

**AUST PARISH COUNCIL**  
**MINUTES OF A COUNCIL MEETING**

Held on Tuesday 13<sup>th</sup> February 2024 @ 7:30pm at Elberton Village Hall

**Present:** Councillors Steve Meredith (chairman), Heather Bayston, David Spratt, Jeremy Warren

**In attendance:** Ward Councillor Matthew Riddle (SGC)

**Clerk:** Emma Pattullo

Approved at the subsequent meeting held on 12<sup>th</sup> March 2024.

Signed copy held by the Clerk.

**1 To receive apologies**

Apologies were received from Cllrs. Julian Cooper, Ian Jenkins and Anne Wiseman.

**2 To receive declarations of Interest and requests for dispensations**

There were no declarations of interest or dispensation requests.

**3 Public Forum**

No members of the public were present.

**4 To approve the minutes of the last meeting held on 9<sup>th</sup> January 2024**

It was RESOLVED that the minutes of the previous meeting held on 9<sup>th</sup> January 2024 be approved as a correct record. The minutes were signed by the Chairman.

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

**5.1 Woodwell Meadows site management**

Cllr Bayston reported on discussions held with Caroline Gaze, the SGC officer responsible for Woodwell Meadows, and Kirstie Newberry who works with voluntary "Friends of..." groups at other environmental sites.

Ms. Gaze has agreed that the scrub needs cutting back; Cllr Meredith will top off the scrub once the site is dry enough to access.

Cllr Bayston also outlined the potential benefits and difficulties should the parish council decide to take on management of the site. There could be significant financial and management considerations to be taken into account.

After lengthy discussion, it was RESOLVED that Cllr Bayston and the clerk should look further into the possibility of setting up a volunteer group, under the auspices of the parish council, to work alongside SGC in managing the site. A report will be presented to the next meeting.

**6 Planning & Enforcement**

**6.1 To note applications received and resolve response**

The following applications were noted and responses resolved as recorded:

- i. P23/03263/F & P23/03095/LB – Hollyhocks, The Green, Littleton Upon Severn - Partial demolition of boundary wall and erection of gates to facilitate creation of new vehicle access point onto classified highway. Erection of stone wall to partially close existing vehicle access point and installation of pedestrian access gate. *RESOLVED: No objection, but comment that the gates seem larger than needed and may be visually intrusive.*

It was also noted that application P23/02219/F (Beluga House, Whale Wharf, Littleton upon Severn) has been called in for determination by the SGC Development Management Committee. The parish council is entitled to send representation to this committee meeting. It was RESOLVED that Cllr Cooper should attend on behalf of the parish council.

## 6.2 To note the following planning responses submitted by the Clerk under delegated powers:

- 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). *Submitted: no objection*
- ii. P23/03493/LB - Villa Farm Main Road Aust - Retention of works to remove and rebuild 3no. chimney stacks and for the removal and replacement of log store roof. *Submitted: no objection*

## 6.3 To receive update on current enforcement issues

Cllr Riddle gave a verbal update on recent enforcement matters in the area.

## 7 Council administration

### 7.1 To review the Risk Register

It was RESOLVED that the updated Risk Register, v2024-1, should be adopted.

### 7.2 To consider adoption of council-specific email addresses

The clerk outlined reasons for considering having specific email addresses for council business. Options would be to continue the current arrangements (in which members use their personal email accounts); members to set up individual accounts (such as Gmail) specifically for council business; or for the council to provide accounts using a council-owned domain.

It was RESOLVED that the clerk should look into possible costs for the latter option and present to the next meeting.

### 7.3 To consider arrangements for the annual Parish Assembly

The Annual Assembly is to be held on 9<sup>th</sup> April.

As well as the usual reports from the Chairman and Ward Members, the local police beat team have offered to attend, subject to operational requirements.

It was agreed to invite the WERN Village Agent to speak, and also the Sustainable Thornbury group to talk about their plans for a community energy scheme.

## 8 Finance

### 8.1 To note payments made under prior approval

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

Item	Amount	Minute (where applicable)
Clerk's salary & home working allowance for month to 16 <sup>th</sup> January 2023	£311.12	Nov. '23 item 9.3
Mijan Consulting – EasyPC accounts subscription Dec'23-Mar'24	£20.00	Nov. '23 item 8.2
* Severn Area Rescue Association	£50.00	Jan. '24 item 9.5
* CPRE The Countryside Charity	£40.00	Jan. '24 item 9.5
* Great Western Air Ambulance Charity	£40.00	Jan. '24 item 9.5
Thornbury Town Council (towards running of Citizens Advice service)	£100.00	Jan. '24 item 9.5

*\* Payments made under Local Government Act 1972 s.137*

### 8.2 To approve the following payments:

It was RESOLVED that the following payments should be made. All will be paid via bank transfer. Cllrs Warren & Spratt will authorise and a record of authorisation will be held by the Clerk.

Item	Amount
Elberton Village Hall – hire of hall for council meetings, April 2023 – March 2024	£120.00
SLCC – membership subscription (37.5% share)	£68.62
St John's Church PCC, Elberton – churchyard maintenance grant	£440.00
St Mary's Church PCC, Littleton – churchyard maintenance grant	£440.00
St Mary's Church PCC, Aust – churchyard maintenance grant	£440.00

**9 Any other minor matters for discussion (no decision required) or items for next agenda**

Cllr Meredith reported that he has cut back the hedge near the junction of Main Road, Aust with the A403, which has improved visibility.

Cllr Riddle reported that the overflowing drain on Passage Road, near the Highways Agency depot entrance, has been fixed.

**10 Meeting closure**

The meeting closed at 8:42pm.

The next meeting of the Council will be held on Tuesday 12<sup>th</sup> March 2024.

Items for the agenda should be with the Clerk by 5<sup>th</sup> March.

**Signed (Chairman): .....**