

AUST PARISH COUNCIL
MINUTES OF A COUNCIL MEETING

Held on Tuesday 10th March 2026 @ 7:30pm at Elberton Village Hall

Present: Councillors Steve Meredith (chairman), Heather Bayston, Julian Cooper, David Spratt

In attendance: Ward Councillor Matthew Riddle (South Glos. Council), no members of the public

Clerk: Emma Pattullo

Approved at the subsequent meeting held on 14th April 2026.

Signed copy held by the Clerk.

2026/03/1 To receive apologies

Apologies were received from Cllr. Ian Jenkins.

2026/03/2 To receive declarations of Interest and requests for dispensations

There were no declarations of interest or dispensation requests.

2026/03/3 Public Forum

No members of the public were present.

2026/03/4 To approve the minutes of the last meeting held on 10th February 2026

It was resolved that the minutes of the previous meeting held on 10th February 2026 be approved as a correct record. The minutes were signed by the Chairman.

2026/03/5 To note that no election has been called and the vacant seat is open for co-option

It was NOTED that the vacant seat is open for co-option. No candidates have come forward.

2026/03/6 Parish matters for decision

2026/03/6.1 To consider possible action in relation to van parking at Whale Wharf

Cllr Cooper reported that the location has been removed from the website on which it was previously advertised, and "No camping" signs have been erected. As a result, the number of vans has greatly reduced and no further action is needed at this time.

Some vehicles have been parking in the passing places; Cllr Riddle has requested that SGC put up signage to discourage parking in these areas.

2026/03/6.2 To request that National Highways carry out repairs to the Manor Farm slip road

The western slip road from the B4461 to Manor Farm is in very poor condition. There has been an accident recently when a vehicle travelling down the slip road at excessive speed struck another vehicle exiting the tunnel. Visibility is very limited at that point.

It was RESOLVED that the clerk should contact National Highways to request repairs to the road surface and signage to discourage motor vehicles from using the slip road.

2026/03/7 To note items of report

2026/03/7.1 To receive the clerk's report

The clerk reported that she attended the Village Agent steering group meeting. Matters discussed included digital inclusion support, a proposed volunteer driver scheme and availability of defibrillator training.

2026/03/7.2 To receive any reports from councillors

Cllr Cooper reported ongoing local concern in Littleton about potential works to install a private sewage discharge into the pond. Cllr. Riddle has been pursuing this matter with the building control inspector for the site, and with the Environment Agency.

2026/03/8 Planning

2026/03/8.1 To note applications received and resolve response

The following applications were noted and responses resolved as recorded:

- i. P26/00333/F - Beluga House Whale Wharf Lane Littleton Upon Severn - Change of use of building to (Class F1(a)) Provision of Education with ancillary office use, as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended.) *RESOLVED: Objection. The application contains several factual inaccuracies.*

2026/03/9 Council administration

2026/03/9.1 To review and re-adopt the Standing Orders

It was RESOLVED that the revised Standing Orders (v1.7) should be adopted, including the amendments recommended by NALC.

2026/03/9.2 To review and re-adopt the Financial Regulations

It was RESOLVED that the revised Financial Regulations (v2.2) should be adopted, including the amendments recommended by NALC.

2026/03/9.3 To review and re-adopt the Co-option Procedure

The clerk reported that she had taken advice on eligibility criteria following the UK's withdrawal from the European Union, and there is a minor amendment required to reflect the latest position of EU citizens. Only those resident in the UK on the 31st December 2020, or who had indefinite leave to remain in the UK at that date, are eligible to stand for election.

It was RESOLVED that, subject to the above amendment to eligibility criteria, the Co-option Procedure (v1.1) should be adopted.

2026/03/9.4 To agree meeting schedule for the coming council year - May 2026 to April 2027

It was RESOLVED that the council should continue to meet on the second Tuesday of each month, excluding August and December. The clerk will publish the agreed meeting schedule.

2026/03/9.5 To consider whether there is a need for a Parish Emergency Plan

It was RESOLVED that there is no current need for a Parish Emergency Plan, but that this decision should be revisited in another two years.

2026/03/9.6 To note arrangements for the 2025-26 audit

The clerk reported that the internal audit will be carried out by the clerk to Cleve Parish Council. It is expected to be finalised before the May council meeting.

2026/03/9.7 To note councillors' engagement with Assertion 10 training

It was NOTED that all councillors are now using the new .gov.uk emails.

The following councillors confirmed that they have viewed the Freedom of Information training materials: Cllrs Meredith, Bayston and Spratt.

The following councillors confirmed that they have worked through the Data Protection (GDPR) e-learning material: Cllrs Spratt and Meredith.

Remaining councillors committed to engaging with the training as soon as possible.

2026/03/9.8 To amend the bank mandate to remove Jeremy Warren and add a new signatory

It was RESOLVED that Jeremy Warren should be removed as a signatory following his resignation from the council, and that Cllr Cooper should be added. The clerk will process the amendment and present the mandate form for signature at the next meeting.

2026/03/10 Finance

2026/03/10.1 To review the expected end-of-year financial reserves

The level of expected reserves were reviewed. It was RESOLVED that earmarked reserves should be maintained at the current level. General reserve levels are within the limits required by the Reserves Policy.

Reserve	Balance b/fwd (1/4/25)	Receipts	Payments	Transfers	Balance c/fwd (31/3/26)
General	£ 3,948.82	£ 7,186.41	-£ 7,069.79	-£ 122.00	£ 3,943.44
Elections	£ 1,325.00	£ -	£ -	£ -	£ 1,325.00
Professional Services	£ 5,500.00	£ -	£ -	£ -	£ 5,500.00
IT and website	£ 350.00	£ -	-£ 260.00	£ 150.00	£ 240.00
CIL	£ -	£ -	£ -	£ -	£ -
Events	£ 424.79	£ -	£ -	£ -	£ 424.79
Woodwell Meadows grant	£ 28.00	£ -	£ -	-£ 28.00	£ -
TOTAL	£ 11,576.61	£ 7,186.41	-£ 7,329.79	£ -	£ 11,433.23

2026/03/10.2 To note payments made under prior approval

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

Item	Amount	Minute (where applicable)
Staff costs for the month to 16th February 2026	£313.80	2025-09-9.4
Unity bank charges February	£ 6.00	2025-05-10.9

2026/03/10.3 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	Previous minute (where applicable)
SLCC Enterprises - Regional training seminar	£28.05 +VAT	LGA 1972 s111
SLCC - membership subscription 25-26	£66.00	LGA 1972 s143
ALCA - Data Protection training (clerk)	£35.00	LGA 1972 s111
Elberton Village Hall Committee - Hall hire Apr. '25-Mar. '26	£160.00	LGA 1972 s111
South Gos. Council - Litter bin emptying Q4	£51.39 +VAT	Litter Act 1983 s5-6

2026/03/11 Any other minor matters for discussion (no decision required) or items for next agenda

Woodwell Meadows - Avon Wildlife Trust are holding a working party at Woodwell on 11th March, they will be doing scrub clearance. They have also donated a trolley to transport equipment to & from the site.

Greenacres – several caravans have appeared on the site. Cllr Riddle has raised this to SGC Planning Enforcement.

2026/03/12 Meeting closure

The meeting closed at 8:25pm.

The next meeting of the Council will be held on Tuesday 14th April 2026, to follow the Annual Parish Assembly will start at 7pm.

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

Signed on approval:(Chairman)