

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 8th September 2026 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
clerk@austparishcouncil.gov.uk / 01454 837271

Published: 1st September 2026

AGENDA

2026-09/1 To receive apologies

2026-09/2 To receive declarations of interest and requests for dispensations

2026-09/3 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.

2026-09/4 To approve the minutes of last meeting held on 14th July 2026

2026-09/5 Parish matters for decision

2026-09/5.1 To receive feedback from National Highways meeting re: return of HGVs to the Severn Bridge & determine further action required

2026-09/5.2 To identify tasks for the Streetcare parish works team

2026-09/5.3 To request additional verge cutting by South Glos. Council

2026-09/5.4 To confirm previous decision re: taking on Special Expenses costs, in light of new information from SGC

2026-09/5.5 To consider response to provisional Tree Protection Order at the White Hart, Littleton

2026-09/6 To note items of report

2026-09/6.1 To receive the clerk's report

2026-09/6.2 To receive any reports from councillors

2026-09/7 Planning

2026-09/7.1 To note planning responses made under delegated powers

- i. P26/01169/HH & P26/00170/LB - Village Farm Village Road Littleton upon Severn - Installation of 1no pair of entrance gates. *Response: No objection*
- ii. P26/01278/CLP - Lower Corston Farm Whale Wharf Lane Littleton Upon Severn - Installation of 1no. mobile compliant lodge for overnight accommodation to house equine staff during busy periods of work on the farm. *Response: Objection – the proposed unit is excessive for occasional overnight use by a farm worker and thus creates a new residential unit; it should therefore be subject to the full planning process.*

2026-09/7.2 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. [P26/01808/CLP](#) - Severn View The Green Littleton Upon Severn – Minor external alterations and installation of internal walls.

2026-09/7.3 To note the following SGC planning decisions

- i. P26/00988/CLP - Eastfield Nurseries Village Road Littleton Upon Severn - Siting of Caravan to provide additional accommodation for family of Homeowners. *SGC decision: Refuse certificate of lawfulness.*
- ii. P26/01225/CLE - Severn View The Green Littleton Upon Severn - Verification of building use (Class C3) for a period of time exceeding 10 years, and the installation of new wall cladding for a period of time exceeding four years prior to 25th April 2024. *SGC decision: Approve certificate of lawfulness.*

2026-09/8 Council administration

2026-09/8.1 To agree arrangements for the clerk's annual appraisal

2026-09/8.2 To note the asset register (*paper 1*) and annual asset inspection report (*paper 2*)

2026-09/8.3 To adopt a Health and Safety Policy (*paper 3*)

2026-09/8.4 To adopt a Planning Applications Procedure (*paper 4*)

2026-09/9 Finance

2026-09/9.1 To note payments made under prior approval:

Payee	Item	Amount	Prior approval
Clerk	Staff costs July	£438.12	2026-05/11.4 & 2026-07/9.4
Unity Trust Bank	Bank charges July	£ 7.00	2026-05/11.4
Clerk	Staff costs August	£313.80	2026-05/11.4
Unity Trust Bank	Bank charges August	£ 7.00	2026-05/11.4

2026-09/9.2 To approve payments:

Payee	Item	Amount	Power to spend
ALCA	Essential Councillor training – Cllr. Taylor	£45.00	LGA1972 s.111
South Glos. Council	Bin emptying Q2	£55.17 + VAT = £66.20	Litter Act 1983 s5-6

2026-09/10 Any other minor matters of report (no decision required) or items for next agenda

2026-09/11 Meeting closure

Date of next meeting – 7.30pm, Tuesday 13th October 2026

Attachments: (copies available on austparishcouncil.gov.uk or via the QR code)

Draft minutes of meeting of 14th July 2026 – to be taken as read

Paper 1 – Asset register, as of 31st August 2026

Paper 2 - Annual asset inspection report

Paper 3 – Proposed Health & Safety Policy v1.0

Paper 4 – Proposed Planning Applications Procedure v1.0



Item #	Date acquired	Asset class	Details	Photo	Location	What3words location ref. (approximate)	Asset value (JPAG)	Insurance value	Last valuation	Notes
1	May-10	Land	Woodwell Meadows Nature Reserve		Woodwell Meadows, Littleton on Severn	///superhero.hatch.props	£ 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	n/a	£ 1	Not on schedule		Acquired free of charge from SGC. Used very infrequently.
4	Mar-15	Specified item	Defibrillator & cabinet		Telephone box, Aust	///protrude.pairings.affords	£ 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	///protrude.pairings.affords	£ 1	£ 3,410	Insurance uplift	Purchased from BT
6	2014	Street furniture	Noticeboard	5&6	Aust	///clasping.pleaser.vitals	£ 1,210	£ 1,500	Purchase	Insured value includes supply and installation costs
7	Mar-23	Street furniture	Noticeboard		Elberton	///jaunts.defeat.cheetahs	£ 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	///smarter.brambles.chucked	£ 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	n/a	£ 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	///reception.scraper.ramming	£ 395	£ 395	Purchase	
13	1970's?	Miscellaneous	Skittle alley		Manor Farm, Elberton	n/a	£ 1	Not on schedule	None	Available for use at village events. Stored by Elberton resident.
14	Jul-24	Miscellaneous	Tree popper		Northly Farm, Littleton	n/a	£ 272	£ 272	Purchase	Funded from SGC Member Awarded Funding grant. Stored at resident's home near Woodwell LNR
15	Dec-25	Miscellaneous	Tree popper		Northly Farm, Littleton	n/a	£ 285	£ 285	Purchase	Stored at resident's home near Woodwell LNR

Last updated: 20th August 2026

Last approved by council: 9th September 2025, ref APC2025/09/8.3

Additions or disposals during current financial year shown in red

Asset value at last AGAR

£ 4,272

Current asset value

£ 4,272

Difference

£ -

Asset Inspection carried out on: 21st August 2026
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	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 renewed in October 2025. Hinges, locks, windows all sound.	None	n/a
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 due Oct 2026	Clerk to arrange for PAT testing	
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 & 15	Tree poppers x2	Resident's house, Littleton	Used by volunteer group, inspected each time it is used.	None	n/a

Aust Parish Council

Health & Safety Policy

Version	Date adopted	Minute ref:	Details / Key Changes	Review due
1.0	For adoption 8/9/26	TBC	First adoption.	TBC

Introduction

Aust Parish Council is committed to providing a safe and healthy working environment for its employee, councillors, and volunteers, and to ensuring that all individuals engaged in council business can work safely and responsibly.

Scope

This policy applies to:

- The Parish Council's sole employee, who primarily works from home.
- Councillors when undertaking council business, including meetings, site visits, inspections, and community engagement.
- Volunteers working on behalf of the Council.

Volunteers at Woodwell Meadows Nature Reserve are covered by a separate, dedicated risk assessment and site-specific procedures.

This policy does not cover those outside the council sphere (e.g. members of the public accessing council-owned spaces or assets.) Any health and safety issues arising through public access to or use of council assets are covered by the separate Risk Register.

Responsibilities

The Parish Council has overall responsibility for health and safety arrangements.

The Clerk (employee) is responsible for following safe working practices, reporting any concerns, and ensuring that home-working arrangements remain safe and suitable.

Councillors and volunteers must take reasonable care for their own safety and follow any guidance provided when carrying out council duties.

Home Working

The Clerk's home workspace should:

- Be kept tidy and free from trip hazards.
- Have appropriate lighting, ventilation, and seating to support safe computer use.
- Use electrical equipment safely, with any council-owned equipment maintained in good working order.
- Allow for regular breaks to reduce strain and fatigue.

A workstation assessment must be undertaken whenever there is a significant change to the Clerk's home working environment. The Council will supply any equipment reasonably required to ensure the Clerk can work safely and in compliance with Display Screen Equipment (DSE) best practice.

Any significant changes to the home working environment that may affect safety should be reported to the Council.

Lone Working

The Clerk will ensure that a responsible person - who may be outside the Council - is aware when they are working away from home, including attending external meetings, site visits, or other council activities.

Councillors undertaking lone visits or inspections should similarly ensure that a responsible person knows their location and expected return time.

Any concerns about personal safety, stress, or workload must be raised promptly with the Council.

Volunteers

Volunteers assisting at Woodwell Meadows Nature Reserve are covered by a separate risk assessment and must follow the safety guidance provided for that site. The Council will ensure that this assessment remains up to date and appropriate for the activities undertaken.

Reporting Incidents

Any accidents, near misses, or health & safety concerns - whether occurring during home working, council duties, or volunteer activities - must be reported to the Council so that appropriate action can be taken.

Review

This policy will be reviewed at least every four years, or sooner if working arrangements or legislation change.

Aust Parish Council

Planning Applications Procedure

Version	Date adopted	Minute ref.	Notes	Review due
1.0	For consideration 8/9/26	TBC	First adoption.	TBC (2 years suggested)

INTRODUCTION

Parish and town councils are consulted on any planning application received by the local planning authority. The knowledge of parish councillors represents local views, provides local information, raises areas of concern, informs debate, and adds value to the process.

The aim of this planning applications procedure is to streamline the way in which Aust Parish Council responds to planning applications and ensure residents are kept informed of planning matters.

RESPONSIBILITIES

South Gloucestershire Council (SGC) are the local planning authority and are responsible for recording and reviewing planning applications, consulting other key stakeholders (known as “statutory consultees”) and for making all decisions on whether to grant planning permission and any conditions which should be attached.

Aust Parish Council (APC) are notified by SGC, via the Clerk, of all planning applications within the parish boundary.

The clerk is responsible for informing councillors of the application and for submitting the council’s response to SGC.

Councillors are responsible for reviewing the application documents, considering local knowledge and input where relevant, and deciding APC’s response.

RECEIPT OF PLANNING APPLICATIONS

Most planning application consultations have a three-week window for response. This can cause problems given that APC typically meets only once per month, with no meetings in August and December.

The procedure on receipt of a planning application notification therefore depends on when it is received in relation to the council meeting date.

1) Applications received more than three clear days before a meeting, with an expiry date after that meeting

The clerk will inform councillors by email. The application will be listed on the agenda, with a link to the relevant pages on the SGC website.

2) Applications received within three clear days of the next meeting

The clerk will inform councillors by email & WhatsApp. Councillors will pass these on to residents via village email groups where they feel it is appropriate to do so.

The application will then be considered at the council meeting as if it had been specifically listed on the agenda. (The standing agenda item includes provision for consideration of applications received after publication.)

3) Applications with an expiry date before the next council meeting

The clerk will request an extension from the SGC planning officer. If granted, the application will be dealt with as in part 1) above.

If no extension is granted, the clerk will inform councillors of the application by email and will highlight that the consultation period ends before the next council meeting. A deadline for response will be set, of at least 3 working days.

If all comments received by the deadline recommend either:

- a simple “no objection” type response, with no or only minor comments; or
- where an application is a repeat or amendment of a previous application, a response which is substantially similar to APC’s previous response;

the clerk shall draw up such a response and submit to SGC under delegated powers, as provided for in the council’s Scheme of Delegation.

If any councillor deems that the application requires something other than a response as detailed above, they must ask the clerk to call a meeting of the relevant village Planning Committee. The Planning Committee then has delegated power to respond on behalf of the full council, as provided for in the Scheme of Delegation.

PLANNING RESPONSES

Material planning concerns

The parish council can only legitimately make comment on material planning concerns, which are issues that the Local Planning Authority is legally required to consider when deciding a planning application. They relate to the use and development of land, not personal preferences or private interests.

Examples of material planning concerns which the parish council may consider include:

- Local and national planning policy, e.g. green belt designation
- Highway safety and traffic impacts, e.g. parking, traffic volume, location of entrances, pedestrian and cyclist safety

- Residential amenity, e.g. loss of light, overshadowing, overlooking, noise, disturbance, or odour affecting nearby homes
- Design, scale, and materials, e.g. whether the proposal fits the character of the area, uses appropriate materials, or appears overbearing
- Impact on heritage assets, e.g. effects on listed buildings or historic village features.
- Public rights of way
- Ecology and biodiversity

Non-material issues, which cannot be taken into account, include:

- impacts on property values
- loss of a private view
- personal opinions
- suspicions that the property may not be used as stated in the planning application

Response types

Planning responses are categorised as *Support*, *Object* or *No Objection*.

The parish council will not normally express *Support* for an application unless it has some wider community-level benefits or positive impacts which extend beyond the boundaries of the property in question.

A *No Objection* response is not an expression of support, but merely states that the parish council can see no legitimate reason why the planning permission should not be granted, subject to appropriate conditions or amendments.

Councillor impartiality

Councillors must remember that they represent all residents of the parish when considering planning applications. Their role is to submit a fair, evidence-based planning response focused on material planning considerations, not to mediate personal disagreements between neighbours. Once the council has submitted its formal planning comments, any further dispute between residents — or between residents and South Gloucestershire Council — should be directed to the SGC ward councillors, who are the appropriate elected representatives for such matters.

REPORTING

All planning responses made to SGC will be summarised in the minutes of the relevant (or next, for delegated responses) council meeting. APC's full responses can be viewed on the application's page of the SGC planning website.

The eventual SGC planning decision will also be reported in council minutes once received.

KEEPING RESIDENTS INFORMED

APC wishes to operate in a transparent manner, but does not have capacity to report every planning application directly to residents.

Residents can find details of planning applications up for consideration via council agendas, which are published on the website (www.austparishcouncil.gov.uk) and on the village noticeboards.

Any short notice applications will also be circulated to the relevant village email group(s). Individual councillors may also choose to circulate details of planning applications which will be listed on the next council agenda, but there is no requirement for this to happen and APC will take no responsibility for residents not being aware of planning matters.

SGC notifications

SGC no longer send notice of planning applications to neighbouring properties. They consider that the option to sign up for notifications of planning applications in your local area is sufficient.

Residents are encouraged to sign up for these notifications directly from SGC. Instructions for doing so can be found at the following web link: https://beta.southglos.gov.uk/static/88d738034f0da19c1c6bb3ce2fb34c98/How_to_set_up_and_manage_a_Public_Access_account.pdf. You can request notification of planning applications within set parameters, for example all within Aust parish area or with a particular keyword.

Note: Applications are listed with their official postal address; it should be noted that many properties in Elberton do not have the word "Elberton" in their official address but are listed as "Olveston", so use of Elberton as a keyword is not recommended.

Procedure review

This procedure will be reviewed at least once every two years.

The clerk is responsible for bringing forward the review should any change in legislation or best practice recommendations require such action.