



Ashchurch Rural Parish Council

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

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

Present: Cllr. T Davies (Chairman), G. Grey, 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 and three members of the public.

- 16.12.24.1 To receive and approve apologies for absence and confirm the meeting is quorate**
Apologies were received from County Cllr. V. Smith and Borough Cllr. M. Gore.
The Clerk confirmed the meeting was quorate.
- 16.12.24.2 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 Ashchurch raised concerns regarding closures and inaccessibility of a footpath on the Ashchurch View housing development.
COUNCIL CONFIRMED Gloucestershire County Council (GCC) were responsible for this Public Right of Way (PROW) and that Ashchurch Rural Parish Council (ARPC) would report the issues as required.
- 16.12.24.3 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.
- 16.12.24.4 To confirm and sign the Minutes of the Parish Council Meeting held on 18 November 2024 circulated to members prior to the meeting**
The minutes of the Parish Council Meeting held on 18 November 2024 which had previously been circulated to all members were **AGREED BY COUNCIL** and signed by the Chairman.
- 16.12.24.5 To receive a report from Borough Councillor M. Gore (last attended 18 November 2024)**
None received.
- 16.12.24.6 To receive a report from Borough Councillor C. Coleman (last attended 22 May 2023)**
None received.
- 16.12.24.7 To receive a report from the County Councillor (last attended 18 November 2024)**
County Cllr. Smith's report had been circulated to members prior to the meeting.
- 16.12.24.8 Planning:**
- 8.1 To discuss planning application and agree actions:
APPLICATION NO: 24/00163/CONDIS
DESCRIPTION: Application to discharge Condition 14 (Green Infrastructure and Biodiversity Plan), Condition 15 (Landscape and Ecological Management Plan), Condition

29 (Surface Water Drainage Strategy), Condition 30 (Surface Water Drainage Works) and Condition 32 (SuDS Maintenance Plan) of application 17/00520/OUT

LOCATION: Parcel H2, Land At Fiddington, Ashchurch

GRID REF: 392412 232614

SUBMISSION DUE DATE: 4 December 2024

PLANNING OFFICER: Sarah Smith

EXTENSION AGREED UNTIL: 18 December 2024

COUNCIL NOTED:

- APCR had received correspondence from a local resident highlighting their objections.
- Lead Flood Authority had a very strong objection to the alteration.
- There had been new occurrences of flooding at the junction of Fiddington Lane and Natton Lane since the site had been developed.

COUNCIL AGREED to submit the following comments, "Ashchurch Rural Parish Council (ARPC) strongly object to this application until a resolution to the surface water drainage is reached to the satisfaction of the Lead Local Flood Authority. ARPC also wish to highlight that since building on this site has commenced, new occurrences of flooding have been observed at the junction of Fiddington Lane and Natton Lane on multiple occasions."

8.2 To discuss planning application and agree actions:

APPLICATION NO: 24/00175/CONDIS

DESCRIPTION: Application for approval of details subject to condition 11 (Written Scheme of Investigation) of the planning application ref number 21/00451/OUT

LOCATION: Land To The North Of Milnes Covert, Fiddington, Tewkesbury

GRID REF: 391665 232206

SUBMISSION DUE DATE: 19 December 2024

PLANNING OFFICER: Sarah Smith

COUNCIL NOTED:

- The archaeological evaluation did not identify any finds or features of archaeological interest.

COUNCIL AGREED to submit the following comments, "Ashchurch Rural Parish Council (ARPC) have no objection to this application subject to confirmation of result from the Local Authority's Archaeological Advisor."

8.3 To discuss planning application and agree actions:

APPLICATION NO: 24/00176/CONDIS

DESCRIPTION: Application for approval of details subject to condition 12 (Ecological Constraints and Opportunities Plan) of the planning application ref number 21/00451/OUT

LOCATION: Land To The North Of Milnes Covert, Fiddington, Tewkesbury

GRID REF: 391665 232206

SUBMISSION DUE DATE: 19 December 2024

PLANNING OFFICER: Sarah Smith

COUNCIL NOTED:

- Strategic dark corridors requirements had been identified.
- Multiple initiatives had been included to support local wildlife.
- A great crested newt district licence was to be obtained.

COUNCIL AGREED to submit the following comments, "Ashchurch Rural Parish Council (ARPC) have no objection to this application."

8.4 To discuss planning application and agree actions:

APPLICATION NO: 24/00178/CONDIS

DESCRIPTION: Application for approval of details subject to condition 15 (Lighting Scheme) of the planning application ref number 21/00451/OUT

LOCATION: Land To The North Of Milnes Covert, Fiddington, Tewkesbury

GRID REF: 391665 232206

SUBMISSION DUE DATE: 19 December 2024

PLANNING OFFICER: Sarah Smith

COUNCIL NOTED:

- Dark corridors had been identified.

COUNCIL AGREED to submit the following comments, "Ashchurch Rural Parish Council (ARPC) have no objection to this application."

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

APPLICATION NO: 24/00179/CONDIS

DESCRIPTION: Application for approval of details subject to condition 23 (Construction Method Statement) of the planning application ref number 21/00451/OUT

LOCATION: Land To The North Of Milnes Covert, Fiddington, Tewkesbury

GRID REF: 391665 232206

SUBMISSION DUE DATE: 19 December 2024

PLANNING OFFICER: Sarah Smith

COUNCIL NOTED:

- Access via Fiddington Lane was prohibited and all access was to be via A46.

COUNCIL AGREED to submit the following comments, "Ashchurch Rural Parish Council (ARPC) have no objection to this application."

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 Gloucestershire

SUBMISSION DUE DATE: 19 December 2024

PLANNING OFFICER: Paul Instone

COUNCIL NOTED:

- The developer had addressed previous concerns regarding noise, waste services and drainage.
- Concern regarding the cycle and walkway from the development to join the 'new' cycleway to the north requiring the narrow lane to Tyn Y Cae .

COUNCIL AGREED to submit the following comments, "Ashchurch Rural Parish Council (ARPC) have the following concerns regarding this application:

- The Road safety of the cycle/walkway to the north of the site where it enters and crosses the single-track lane (PROW AAS8) as this is the only access to the permitted development for 9 homes at Tyn Y Cae (Application 22/01365/OUT).
- It is not clear from the site layout how the cycle/walkway from planning application 22/01320/OUT will enter this site and then how the proposed cycle/walkway will connect to the north across the Tirle Brook.
- Following the construction of the development to the south and west (22/00439/APP) new occurrences of flooding have been occurring / noted in the lane to the North of this site and on Fiddington Lane. The drainage scheme for this site should ensure this is not exacerbated or be a solution"

8.7 **To discuss update to 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 Tewkesbury, Gloucestershire GL20 8ND

SUBMISSION DUE DATE: 24 December 2024

PLANNING OFFICER: Masie Masiwa

COUNCIL AGREED to submit the following comments, "Further to the responses made to Ashchurch Rural Parish Council (ARPC) previous comments, ARPC wish to state that although it remains disappointed in the closure of the bar, restaurant and soft play area to the public, it would like to withdraw the previous objections."

8.8 **To discuss update to planning application and agree actions:**

APPLICATION NO: 24/00147/APP

DESCRIPTION: 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 DUE DATE: N/A

PLANNING OFFICER: Paul Instone

COUNCIL NOTED:

- The developer had directly addressed previous concerns raised by ARPC.
- Green space could still be deemed low and limiting to wildlife corridors.

COUNCIL AGREED to submit the following comments, "Ashchurch Rural Parish Council (ARPC) welcome the developers revisions which have addressed ARPC's previous comments for this planning application. The Parish Council welcome the opportunity to continue to positively shape development in our Parish."

16.12.24.9 **To receive details of decisions made under delegated authority since the last meeting on 18 November 2024**

9.0 **COUNCIL APPROVED:**

- Attendance to NALC webinar training on 13 December 2024 for Cllr. Parker at a cost of £39.22.
- Purchase of defibrillator pads and battery at a total cost of £521.50 as detailed in agenda item 18.

9.0 **COUNCIL CONSIDERED:**

APPLICATION NO: 24/01007/FUL

DESCRIPTION: Erection of carport, erection of porch to front elevation, installation of dormer window to rear extension roof slope, installation of French windows/bifold doors, creation of passageway to connect front and rear gardens

LOCATION: Barn House , Pamington Lane, Pamington

GRID REF: 393917 233172

COUNCIL AGREED to submit the following comments, "Ashchurch Rural Parish Council (ARPC) have no objection subject to no objections from neighbours and acceptance by the Lead Local Flood Authority"

9.1 **To ratify migration from Microsoft Business 365 to Parish Online Workplace at a cost of £42.00 per user (4 admin team members) per year**

COUNCIL APPROVED migration from Microsoft Business 365 to Parish Online Workplace at a cost of £42.00 per user, per year.

16.12.24.10 **To consider committee structure and agree actions**

COUNCIL AGREED to establish the following committees and sub-committees:

- **Planning and Development Committee:** NDP Sub-committee, Planning Applications Sub-committee.
- **Community Services Committee:** Community Engagement Sub-committee, CIL and S106 Project Sub-committee, Village Hall Operations Sub-committee.
- **Finance and General Purposes Committee:** Staffing Sub-committee, Finance Sub-committee, CIL Expenditure Sub-committee.

COUNCIL AGREED:

- Sub-committees would comprise of three / four councillors but input from others would be welcome.
- Committees and sub-committees would not hold power of delegation – all decisions would be made at full council meetings.
- Committee meetings would be held once a quarter or as required and would be open to the public.

16.12.24.11 To receive update on potential closure of Pamington Lane and agree actions

COUNCIL NOTED:

- An online meeting to discuss this option with relevant Police and Gloucestershire County Council (GCC) Highways teams had been successful and was widely supported by all stakeholders present.
- Additional agreement in principle with land owner was required.
- A topographical survey and transport consultation was required to ensure viability.
- A multi-faceted approach to Community Engagement was required to ensure all of the local community were able to make representations.

COUNCIL AGREED to pursue agreement in principle with local land owner and arrange quotes for transport consultation and topographical survey.

16.12.24.12 To approve updated Grants and Donations Policy

COUNCIL NOTED:

- The phrase churches should be removed.
- There should be a reference to timescale for applications and budget capacity.

COUNCIL AGREED to update the Grants and Donations Policy to include reference to two tranche's for applications and that once capped budget is reached (per tranche), no further applications would be considered.

16.12.24.13 Finances – documents circulated prior to the meeting

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

December 2024 Payment List:

COUNCIL APPROVED the December 2024 Payment list and payments since the last meeting of £4339.15.

(See Appendix A)

The following additional payments were also authorised:

- £39.22 to NALC for councillor training
- £190.25 to PATA for payroll services
- £300.00 to Parish Online for website design and migration.
- £180.00 to J. Boskett for councillor photography
- £19.00 to Amazon for laptop bag and mouse

£30.00 receipts recorded (Christmas Bazaar)

13.2 To approve the bank reconciliation including earmarked reserves

COUNCIL APPROVED the bank reconciliation and was signed by Cllr. Sue Mitchell. Clerk confirmed Financial Services Association protection levels for local authorities was

insufficient and that further bank accounts and / or investment was required. **COUNCIL AGREED** Clerk to investigate bank account options and arrange meeting with Churches, Charities and Local Authorities (CCLA) Investment Management Limited to investigate investment options.

- 13.3 **To receive the budget monitoring report**
COUNCIL RECIEVED the Budget Monitoring Report.
- 13.4 **To consider draft budget principles 2025/26 and agree actions**
Clerk confirmed a Finance sub-committee meeting had been organised to consider the draft budget which would be an agenda item at ARPC meeting on 20 January 2025.
- 13.5 **To appoint Gloucestershire Association of Parish and Town Councils as internal auditor**
COUNCIL AGREED to appoint Gloucestershire Association of Parish and Town Councils as internal auditor at a cost of £285.00.
- 13.6 **To receive the Internal Control Report**
COUNCIL RECEIVED Internal Control Report.
- 13.7 **To consider the purchase of a pre-payment card for use by the Clerk for parish council purchases and agree actions**
COUNCIL AGREED:
- Purchase a pre-payment card from Pleo or Suits Me for use by the Clerk.
 - £500 balance to be pre-loaded.
- 13.8 **To consider the purchase of a card payment machine and agree actions**
COUNCIL AGREED to purchase a Sum Up Solo card payment machine at a cost of £79.00.
- 16.12.24.14 To receive a report on the Neighbourhood Development Plan (NDP) review and agree actions**
- 14.1 **Locality grant**
Clerk confirmed an application for a Locality grant to support the NDP would be submitted.
- 16.12.24.15 Ashchurch Village Hall – documents circulated prior to the meeting**
- 15.1 **To receive an update regarding Charity Commission trustee registration**
Assistant Clerk confirmed trustees had been updated on Charity Commission website.
- 15.2 **To receive an update regarding potential options detailed in Quantity Surveyor quote for management of extension build**
COUNCIL CONFIRMED a meeting was arranged with Quantity Surveyor for January 2025 to assess quote and discuss next steps in extension build.
- 15.3 **To consider broadband options**
COUNCIL AGREED to purchase a temporary mobile internet dongle from EE whilst fibre broadband is currently unavailable.
- 15.4 **To consider regular Village Hall Charity meeting dates and agree actions**
COUNCIL AGREED
- The Village Hall Charity should meet separately from the Parish council meetings and as required by the Charity Commission.
 - A feedback report detailing charity finance and operations should be submitted periodically to ARPC for information as sole trustee.
- 16.12.24.16 To receive an update on the Garden Town and agree actions**

16.1 **To receive a report from the Community Liaison / Parish Liaison Committee**
Report had been circulated prior to meeting and its contents noted.

16.2 **To receive a report from the Oversight Board**
None.

16.3 **To receive a report from the Office of Police and Crime Commissioner**
None.

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

17.1 **Preparation of Parish Priority Plan**

Clerk confirmed a meeting with Gloucestershire Rural Community Council (GRCC) had been arranged for February to continue preparation of the Parish Priority Plan.

17.2 **Redesign of Fiddington Lane layby**

COUNCIL CONFIRMED topographical survey was due and Clerk was liaising with GCC Highways regarding traffic loop locations.

Councillor G. Grey left the meeting at 9.00pm

16.12.24.18 To approve purchase of replacement defibrillator parts

18.1 **3 packets of defibrillator pads at a cost of £56 plus VAT each**

COUNCIL APPROVED purchase of defibrillator pads under delegated authority as per agenda item 9.

18.2 **1 defibrillator battery at a cost of £285 plus VAT**

COUNCIL APPROVED purchase of defibrillator battery under delegated authority as per agenda item 9.

18.3 **A maintenance service for Aston on Carrant defibrillator**

Clerk confirmed Aston on Carrant defibrillator was being repaired under warranty. Clerk to arrange installation of temporary replacement and maintenance of defibrillator cabinet.

COUNCIL AGREED to install four bleed pack cabinets at a cost of £275 each plus VAT and that these should be installed next to existing defibrillator locations as advised by Community Heartbeat.

16.12.24.19 To receive the Clerk's report

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

16.12.24.20 To receive an update on Highway matters and agree actions

None.

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

COUNCIL NOTED:

- Clerk continued to increase online community engagement via social media and new website.
- A Community Engagement Plan had been created identifying events for 2025.

16.12.24.22 To consider grant application from St Nicholas Church and agree actions

Clerk confirmed:

- ARPC had received a written request for a donation of £3,000 to pay for grass maintenance

- ARPC had suggested the church apply for a grant to purchase equipment in support of their projects but this was not deemed suitable by St Nicholas's.

COUNCIL AGREED to support a nominal donation in principle. Clerk to arrange an application form to be sent for completion by the church.

16.12.24.23 To note agenda items for the next Parish Council Meeting

None.

16.12.24.24 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)

16.12.24.25 To approve Clerk's / Assistant Clerks additional hours and agree actions

COUNCIL AGREED:

- To increase Clerks hours from 15 to 20 per week on a temporary basis (December and January) and for additional 29 hours in November 2024 to be taken as time off in lieu in 2025.
- To reduce Assistant Clerks temporary hours from 25 to contracted 20 hours commencing January 2025.

16.12.24.26 Date of next meeting – 20 January 2025

End of Meeting: 9.20pm

APPENDIX A

Ashchurch Rural Parish Council
Financial Report – 4 December 2024

Payments made since last meeting on 18.11.24		
Payee	Details	Total
Community Heartbeat Trust	Inv. 2357 defibrillator consumables	426.60
Staff	Nov. 2024 salaries	4978.61
Local Gov. Pension Scheme	Nov. 2024 pension incl. employee contributions	1088.06
		6493.27
Payment List for authorisation on 16.12.24		
Microsoft 365 Business Apps	Nov. 2024	12.36
MFG Solicitors LLP	Legal fees for transfer of Ashchurch Village Hall	1440.00
Amazon	Cellophone bags for calendars	14.99
Amazon	Stationery	31.99
Dobbies, Tewkesbury	Sustenance	8.30
J Owen	Clerk's expenses Nov. 2024	105.20
L Beech	Assistant Clerk's expenses Nov. 2024	35.00
M. Waterhouse	Trainee Assistant Clerk's expenses Nov. 2024	144.00
K. Febery	Trainee Assistant Clerk's expenses Nov. 2024	74.60
Ashurch Village Hall	Inv. 17 - room hire for October/November 2024	408.00
O2	Mobile phones - Inv. No.	15.28
Banana Print	Inv. 1075475 - Calendar printing	279.90
Quantum Construction Consultants	Inv. 1077 ref. AVH refurbishment	1200.00
Gooch Group Ltd	Inv, 62034 - 3 Dec. 2024 cleaning contract	36.34
Andrea Pellegram Ltd.	Neighbourhood development plan consultancy	369.89
Ground Up	Inv. 3220 - Nov. 2024 maintenance and extra cut	163.30
		4339.15
Receipts since last meeting on 18.11.24		
K. Ellis	Bazaar table	20.00
K Usmar	Bazaar table	10.00
		30.00
Reserves at 4.12.24		
Earmarked Reserves		332676.78
General Reserves		66565.69
Less VAT to be claimed		882.23
		398360.24
Bank account balances at 4.12.24		
Current Account	As per Bank Reconciliation No. 91	16649.69
Deposit Account	As per Bank Reconciliation No. 42	381710.55
	Closing balance at Unity Trust Bank on 4.12.24	398360.24

Signed Date
Chairman