

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 April 2024 at Elberton Village Hall

The meeting will follow on from the Annual Assembly which starts at 7pm.

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 April 2024

AGENDA

1 To receive apologies

2 To receive declarations of interest and requests for dispensations

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.

4 To approve the minutes of last meeting held on 12th March 2024

5 To review ongoing matters and agree action required, if any

5.1 Woodwell Meadows management

6 New items of business

6.1 To determine works list for Streetcare parish maintenance team visit

7 Planning

7.1 To note any planning applications 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](#))

7.2 To note the following SGC planning decisions

- i. P23/03492/F - Villa Farm Main Road Aust - Re-instatement of log store roof covering and roof structure, re-instatement of chimneys to house, erection of retaining wall. Erection of 1no. agricultural field shelter (retrospective). *Decision: Approved with conditions.*
- ii. P23/02219/F - Beluga House Whale Wharf Lane Littleton Upon Severn - Change of use from a residential education activity centre with adventure and school courses (Class C2) to use as a detox / addiction centre (Class C2) with external alterations. *Decision: Approved with conditions*
- iii. P24/00469/PNA - Land at Priestpool Farm Ingst Road Olveston - Prior notification of the intention to erect an agricultural building for the storage of fodder. *Decision: Prior approval granted*
- iv. P24/00629/RVC - Old School House Passage Road Aust - Variation of condition 2 attached to permission PT04/3061/F (Conversion of existing garage to form Granny Annex) to allow the annexe to be let separately to the main dwelling. *Application withdrawn.*

8 Council administration

- 8.1 To confirm meeting dates for the next council year
- 8.2 To note compliance with General Data Protection and Freedom of Information Regulations during the past year
- 8.3 To adopt a Data Protection Policy (paper 1)
- 8.4 To adopt revised Privacy Notices (paper 2)
- 8.5 To consider quotations for provision of council email addresses for clerk and councillors
- 8.6 To consider development of a Parish Emergency Plan

9 Finance

- 9.1 To receive the financial summary for the year to 31st March 2024 (paper 3)
- 9.2 To declare exemption from external audit for financial year 2023/24
- 9.3 To note arrangements for internal audit
- 9.4 To note the following receipts:

Item	Amount
Unity Trust – bank interest	£80.45

- 9.5 To note the following payments made under prior approval:

Item	Amount	Minute (where applicable)
Clerk's salary & home working allowance for month to 16 th March 2024	£311.12	Nov. '23 item 9.3
Information Commissioner's Officer registration fee	£35.00	May '23 item 12.9
Unity Trust – banking charge Q4	£18.00	May '23 item 12.9

- 9.6 To approve the following payments:

Item	Amount	Power to spend
ALCA annual subscription	£151.00	LGA 1972 s143

10 To review correspondence received & determine response

- 10.1 Victim Support – request for donation
- 10.2 Notification of Asset of Community Value application for Littleton village hall

11 To consider responses to the following consultations received

- 11.1 South Glos Council [Council Plan 2024-28](#), comments by 12th April

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

13 Meeting closure

Date of next meeting – 7.30pm, Tuesday 14th May 2024 (Annual Council Meeting)

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

Draft minutes of meeting of 12th March 2024 – to be taken as read

Paper 1 – Proposed Data Protection Policy

Paper 2 – Proposed Privacy Notices

Paper 3 – Financial summary to end of March 2024

Aust Parish Council

Serving the communities of Aust, Elberton
& Littleton-upon-Severn

Privacy Notice (Councillors & Staff)

Revision & review history

Date	Version	Minute ref.	Key Changes
			Draft for presentation to meeting of 9 th April 2024

This notice describes the way in which your personal information will be dealt with when you take up employment with, or sign your acceptance of office and take your seat as a member of, Aust Parish Council.

The information you provide (personal information such as name, address, email address, phone number, register of interests and other relevant information) will be processed and stored so that it is possible to contact you, respond to your correspondence and retain information relating to your time in office with the Council. Your personal information will not be shared with any third party other than those related to a statutory or lawful requirement or with your consent.

How will your information be used?

The information you provide (personal information such as name, address, email address, phone numbers, organisation) will be processed and stored to enable us to contact you and respond to your council-related correspondence, to provide information and to enable parishioners to contact you in your role as a councillor.

Limited items of your personal information may be made available on the Aust PC web pages; this will be limited to your name, contact telephone number and email address. If you do not wish such information to be placed on the public website, please discuss this with the Clerk. Other items of council records in which you may be mentioned (e.g. minutes of council meetings) will also be made available on the website.

For staff, information will be used in relation to HR and Payroll functions.

The Council's Right to Process Information

The council will process your data under the General Data Protection Regulations (GDPR) Articles 6 (1) (a) (b) and (e):

- Processing is with consent of the data subject, or
- Processing is necessary for compliance with a legal obligation, or
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

The council is registered as a data controller with the Information Commissioner's Office.

Information Security

Aust Parish Council has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and policies. Copies of the council's Data Protection Policy can be made available on request.

Retention of data

We will only keep your data for the purpose it was collected for and only for as long as is necessary. You may request the deletion of your data held by Aust Parish Council at any time, except where we hold the data for a statutory purpose. This would however impact on your ability to carry out your role as a Councillor.

We will keep some records permanently if we are legally required to do so. In general, we will endeavour to keep data only for as long as we need it.

Access to Information

You have the right to request access to the information we have on you. You can do this by contacting the Clerk.

Information Correction

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact the Clerk.

Information Deletion

If you wish Aust Parish Council to delete information about you, please contact the Clerk. This does not override any legal requirement for data to be processed in relation to your role as a Councillor.

Right to Object

If you believe that your data is not being processed for the purpose it has been collected for, you may object. Please contact the Clerk.

Rights Related to Automated Decision Making and Profiling

Aust Parish Council does not use any form of automated decision making or the profiling of individual personal data.

Conclusion: In accordance with the law, Aust Parish Council only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling. We do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all personal information deemed to be no longer necessary and which we have no legal obligation to retain.

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to the Chair of the Council and the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113

Aust Parish Council

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& Littleton-upon-Severn*

Privacy Notice (General Public)

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This notice describes the way in which your personal information will be dealt with when you contact or otherwise interact with Aust Parish Council.

How will your information be used?

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services.

Your personal information will be not shared or provided outside the council unless with your consent.

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Contact details

The main point of contact for Aust Parish Council is the Clerk, Emma Pattullo. She can be contacted on austparishcouncil@gmail.com or 01454 837271.

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Aust Parish Council

Detailed accounts for 2023-2024

Presented to council meeting of 09/04/2024

Receipts

	Total	Notes
Precept	6,422.00	
VAT Repayments	356.52	
Bank interest	321.63	
Grants received	900.00	Coronation events
Miscellaneous Receipts	161.03	Supply of audit service to Cromhall PC
TOTAL Receipts	8,161.18	

Payments

Administration - general

Salary	3,893.49	Includes £161.03 from Cromhall PC for audit
Home working allowance	96.00	
Office costs	106.11	
Training	120.00	
Travel	-	
Room hire	155.00	
Insurance	241.00	

Admin - Finance & Governance

Audit	52.33	
Bank charges	72.00	
ICO registration	35.00	
Election costs	175.00	

Assets

Maintenance	-	
Litter bin	219.76	
Asset purchase	-	

Subscriptions

ALCA subs	143.04	
SLCC subs	68.62	
Severnvale Flood Group	-	

Grants & donations

Grants + donations general	1,550.00	
Coronation events	900.00	

TOTAL Payments **7,827.35**

Bank reconciliation

Movement in balances

Excess of receipts over payments	333.83	
Opening balance	10,730.30	
Closing balance	11,064.13	

Bank accounts, as at 31st March 2024

Current Account	282.08	Statement # 019
Reserve account	10,782.05	Statement # 014
TOTAL bank balances	11,064.13	

Bank Reconciliation**Financial year ending 31/03/2024****Balances per bank statements at 31/03/2024**

Current Account	£ 282.08	<i>Statement #019</i>
Reserve account	£ 10,782.05	<i>Statement #014</i>
Total bank balances	£ 11,064.13	

Cash book

Opening cash book balance	£ 10,730.30
Plus total receipts	£ 8,161.18
Less total payments	£ 7,827.35
Total net balances at 31/03/2024	£ 11,064.13

Bank reconciliation and statements to be checked by two councillors:

Presented to council meeting of 9th April 2024

Minute ref: APC2024-04-9.1

Quarterly budget monitoring report 2023/24

Figures exclude VAT

Payments

	Quarter 1 (April-June)			Quarter 2 (July-September)			Quarter 3 (October-December)			Quarter 4 (January-March)			TOTAL		
	This year	Budget	Over budget	This year	Budget	Over budget	This year	Budget	Over budget	This year	Budget	Over budget	This year	Budget	Over budget
Administration - general															
Salary	837	894	-56	998	894	105	1,148	894	255	909	894	16	3,893	3,575	318
Home working allowance	24	24	0	24	24	0	24	24	0	24	24	0	96	96	0
Office costs	43	28	15	0	28	-28	49	28	22	0	27	-27	92	110	-18
Training	0	62	-62	40	62	-22	80	62	18	0	63	-63	120	250	-130
Travel	0	13	-13	0	13	-13	0	13	-13	0	12	-12	0	50	-50
Room hire	0	0	0	35	0	35	0	0	0	120	132	-12	155	132	23
Insurance	241	310	-69	0	0	0	0	0	0	0	0	0	241	310	-69
TOTAL Administration - general	1,145	1,330	-185	1,097	1,020	77	1,301	1,020	281	1,053	1,152	-99	4,597	4,523	74
Admin - Finance & Governance															
Audit	52	58	-6	0	0	0	0	0	0	0	0	0	52	58	-6
Bank charges	18	18	0	18	18	0	18	18	0	18	18	0	72	72	0
ICO registration	0	0	0	0	0	0	0	0	0	35	35	0	35	35	0
Election costs	0	0	0	0	0	0	175	175	0	0	0	0	175	175	0
TOTAL Admin - Finance & Governance	70	76	-6	18	18	0	193	193	0	53	53	0	334	340	-6
Assets															
Maintenance	0	17	-17	0	17	-17	0	17	-17	0	18	-18	0	70	-70
Litter bin	46	46	0	46	46	0	46	46	0	46	46	0	183	183	0
Asset purchase	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL Assets	46	63	-17	46	63	-17	46	63	-17	46	63	-18	183	253	-70
Subscriptions															
ALCA subs	143	143	0	0	0	0	0	0	0	0	0	0	143	143	0
SLCC subs	0	0	0	0	0	0	0	0	0	69	108	-39	69	108	-39
Severnvale Flood Group	0	50	-50	0	0	0	0	0	0	0	0	0	0	50	-50
TOTAL Subscriptions	143	193	-50	0	0	0	0	0	0	69	108	-39	212	301	-89
Grants & donations															
Grants + donations	0	0	0	0	0	0	0	0	0	1,550	1,460	90	1,550	1,460	90
Coronation events	600	0	600	300	0	300	0	0	0	0	0	0	900	0	900
TOTAL Grants & donations	600	0	600	300	0	300	0	0	0	1,550	1,460	90	2,450	1,460	990
Other Payments															
Miscellaneous Payments	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL Other Payments	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL Payments	2,004	1,663	342	1,461	1,102	360	1,540	1,277	264	2,771	2,836	-66	7,776	6,877	899

Receipts

	Quarter 1 (April-June)			Quarter 2 (July-September)			Quarter 3 (October-December)			Quarter 4 (January-March)			TOTAL		
	This year	Budget	Over budget	This year	Budget	Over budget	This year	Budget	Over budget	This year	Budget	Over budget	This year	Budget	Over budget
Admin - Finance & Governance															
VAT Repayments	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Bank interest	62	31	31	82	31	51	97	31	66	80	31	49	322	125	197
TOTAL Admin - Finance & Governance	62	31	31	82	31	51	97	31	66	80	31	49	322	125	197
Precept															
Precept	3,211	3,211	0	3,211	3,211	0	0	0	0	0	0	0	6,422	6,422	0
TOTAL Precept	3,211	3,211	0	3,211	3,211	0	0	0	0	0	0	0	6,422	6,422	0
Grants received															
Grants received	900	0	900	0	0	0	0	0	0	0	0	0	900	0	900
TOTAL Grants received	900	0	900	0	0	0	0	0	0	0	0	0	900	0	900
Other Receipts															
Miscellaneous Receipts	0	0	0	161	0	161	0	0	0	0	0	0	161	0	161
TOTAL Other Receipts	0	0	0	161	0	161	0	0	0	0	0	0	161	0	161
TOTAL Receipts	4,173	3,242	931	3,454	3,242	212	97	31	66	80	31	49	7,805	6,547	1,258

