



**Public Notice is given of  
Ashchurch Rural Parish Council Meeting  
To be held at 6.30pm on Monday 18 November 2024  
at  
Ashchurch Village Hall, Ashchurch Road, Ashchurch. GL20 8LA  
for the transaction of business on the following agenda**

**Members of the public and press are invited and encouraged to  
attend the meeting**

**To all Members of Ashchurch Rural Parish Council**

Councillors are hereby summoned to attend **the Meeting of Ashchurch Rural Parish Council** to be held on **Monday 18 November 2024** in the **Ashchurch Village Hall, Ashchurch** commencing at **6.30pm** for the transaction of business on the following agenda.

**Signed**

**Jules Owen BA (Hons) FSLCC**

Parish Clerk and Responsible Financial Officer

Email: [clerk@ashchurchruralpc.org.uk](mailto:clerk@ashchurchruralpc.org.uk)

11 November 2024

**AGENDA**

- 18.11.24.1 To receive and approve apologies for absence and confirm the meeting is quorate**
- 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**
- 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)**
- 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**
- 18.11.24.5 To receive a report from Borough Councillor M. Gore (last attended 21 October 2024)**
- 18.11.24.6 To receive a report from Borough Councillor C. Coleman (last attended 22 May 2023)**
- 18.11.24.7 To receive a report from the County Councillor (last attended 21 October 2024)**
- 18.11.24.8 Planning:**
  - 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

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 and scaping.

**SUBMISSION DUE DATE:** 28 November 2024

**PLANNING OFFICER:** Sarah Smith

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:** Ongoing

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

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

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

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

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

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

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

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

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

12.1 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>

- 12.2 To approve the bank reconciliation including earmarked reserves
- 12.3 To receive the budget monitoring report
- 12.4 To approve Edge Finance software increase to band 5 at a cost of £397.00

**18.11.24.13 To agree procedure for signposting and advertising requests from third parties**

**18.11.24.14 To receive a report on the Neighbourhood Development Plan (NDP) review and agree actions**

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

- 15.1 To discuss the financial procedure for AVH expenditure prior to End Of Year handover and agree actions
- 15.2 To receive an update regarding potential options detailed in Quantity Surveyor quote for management of extension build and agree actions
- 15.3 To receive the survey of the building and agree actions

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

- 16.1 To receive a report from the Parish Liaison Committee
- 16.2 To receive a report from the Oversight Board
- 16.3 To receive a report from the Community Liaison Committee
- 16.4 To receive a report from the Office of Police and Crime Commissioner

**18.11.24.17 To receive a report on CIL projects and s106 requirements and agree actions**

- 17.1 Preparation of Parish Priority Plan
  - 17.2 Christmas Bazaar
  - 17.3 Redesign of Fiddington Lane layby
  - 17.4 Barleyfield development S106 contributions
  - 17.5 850 Fiddington development S106 contributions including community centre
  - 17.6 460 Fiddington development S106 contributions including community facility
- 18.11.24.18 To receive the Clerk's report**
  - 18.11.24.19 To receive an update on Highway matters and agree actions**
  - 18.11.24.20 To receive an update from community engagement activities (Welcome Tuesdays, Facebook etc)**
  - 18.11.24.21 To consider grounds maintenance for St Nicholas Church in the forthcoming financial year and agree actions**
  - 18.11.24.22 To note agenda items for the next Parish Council Meeting**
  - 18.11.24.23 In view of the confidential nature of the following items, Council are advised to resolve to exclude the press and public from the meeting, 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.**
  - 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)**
  - 18.11.24.26 To receive update on the two new Assistant Trainee Clerks and agree their training programme and focus**
  - 18.11.24.27 Date of next meeting: 16 December 2024**

**END OF AGENDA**

*Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Biodiversity, Equal Opportunities (age, race, gender, sexual orientation, faith, marital status and disability); Crime and Disorder (Section 17); Health and Safety; and Human Rights.*