

AUST PARISH COUNCIL
MINUTES OF THE ANNUAL COUNCIL MEETING

Held on Tuesday 16th May 2023 @ 7:30pm at Elberton Village Hall

Present: Councillors Ian Jenkins, Steve Meredith, David Spratt, Jeremy Warren, Anne Wiseman (from item 7)

In attendance: Ward Councillor Matthew Riddle, SGC (from item 9); no members of the public

Clerk: Emma Pattullo

Approved at the subsequent meeting held on 13th June 2023.

Signed copy held by the Clerk.

1 Election of Chairman and Vice Chairman

1.1 To elect a Chairman

It was RESOLVED that Steve Meredith be elected Chairman. The declaration of acceptance of the role was signed.

1.2 To elect a Vice Chairman

It was RESOLVED that Ian Jenkins be elected Vice Chairman.

2 To note receipt of Declarations of Acceptance of Office & resolved late acceptance, if required

It was noted that all newly elected members had signed their Declarations of Acceptance of Office prior to the meeting. No late acceptance resolution was required.

3 To receive apologies

Apologies were received from Cllr. Tony Williams (SGC ward member).

4 To receive declarations of Interest and requests for dispensations

There were no declarations of interest or dispensation requests.

5 Public Forum

No members of the public were present.

6 To consider co-options to the vacant council seats

It was RESOLVED that Anne Wiseman should be co-opted onto the council. This leaves two vacant seats.

Cllr. Wiseman joined the meeting from this point.

It was noted that a resident of Elberton has expressed interest in being co-opted. Cllr Meredith will pass on information and invite her to attend the next meeting.

7 To approve the minutes of the last meeting held on 11th April 2023

It was resolved that the minutes of the previous meeting held on 11th April 2023 be approved as a correct record. The minutes were signed by the Chairman.

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

8.1 Greenacres planning

No update.

8.2 Nomination of the White Hart, Littleton as an Asset of Community Value

The panel which assesses nominations has asked for evidence of the various events which are held in the White Hart. Cllr Warren will collect such evidence as he can and pass to the Clerk.

ACTION: JW to pass information to the Clerk for onward provision to assessment panel.

8.3 Congestion around Aust roundabout

National Highways have still not responded regarding a possible date for them to attend a meeting of the council to discuss the ongoing problems at Aust roundabout and the closure of Sandy Lane.

Recent communication to Cllr Riddle suggests that Sandy Lane tunnel will remain closed until repair works are completed, these are planned for August 2023.

ACTION: Clerk to pursue National Highways to attend a council meeting

8.4 Coronation celebrations

Successful community events were held to celebrate the coronation, including a community picnic, children's entertainment and a "prosecco-and-coffee" morning.

The grant of £900 from South Glos. Council was received in late April; see item 12.8 for details of distribution of the grant.

9 New items of business

9.1 Car parking around the Boar's Head, Aust

A resident of Aust has notified the Parish Council that a lot of visitors to the village, thought to be mainly customers of the Boar's Head pub, are parking around the entrance to Sandy Lane which can make it difficult for residents to access their properties. There is concern that access for emergency services vehicles could also be difficult. The Boar's Head main car park is a reasonable size but a number of spaces are often taken by staff cars or larger vehicles. The pub has hard standing to the rear but this is not often used for parking.

It is understood that SGC have previously been asked to put parking restrictions around the Sandy Lane / Main Road junction but that this request was refused.

Cllr Jenkins will approach the pub landlords to discuss the situation.

ACTION: IJ to speak to Boar's Head landlords

10 Planning

10.1 To note applications received and resolve response

The following applications were noted and responses resolved as recorded:

- i. P23/01326/F – Land at Villa Farm Main Road Aust - Erection of 1 no. agricultural building for the storage of fodder and machinery. *RESOLVED: Objection, on grounds of visual intrusion and excessive size of barn in relation to size of smallholding.*
- ii. P23/01339/F - May Barn Main Road Aust - Erection of single storey extension to south elevation to facilitate conversion of agricultural barn to form 1no. dwelling (Class C3). Erection of a single storey front extension and alterations to roofline to outbuilding to form indicated garage, workshop and office. (Amendment to PT17/2461/F) (Retrospective) *RESOLVED: No objection.*
- iii. P23/01435/LB - Manor Farm Aust Road Aust - Internal and external alterations to include new window and door openings. *RESOLVED: No objection.*
- iv. DOC23/00166 - Stock Farm Stock Hill Littleton Upon Severn - Discharge of condition 10 (Drainage) attached to planning permission P22/01550/F. Creation of 1no. carp fishing lake, 1 no. wildlife refuge pond, erection of 1 no storage and toilet facility building, 1no boat house, parking and associated works. *RESOLVED: No objection.*

10.2 To note the following SGC planning decisions

- i. P23/00507/F - Land at Village Farm Marshacre Lane Elberton - Extension to agricultural building. *Approved with conditions*
- ii. P23/00613/PNCD - Building at Manor Farm (Office 6) Aust Road Aust BS35 4AT - Prior notification for the change of use from commercial (Class E) to 2 no. dwellings (Class C3) as defined in the Town and Country Planning (Use Classes) Order 1985 as amended. *Refused prior approval*
- iii. P23/01205/RVC - Mallards Hill House & Stock Villa, Stock Hill, Littleton Upon Severn - Removal of conditions 3 and 4 (agricultural occupancy conditions) attached to permission P89/3276 "Erection of

an agricultural workers dwelling. Construction of new vehicular and pedestrian access. (In accordance with the amended plans on the 18th January 1990)". *Approved with conditions*

- iv. P23/00592/PNCD - Building at Manor Farm (Office 3 And 5) Aust Road Aust BS35 4AT - Prior notification for the change of use from commercial (Class E) to 3 no. dwellings (Class C3) as defined in the Town and Country Planning (Use Classes) Order 1985 as amended. *Objection.*

11 Council administration

11.1 To determine appointment of members to the Planning Committees

It was RESOLVED that the following should be appointed:

- Aust planning committee – Cllrs Meredith, Jenkins, Spratt, Wiseman
- Elberton planning committee – Cllr Meredith + two ad-hoc appointees when required
- Littleton planning committee – Cllrs Meredith, Warren + one ad-hoc appointee when required

It was further RESOLVED that the above appointments should be reviewed once the vacant council seats have been filled.

11.2 To appoint representatives to the following external bodies:

11.2.1 Town and Parish Forum

It was RESOLVED that the clerk should represent the council.

11.2.2 Community Engagement Forum

It was RESOLVED that rather than appointing a designated representative, the clerk should circulate details of each meeting so that any available councillors may attend if they wish.

11.2.3 Oldbury Site Stakeholders Group

It was RESOLVED that Cllr Warren should represent the council.

11.2.4 Severnvale Flood Defence Group

It was RESOLVED that Cllr Warren should represent the council.

11.3 To determine insurance cover renewal

The council's insurance cover is currently held with Zurich. Two renewal quotes have been supplied:

- Renewal of existing "Select for Local Councils" policy - £295.28
- New "Select for Parish Councils" policy – £241.00

The latter policy is designed for small councils with no building assets but otherwise provides the same levels of cover.

It was RESOLVED that the quotation of £241 for Zurich "Select for Parish Councils" policy should be taken up.

12 Finance

12.1 To receive the internal audit certificate and report

The internal audit report was noted. No issues were found during the audit.

12.2 To resolve responses to and approve the Annual Governance and Accountability Return (AGAR) Section 1 - Annual Governance Statements

Following consideration of evidence presented by the Clerk and observations of meetings and the general operation of the council throughout the preceding year, it was RESOLVED that the council could respond "Yes" to all of the statements.

The Annual Governance Statement (AGAR section 1) form was duly completed and signed by the Clerk and Chairman.

12.3 To approve the AGAR Section 2 - Accounting Statements

It was RESOLVED that the Accounting Statements presented by the Clerk (RFO) should be approved. The Accounting Statement (AGAR section 2) form was duly signed by the Chairman.

12.4 To note the dates for provision of public rights to inspect the accounts

The dates for provision of public rights were noted as Monday 5th June – Friday 14th July 2023 inclusive. Notices of public rights and the AGAR sections 1 & 2 forms will be displayed on the three noticeboards and the website from Friday 2nd June.

12.5 To declare exemption from the external audit process

It was noted that during the financial year 2022/23 both total gross income (£6,579) and gross expenditure (£8,896) were below the £25,000 threshold and that the other conditions for declaring exemption had been met.

It was therefore RESOLVED that the council should declare itself exempt from external audit for the financial year 2022/23. The Certificate of Exemption was duly signed by the Clerk (RFO) and Chairman.

The clerk reported that the Annual Governance and Accounting Return and all supporting paperwork will be published on the website by Friday 2nd June.

12.6 To note the following receipts

The following receipts were noted:

Date	Item	Amount
20/04/23	HMRC - VAT refund for financial year 2022/23	£356.52
27/04/23	South Glos. Council – Coronation celebrations grant	£900.00
28/04/23	South Glos. Council – Precept (first payment)	£3,211.00

12.7 To note the following payments made under prior approval

The following payments were noted:

Item	Amount	Minute (where applicable)
Clerk's salary & home working allowance for month to 16 th April 2023	£287.12	Nov 2022 item 8.2
Clerk's salary & home working allowance for month to 16 th May 2023	£287.12	Nov 2022 item 8.2

12.8 To approve the following payments

It was RESOLVED that the following payments should be made. Both will be paid via bank transfer. A record of authorisation will be held by the Clerk.

Item	Amount	Minute (where applicable)
E Pattullo – reimbursement of expenses (office supplies purchase from Amazon)	£51.20	n/a
E Pattullo – overtime for completion of internal audit of Falfield PC under the ALCA Small Councils Audit Panel arrangements (4.5 hours)	£52.33	APC2023-01-8.5

It was further RESOLVED that the following payments should be distributed from the Coronation celebration grant:

Item	Amount
Littleton Village Hall Committee	£300.00
Aust Village Hall Committee	£300.00
Payment to Elberton resident for purchases made for the Elberton village party	Actual spend, on production of receipts
Elberton Village Hall Committee – any residual of the £300 allocation following the payment to resident	Residual (£300 minus above payment)

Exact details of the Elberton payments will be reported to the next council meeting.

12.9 To approve the following regular payments for the financial year 1st April '23 – 31st March '24

It was RESOLVED that the following regular payments should be approved.

Item	Amount	Method	Frequency
Clerk's salary (£269.12) & home working allowance (£8)	£287.12	Standing order	Monthly on 16th
Information Commissioner's Office registration	£35.00	Direct debit	Annual, in March
South Glos. Council – localism charge (emptying of waste bin)	£45.78 + VAT	Bank transfer	Quarterly, as invoiced
Unity Trust banking charges	£18.00	Automatic charge	Quarterly

A new direct debit authorisation is required for the I.C.O. registration following the change of bank account. The direct debit authorisation was signed by Cllrs Spratt & Warren.

12.10 To appoint an additional signatory for online banking

It was RESOLVED that Cllr. Jenkins should be appointed as a bank signatory for the Unity Trust accounts.

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

Following a discussion of various locations in the parish at which speeding of traffic is a problem, the clerk was asked to add this subject to the next agenda.

14 Meeting closure

The meeting closed at 8:51pm.

The next meeting of the Council will be held on Tuesday 13th June 2023.

Items for the agenda should be with the Clerk by 6th June.

Signed (Chairman):