



**Ashchurch Rural Parish Council**  
**Minutes of the Parish Council Meeting**  
**held on 18 November 2024**  
**at 6.30pm**

- Venue:** Ashchurch Village Hall, Ashchurch Road, Ashchurch. GL20 8LA
- Present:** Cllr. T Davies (Chairman), R. Drewitt, D. Garnett, S. Mitchell, I. Parker and B. Wright
- Attendees:** Clerk/RFO, J. Owen, Assistant Clerk L. Beech, Trainee Assistant Clerks M. Waterhouse and K. Febery, County Councillor V. Smith, Borough Councillor M. Gore and five members of the public
- 18.11.24.1** **To receive and consider apologies for absence and confirm the meeting is quorate**  
The Clerk confirmed the meeting was quorate  
Apologies received from Councillor G. Grey
- 18.11.24.2** **To receive comments from members of the public – no decisions will be made on issues raised, items requiring decisions will be added to the agenda for the next meeting**  
A resident of Natton raised following concerns regarding planning application 24/00890/FUL (Agenda Item 18.11.24.8.2);
- Loss of view for local residents
  - Increased flooding risk to area
  - Increased traffic, noise, light pollution and fumes on county lane
- COUNCIL CONFIRMED** the application was linked to those outlined in Agenda Item 21.10.24.8.3 and only one carpark option would be progressed by developer
- Agenda Item 21.10.24.8.1 and 21.10.24.8.2 were moved to his position – see below
- 18.11.24.3** **To receive declarations of interest for items on the agenda below, including Disclosable Pecuniary Interests that members may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with the Localism Act 2011 Section 33(b-e). (NB this does not preclude any later declarations)**  
None.
- 18.11.24.4** **To confirm and sign the Minutes of the Parish Council Meeting held on 21 October 2024 circulated to members prior to the meeting**  
The minutes of the Parish Council Meeting held on 21 October 2024 which had previously been circulated to all members were **AGREED BY COUNCIL** and signed by the Chairman
- 18.11.24.5** **To receive a report from Borough Councillor M. Gore (last attended 21 October 2024)**

Councillor Gore explained:

- Tewkesbury Borough Council (TBC) was still aiming for Regulation 18 in March 2025
- The annual Housing Land Supply assessment had been completed and was currently calculated at 3.65 years
- She had raised concerns to the Garden Communities team regarding lack of employment land being brought forward and lack of traffic solution
- There was a public consultation for Newland Homes due to commenced on 26 November 2024
- TBC were due to commence the annual household canvassing between 15 November to 16 December, to confirm electoral role details. She confirmed this would include email contact and door to door enquiries and that all officers would have relevant ID and did not require access to resident homes

**18.11.24.6** **To receive a report from Borough Councillor C. Coleman (last attended 22 May 2023)**  
None received.

**18.11.24.7** **To receive a report from the County Councillor (last attended 21 October 2024)**  
County Cllr. Smith's report had been circulated to members prior to the meeting and he made the following points;

- The Junction 9 M5 A46 Consultation had begun which highlighted three possible road update options for the A46
- A public consultation event had been organised at Ashchurch Village Hall for 23 November from 1pm until 5pm
- He was frustrated by the lack of Strategic Local Plan as it made modelling for development less affective

**18.11.24.8** **Planning:**

**18.11.24.8.1** To discuss planning application and agree actions:

**APPLICATION NO:** 24/00780/ADV

**DESCRIPTION:** 2 signs placed on the roundabout advertising Sherdons Golf Centre (2 miles away) and it's direction from the roundabout approaches from Loverose Way and Platinum Drive

**LOCATION:** Roundabout, Platinum Drive, Ashchurch

**GRID REF:** 392502 233010

**SUBMISSION DUE DATE:** 4 November 2024

**PLANNING OFFICER:** Sarah Smith

**EXTENSION AGREED UNTIL:** 20 November 2024

**COUNCIL AGREED** to submit the following comments, "Ashchurch Rural Parish Council (ARPC) make every effort to support local businesses, however this application does not consider / demonstrate the effect of inevitable increases in traffic on Fiddington Lane or the impact on residents and vulnerable road users (walkers, cyclists and horse riders). Prior to a decision being made on this application ARPC would expect more detail regarding such traffic implications."

**18.11.24.8.2** **APPLICATION NO:** 24/00890/FUL

**LOCATION:** Demolition of existing buildings and structures and erection of a surface level car park and single storey decked car park, comprising 607 spaces, with associated access, infrastructure works and land scaping.

**SUBMISSION DUE DATE:** 28 November 2024

**PLANNING OFFICER:** Sarah Smith

**COUNCIL NOTED:**

- The site and lane was liable to flooding

- Loss of amenity of view for immediate properties particularly in winter
- Likely to increase traffic, noise and light pollution
- Approval will result in loss of an equestrian facility
- If approved, conditions should include contribution requirements for bridleway and traffic calming as well as restrictions on access roads and landscape

**COUNCIL AGREED** to await further information from TBC Planning department before submitting a response outlining above

**18.11.24.8.3**

To receive an update on planning applications and agree actions:

**APPLICATION NO:** 24/00450/APP, 24/00451/APP, 24/00449/APP, 24/00452/APP

**LOCATION:** Land South Of The A46 And North Of Tirlle Brook, Ashchurch Road, Tewkesbury

**SUBMISSION DUE DATE:** N/A

**PLANNING OFFICER:** Sarah Smith

**EXTENSION AGREED UNTIL:** Early September 2024

**COUNCIL NOTED:**

- The fifth / final application regarding the site was submitted and had been discussed under agenda item 18.11.24.8.2
- ARPC had submitted a response to all four applications in September

**18.11.24.8.4**

To receive an update on consultation and agree actions:

**APPLICATION NO:** 23/01170/OUT

**DESCRIPTION:** Residential development providing up to 175 new homes; vehicular and non-vehicular access from the B4079; pedestrian and cycle access onto Pamington Lane west of Tudor Cottage; foul and storm water drainage infrastructure; provision of green infrastructure including public open space; associated services infrastructure for utilities

**LOCATION:** Part Parcel 0088 Pamington Fields, Ashchurch, Tewkesbury

**SUBMISSION DEADLINE:** Ongoing

**PLANNING OFFICER:** Sarah Smith

**COUNCIL AGREED** to request further update from TBC Planning department during upcoming meeting

**18.11.24.9**

**To receive details of decisions made under delegated authority since the last meeting on 21 October 2024**

**18.11.24.9.1**

**To ratify the purchase of three laptops for administration staff at a cost of £831.22 plus VAT each**

**COUNCIL AGREED** to ratify the purchase of three laptops for administration staff at a cost of £831.22 plus VAT each

**18.11.24.9.2**

**To ratify the approval of one additional grass cut for the A46 war memorial site**

**COUNCIL AGREED** to ratify the approval of one additional grass cut for the A46 war memorial site at a cost of £111.96

**18.11.24.9.3**

**To ratify the purchase of a survey of the building for Ashchurch Village Hall at a cost of £750.00**

**COUNCIL AGREED** to ratify the purchase of a survey of the building for Ashchurch Village Hall at a cost of £750.00 using Community Levy Infrastructure (CIL) funds

**18.11.24.9.4**

**To ratify the payment to MFG solicitors LLP for legal fees for transfer of Ashchurch Village Hall including preparation of deed of retirement and appointment of new trustee at a cost of £1200.00 plus VAT**

**COUNCIL AGREED** to ratify the payment to MFG solicitors LLP for legal fees for transfer of Ashchurch Village Hall including preparation of deed of retirement and appointment of new trustee at a cost of £1200.00 plus VAT

**18.11.24.10 To consider quotes for website update and migration to .gov.uk domain name and agree actions**

**COUNCIL CONSIDERED** three quotes

**COUNCIL AGREED** that subject to additional requirements being possible (increased email storage) to appoint Parish Online to design, migrate and implement a new website and email system at an initial cost of £250.00 for year one and £350.00 per year thereafter

**18.11.24.11 To discuss the possibility of closing Pamington Lane to through traffic and agree actions**

**COUNCIL CONFIRMED** an online meeting to discuss this option with relevant Police and Gloucestershire County Council (GCC) Highways teams had been arranged. Following the meeting a document would be prepared to enable further consultation

**18.11.24.12 Finances – documents circulated prior to the meeting**

To approve the November 2024 Payment List below and record income received:

**November 2024 Payment List:**

<b>Payments made since last meeting on 21.10.24</b>		
<b>Payee</b>	<b>Details</b>	<b>Total</b>
Staff	Oct. 2024 salaries	2590.38
Local Gov. Pension Scheme	Oct. 2024 pension incl. employee contributions	854.85
		<b>3445.23</b>
<b>Payment List for authorisation on 18.11.24</b>		
Microsoft 365 Business Apps	Oct. 2024 (adjustment - regular monthly fee will be £12.36)	9.89
Edge IT Systems	Upgrade to Band 5	476.40
MFG Solicitors LLP	Legal fees for transfer of Ashchurch Village Hall	1440.00
Dell Corporation Ltd.	3 x Dell laptops	2992.39
C. W. Morris	Topog. Report for AVH - Inv No 2411-02	750.00
Avonside PHT (Tewkesbury) Ltd.	43 x Taxi Vouchers - Inv. No. 44	107.50
Midcounties Co-operative	Sustenance	7.10
Dobbies Tewkesbury	Sustenance	23.10
J Owen	Clerk's expenses Oct. 2024	45.80
L Beech	Assistant Clerk's expenses Oct. 2024	31.85
Andrea Pellegram	NDP Consultancy - Inv. No. 315	1216.80
O2	Mobile phones - Inv. No. 26	15.28
Tewkesbury Printing Co.	Newsletter - Inv. No. 97563	246.00
Ground Up	Inv. No. 3184 - Oct. 2024 maintenance	111.96
		<b>7474.07</b>
<b>Receipts since last meeting on 21.10.24</b>		
Tewkesbury Borough Council	CIL Income (22/00439/AP and 22/00439/AP)	165994.58
		<b>165994.58</b>
<b>Reserves at 31.10.24</b>		
Earmarked Reserves		335164.64
General Reserves		77804.92
Less VAT to be claimed		2082.49
		<b>410887.07</b>
<b>Bank account balances at 31.10.24</b>		
Current Account	As per Bank Reconciliation No. 90	174176.52
Deposit Account	As per Bank Reconciliation No. 41	236710.55
	<b>Closing balance at Unity Trust Bank on 31.10.24</b>	<b>410887.07</b>
<b>Bank transfer on 7.11.24</b>		
Debit £165,000.00	Current Account	9176.52
Credit £165,000.00	Deposit Account	401710.55
	<b>Closing balance at Unity Trust Bank on 7.11.24</b>	<b>410887.07</b>

**COUNCIL APPROVED** the November 2024 Payment list and payments since the last meeting of £7474.07.

(See Appendix A)

The following additional payment was also authorised:

£20.94 reimbursement for refreshments provided at the Christmas Bazaar

There were no receipts recorded

- 12.2 To approve the bank reconciliation including earmarked reserves**  
**COUNCIL APPROVED** the bank reconciliation and was signed by Cllr. Ian Parker.  
Clerk to confirm Financial Services Association protection levels for local authorities due to the balance in the account and investigate requirement for additional bank accounts
- 12.3 To receive the budget monitoring report**  
**COUNCIL RECIEVED** the Budget Monitoring Report.  
Clerk confirmed draft budget information would be available at the next ARPC council meeting on 16 December 2024
- 12.4 To approve Edge Finance software increase to band 5 at a cost of £397.00**  
**COUNCIL APPROVED** the Edge Finance software increase to band 5 at a cost of £397.00 plus VAT for 2024. Band 5 fee for 2025 would be £697.00 plus VAT
- 18.11.24.13 To agree procedure for signposting and advertising requests from third parties**  
**COUNCIL NOTED** a policy was required to:
- Ensure ARPC did not promote businesses, political parties etc
  - Make it clear that services advertised were not endorsed by ARPC
  - Provide clear guidance to administrative team and increase efficiency with dealing with requests
  - Ensure any signposting and advertised was time restricted
- COUNCIL AGREED** Clerk to create a draft advertising policy
- 18.11.24.14 To receive an update on the Neighbourhood Development Plan (NDP) review and agree actions**  
**COUNCIL CONFIRMED:**
- Gloucestershire Wildlife Trust (GWT) had produced a detailed report regarding parish landscape and wildlife habitats and a meeting was arranged to assess the report
  - The meeting was to identify the policies that ARPC would take forward into the NDP Review
- 18.11.24.15 Ashchurch Village Hall – documents circulated prior to the meeting**
- 18.11.24.15.1 To discuss the financial procedure for AVH expenditure prior to End Of Year handover and agree actions**  
**COUNCIL NOTED** VAT was complicated regarding ARPC and AVH but that VAT Notice 749 Section 6.5 indicated s106 would be paid to ARPC as the sole trustee of hall.  
**COUNCIL AGREED:** Any monies spent on Village Hall projects prior to the End of Year would be funded by CIL income
- 18.11.24.15.2 To receive an update regarding potential options detailed in Quantity Surveyor quote for management of extension build and agree actions**

**COUNCIL CONFIRMED:** A meeting with the Quantity Surveyor was planned to consider the quotation

**18.11.24.15.3 To receive the survey of the building and agree actions**

**COUNCIL CONFIRMED** A meeting with the Quantity Surveyor was planned to assess the survey

**18.11.24.16 To receive an update on the Garden Town and agree actions**

**COUNCIL NOTED:**

- ARPC had attended a Stewardship meeting arranged by the Garden Communities Team that discussed the benefits of professionally managing community relations
- Although the meeting had been positive, there was a concern regarding potential future protocol changes shifting power from local councils to the stewardships

**18.11.24.16.1 To receive a report from the Parish Liaison Committee**

A meeting was held on 6 November 2024 that included a presentation from A46 Junction 9 consultation team

**18.11.24.16.2 To receive a report from the Oversight Board**

A meeting was held on 5 November 2024 that included a presentation from the North Ashchurch Consortium however there were no solutions suggested regarding traffic routes

**COUNCIL AGREED** it was to request individual consultations on elements such as flooding and traffic and seek independent advice from Environment Agency and/or specialist

**18.11.24.16.3 To receive a report from the Community Liaison Committee**

**COUNCIL CONFIRMED** this committee had been merged with the Parish Liaison Committee

**18.11.24.16.4 To receive a report from the Office of Police and Crime Commissioner**

No report received.

**18.11.24.17 To consider expenditure items for S106 and CIL monies and agree actions**

**18.11.24.17.1 Preparation of Parish Priority Plan**

**COUNCIL CONFIRMED** Clerk had advertised request for resident participation in creating the plan in the recent newsletter and would continue to promote via social media

**18.11.24.17.2 Christmas Bazaar**

**COUNCIL CONFIRMED** the Christmas Bazaar had successfully raised £192.06 less the cost of the room hire

**18.11.24.17.3 Redesign of Fiddington Lane layby**

**COUNCIL NOTED** The layby was not located correctly in relation to the junction and that GCC Highways had indicated support for updates subject to application submission

**COUNCIL AGREED** to instruct a survey be undertaken by a third party, at a cost of £350.00 plus VAT and an Automatic Traffic Count to be installed prior to opening of new outlet

**18.11.24.17.4 Barleyfield development S106 contributions**

**COUNCIL NOTED** there was an amount of £181,037 for play pitches and ancillary facilities and there was no claw back date

- 18.11.24.17.5** **850 Fiddington development S106 contributions including community centre**  
**COUNCIL NOTED** there was no specific sum due, however developers were liable to provide services and facilities detailed in the s106 agreement
- 17.6** **460 Fiddington development S106 contributions including community facility**  
**COUNCIL NOTED** there was no specific sum due, however developers were liable to provide services and facilities detailed in the s106 agreement
- 18.11.24.18** **To receive the Clerk's Report**  
The Clerk's report had been circulated to members prior to the meeting and its content noted.
- 18.11.24.19** **To receive an update on Highway matters and agree actions**  
None
- 18.11.24.20** **To receive an update from community engagement activities (Welcome Tuesdays, Facebook etc)**  
**COUNCIL NOTED** it would like to start a warm space meeting place and / or meet the councillor initiative in early 2025
- 18.11.24.21** **To consider grounds maintenance for St Nicholas Church in the forthcoming financial year and agree actions**  
**COUNCIL NOTED**
- There had been increased community engagement with St Nicholas Church since grounds maintenance had moved to their responsibility
  - The church has incurred costs
- COUNCIL AGREED** to encourage the church apply to ARPC for a grant to support their efforts for 2025
- 18.11.24.22** **To note agenda items for the next Parish Council**  
None
- 18.11.24.23** **In view of the confidential nature of the following two items, Council are advised to resolve to exclude the press and public from the meeting for the following item, pursuant to The Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2)**
- 18.11.24.24** **To approve contractual salary increase in line Local Government Services Pay Agreement 2024/25 (backdated to 1 April 2024) of NJC SCP 10, including joining the Gloucestershire Local Government Pension Scheme.**  
**COUNCIL APPROVED** contractual salary increase in line Local Government Services Pay Agreement 2024/25 (backdated to 1 April 2024) for all employees and confirmed that the two new employees would be eligible to join the Gloucestershire Local Government Pension Scheme
- 18.11.24.25** **To approve Clerk's extra 15 hours (due mainly to recruitment process) to be taken as time off in lieu (TOIL)**  
**COUNCIL APPROVED** Clerk's extra 15 hours (due mainly to recruitment process) to be taken as time off in lieu (TOIL)
- 18.11.24.26** **To receive update on the two new Assistant Trainee Clerks and agree their training programme and focus**  
**COUNCIL RECEIVED** a report from the Clerk noting induction of Assistant Trainee Clerks and confirmed a training plan would be implemented

**18.11.24.27**      **Date of next meeting – 16 December 2024**

**End of Meeting: 8.55pm**

## APPENDIX A

## Ashchurch Rural Parish Council

## Financial Report – 21 November 2024

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Signed ..... Date .....  
Chairman