



## Ashchurch Rural Parish Council

### Minutes of the Parish Council Meeting held on 16 September 2024 at 6.30pm

- Venue:** Ashchurch Village Hall, Ashchurch Road, Ashchurch. GL20 8LA
- Present:** Cllr. T Davies (Chairman), R. Drewitt, D. Garnett, G. Grey, S. Mitchell, I. Parker and B. Wright.
- Attendees:** Clerk/RFO, J. Owen, Assistant Clerk L. Beech, County Councillor V. Smith and three members of the public.
- 16.9.24.1 To receive and consider apologies for absence and confirm the meeting is quorate**  
The Clerk confirmed the meeting was quorate.
- 16.9.24.2 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 Walton Cardiff village explained there was an alternative schooling provision farm within the village. They explained the community-based work and awards the children undertook and asked Ashchurch Rural Parish Council (ARPC) if there were any projects it would like undertaking.  
**Agenda item 16.9.24.21 was discussed at this point.**  
**To discuss supporting Stablemates with a local community project and agree actions**  
**COUNCIL AGREED** to work with Stablemates to provide a new bench for Fiddington Lane and would consider other projects in parish.
- 16.9.24.3 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)**  
Councillor T. Davies declared an interest in agenda item 16.9.24.8.1 as it related to his planning application and would therefore leave the room when discussed.
- 16.9.24.4 To confirm and sign the Minutes of the Parish Council Meeting held on 19 August 2024 circulated to members prior to the meeting**  
The minutes of the Parish Council Meeting held on 19 August 2024 which had previously been circulated to all members were **AGREED BY COUNCIL** and signed by the Chairman.
- 16.9.24.5 To receive a report from Borough Councillor M. Gore (last attended 19 August 2024)**  
None received.
- 16.9.24.6 To receive a report from Borough Councillor C. Coleman (last attended 22 May 2023)**  
Borough Cllr. C. Coleman had been personally invited but no response had been received.
- 16.9.24.7 To receive a report from the County Councillor (last attended 17 June 2024)**  
County Cllr. Smith's report had been circulated to members prior to the meeting and he made the following points;

- There would be a public consultation regarding the M5 Junction 9 commencing 7 October 2024 for 8 weeks.
- He confirmed the consultation would highlight three possible road update options for the A46.
- Engagement would be multi-faceted and hoped it would include an event in Ashchurch.

**16.9.24.8**

**Planning:**

Clerk confirmed that Tewkesbury Borough Council (TBC) was subject to a cyber-attack on 4 September 2024 and the TBC Planning Portal had been closed rendering all documentation regarding the following planning applications inaccessible.

**COUNCIL NOTED** the Planning Portal was unable to receive comment submissions.

**16.9.24.8.1**

**Councillor T. Davies left the room: 7.00pm**

To discuss planning application and agree actions:

**APPLICATION NO:** 24/00639/OUT

**DESCRIPTION:** Outline application for residential development for up to 30 dwellings, with associated access and other infrastructure works, with all matters reserved for future determination except for access

**LOCATION:** Tinpenny Farm, Fiddington, Tewkesbury

**GRID REF:** 391898 23178

**SUBMISSION DUE DATE:** 13 September 2024

**PLANNING OFFICER:** Sarah Smith

**EXTENSION AGREED UNTIL:** 18 September 2024

**COUNCIL NOTED:**

- The applicant was a member of ARPC and members must remain impartial
- The application had suitably addressed Biodiversity Net Gain, flooding, affordable housing and sewerage
- The site was not classed as 'in-fill' due to its larger size (ARPNDP Policy H1)
- There were concerns regarding access along the narrow lane and the impact of increased vehicles to vulnerable road users.
- There would be a loss of equestrian facilities.
- It included plans for bungalows which meet ARPC NDP requirements.

**COUNCIL AGREED**

The application has suitably addressed Biodiversity Net Gain, flooding, affordable housing the sewerage, and the inclusion of bungalows is welcomed as included in the ARP NDP requirements.

The Parish Council has concerns regarding loss of the intrinsic value of the countryside, currently as this site is, it will give a green buffer for users of Walton Cardiff Lane, PROW AAS58 and AAS5 softening the impact of the larger approved developments to the north. As identified within the ARPNDP, separation (Buffer) of new development from existing communities is of great value to residents. ARPNDP policy V1A Protection of intrinsic value of the countryside

Concerns with suitability of vehicle access onto Walton Cardiff Lane, which is a narrow lane <4m wide, with deep ditches in places. It is therefore not possible for two cars to pass for most of its length. Even considering the use of the amenities of the adjacent developments, and a travel plan it is highly likely residents of this development will rely heavily on the motor vehicle to access supermarkets and employment sites. Even after encouraging walking and cycling the Traffic Assessment (TA) predicts the traffic will more than double on Walton Cardiff Lane. which can then be considered as a substantial increase ARPNDP Policy T2A and C1B.

Road Safety concerns for vulnerable road users; PROW AAS58 Bridleway accesses onto Walton Cardiff Lane and is believed to be the most utilised bridleway within Ashchurch Rural Parish, by many stables (20) including by two large Equestrian Centres; Claydon Equestrian Centre and Abbey Dressage. Horse riders, and the many cyclists and walkers who also use the lanes for leisure will have to endure the large increase of traffic using Walton Cardiff Lane. ARPNDP Policy T2A.

As identified above, Walton Cardiff Lane is an essential link to safe offroad riding, such as bridleways AAS58, AWC9 and AAS2. The lane is not wide enough for a car to pass a horse in accordance with the latest Highway Code of passing at 2 metres plus, therefore traffic will have to wait until the horse and rider reach a suitable refuge, unfortunately there are already many instances where drivers become impatient and attempt to pass in an unsuitable location. If safe equestrian 'hacking' routes are lost due to safety concerns or even a perception of increased risks, there are concerns that there will be a detrimental impact to the rural economy with loss of equestrian businesses.

There will be a loss of equestrian facility, as currently the property is used for stabling horses. ARNDP Policy V1B.

Sustainability; the adjacent site (up to 460) 21/00451/OUT has outline permission to provide schools, sports facilities and local centre, although actual details are not currently known, it is likely, due to distances being over 800m that the new residents will rely on the motor vehicle for access to supermarkets, health facilities and employment. There is an 'opportunity' for a cycle route, however it is not understood if this access has been agreed. There are currently no bus services on the A46. ARPNDP Policy C1B and Policy T2A Road safety concerns will be exacerbated.

**Councillor T. Davies re-entered the room: 7.25pm**

#### 16.9.24.8.2

To discuss planning application and agree actions:

**APPLICATION NO.** 24/00147/APP

**PROPOSAL** Reserved Matters for Parcel H3 & H4 for Access, Appearance, Landscaping, Layout and Scale for the erection of 304 no. dwellings

(Use Class C3) pursuant to outline permission 17/00520/OUT and discharge of conditions 9, 10, 11, 14, 15, 21, 23, 26, 28, 36, 40 & 42

**LOCATION** Phase 5 And 6 (Known As H3 And H4) Fiddington Fields Development  
Ashchurch

**SUBMISSION DEADLINE:** 19 September 2024

**PLANNING OFFICER:** Paul Instone

**COUNCIL NOTED:**

- The application had not been determined and a revised Landscape & Ecology Mitigation & Management Plan had been added.
- ARPC had submitted a comment for this application under agenda item 17.6.24.9.4 at the June ARPC Meeting.

**COUNCIL AGREED** to submit the following comment 'ARPC were unable to review the amended documentation as the planning portal has not been available since the 4 September 2024. The council will make a comment once the documents are available'.

#### 16.9.24.8.3

To discuss planning application and agree actions:

**APPLICATION NO:** 24/00674/ADV

**PROPOSAL:** Display of no. 230 external signage.

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

**GRID REF:** 392055 233031

**SUBMISSION DEADLINE:** 20 September 2024

**PLANNING OFFICER:** James Stanley

**COUNCIL AGREED** to submit the following comments, 'The Parish Council was unable to fully assess the documentation due to the planning portal being offline. Of particular concern is to ensure that a lighting strategy is introduced to keep illuminated signs illuminated for the minimum switched off or dimmed at night in line with the street lighting in Ashchurch.'

**16.9.24.8.4** 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:** TBC

**PLANNING OFFICER:** Sarah Smith

**COUNCIL AGREED** to await further correspondence from TBC planning officer and further information regarding Gloucestershire Highways Traffic Modelling before submitting final comment.

**16.9.24.8.5** 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 Tirl Brook, Ashchurch Road, Tewkesbury

**SUBMISSION DUE DATE:** N/A

**PLANNING OFFICER:** Sarah Smith

**EXTENSION AGREED UNTIL:** Early September 2024

**COUNCIL AGREED** to submit the following comments:

**24/00449/APP and 24/00451/APP:** 'ARPC considers that it is of vital importance that the retail outlet centre has car parking capacity to accommodate the predicted traffic, to ensure there will be no tail backs to impact the A46 or Fiddington Lane. However, the proposed 5 storey car park is out of character not only with the surrounding area along Fiddington Lane but also with the Outlet centre itself. The outlet centre has been thoughtfully designed with varying roof lines and building styles whereas the proposed multi storey carpark even with the design features proposed to break up the outline, will still be very much a monolithic imposing design, particularly for residents of surrounding rural villages using Fiddington Lane.

ARPC would therefore request the application is refused until a further landscape Visual Impact Assessment (LVIA) is carried out to include the Multi-Storey Car Park.'

**24/00450/APP and 24/00452/APP:** 'ARPC are aware that the 2 phase of the Retail Outlet Centre has approval at the outline application however, ARPC object to this application based on insufficient car parking provision'.

**16.9.24.9** To consider quotes for further tree maintenance in Ashchurch and agree actions

**COUNCIL AGREED** Clerk to obtain further quotes and add to October agenda for discussion.

**16.9.24.10** To consider quotes regarding Land Consultant and Searchland software and agree actions

The use of a land consultant was considered, compared to purchasing land search software. Clerk confirmed receipt of quotation from Land Consultant Richard Earles.

**COUNCIL AGREED** that engagement with the Land Consultant would be more beneficial when purchase of any land was required.

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

**16.9.24.11.1 To approve the September Payment List below and record income received:**

**September 2024 Payment List:**

**Payments made since last meeting on 19.8.24**

<b>Payee</b>	<b>Details</b>	<b>Total</b>
CPRE Gloucestershire	Annual Membership	60.00
Staff	August 2024 salaries	2351.85
Local Gov. Pension Scheme	August 2024 pension incl. employee contributions	754.37
		<b>3166.22</b>

**Payment List for authorisation on 16.9.24**

J Owen	Clerk's expenses August 2024	45.80
L Beech	Assistant Clerk's expenses August 2024	30.50
O2	Staff mobile phones August 2024	15.28
Gooch Group	Cleaning Contract Inv. No. 60702	36.34
Microsoft Apps	Monthly fee August 2024	10.32
Ground Up	Inv. No.3070 August 2024 maintenance	111.96
		<b>250.20</b>

**COUNCIL APPROVED** the September 2024 Payment list and payments since the last meeting of £3416.42

(See Appendix A)

**COUNCIL NOTED** there had been an additional Microsoft change of £12.36 for one month only. Clerk to contact Microsoft to resolve.

The following additional payment were also authorised:

- Payment to Avonside Taxi's for £135.00 for taxi vouchers.

**16.9.24.11.2 To approve the bank reconciliation including earmarked reserves**

**COUNCIL APPROVED** the bank reconciliation and was signed by Cllr. S. Mitchell.

**16.9.24.11.3 To receive the budget monitoring report**

**COUNCIL RECEIVED** the Budget Monitoring Report.

**16.9.24.11.4 To approve £188.00 for Assistant Clerk's membership of SLCC**

**COUNCIL APPROVED** £188.00 for Assistant Clerk's membership of SLCC.

**16.9.24.12 Ashchurch Village Hall – documents circulated prior to the meeting**

**COUNCIL RECEIVED** update from current Village Hall trustees confirmed a meeting had been held on 12 September and the Deed of Retirement and Appointment of New Trustees had been completed.

**COUNCIL AGREED** if any repercussions should arise from incorrect wording of the Deed (for individual members of the council), Ashchurch Rural Parish Council would indemnify them.

**16.9.24.12.1 Ashchurch Rural Parish Council resolve to complete the Deed of Retirement and Appointment of New Trustees as completed by Ashchurch Village Hall Trustees and thereby become the Sole Trustees of Ashchurch Village Hall subject to standing order 23(a).**

**COUNCIL RESOLVED** to complete the Deed of Retirement and Appointment of New Trustees as completed by Ashchurch Village Hall Trustees and thereby become the Sole Trustees of Ashchurch Village Hall subject to standing order 23(a).

**COUNCIL NOTED:**

- A new administrator would be required to make administrative updates to Charity online system.

- Payment process for Village Hall employee would require updating to reflect ARPC practices.
- Clerk would investigate finance software upgrades to enable Ashchurch Village Hall finances to be managed separately by ARPC.
- Planning permission for the Village Hall extension was due to lapse in March 2025.
- A meeting with a quantity surveyor had been arranged to discuss project management options.

**16.9.24.13 To receive an update on the Neighbourhood Development Plan (NDP) review and agree actions**

**COUNCIL CONFIRMED** a meeting with Gloucestershire Wildlife Trust regarding Biodiversity Net Gain was arranged for September.

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

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

Meeting held 2 September – report distributed prior to meeting and contents noted.

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

No meeting held.

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

No meeting held.

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

No meeting held.

**COUNCIL CONFIRMED** the Office of the Police and Crime Commissioner had an online survey open to public that would be linked on ARPC social media.

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

**COUNCIL AGREED** not to support the request from The John Moore Primary School for CIL funding due to the school not being within the parish, as CIL expenditure would be focused on projects within the parish.

**16.9.24.15.1 Photo competition**

**COUNCIL CONFIRMED** the ARPC Wildlife and Landscape Photography Competition had closed and all applicants had been invited to a prize giving event on 21 September 2024. Clerk to advertise to wider audience via social media.

**16.9.24.15.2 Christmas Bazaar**

**COUNCIL AGREED** it would host a Christmas Bazaar at Ashchurch Village Hall on 16 November 2024 to improve community engagement and raise money for a local charity. Clerk confirmed an advert for stall holders had been posted on social media and some applications had been received.

**16.9.24.16 To receive the Clerk's Report**

The Clerk's report had been circulated to members prior to the meeting and its content noted.

**16.9.24.17 To receive details of decisions made under delegated authority since the last meeting on 19 August 2024 2024**

None.

**16.9.24.18 To receive an update on Highway matters and agree actions**

Clerk confirmed a meeting with Gloucestershire County Council was planned to discuss;

- Fiddington Lane speed limit
- The missing yellow box on junction to A46
- Grit bins
- Community Speedwatch Signage
- Vehicle Activated Signs
- White lines not being reinstated near Monks Lane

**16.9.24.19 To receive an update from community engagement activities (Welcome Tuesdays, Facebook etc)**

Clerk explained the following had been received:

- A report regarding disrepair of the Aston on Carrant Noticeboard
- A suggestion had been made that Severe Bleed Packs could be useful in defibrillators
- Two messages of thanks regarding the newly installed dog waste bins

**16.9.24.20 To discuss Gloucestershire County Council's Local Development Guide (LDG) consultation (closing date: 29<sup>th</sup> September 2024) and agree actions**

**COUNCIL AGREED** to make no comment on Gloucestershire County Council's Local Development Guide consultation.

**16.9.24.21 MOVED to agenda item 2:**

**To discuss supporting Stablemates with a local community project and agree actions**

**16.9.24.22 To discuss updating parish council website domain to gov.uk and agree actions**

**COUNCIL AGREED** to update the parish council website domain to gov.uk and upgrade the website. Clerk to investigate approved registrars and obtain quotes.

**16.9.24.23 To note agenda items for the next Parish Council**

- Setting up of Neighbourhood Watch Schemes
- Reassessment of St Nicholas Church grounds maintenance
- Community Speedwatch
- Signage requirements

**16.9.24.24 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)**

**16.9.24.25 To receive an update regarding recruitment**

**COUNCIL APPROVED** an updated job advert for publication on Indeed.com at a cost of up to £100.00.

**16.9.24.26 To approve salary increment for Assistant Clerk as per contract of employment regarding achievement of Cilca qualification**

**COUNCIL APPROVED** salary increment for Assistant Clerk as per contract of employment regarding achievement of Cilca qualification.

**COUNCIL APPROVED** temporary increase of hours of 5 hours per week for Assistant Clerk from 1 September 2024. To be reviewed upon appointment of new member of staff.

**16.9.24.27 Date of next meeting – 21 October 2024**

**End of Meeting: 9.10pm**

APPENDIX A

**Ashchurch Rural Parish Council**  
**Financial Report – 16 September 2024**

<b>Payments made since last meeting on 19.8.24</b>		
<b>Payee</b>	<b>Details</b>	<b>Total</b>
CPRE Gloucestershire	Annual Membership	60.00
Staff	August 2024 salaries	2351.85
Local Gov. Pension Scheme	August 2024 pension incl. employee contributions	754.37
		<b>3166.22</b>
<b>Payment List for authorisation on 16.9.24</b>		
J Owen	Clerk's expenses August 2024	45.80
L Beech	Assistant Clerk's expenses August 2024	30.50
O2	Staff mobile phones August 2024	15.28
Gooch Group	Cleaning Contract Inv. No. 60702	36.34
Microsoft Apps	Monthly fee August 2024	10.32
Ground Up	Inv. No. 3070 August 2024 maintenance	111.96
	(To be deducted from bank account balance below)	<b>250.20</b>
<b>Receipts</b>		
None		0.00
<b>Reserves at 31.8.24</b>		
Earmarked Reserves		169170.06
General Reserves		47201.36
Less VAT to be claimed		1928.48
		<b>214442.94</b>
<b>31.8.24</b>		
Current Account	As per Bank Reconciliation No. 88	4210.34
Deposit Account	As per Bank Reconciliation No. 39	210232.60
	<b>Closing balance at Unity Trust Bank on 31.8.24</b>	<b>214442.94</b>

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