

AUST PARISH COUNCIL
MINUTES OF A COUNCIL MEETING

Held on Tuesday 9th April 2024 @ 7:50pm at Elberton Village Hall

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

In attendance: *Ward Councillor Matthew Riddle (SGC), 2 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.

1 To receive apologies

All members were present.

Apologies were received from Cllr Tony Williams (SGC Ward Councillor).

2 To receive declarations of interest and requests for dispensations

There were no declarations of interest or dispensation requests.

3 Public Forum

No issues raised.

4 To approve the minutes of the last meeting held on 12th March 2024

It was resolved that the minutes of the previous meeting held on 12th March 2024 be approved as a correct record. The minutes were signed by the Chairman.

5 To review ongoing matters and agree action required, if any:

5.1 Woodwell Meadows management

The planned volunteer day, which some councillors were going to attend, was cancelled. An alternative date has been fixed for councillors and the Clerk to meet with SGC officers at the site, to find out more about what is involved in volunteer working parties and discuss the practicalities of the PC running some such volunteer events.

6 New items of business

6.1 To determine works list for Streetcare parish maintenance team visit

The SGC Streetcare parish works team is due to be in Aust parish for a week within the next few months. Councillors were asked to liaise with residents to identify possible jobs which they could be asked to complete. The list will be collated by the Clerk and finalised at the next council meeting.

7 Planning

7.1 To note applications received and resolve response

No new applications have been received.

7.2 To note the following SGC planning decisions

The following planning decisions were NOTED:

- i. P23/03492/F - Villa Farm Main Road Aust - Re-instatement of log store roof covering and roof structure, re-instatement of chimneys to house, erection of retaining wall. Erection of 1no. agricultural field shelter (retrospective). *Decision: Approved with conditions.*
- ii. P23/02219/F - Beluga House Whale Wharf Lane Littleton Upon Severn - Change of use from a residential education activity centre with adventure and school courses (Class C2) to use as a detox / addiction centre (Class C2) with external alterations. *Decision: Approved with conditions*
- iii. P24/00469/PNA - Land at Priestpool Farm Ingst Road Olveston - Prior notification of the intention to erect an agricultural building for the storage of fodder. *Decision: Prior approval granted*

- iv. P24/00629/RVC - Old School House Passage Road Aust - Variation of condition 2 attached to permission PT04/3061/F (Conversion of existing garage to form Granny Annex) to allow the annexe to be let separately to the main dwelling. *Application withdrawn.*

8 Council administration

8.1 To confirm meeting dates for the next council year

It was RESOLVED that the council shall continue to meet on the second Tuesday of the month, except in August and December when no meetings are planned.

8.2 To note compliance with General Data Protection and Freedom of Information Regulations during the past year

The Clerk reported that the council has complied with GDPR regulations during the past year. There have been no requests under the Freedom of Information Act.

8.3 To adopt a Data Protection Policy

It was RESOLVED that the proposed Data Protection Policy should be adopted. This includes much of the information previously provided within the Privacy Notice.

8.4 To adopt revised Privacy Notices

It was RESOLVED that the revised Privacy Notices, with separate versions for councillors/staff and the general public, should be adopted. These are much simpler than the previous version and should be easier to understand.

8.5 To consider quotations for provision of council email addresses for clerk and councillors

The clerk presented four quotes for provision of council email addresses, with either a *.gov.uk* or *.org.uk* domain name, and outlined the costs and advantages of having council-specific email accounts.

It was RESOLVED that this matter should not be pursued at the present time, due to excessive cost and the difficulty of monitoring additional email accounts. It was agreed that any councillors who wished to have a separate email for council business could set up a free account (via a system such as Gmail or Outlook) in the form 'name.austparishcouncil@provider.com' and that this would then be used for council communications and published on the website, in place of their current arrangement.

8.6 To consider development of a Parish Emergency Plan

It was RESOLVED that there is no need for a Parish Emergency Plan at the current time.

9 Finance

9.1 To receive the financial summary for the year to 31st March 2024

The financial summary report was NOTED and the bank reconciliation checked and signed by Cllrs Warren and Jenkins.

9.2 To declare exemption from external audit for the financial year 2023-24

Having noted that both receipts and payments during the year in question were below the threshold of £25k, and that the last internal audit raised no significant issues, it was RESOLVED that the council should declare itself exempt from external audit for the 2023-24 financial year.

9.3 To note arrangements for internal audit

The clerk reported that, as previously resolved, the internal audit would be carried out via the ALCA small councils audit panel. It was not yet determined which council we would be audited by, but the clerk is confident that she can carry out the audit of another council within normal working hours with no requirement for overtime.

9.4 To note receipts

The following receipts were NOTED:

Item	Amount
Unity Trust – bank interest Q4	£80.45

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)
Information Commissioner's Officer registration fee	£35.00	May '23 item 12.9
Unity Trust – banking charge Q4	£18.00	May '23 item 12.9
Clerk's salary & home working allowance for the month to 16 th March 2024	£285.86	March '24 item 7.3

9.6 To approve payments

It was RESOLVED that the following payment should be made. It will be paid via bank transfer. A record of authorisation will be held by the Clerk.

Item	Amount	Power to spend
ALCA annual subscription	£151.00	LGA 1972 s143

10 To review correspondence received and determine response

10.1 Victim Support – request for donation

RESOLVED: No donation awarded.

10.2 Notification of Asset of Community Value application for Littleton village hall

NOTED. The clerk will send a letter in support of the application.

10.3 Email from National Highways re: status of cycle path at Manor Farm

NOTED. National Highways have stated that, although they own the land, it is not within their operational area and hence they do not intend to carry out any maintenance. Cllr Riddle is pursuing the matter.

11 To consider responses to consultations received

11.1 South Glos Council - Council Plan 2024-28

It was RESOLVED that a response should be submitted stating that, whilst the overall aims of the plan seemed appropriate, there was insufficient detail on any subsequent actions and accountability to allow a valid consideration.

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

Greenacres, Passage Road, Aust – a residential van has been parked up at the entrance for some time. Cllr Riddle will report to SGC.

Parking in Aust – the number of vehicles parked in Aust for car share purposes appears to be increasing. Vehicles parked on Main Road around the village hall / A403 junction are causing a considerable obstruction. The clerk will raise this with the local police beat team to see if they can take any action.

Blocked drains/grates on B4461 Elberton – the blocked drains and uncleared debris grates are causing standing water to back up onto the roadway in wet weather. This in turn is increasing problems with potholes and silt build up. Cllr Riddle will take up with SGC Streetcare.

13 Meeting closure

The meeting closed at 9:00pm.

The next meeting of the Council will be held on Tuesday 14th May 2024.

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

Signed (Chairman):