issue is refurbishment of the Aust noticeboard. It was RESOLVED that this can be part of the list of jobs for the Streetcare parish works team.

2025-09-8.3 To review the asset register

The current asset register was reviewed and accepted.

2025-09-8.4 To receive report on the outcome of the clerk's appraisal and consider salary review

Cllr Meredith report that he had carried out the clerk's appraisal and was happy with her performance in the role.

It was RESOLVED that the clerk should be awarded an increase of one salary scale point, to SCP8.

2025-09-9 Finance

2025-09-9.1 To receive the quarterly finance report to end of June 2025

The quarterly finance report was noted. Bank reconciliation was checked and signed by Cllr. Warren.

2025-09-9.2 To note receipts

The following receipts were noted:

| Voucher | Item | Amount |
|---------|------------------|--------|
| 234 | Bank interest Q1 | £76.31 |

2025-09-9.3 To note payments made under prior approval

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

| Voucher | Item | Amount | Minute (where applicable) |
|----------|---|---------|---------------------------|
| 235, 236 | Staff costs for month to 16 th July 2024 | £299.72 | 2025/05/10.9 |
| 237 | Unity Trust – banking charge July | £6.00 | 2025/05/10.9 |
| 238, 239 | Staff costs for month to 16 th August 2024 | £299.72 | 2025/05/10.9 |
| 242 | Unity Trust – banking charge August | £6.00 | 2025/05/10.9 |

2025-09-9.4 To note national pay award and approve revision to the clerk's salary standing order

The national pay award for local council staff has been agreed, backdated to 1st April 2025.

It was RESOLVED that the salary standing order should be increased accordingly, including an increase to the SCP8 rate as resolved at item 8.4, and that back pay should be paid as a lump sum.

2025-09-9.5 To approve payments

The following payments were RESOLVED to be made. All will be paid via bank transfer, to be authorised by Cllrs Spratt & Warren. A record of authorisation will be held by the Clerk.

| Voucher | Item | Amount | Power to spend |
|---------|--|----------------|-------------------------|
| 243 | Clerk – back pay April to September 2025 | £52.56 | LGA 1972 s112 |
| 244 | SGC – Bin emptying Q2 2025/26 | £51.39 +VAT | Litter Act 1983 s5-6 |

2025-09-9.6 To consider items for inclusion in the budget for next financial year

It was RESOLVED that the following items should be considered for inclusion:

- Additional dog waste bin on Passage Road by the Severn Way crossing
- Additional grass cutting on B4461 Elberton to Aust roundabout
- Additional hedge trimming

2025-09-10 To review correspondence received and determine response

2025-09-10.1 Avon Wildlife Trust – new Pollinator Pathways project

Caroline Gaze (SGC) will approach the project manager to see if they can help with her application to get Woodwell Meadows into an Environmental Land Management scheme.

2025-09-10.2 ALCA – notice of Annual General Meeting, to be held Sat. 25th October 2025

It was RESOLVED that the council will not send a representative to the ALCA AGM.

2025-09-11 Any other minor matters for discussion (no decision required) or items for next agenda

Cllr. Riddle was asked to obtain updates on the following and report to the next meeting:

- resurfacing of Main Road, Aust
- kerbing of the verge by St John's Church, Aust
- request for speed reduction measures on A403 at Aust village entrance.

Cllr Cooper raised the issue of Littleton pond and the possible sewage discharge. Cllr Riddle reported that SGC Building Control officers are looking into the matter and have contacted the Environment Agency to establish requirements for licencing of any discharge.

2025-09-12 Meeting closure

The meeting closed at 9:00pm.

The next meeting of the Council will be held on Tuesday 14th October 2025.

Items for the agenda should be with the Clerk by 7th October.

Signed on approval:(Chairman)