



Ashchurch Rural Parish Council
Minutes of the Parish Council Meeting
held on 21 October 2024
at 6.30pm

Venue: Ashchurch Village Hall, Ashchurch Road, Ashchurch. GL20 8LA

Present: Cllr. T Davies (Chairman), R. Drewitt, D. Garnett, S. Mitchell, and I. Parker

Attendees: Clerk/RFO, J. Owen, Assistant Clerk L. Beech, County Councillor V. Smith, Borough Councillor M. Gore and five members of the public.

21.10.24.1 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 and Councillor B. Wright.

21.10.24.2 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 Fiddington village raised concerns regarding M5 Junction 9 and A46 (Ashchurch) Transport Scheme route options. He highlighted that option one would have an extremely negative impact on a majority of Fiddington residents in terms of proximity to homes and associated noise, and that this option also provided the lowest impact on reducing A46 traffic.

COUNCIL CONFIRMED it would analyse the options presented before submitting a detailed response and that ARPC had invited the consultation team to hold an engagement event at Ashchurch Village Hall in November 2024.

21.10.24.3 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.

21.10.24.4 To confirm and sign the Minutes of the Parish Council Meeting held on 16 September 2024 circulated to members prior to the meeting
The minutes of the Parish Council Meeting held on 16 September 2024 which had previously been circulated to all members were **AGREED BY COUNCIL** and signed by the Chairman.

21.10.24.5 To receive a report from Borough Councillor M. Gore (last attended 19 August 2024)
Councillor Gore explained:

- There had been no progress on the Strategic and Local Plan since closure of the consultation in March 2024 and Tewkesbury Borough Council (TBC) were still aiming for Regulation 18 in March 2025
- There were changes in planning regulation regarding applications automatically being sent to Planning Committee meaning reserved matters applications no longer automatically go to committee and the threshold for the number of houses in an application increased from 10 to 50

- She was interested in how ARPC found S106 and CIL procedures and would confirm details of ARPC S106 Agreements

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

21.10.24.7 To receive a report from the County Councillor (last attended 16 September 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
- The engagement is multi-faceted and he had encouraged the consultation team to hold an event in Ashchurch Village Hall
- The community engagement event at Watson Hall in Tewkesbury had been well attended by residents

21.10.24.8 **Planning:**
Clerk confirmed that TBC was subject to a cyber-attack on 4 September 2024 and the TBC Planning Portal had been closed.

COUNCIL NOTED the Planning Portal was again able to receive comment submissions.
21.10.24.8.1 To receive update, 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: N/A

PLANNING OFFICER: Paul Instone

COUNCIL AGREED to submit the following comments, "Ashchurch Rural Parish request that:

- Further examination of the Landscape and Ecology Mitigation and Management Plan (LEMP) is undertaken to ensure it addresses the wider connectivity of the site with the Site Wide Masterplan.
- All development roads (with the exception of the spine road) should be restricted to a 20 mile per hour speed limit for the safety of pedestrians and vulnerable road users.
- Roadside tree planting should be considered."

21.10.24.8.2 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 NOTED:

- National Highways had submitted an objection requiring 6 months extension

- There was no further update regarding Gloucestershire County Council (GCC) Transport modelling results

COUNCIL AGREED clerk to continue liaising with planning officer.

21.10.24.8.3

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 Tirl 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 had not been submitted to TBC
- ARPC had submitted a response to all four application in September
- National Highways had placed a holding objection due to the hedges and boundary
- National Highways had noted they were assessing new information but did not include any details

COUNCIL AGREED to monitor the situation and await the final application before making any further comment.

21.10.24.8.4

To discuss planning application and agree actions:

APPLICATION NO: 24/00781/FUL

DESCRIPTION: Change of use of existing restaurant to hotel use and ancillary restaurant, together with external alterations to the building and car park and associated works.

LOCATION: Elmbury Lodge, Shannon Way, Ashchurch

GRID REF: 391331 233210

SUBMISSION DUE DATE: 23 October 2024

PLANNING OFFICER: Masie Masiwa

COUNCIL NOTED:

- The restaurant is not located in Ashchurch Rural Parish
- The changes would reduce amenity for local families and visitors

COUNCIL AGREED to submit the following comments, 'Ashchurch Rural Parish Council object to this on the grounds of loss of amenity for local residents and in particular, local families.'

21.10.24.8.5

To discuss planning application and agree actions:

APPLICATION NO: 24/00798/APP

DESCRIPTION: Reserved Matters application (access, appearance, layout, scale and landscaping), pursuant to outline permission 22/01320/OUT (Allowed on appeal ref: APP/G1630/W/23/3324253) - Residential Development (up to 120 dwellings), associated works including infrastructure, open space and landscaping. Vehicular access from Fiddington Lane.

LOCATION: Parcel 5558, Road From Natton To Homedowns, Ashchurch

GRID REF: 392552 232586

SUBMISSION DUE DATE: 29 October 2024

PLANNING OFFICER: Paul Instone

COUNCIL NOTED:

- All properties would be affordable homes; shared ownership and social housing
- Application did not include details regarding road speed limits within the development
- There was very little street planting provision

COUNCIL AGREED to submit the following comments, 'Ashchurch Rural Parish Council would like to request that a speed limit of 20 miles per hour is imposed on all development roads to ensure road safety for pedestrians and vulnerable road users.'

- 21.10.24.8.6** To discuss planning application and agree actions:
APPLICATION NO: 24/00799/APP
DESCRIPTION: Reserved Matters application (access, appearance, layout, scale and landscaping), pursuant to outline permission 23/00930/OUT - Residential development of up to 30 residential dwellings, associated works (including demolition), open space, infrastructure, and landscaping with vehicular access from the A46(T).
LOCATION: Part Parcel 4256, Homedowns, Tewkesbury
GRID REF: 392394 232733
SUBMISSION DUE DATE: 29 October 2024
PLANNING OFFICER: Paul Instone
COUNCIL AGREED to submit the following comments, 'Ashchurch Rural Parish Council would like to request that a speed limit of 20miles per hour is imposed on all development roads to ensure road safety for pedestrians and vulnerable road users.'
- 21.10.24.9** **To receive details of decisions made under delegated authority since the last meeting on 16 September 2024**
- 21.10.24.9.1** **To ratify the purchase of a remembrance Sunday wreath at a cost of £27.50 including VAT**
COUNCIL AGREED to ratify the purchase of a Remembrance Sunday wreath at a cost of £27.50 including VAT.
- 21.10.24.9.2** **To ratify purchase of replacement defibrillator battery and pads at a cost of £341.00 plus VAT**
COUNCIL AGREED ratify the purchase of replacement defibrillator battery and pads at a cost of £341.00 plus VAT.
- 21.10.24.10** **Parish Council procedures – documents circulated prior to the meeting.**
To approve the following reviewed policies:
- 21.10.24.10.1** General Privacy Policy
COUNCIL APPROVED General Privacy Policy.
- 21.10.24.10.2** Privacy Policy For staff, Councillors and Role Holders
COUNCIL APPROVED Privacy Policy For staff, Councillors and Role Holders.
- 21.10.24.10.3** Grievance Policy
COUNCIL APPROVED the Grievance Policy subject to the addition of verbal communication as an acceptable method for raising a grievance.
- 21.10.24.10.4** Disciplinary Policy
COUNCIL APPROVED the Disciplinary Policy.
- 21.10.24.10.5** Action Plan
COUNCIL APPROVED the Action Plan.
- 21.10.24.11** **To approve the production of the ARPC newsletter at a cost of £246.00**

COUNCIL APPROVED the production of the ARPC newsletter at a cost of £246.00.

21.10.24.12 To approve the insurance renewal at a cost of £361.53 with Clear Council Insurance
COUNCIL NOTED 2024-2025 was the final year of the three year contract with Clear Council Insurance.

COUNCIL APPROVED the insurance renewal at a cost of £361.53.

21.10.24.13 Finances – documents circulated prior to the meeting

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

October 2024 Payment List:

Payments made since last meeting on 16.9.24		
Payee	Details	Total
Avonside PHT	Transport vouchers	135.00
Unity Trust Bank	Quarterly fee	18.00
Members of the community (3)	Prizes for photography competition	150.00
PATA	Inv. 24/0130/PPS payroll services July-Sept. 2024	76.65
Campaign to Protect Rural England	Inv. 47180033 Training	162.40
Society of Local Council Clerks	Subscription - Assistant Clerk	188.00
HMRC	PAYE July-Sept. 2024 (1614.33 less 754.37 on 23.7.24	859.96
Staff	Sept. 2024 salaries	2601.86
Local Gov. Pension Scheme	Sept. 2024 pension incl. employee contributions	859.42
		5051.29
Payment List for authorisation on 21.10.24		
Jack Boskett Media Limited	Inv. 7844 Printing photography competition entries	172.20
Community Heartbeat Trust	Battery and pads for Aston-on-Carrant defibrillator	409.20
Royal British Legion Trading Limited	Remembrance Wreath with logo	27.50
J Owen	Clerk's expenses Sept. 2024	65.50
L Beech	Assistant Clerk's expenses Sept. 2024	33.95
Society of Local Council Clerks	Subscription - Clerk	268.00
O2	Staff mobile phones Sept. 2024	15.28
Ashchurch Village Hall	Room Hire - Aug. and Sept. 2024	304.00
Microsoft Apps	Monthly fee Sept. 2024	14.83
Ground Up	Inv. No. 3123 Sept. 2024 maintenance and tree work	447.96
		1758.42

COUNCIL APPROVED the October 2024 Payment list and payments since the last meeting of £5051.29.

(See Appendix A)

The following additional payment were also authorised:

- Payment to Tewkesbury Borough Council for £1334.40 for dog bin purchase and installation
- Payment to Community Action Suffolk for £60.00 for website hosting
- Reimbursement for £9.22 for ARPC photography event refreshments

Receipts recorded of £40,850.00 for the balance of the precept and £1477.95 for interest on the deposit account.

Tewkesbury Borough Council advised a further CIL payment of £165,994.58 due on 28 October 2024.

21.10.24.13.2 To approve the bank reconciliation including earmarked reserves

COUNCIL APPROVED the bank reconciliation and was signed by Cllr. David Garnett.

21.10.24.13.3 To receive the budget monitoring report

COUNCIL RECEIVED the Budget Monitoring Report.

- 21.10.24.14 Ashchurch Village Hall – documents circulated prior to the meeting**
COUNCIL RECEIVED advice from Clerk that due to complex VAT legislation surrounding the Ashchurch Village Hall (AVH) extension, formal guidance should be sought from a professional body and that two companies had been recommended. **COUNCIL AGREED** Clerk to request quotations from both companies and add to next agenda.
- 21.10.24.14.1 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 COMPLETED 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 AGREED:
- Certified copies of the deed should be retained by ARPC and provided to the Charity Commission and previous trustee’s solicitor.
 - The original deed should be held by ARPC solicitor
 - The charity administrator would apply to update the Governing Document
- 21.10.24.14.2 To resolve to pay all expenditure to any members in respect of any costs incurred as a consequence of signing the Deed of Retirement and Appointment of New Trustees in connection with the Council becoming the Sole Trustee of AVH**
COUNCIL AGREED to resolve to pay all expenditure to any members in respect of any costs incurred as a consequence of signing the Deed of Retirement and Appointment of New Trustees in connection with the Council becoming the Sole Trustee of AVH.
- 21.10.24.14.3 To approve payroll provider for AVH employee**
COUNCIL AGREED to use existing ARPC payroll system to pay AVH employee and invoice this cost to AVH.
- 21.10.24.14.4 To receive quote from Quantity Surveyor for management of extension build and agree actions**
COUNCIL NOTED:
- A comprehensive quote had been circulated prior to the meeting
 - There were significant savings to be made on material costs by using a Quantity Surveyor (QS) to manage build but this increased cost of QS proportionately
 - A TOPO survey of the building was required to create a model of the existing structure and provide insights into layout improvement
- COUNCIL APPROVED** a TOPO survey to be undertaken by a third party, at a cost of £750 plus VAT.
COUNCIL AGREED a meeting with the QS was required to assess the potential options detailed in the quote before a decision could be made.
- 21.10.24.15 To receive an update on the Neighbourhood Development Plan (NDP) review and agree actions**
COUNCIL CONFIRMED the Gloucestershire Wildlife Trust had produced a detailed report regarding parish landscape and wildlife habitats which identified Walton Cardiff ponds as an area suitable for a nature reserve.
COUNCIL AGREED physical copies of report should be produced. Clerk to arrange.
- 21.10.24.15.1 To discuss the Locality Neighbourhood Planning grant and agree actions**

COUNCIL APPROVED Clerk to submit locality grant application.

21.10.24.16 To receive an update on the Garden Town and agree actions

21.10.24.16.1 To receive a report from the Parish Liaison Committee

No report received. Next meeting due to be held on 6th November 2024.

21.10.24.16.2 To receive a report from the Oversight Board

No report received. Next meeting due to be held on 5th November 2024.

21.10.24.16.3 To receive a report from the Community Liaison Committee

No meeting held.

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

No report received.

21.10.24.17 To consider expenditure items for S106 and CIL monies and agree actions

COUNCIL AGREED additional resource was required to facilitate CIL projects and manage funds. To be discussed further under agenda item 26.

21.10.24.17.1 Photo competition

COUNCIL CONFIRMED the Wildlife and Landscape Photography Competition had been very successful and the prize giving event on 21 September 2024 was well attended by local residents. Four prizes were awarded at a cost of £50.00 each as no entries for received for one category. **COUNCIL AGREED** to make this an annual event.

21.10.24.17.2 Preparation of Parish Priority Plan

COUNCIL AGREED additional resource was required to support the preparation of the Parish Priority Plan and that resident participation should be encouraged. Clerk to advertise request in newsletter and via social media.

21.10.24.17.3 3D modelling enquiries

COUNCIL NOTED a new contact had been identified for this project. Clerk to investigate further.

21.10.24.17.4 Christmas Bazaar

COUNCIL AGREED Clerk would use ARPC social media platform to increase stall table applications and ask for Tombola donations.

21.10.24.17.5 To approve production of a calendar, consider quotes and agree actions

COUNCIL APPROVED the production of an Ashchurch Rural Parish Photography Competition Calendar in A3 size (2X A4) up to the cost of £500 plus VAT.

21.10.24.18 To receive the Clerk's Report

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

21.10.24.19 To receive an update on Highway matters and agree actions

Clerk confirmed a meeting with GCC Highways manager had been attended and the following items were confirmed;

- The first step of assessing for a Traffic Regulation Order (TRO) to lower the speed limit on Fiddington Lane is an Automatic Traffic Count which would cost approximately £150.00
- GCC Highways would raise the issue of the A46 missing yellow box on junction to Fiddington Lane on behalf of ARPC
- The process of installing new grit bins

- Health and safety restrictions for Community Speedwatch signage
- Suitability of sites for Vehicle Activated Signs requires GCC approval.
- Missing white lines near Monks Lane were not reinstated as the lane is not wide enough to meet safety regulations for white line painting
- Fiddington Lane layby could be updated in principle, subject to approval of CAD drawings

- 21.10.24.19.1 To discuss possible traffic regulation order for unadopted roads in Barleyfields**
COUNCIL CONFIRMED a Barleyfield resident requested ARPC apply for a 20 mile per hour TRO on the unadopted roads.
COUNCIL AGREED all developments should have internal speed limits of 20 miles per hour to protect pedestrians and vulnerable road users. Clerk to liaise with GCC.
- 21.10.24.20 To receive an update from community engagement activities (Welcome Tuesdays, Facebook etc)**
COUNCIL AGREED a process for dealing with signposting and advertising requests should be implemented. Clerk to add to next agenda.
- 21.10.24.21 To discuss Neighbourhood Watch scheme and agree actions**
COUNCIL AGREED to support the implementation of Neighbourhood Watch schemes and promote via social media and the newsletter.
- 21.10.24.22 To discuss the addition of bleed packs to parish defibrillators and agree actions**
COUNCIL AGREED to purchase a community bleed pack at a cost of £85.00 for each of the four defibrillators in the parish. Clerk to ensure this is compliant with NHS monitoring service.
- 21.10.24.23 To discuss Community Speedwatch campaign and agree actions**
COUNCIL AGREED to hold two Community Speedwatch sessions per month and promote this via social media and the newsletter.
- 21.10.24.24 To note agenda items for the next Parish Council**
- To reconsider grounds maintenance St Nicholas Church
 - To approve a process for dealing with signposting and advertising requests
 - To discuss the possibility of closing Pamington Lane to through traffic
- 21.10.24.25 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)**
- 21.10.24.26 To receive an update regarding recruitment**
COUNCIL RECEIVED a report from the Staffing Committee recommending the appointment of two part time members of staff due to the increased work load generally. Also, with large CIL income there is a need for increased administration and project management. Members considered the budget implications and **COUNCIL AGREED** to appoint two members of staff for 15 hours each on NJC SCP 10. Employment to commence in November 2024.
- 21.10.24.27 Date of next meeting – 18 November 2024**

End of Meeting: 9.30pm

APPENDIX A

Ashchurch Rural Parish Council

Financial Report – 21 October 2024

Payments made since last meeting on 16.9.24		
Payee	Details	Total
Avonside PHT	Transport vouchers	135.00
Unity Trust Bank	Quarterly fee	18.00
Members of the community (3)	Prizes for photography competition	150.00
PATA	Inv. 24/0130/PPS payroll services July-Sept. 2024	76.65
Campaign to Protect Rural England	Inv. 47180033 Training	162.40
Society of Local Council Clerks	Subscription - Assistant Clerk	188.00
HMRC	PAYE July-Sept. 2024 (1614.33 less 754.37 on 23.7.24	859.96
Staff	Sept. 2024 salaries	2601.86
Local Gov. Pension Scheme	Sept. 2024 pension incl. employee contributions	859.42
		5051.29
Payment List for authorisation on 21.10.24		
Jack Boskett Media Limited	Inv. 7844 Printing photography competition entries	172.20
Community Heartbeat Trust	Battery and pads for Aston-on-Carrant defibrillator	409.20
Royal British Legion Trading Limited	Remembrance Wreath with logo	27.50
J Owen	Clerk's expenses Sept. 2024	65.50
L Beech	Assistant Clerk's expenses Sept. 2024	33.95
Society of Local Council Clerks	Subscription - Clerk	268.00
O2	Staff mobile phones Sept. 2024	15.28
Ashchurch Village Hall	Room Hire - Aug. and Sept. 2024	304.00
Microsoft Apps	Monthly fee Sept. 2024	14.83
Ground Up	Inv. No. 3123 Sept. 2024 maintenance and tree work	447.96
		1758.42
Receipts since last meeting on 16.9.24		
Interest	Deposit account	1477.95
Tewkesbury Borough Council	Balance of precept	40850.00
		42327.95
Reserves at 1.10.24		
Earmarked Reserves		169170.06
General Reserves		84246.51
Less VAT to be claimed		1959.53
		251457.04
Bank account balances at 1.10.24		
Current Account	As per Bank Reconciliation No. 89	49746.49
Deposit Account	As per Bank Reconciliation No. 40	201710.55
	Closing balance at Unity Trust Bank on 1.10.24	251457.04

Signed Date
 Chairman