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 10th November 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: 4th November 2026

AGENDA

2026-11/1 To receive apologies

2026-11/2 To receive declarations of interest and requests for dispensations

2026-11/3 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.

2026-11/4 To approve the minutes of last meeting held on 13th October 2026

2026-11/5 To consider co-option to the vacant council seat

2026-11/6 Parish matters for decision

2026-11/6.1 To review a statement from the landlord of the White Hart, Littleton and consider response

2026-11/7 To note items of report

2026-11/7.1 To receive the clerk's report

2026-11/7.2 To receive an update on recent meetings with National Highways

2026-11/7.3 To receive any other reports from councillors

2026-11/8 Planning

2026-11/8.1 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. P26/02333/HH - Orchard House Village Road Littleton Upon Severn - Demolition of porch and outbuilding. Conversion of existing garage to form gym. Erection of single storey rear extension to form additional living accommodation. Erection of single storey front loggia and outbuilding. *Comments by 16th November.*

ii. P26/02299/F - Land at Home Farm Village Road Littleton Upon Severn - Change of use of part of agricultural building from agricultural to equestrian (Sui Generis), with the building forming 4no. stables. Erection of 3no. stable blocks, formation of lunge pen and turnout pens (retrospective). *Comments by 16th November.*

iii. P26/02480/CLP - Eastfield Nurseries Village Road Littleton Upon Severn - Siting of Caravan to provide additional accommodation for family of Homeowners (resubmission of P26/00988/CLP). *Comments by 25th November.*

2026-11/8.2 To note the following SGC planning decisions

i. P26/01938/F - Eastfield Nurseries Village Road Littleton Upon Severn - Change of Use of land and outbuilding from Sui Generis to residential amenity land and incidental outbuilding (Class C3) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended). *SGC decision: Approve with conditions.*

2026-11/9 Council administration

2026-11/9.1 To review and re-adopt the Biodiversity Policy *(paper 1)*

2026-11/10 Finance

2026-11/10.1 To note payments made under prior approval

Payee	Item	Amount	Prior approval
Clerk	Staff costs – October	£ 410.24	2026-05/11.4 & 2026-10/9.4
Unity Trust Bank	Bank charge - October	£ 7.00	2026-05/11.4
Great Western Air Ambulance Charity	Donation	£ 50.00	2026-10/9.6

2026-11/10.2 To approve payments due

Payee	Item	Amount	Power to spend
Parish Online	Web & email hosting to October 2027	£ 360.00 + VAT	LGA 1972 s142

2026-11/10.3 To review the draft council budget for 2027-28 and agree amendments *(paper 2)*

2026-11/11 To review consultations received and determine response

2026-11/11.1 South Glos. Council "Council budget 2027-28". *Closes 20th December.*

2026-11/12 Any other minor matters of report (no decision required) or items for next agenda

2026-11/13 Meeting closure

Date of next meeting – 7.30pm, Tuesday 12th January 2027

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

Draft minutes of meeting of 13th October 2026 – to be taken as read

Paper 1 – Biodiversity Policy

Paper 2 – Draft budget for financial year 2027-28

Aust Parish Council

Biodiversity Policy

Date	Version	Key Changes	Review due:
14/11/2023	1.0	First adoption. Minute ref.: APC2023-11-6.1	
12/11/2024	1.1	Inclusion of Woodwell Meadows volunteer group and introduction of Biodiversity Net Gain requirements in planning applications	
11/11/2025	1.2	Reviewed, no amendments	November 2026
For review 10/11/2026	1.3	Amended review period to every two years.	

Introduction

Biodiversity is the variety of all life on Earth. It includes all species of animals and plants – everything that is alive on our planet. Biodiversity is important for its own sake, and human survival depends upon it[1].

Under the Natural Environment and Rural Communities Act 2006 there is a duty on public authorities in England, including Parish Councils, to have regard to conserving biodiversity as part of their policy or decision making. This was further strengthened by the Environment Act 2021.

Parish councils should be able to show that they are meeting their duty to have regard for conserving biodiversity if they have identified ways to integrate biodiversity when they:

- develop policies and strategies and put them into practice;
- respond to planning applications;
- manage their land, buildings, and resources;
- make decisions about procurement;
- implement economic, environmental, and social programmes.

The Local Area

Aust parish is a rural area, with a variety of habitat types including the internationally important Severn Estuary SAC/SPA[2] and several sites of local or national importance. The biodiversity importance of the area is described in detail in the Aust Parish Biodiversity Action Plan[3] produced by South Glos. Council.

Parish Council assets and resources

Aust Parish Council does not own any land except for the Woodwell Meadows nature reserve in Littleton. Woodwell Meadows is managed by South Glos. Council under a management agreement. The parish council co-ordinates occasional volunteer work parties which carry out practical improvement tasks within the Woodwell Meadows reserve.

The council does not own or operate any buildings, plant, or powered equipment other than the clerk's laptop.

[1] As defined in 'Biodiversity 2020: a strategy of England's wildlife and ecosystems', DEFRA, 2011
[2] Severn Estuary SAC and SPA Factsheet https://assets.publishing.service.gov.uk/media/5dc1525ded915d1cfe538e44/Severn_Estuary_SAC_and_SPA_Factsheet.pdf
[3] Aust Parish BAP https://beta.southglos.gov.uk/static/a361a9670c0a0c3f6712274703b843ba/Aust-BAP.pdf, South Glos. Council, 2017

Action plan

The council will address the biodiversity and environmental implications of their actions in all decisions taken. The following table sets out specific areas for action, but is not exhaustive.

Work area	Notes & Actions	Timescale
Planning – local applications	• Consider possible biodiversity impacts and benefits when responding to all planning applications, including proposed Biodiversity Net Gain (BNG) mitigation measures; • Seek to identify opportunities for any BNG requirements to met within the parish • Use the Aust Parish BAP to identify sites of particularly important habitat which may be affected by applications; • Accord with SGC Green Infrastructure guidance.	Ongoing
Planning – strategic plans	Strategic level plans drawn up by SGC or WECA will be be informed by advice from specialist ecology and landscape officers, but local knowledge is also important: • Consider possible biodiversity impacts or potential benefits on areas or locations which may supplement advice from county/regional staff	Ongoing
Purchasing of assets and consumables	• Take account of biodiversity or environmental impacts in procurement decisions, for example by choosing recycled or energy efficient products where possible; • Prioritise sustainable transport where feasible, for all travel on council business. Cycling, walking or public transport should be considered first.	Ongoing
Woodwell Meadows Local Nature Reserve	Management of the nature reserve is primarily carried out by South Glos Council ecology staff. A management plan is developed by SGC every five years, in consultation with the parish council. The parish council will: • Maintain a 'watching brief' on management activities at Woodwell; • Advise SGC as appropriate, using local knowledge and skills within the PC; • Ensure that a written report on the site is received from SGC at least annually, and assess it for appropriateness; • Continue to support volunteer working groups to carry out practical conservation tasks	Ongoing Annual Ongoing
Local Nature Action Plan	The council has previously resolved not to pursue development of a Local Nature Action Plan (minute ref: APC2021-06-8.1) but may choose to reconsider this decision in the future.	None

Review frequency

This policy and action plan will be reviewed ~~annually~~ every two years.

Aust Parish Council: DRAFT BUDGET for financial year 1st April 2027-31st March 2028

For consideration at the meeting of xx November 2026

PAYMENTS			2024/25	2025/26	2026/27				2027/28 proposed		Notes (also see below)
Cost Code			Actual spend	Actual spend	Approved Budget	Actual spend to 31/10/26	Estimated additional spend to end of year	End of year expected total	Proposed total budget	Of which, proposed spend from reserves	
AD1	Clerk's salary		£ 3,627	£ 3,638	£ 3,926	£ 2,361	£ 1,657	£ 4,018	£ 4,257	£ -	Assumes 5% pay award for 2027/28 + 5 hours overtime
AD2	Home working allowance		£ 96	£ 96	£ 96	£ 56	£ 40	£ 96	£ 96	£ -	Maintain at current level
AD3	Office costs		£ 65	£ -	£ 60	£ 63	£ -	£ 63	£ 60	£ -	
AD4	Training		£ -	£ 186	£ 132	£ 45	£ 30	£ 75	£ 338	£ 55	New councillor training x2 @ £99. Clerk training/attendance at events £100. Misc. councillor training £40
AD5	Travel		£ 25	£ -	£ 25	£ -	£ -	£ -	£ 25	£ 25	
AD6	Room hire		£ 176	£ 170	£ 144	£ -	£ 120	£ 120	£ 144	£ -	12 meetings @ £12 each (assumes 2 additional meetings)
AD7	Insurance		£ 241	£ 241	£ 265	£ 241	£ -	£ 241	£ 265	£ -	Assume 10% uplift on 26/27 actual
AD8	IT & website		£ 150	£ -	£ 360	£ -	£ 360	£ 360	£ 360	£ -	Fixed cost commitment
FG1	Audit		£ -	£ -	£ 73	£ 54	£ -	£ 54	£ 75	£ -	5 hours of clerk's time
FG2	Banking charges		£ 71	£ 73	£ 84	£ 49	£ 35	£ 84	£ 84	£ -	No increase expected
FG3	ICO registration		£ 47	£ 47	£ 47	£ -	£ 47	£ 47	£ 47		No increase expected
FG4	Election costs								£ 220	£ 120	Assumes uncontested election. Further reserve available if needed to cover contested election.
FG5	Accounting software			£ 60	£ 60	£ 60	£ -	£ 60	£ 65	£ -	
AS1	Asset maintenance	General maintenance	£ -	£ -	£ 100	£ -	£ -	£ -	£ 100	£ -	
AS2		SGC services	£ 191	£ 206	£ 221	£ 110	£ 110	£ 220	£ 291	£ -	Includes bin emptying and grass cutting
AS3	Asset purchase/replacement	General	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	No planned spend
AS4	Woodwell Meadows		£ 272	£ 593	£ 100	£ -	£ 58	£ 58	£ 100	£ -	
S1	Subscriptions	ALCA	£ 151	£ 153	£ 157	£ 158	£ -	£ 158	£ 165	£ -	Assume 5% uplift.
S2		SLCC	£ 70	£ 66	£ 75	£ -	£ 75	£ 75	£ 81	£ -	Assume 5% uplift. Split 1:1 with Tormarton PC
GD1	Grants and donations	SARA	£ 50	£ 50	£ 50	£ -	£ 50	£ 50	£ 50	£ -	
		Churchyards	£ 1,350	£ 1,350	£ 1,350	£ -	£ 1,350	£ 1,350	£ 1,350	£ -	£450 per church
		CPRE	£ 40	£ 50	£ 50	£ 50	£ -	£ 50	£ 50	£ -	
		Other	£ 100	£ 100	£ 150	£ 50	£ 100	£ 150	£ 150	£ -	Includes £100 Thornbury citizens advice service contribution
n/a	*Unbudgeted payments*		£ -	£ *300*		£ -	£ -	£ -			
TOTAL			**£ 6,722**	**£ 7,378**		**£ 3,298**	**£ 4,032**	**£ 7,330**	**£ 8,373**	**£ 200**	**(A)Total budgeted payments/movement into earmarked reserves**

RECEIPTS excluding precept			2024/25	2025/26	2026/27				2027/28 proposed		Notes (also see below)
			Actual income	Actual income	Approved budget	Actual income	Expected additional income to year end	Expected end of year total	Expected income	Proposed use of reserves	
R2	Bank Interest		£ 340	£ 299	£ 250	£ 123	£ 123	£ 246	£ 250		
R3	CIL income		£ -	£ -	£ -	£ -	£ -	£ -	£ -		No CIL expected
R4	Grants received		£ 300	£ -	£ -	£ -	£ -	£ -	£ -		No grant income expected
PLANNED SPEND FROM RESERVES											
	General reserve									£ 80	See above for details
	CIL earmarked reserve									£ -	
	Election reserve									£ 120	
	Woodwell Meadows reserve									£ -	
TOTAL			**£ 640**	**£ 299**				**£ 246**	**£ 450**		**(B) Total budgeted receipts & planned reserve spending, excluding Precept**

Precept		2024/25	2025/26				2026/27			Increase
Precept		**£ 6,961**	**£ 6,952**				£ 7,030	**£ 7,923**	**=(A)-(B)**	**12.7%**
Tax base		239	242				244	248	Estimated tax base for 27/28	
Band D equivalent - annual		£ 29.13	**£ 28.70**				£ 28.81	£ 31.95		£ 3.14
Band D equivalent - weekly		£ 0.56	£ 0.55				£ 0.55	£ 0.61		