

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 13th October 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: 7th October 2026

AGENDA

2026-10/1 To receive apologies

2026-10/2 To receive declarations of interest and requests for dispensations

2026-10/3 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.*

2026-10/4 To approve the minutes of last meeting held on 8th September 2026

2026-10/5 Parish matters for decision

2026-10/5.1 Replacement of gate at Woodwell Meadows

2026-10/5.2 Littering from recycling lorries

2026-10/6 To note items of report

2026-10/6.1 To receive the clerk's report

2026-10/6.2 To receive feedback from National Highways meeting re return of HGVs to the Severn Bridge

2026-10/6.3 To receive any further reports from councillors

2026-10/7 Planning

2026-10/7.1 To note planning applications, including 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. [P26/01981/F](#) Stable Block at Sweetwater Lane Thornbury - Change of use of stable block and hay barn into 1no. dwelling with garage (Class C3) with associated works
- ii. [P26/02116/F](#) - Aust Headhouse Aust Cliff Aust - Erection of 1no building to form office and workshop with associated works
- iii. [P26/02157/F](#) - Land At Redhill Lane Elberton - Demolition of 2 no. agricultural buildings. Erection of 1 no. self build dwelling with associated works.

2026-10/7.2 To note the following SGC planning decisions

- i. 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. *SGC decision: Refuse certificate of lawfulness*
- ii. P26/02014/HH - 2 Court Cottages Redhill Lane Olveston - Erection of single storey front infill extension to provide additional living accommodation. *SGC decision: Approve with conditions*

- iii. P26/01808/CLP - Severn View The Green Littleton Upon Severn – Minor external alterations and installation of internal walls. *SGC decision: Approve certificate of lawfulness*
- iv. P26/01903/F - Holly Cottage Aust Road Olveston - Change of use of outbuilding to 1 no. separate dwelling (Class C3) retrospective. *SGC decision: Approve with conditions*

2026-10/8 Council administration

- 2026-10/8.1 To review and re-adopt the Complaints Procedure (*paper 1*)
- 2026-10/8.2 To consider items for inclusion in 2027-28 budget
- 2026-10/8.3 To note the clerk's annual appraisal and consider any change to salary point
- 2026-10/8.4 To receive a Data Security & Data Protection update

2026-10/9 Finance

- 2026-10/9.1 To receive the quarterly finance report & budget statement to end of Sep. 2026 (*paper 2*)
- 2026-10/9.2 To note receipts:

Source	Item	Amount
South Glos. Council	Precept – 2 nd installment	£3,515.00
Unity Trust Bank	Bank interest	£61.93

- 2026-10/9.3 To note payments made under prior approval:

Payee	Item	Amount	Prior approval
Clerk	Staff costs - September	£313.80	2026-05/11.4
Unity Trust Bank	Bank charges September	£ 7.00	2026-05/11.4

- 2026-10/9.4 To approve payments:

Payee	Item	Amount	Power to spend
Clerk	Back pay following pay award	£96.44	LGA 1972 s112

- 2026-10/9.5 To approve a change to the clerk's salary standing order following pay award
- 2026-10/9.6 To award a donation to Great Western Air Ambulance Charity

2026-10/10 To review correspondence received & determine response

- 2026-10/10.1 ALCA – Invitation to attend Annual General Meeting on 5th December 10:00am
- 2026-10/10.2 Invitation to attend screening of "The People's Emergency Briefing" on 27th Oct 7:00pm at Littleton village hall

2026-10/11 Any other minor matters of report (no decision required) or items for next agenda

2026-10/12 Meeting closure

Date of next meeting – 7.30pm, Tuesday 10th November 2026

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

Draft minutes of meeting of 8th September 2026 – to be taken as read

Paper 1 – Complaints Procedure, for review

Paper 2 - Finance report to end of September 2026



Aust Parish Council

Complaints Procedure

Date	Version	Key Changes	Review due:
08/10/2024	1.0	First adoption Based on SLCC model complaints procedure for small councils	October 2026
For review 13/10/26	1.1	Updated contact details. Added provision for review by SGC ward councillor(s) or member of adjoining parish council, if required.	October 2028

Introduction

Aust Parish Council is committed to providing a quality service for the benefit of the people who live or work in its area or are visitors to the locality. If you are dissatisfied with the standard of service you have received from this council, or are unhappy about an action or lack of action by this council, this Complaints Procedure sets out how you may complain to the council and how we shall try to resolve your complaint.

Applicability

This Complaints Procedure applies to complaints about council administration and procedures and may include complaints about how council employees have dealt with your concerns.

This Complaints Procedure does not apply to:

- complaints by one council employee against another council employee, or between a council employee and the council as employer. These matters are dealt with under the council's internal disciplinary and grievance procedures;
- complaints against councillors. Complaints against councillors are covered by the Code of Conduct for Members adopted by the Council, which is available on our website or by contacting the Clerk. If a complaint against a councillor is received by the council, it will be referred to the Monitoring Officer of South Gloucestershire Council (SGC). Further information on the process of dealing with complaints against councillors may be obtained from the Monitoring Officer or via the SGC website <https://beta.southglos.gov.uk/complain-about-a-councillor/>.

Raising a concern to the parish council

The appropriate time for influencing Aust Parish Council decision-making is by raising your concerns before the council debates and votes on a matter. You may do this by writing to the council in advance of the meeting at which the item is to be discussed, or talking to one of the parish council members. There is also an opportunity to raise your concerns in the public participation section of council meetings.

If you are unhappy with a council decision, you may raise your concerns with the council, but Standing Orders prevent the council from re-opening issues for six months from the date of the decision, unless there are exceptional grounds to consider this necessary and the special process set out in the Standing Orders is followed.

Making a complaint

If you feel your concern has not been adequately addressed, you may make your complaint about the council's procedures or administration to the Clerk. You may do this in person, by phone, or by writing to or emailing the Clerk. Contact details are set out below.

Wherever possible, the Clerk will try to resolve your complaint immediately. If this is not possible, the Clerk will try to acknowledge your complaint within five working days. Please note however that the Clerk is the sole employee and is only employed for a few hours each week, so acknowledgement may take a little longer, for example if the Clerk is on leave.

If you do not wish to report your complaint to the Clerk, you may make your complaint directly to the Chairman of the council

What happens next?

The Clerk or the council Chairman (as appropriate) will investigate each complaint, obtaining further information as necessary from you and/or from members of the Council.

The Clerk or the council Chairman will notify you within 20 working days of the outcome of your complaint and of what action (if any) the Council proposes to take as a result. (In exceptional cases the twenty working days timescale may have to be extended. If it is, you will be kept informed.)

Further options

If you are dissatisfied with the response to your complaint, you may ask for your complaint to be referred to the full Council. **Where possible, a review of the handling and outcome of the original complaint will be carried out by two councillors not significantly involved in the original complaint. If all members of the council were involved originally, the council will request assistance from one or both of the South Glos. Council ward councillors, or a parish councillor from a neighbouring parish, to carry out an independent review.**

You will be notified in writing of the outcome of the review. This will be completed within 12 weeks of your request for referral.

Contacts

Clerk:
Emma Pattullo
clerk@austparishcouncil.gov.uk
(01454) 837271

Chairman:
Steve Meredith
steve.meredith@austparishcouncil.gov.uk
(01454) 411065

Contact details for other members of the council can be found via the council website:
<https://austparishcouncil.gov.uk/people/>.

Review

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

Bank reconciliation Quarter 2 2025-2026**30th September 2026****Current Account**

Balance per bank statement at 30/09/2026	£	1,076.00	Statement 051
TOTAL NET BANK BALANCES AT 30/09/2026	£	1,076.00	
Opening balance at 01/04/2026	£	14.19	
Total receipts	£	7,250.81	
Total payments	-£	2,864.91	
Total transfers	-£	3,324.09	
Closing balance per cash book (must equal net bank balances above)	£	1,076.00	

Reserve account

Balance per bank statement at 30/09/2026	£	15,017.72	Statement 044
TOTAL NET BANK BALANCES AT 30/09/2026	£	15,017.72	
Opening balance at 01/04/2026	£	11,571.04	
Total receipts	£	122.59	
Total payments	£	-	
Total transfers	£	3,324.09	
Closing balance per cash book (must equal net bank balances above)	£	15,017.72	

*Reconciliations to be checked against bank statements by a councillor other than the Chairman.
This sheet and accompanying statements to be signed.*

Summary of reserves from 01/04/2026 to 30/09/2026

Figures exclude VAT

Reserve	Balance b/fwd	Receipts	Payments	Transfers	Balance c/fwd
General	£ 3,959.73	£ 7,152.59	-£ 2,780.15	-£ 560.00	£ 7,772.17
Elections	£ 1,325.00	£ -	£ -	£ -	£ 1,325.00
Professional Services	£ 5,500.00	£ -	£ -	£ -	£ 5,500.00
IT and website	£ 240.00	£ -	£ -	£ 460.00	£ 700.00
CIL	£ -	£ -	£ -	£ -	£ -
Events	£ 424.79	£ -	£ -	£ -	£ 424.79
S137 - tracking only	£ -	£ -	-£ 50.00	£ -	-£ 50.00
Woodwell grant	£ -	£ -	£ -	£ 100.00	£ 100.00
TOTAL	£ 11,449.52	£ 7,152.59	-£ 2,830.15	£ -	£ 15,771.96

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)		Quarter 2 (July-Sept.)		YEAR TO DATE			
	Actual	Budget	Actual	Budget	Actual	Budget	Variance £	Variance %
Administration - general								
Salary	917	982	1,042	982	1,959	1,963	-4	0%
Home working allowance	24	24	24	24	48	48	0	0%
Office costs	63	15	0	15	63	30	33	112%
Training	0	33	45	33	45	66	-21	-32%
Travel	0	6	0	6	0	12	-12	-100%
Insurance	241	265	0	0	241	265	-24	-9%
Admin - Finance & Governance								
Audit	53.6	73	0	0	53.6	73	-19.4	-27%
Bank charges	21	21	21	21	42	42	0	0%
Accounts software	60	60	0	0	60	60	0	0%
Assets								
Maintenance	0	25	0	25	0	50	-50	-100%
Litter bin	55	55	55	55	110	110	0	0%
Woodwell Meadows	0	25	0	25	0	49.98	-49.98	-100%
Subscriptions								
ALCA subscription	157.64	157	0	0	157.64	157	0.64	0%
Grants & donations								
Grants and donations	50	0	0	0	50	0	50	
TOTAL Payments	1,643	1,741	1,187	1,186	2,830	2,926	-96	

Receipts

	Quarter 1 (April-June)		Quarter 2 (July-September)		YEAR TO DATE			
	Actual	Budget	Actual	Budget	Actual	Budget	Variance £	Variance %
Admin - Finance & Governance								
Bank interest	61	62	62	63	123	125	-2	-2%
Precept								
Precept	3,515	3,515	3,515	3,515	7,030	7,030	0	0%
TOTAL Receipts	3,576	3,577	3,577	3,578	7,153	7,155	-2	