

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 9th September 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: 3rd September 2025

AGENDA

2025/09/1 To receive apologies

2025/09/2 To receive declarations of interest and requests for dispensations

2025/09/3 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.

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

2025/09/5 Parish matters for decision

2025/09/5.1 To consider possible action in relation to overnight camping at Whale Wharf

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

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

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

2025/09/6 To note items of report

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

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

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

2025/09/7 Planning

2025/09/7.1 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. [P25/01639/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.

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

- i. 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*
- ii. 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*

- iii. 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*
- iv. 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*
- v. 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 (paper 1)
- 2025/09/8.2 To note asset inspection report & consider issues arising (paper 2)
- 2025/09/8.3 To review the asset register
- 2025/09/8.4 To receive report on the outcome of the clerk's appraisal & consider salary review

2025/09/9 Finance

- 2025/09/9.1 To receive quarterly finance report to end of June 2025 (paper 3)
- 2025/09/9.2 To note the following receipts:

Voucher	Item	Amount
	Bank interest Q1	£76.31

- 2025/09/9.3 To note the following payments made under prior approval:

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 & approve revision to clerk's salary standing order

- 2025/09/9.5 To approve the following payments:

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

2025/09/10 To note correspondence received and determine action required, if any

- 2025/09/10.1 Avon Wildlife Trust – new Pollinator Pathways project
- 2025/09/10.2 ALCA – Notice of Annual General Meeting, to be held Sat. 25th October 2025

2025/09/11 Any other minor matters of report (no decision required) or items for next agenda

2025/09/12 Meeting closure

Date of next meeting – 7.30pm, Tuesday 7th October 2025

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

Draft minutes of meeting of 8th July 2025 – to be taken as read

Paper 1 – Options for provision of council website, emails and gov.uk domain

Paper 2 – Asset register & inspection report

Paper 3 – Quarterly finance report to end of June 2025

Provision of a council website for Aust PC

Report by Emma Pattullo, Clerk/RFO

To meeting of 9th September 2025

Introduction

To meet current best practice in relation to transparency, data security, GDPR and accessibility, councils are expected to have their own websites and council-owned email addresses for the clerk and councillors. Ideally these should be on a .gov.uk domain, which gives additional security and demonstrates that the council is a professional part of local government.

The clerk has obtained quotes from six providers for setting up a website and emails on a .gov.uk domain. The detailed quotes are set out in the attached table.

Domain

Use of a.gov.uk domain is accepted best practice for local councils. These domains are monitored by the National Cyber Security Centre and can only be allocated by approved domain registrars to councils, giving users increased confidence in the source of the website and any emails sent from the domain.

Names must follow a set convention. The options for Aust PC are:

- @aust-pc.gov.uk
- @austparish.gov.uk
- @austparishcouncil.gov.uk

Council are requested to resolve which name format should be used.

Emails

All the quotes include provision of email addresses for the clerk and councillors. These can be accessed via an email client (e.g. Outlook or Gmail) and in some cases, via a webmail page on a browser. The providers can assist with setting up access to the new email addresses, which will then be used for all council-related business. This ensures ease of searching in case of any Freedom of Information requests and encourage good data security practice by separating council-related correspondence from private emails and ensuring that former councillors do not continue to hold personal data once they have resigned their seats.

The allowed size of the mailboxes varies between the various quotes. The smallest would be around 500MB per user, which would be manageable but would require good email hygiene (i.e. delete emails as soon as they are no longer needed!). Other providers offer more flexibility with storage of 5-10GB per mailbox.

Council are requested to resolve a standard format for email addresses, for example:

- *cllr.firstname.surname@aust....*
- *firstname.surname@aust....*
- *firstname@aust....*

The clerk will use a generic address (clerk@aust....) which can be passed on to future post holders.

Website

All of the quoted providers' websites meet current website accessibility regulations and are compatible with GDPR requirements and the publication of information required by the Transparency Code.

The design and content vary between providers. Links to example websites are included in the table.

All include basic information such as contact details, meeting information, finance and news posts. Additional pages can be added easily as required by the website administrator (i.e. the clerk.) Some providers can include a mailing list sign-up option, so parishioners can receive notification of new agendas, minutes and news items directly to their inboxes.

Website design is an individual preference, but personally I feel that the websites by Parish Online, Parish Council Websites and Netwise are the clearest and feel more up-to-date.

Costs

Please note all quoted costs are excluding VAT.

All quotes include ongoing annual costs for hosting of the website/emails and provision of technical support if required. This will also include updates of the basic platform to support any changes to the website accessibility requirements.

Four of the providers make charges for setting up the new website. These are in addition to the hosting costs for the first year and include population of the new site with information from the existing web pages.

Of the two providers who do not charge extra for set-up, Parish Online will set up the site and copy information across – presumably they have chosen to absorb the cost of doing so in order to attract new business and via slightly higher ongoing hosting costs. Hugo Fox provide the platform but do not build the actual website so I would need to do this. (I am familiar with basic page building and their platform looks simple enough to use, but there would be an extra time requirement.)

Parish Online have stated that the annual hosting costs will not increase in future years. The other providers' costs are expected to rise slightly over time, but probably not by much as the costs of computer storage per GB continue to drop.

Recommendation

Council are requested to resolve which provider to use. I recommend that, due to the lower set-up costs, Parish Online should be a strong contender. However, council may wish to choose a provider with lower ongoing hosting costs – in which case I would recommend either Eyelid Productions (cheapest hosting costs but a rather dated style) or Parish Council Websites (a clean, modern design but not much cheaper than Parish Online.)

Quotes for new website

Company	Their website	Example website	Included		gov.uk?	Quote						Notes
			Web	Emails		Web/email set up	Domain set up	Ongoing hosting	Ongoing domain	Total first year	Total future years	
Parish Online	www.parish-online.co.uk/services/websites	combemartin-pc.gov.uk	Mobile friendly, unlimited storage, can include mailing list sign up.	20 mailboxes 5GB, access via webmail or third party (e.g. Gmail, Outlook)	PHS registrar	Not split out				£ 260	£ 360	Price fixed for "future years" (no timescale given!)
Town & Parish Websites	parish-council.website	T&PW designs	Can add pages within storage limit. Includes mailing list sign up.	Addresses as required, total 5GB storage for website + email addresses. Access via third party	Registrar, but not PHS	£ 559	£ -	£ 330	£ 60	£ 949	£ 390	Doesn't work well on mobiles.
Eyelid Productions	eyelidproductions.co.uk	wickwarparishcouncil.gov.uk	Mobile friendly. Includes mailing list sign-up. Unlimited pages.	Via CloudNext. 75 addresses @ 5GB each	Via CloudNext	£ 650	£ -	£ 200	£ 50	£ 900	£ 250	Costs include those payable to CloudNext for email and hosting service
Hugo Fox	hugofox.com/home/parishcouncils.html	bowesparishcouncil.gov.uk	Self built site. Unlimited pages.	10 addresses @ 10GB each	PHS registrar		£ -	£ 330	£ -	£ 330	£ 330	Self set up - fairly simple but could be time consuming
Parish Council Websites	parishcouncilwebsites.co.uk	stamfordtowncouncil.gov.uk	Mobile friendly, good design features. Includes mailing list sign-up.	50 addresses @ 10GB each	PHS registrar	£ 569	£ 20	£ 300	£ 30	£ 919	£ 330	
Netwise	parishcouncilwebsites.org.uk/	Netwise demos	Mobile friendly, unlimited pages, storage limit not stated	10 addresses @ 10GB each	PHS registrar	£ 599	£ 50	£ 330	£ 60	£ 1,039	£ 390	

Item #	Date acquired	Asset class	Details	Photo	Location	Asset value (JPAG)	Insurance value	Last valuation	Notes
1	May-10	Land	Woodwell Meadows Nature Reserve		Woodwell Meadows, Littleton on Severn	£ 1	Damage insurance covered by SGC under management agreement.	None	Tranferred to APC ownership from SGC at no cost. Managed by SGC under management agreement signed April 2010. Insurance covered by SGC.
3	Mar-14	Office equipment	Acer LED C120 projector serial no EYJ00100234100C3F5901		Clerk's house	£ 1	Not on schedule		Acquired free of charge from SGC. Used very infrequently.
4	Mar-15	Specified item	Defibrillator & cabinet		Telephone box, Aust	£ 1	£ 2,188	Insurance uplift from equivalent original purchase price	Acquired by gift from the Community Heart Beat Trust after a donation to them of money raised by residents. NB Was previously valued at £1925 (equivalent purchase price) but this was an error - as a gifted asset, it should be valued at £1
5	Mar-15	Specified item	Telephone box	5&6	Aust	£ 1	£ 3,410	Insurance uplift	Purchased from BT
6	2014	Street furniture	Noticeboard	5&6	Aust	£ 1,210	£ 1,500	Purchase	Insured value includes supply and installation costs
7	Mar-23	Street furniture	Noticeboard		Elberton	£ 1,189	£ 1,500	Purchase	Replaced previous board but kept same asset number. Insured value includes supply and installation costs
8	Unknown	Street furniture	Noticeboard		Littleton on Severn	£ 500	£ 1,500	Unknown - estimated value	refurbished March 2023
9	Oct-21	Office equipment	Laptop: Dell Inspiron 15 3000 15.6"	9	Clerk's house	£ 416	£ 416	Purchase	PAT testing required every 5 years (due Oct 2026)
10	Oct-21	Street furniture	Litter bin - Wybone "Never Rust"	10	Sandy Lane tunnel, Aust	£ 395	£ 395	Purchase	
13	1970's?	Miscellaneous	Skittle alley		Manor Farm, Elberton	£ 1	Not on schedule	None	Available for use at village events. Stored by Elberton resident.
14	Jul-24	Miscellaneous	Tree popper		Clr Warren's house	£ 272	Not on schedule	Purchase	Funded from SGC Member Awarded Funding grant

Last updated: 24th March 2025

Last approved by council: 10th September 2024

Additions or disposals during current financial year shown in red

Asset value at last AGAR £ 3,987

Current asset value £ 3,987

Difference £ -

Asset Inspection carried out on: 2nd September 2025
 By: Emma Pattullo, Clerk

Item #	Details	Location	Observations	Suggested Action (subject to approval of council)	Action complete:
1	Woodwell Meadows Nature Reserve	Woodwell Meadows, Littleton on Severn	Area is maintained jointly by APC volunteer group and by SGC under management agreement. No obvious issues.	None	n/a
3	Acer LED C120 projector serial no EYJ00100234100C3F5901	Clerk's house	Visually sound and in working order. No current PAT test, but used very infrequently so risk extremely low.	None	n/a
4	Defibrillator & cabinet	Telephone box, Aust	Visually appears fine. Defib Group are responsible for upkeep, replacement of pads and similar. Batteries replaced summer 2022 (funded by village)	None	n/a
5	Telephone box	Aust	Structurally seems reasonably sound. Paintwork in good order	None	n/a
6	Noticeboard	Aust	Wood treatment decaying. Hinges, locks, windows all sound.	Arrange for wood treatment to be renewed.	
7	Noticeboard	Elberton	New board erected March 2023. Excellent condition	None	n/a
8	Noticeboard	Littleton on Severn	Refurbished March 2023 - hinges, windows and latches replaced, wood re-treated. Reasonable condition.	None	n/a
9	Laptop: Dell Inspiron 15 3000 15.6" & mains charger	Clerk's house	Used regularly; any visual defects would be noticed. PAT test not yet required (due Oct 2026)	None	n/a
10	Litter bin - Wybone "Never Rust"	Sandy Lane tunnel, Aust	Visually sound, firmly anchored. Emptied fortnightly by SGC operative who should report any problems.	None	n/a
13	Skittle alley	Stored by resident	Not inspected, has not been used for some years	None	n/a
14	Tree popper	Clr Warren's house, Littleton	Used by volunteer group, inspected each time it is used.	None	

Bank reconciliation Quarter 1 2025-2026

Current Account

Balance per bank statement at	30/06/2025	£	93.85	Statement #036
TOTAL NET BANK BALANCES AT	30/06/2025	£	93.85	
Opening_balance		£	455.26	
Total receipts		£	3,581.53	
Total payments		-£	1,492.94	
Total transfers		-£	2,450.00	
Closing balance per cash book (must equal net bank balance)		£	93.85	

Reserve account

Balance per bank statement at	30/06/2025	£	13,898.65	Statement #029
TOTAL NET BANK BALANCES AT	30/06/2025	£	13,898.65	
Opening_balance		£	11,372.34	
Total receipts		£	76.31	
Total payments				
Total transfers		£	2,450.00	
Closing balance per cash book (must equal net bank balance)		£	13,898.65	

Reconciliations to be checked by a councillor other than the Chairman.

Check recorded bank balance (yellow) against bank statements

Check net bank balance against cash book balance (both green), for each account

This sheet and accompanying bank statements to be signed:

Quarterly budget monitoring - 2025-2026

Figures exclude VAT. Cost codes with no allocated budget or transactions during the period are not shown

Payments

	Quarter 1 (April-June)		YEAR TO DATE				Notes
	Actual	Budget	Actual	Budget	Variance £	Variance %	
Administration - general							
Salary	£ 875.16	£ 961.50	£ 875.16	£ 961.50	-£ 86.34	-9%	
Home working allowance	£ 24.00	£ 24.00	£ 24.00	£ 24.00	£ -	0%	
Office costs	£ -	£ 30.00	£ -	£ 30.00	-£ 30.00	-100%	Not yet required
Training	£ 17.10	£ 20.01	£ 17.10	£ 20.01	-£ 2.91	-15%	
Travel	£ -	£ 6.24	£ -	£ 6.24	-£ 6.24	-100%	Not yet required
Insurance	£ 241.00	£ 265.00	£ 241.00	£ 265.00	-£ 24.00	-9%	
Admin - Finance & Governance							
Audit (clerk overtime)	£ -	£ 66.00	£ -	£ 66.00	-£ 66.00	-100%	Audit completed in normal work hours
Bank charges	£ 18.00	£ 21.00	£ 18.00	£ 21.00	-£ 3.00	-14%	
Accounts software	£ 60.00	£ 60.00	£ 60.00	£ 60.00	£ -	0%	
Assets							
Maintenance	£ -	£ 24.99	£ -	£ 24.99	-£ 24.99	-100%	Spend expected Q2
Litter bin	£ 51.39	£ 51.00	£ 51.39	£ 51.00	£ 0.39	1%	
Woodwell Meadows	£ -	£ 790.00	£ -	£ 790.00	-£ 790.00	-100%	New equipment approved but not yet purchased
Subscriptions							
ALCA subs	£ 152.59	£ 153.00	£ 152.59	£ 153.00	-£ 0.41	0%	
Other payments							
Miscellaneous Payments	£ 40.00	£ -	£ 40.00	£ -	£ 40.00		
TOTAL Payments	£ 1,479.24	£ 2,472.74	£ 1,479.24	£ 2,472.74	-£ 993.50		

Receipts

	Quarter 1 (April-June)		YEAR TO DATE				Notes
	Actual	Budget	Actual	Budget	Variance £	Variance %	
Admin - Finance & Governance							
Bank interest	£ 76.31	£ 75.00	£ 76.31	£ 75.00	£ 1.31	2%	
Precept							
Precept	£ 3,476.00	£ 3,476.00	£ 3,476.00	£ 3,476.00	£ -	0%	
TOTAL Receipts	£ 3,552.31	£ 3,551.00	£ 3,552.31	£ 3,551.00	£ 1.31		

Summary of reserves from 01/04/2025 to 30/06/2025

Figures exclude VAT

Reserve	Balance b/fwd	Receipts	Payments	Transfers	Balance c/fwd
General	£ 3,948.82	£ 3,552.31	-£ 1,479.24	-£ 150.00	£ 5,871.89
Elections	£ 1,325.00	£ -	£ -	£ -	£ 1,325.00
Professional Services	£ 5,500.00	£ -	£ -	£ -	£ 5,500.00
IT and website	£ 350.00	£ -	£ -	£ 150.00	£ 500.00
CIL	£ -	£ -	£ -	£ -	£ -
Events	£ 424.79	£ -	£ -	£ -	£ 424.79
S137 - tracking only	£ -	£ -	£ -	£ -	£ -
Woodwell Meadows	£ 28.00	£ -	£ -	£ -	£ 28.00
TOTAL	£ 11,576.61	£ 3,552.31	-£ 1,479.24	£ -	£ 13,649.68