



## Ashchurch Rural Parish Council

### Minutes of the Parish Council Meeting held on 20 January 2025 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 and three members of the public.

**20.01.25.1 To receive and approve apologies for absence and confirm the meeting is quorate**

Apologies were received from Cllr. G. Grey.  
The Clerk confirmed the meeting was quorate.

**20.01.25.2 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 from Aston on Carrant raised concerns regarding planning application 24/00487/OUT outlined in agenda 8.1. He confirmed he had submitted a substantive response objecting to the application on grounds of traffic impact, sewerage concerns and lack of amenity.

**20.01.25.3 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.

**20.01.25.4 To confirm and sign the Minutes of the Parish Council Meeting held on 16 December 2024 circulated to members prior to meeting**

The minutes of the Parish Council Meeting held on 16 December 2024 which had previously been circulated to all members were **AGREED BY COUNCIL** and signed by the Chairman.

**20.01.25.5 To receive a report from Borough Councillor M. Gore (last attended 18 November 2024)**

Councillor Gore explained:

- Tewkesbury Borough Council (TBC) was no longer able to deliver Regulation 18 on Strategic Local Plan for March 2025 and this was being rescheduled.
- The annual Housing Land Supply assessment would likely be reduced from its current 3.65 years as result of central government demand on TBC to increase housing supply by 10.8%.
- The Garden Communities team had not evaluated how the proposed A46 M5 traffic solution could impact potential Garden Communities housing numbers.
- TBC Planning Committee were ensuring Flood Risk Assessments would consult Parish Councils to ensure local knowledge capture.
- TBC understood the need for the central government devolution announcement and potential for a unitary council.

**20.01.25.6 To receive a report from Borough Councillor C. Coleman (last attended 22 May 2023)**

None received.

- 20.01.25.7 To receive a report from the County Councillor V.Smith (last attended 18 November 2024)**  
County Cllr. Smith's report had been circulated to members before the meeting and he made the following points;
- Any delays to elections resulting from the devolution announcement would be communicated in February 2025.
  - The Gloucestershire County Council budget was due for publication in February 2025 and was positive.
- 20.01.25.8 Planning:**
- 8.1 To discuss planning application and agree actions:**  
**APPLICATION NO:** 24/00487/OUT  
**DESCRIPTION:** Outline application for demolition and redevelopment for up to 360 dwellings, along with associated parking, access roads, walking and cycling infrastructure, public open space, temporary community use, landscaping, sustainable urban drainage, and infrastructure. All matters reserved except for access  
**LOCATION:** Former MOD Vehicle Depot, Aston Carrant Road, Aston-on-carrant  
**GRID REF:** 394049 233947  
**SUBMISSION DUE DATE:** 23 January 2025  
**PLANNING OFFICER:** Jonny Martin  
**EXTENSION AGREED UNTIL:** To Be Confirmed  
**COUNCIL NOTED:**
- It was a brown field site
  - There was improvements to cycleways planned
  - It was likely to increase congestion on A46
  - There was no local amenities / infrastructure to support the development
  - Sustainability relied on North Ashchurch Consortium development and Garden Communities concept - neither of which have been approved / adopted.
  - Vehicular access arrangement was poor
  - Limited green space within development for its size / density
- COUNCIL AGREED TO ACCEPT RECOMMENDATION** from Planning Sub-committee to submit an interim objection outlining concerns regarding traffic and sustainability whilst further information was gathered.
- 8.2 To discuss planning application and agree actions:**  
**APPLICATION NO:** 24/01066/FUL  
**DESCRIPTION:** Conversion of loft space to form 3 bedrooms together with bathroom, to include new stair access into loft space and dormer windows to both front and rear elevations  
**LOCATION:** 20 Ashton Crescent, Pamington, Tewkesbury  
**GRID REF:** 393976 233610  
**SUBMISSION DUE DATE:** 31 January 2025  
**PLANNING OFFICER:** George Brooker  
**EXTENSION AGREED UNTIL:** N/A  
**COUNCIL NOTED:** Three storey homes were common on this development and that parking availability should be assessed given the increased capacity the application would bring.  
**COUNCIL AGREED TO ACCEPT RECOMMENDATION** from Planning Sub-committee to submit the following response, "Ashchurch Rural Parish Council (ARPC) have no objection subject to no objections from neighbours."
- 20.01.25.9 To receive details of decisions made under delegated authority since the last meeting on 16 December 2024**  
**COUNCIL APPROVED:**

- Purchase of two heaters for clerks work sessions at village hall at total cost of £59.96
- Purchase of internet dongle for work sessions / meetings at village hall at a cost of £128.00 and set up of an ongoing direct debit of £28.00 plus vat per month for internet usage. Clerk confirmed this was a monthly rolling contract with a cancellation notice of one month.

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

**10.1 To approve the January 2025 Payment List below and record income received**

**January 2025 Payment List:**

Payments made since last meeting on 16.12.24		
Payee	Details	Total
C. W. Morris	Inv. No. 2412 -Topographical Report	400.00
Unity Trust	Bank charges	9.30
Ashchurch Village Hall	Inv. No. 18 - Dec. 2024 room hire	152.00
Glos. Wildlife Trust	Inv. No. 14077 - NDP consultancy	5553.00
NALC	Inv. No. 8537 - Training event (I. Parker)	39.22
PATA	Payroll	215.25
HMRC	PAYE	2387.75
Staff	Dec. 2024 salaries	4382.19
Local Gov. Pension Scheme	Dec. 2024 pension incl. employee contributions	1368.34
		<b>14507.05</b>
Payment List for authorisation on 20.1.25		
Microsoft 365 Business Apps	Dec. 2024 fee	12.36
MFG Solicitors LLP	Legal fees for transfer of Ashchurch Village Hall	1440.00
Parish Online	Inv. No. 0004 Mapping software annual fee ref. NDP	76.80
Parish Online	Inv. No. 0003 and Credit Note 01 - website	180.00
J. Owen	Clerk's expenses Dec. 2024	45.80
L. Beech	Assistant Clerk's expenses Dec. 2024	29.60
K. Febery	Trainee Assistant Clerk expenses Dec. 2024	57.50
Edge IT Systems Ltd.	Inv. No. 38290 - Annual fee	931.20
O2	Inv. No. 28 - Mobile phones	15.28
Andrea Pellegram Ltd.	Inv. No. 325 NDP consultancy	1783.97
		<b>4572.51</b>
Receipts since last meeting on 16.12.24		
Unity Trust	Bank Interest	2102.43
R. Drewitt	Calendar sales	10.00
		<b>2112.43</b>
Reserves at 6.1.25		
Earmarked Reserves		322799.05
General Reserves		61310.81
Less VAT to be claimed		1326.05
		<b>382783.81</b>
6.1.25		
Current Account	As per Bank Reconciliation No. 92	8971.83
Deposit Account	As per Bank Reconciliation No. 43	373811.98
	<b>Closing balance at Unity Trust Bank on 6.1.25</b>	<b>382783.81</b>

**COUNCIL APPROVED** the January 2025 Payment list and payments since the last meeting of £4572.51

(See Appendix A)

The following additional payments were also authorised:

- £426.60 to Community Heartbeat for replacement defibrillator pads and battery
- £98.00 to M. Waterhouse for Trainee Assistant Clerk expenses
- £59.96 for two heaters from Amazon
- £128.00 to EE for internet dongle purchase

£10.00 receipts for calendar sales.

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

**COUNCIL APPROVED** the bank reconciliation and was signed by Cllr. Richard Drewitt.

**10.3 To receive the budget monitoring report**

**COUNCIL RECIEVED** the Budget Monitoring Report.

- 10.4      **To approve the 2025-26 draft budget and agree actions**  
**COUNCIL APPROVED** the 2025-26 draft budget 2025/26
- 10.5      **To resolve to approve the precept requirement for 2025-26 and agree actions**  
**COUNCIL APPROVED** the precept requirement for 2025/26 of £87,560.00  
Clerk to submit precept requirement to Tewkesbury Borough Council.
- 20.01.25.11      **To receive an update on the following Parish Council procedures and resolve to agree actions:**
- 11.1      **To undertake quarterly Risk Strategy and Management Policy Review and agree actions**  
**COUNCIL AGREED** updates to the Risk Strategy and **APPROVED** the Risk Strategy Management Policy.
- 11.2      **To receive update on Annual Asset Inspection Report and agree actions**  
**COUNCIL RECEIVED** updated asset list and risk assessment documentation. Clerk to update report as assessments are undertaken.
- 11.3      **To approve Parish Council Meeting dates for 2022/26**  
**COUNCIL APPROVED** the Parish Council Meeting dates for 2025/26
- 11.4      **To approve Standing Orders**  
**COUNCIL APPROVED** the Standing Orders
- 11.5      **To approve Equality and Diversity Policy**  
**COUNCIL APPROVED** the Equality and Diversity Policy
- 11.6      **To approve the Publication Scheme**  
**COUNCIL APPROVED** the Publication Scheme
- 20.01.25.12      **To receive a report on the Neighbourhood Development Plan (NDP) review and agree actions**  
**COUNCIL AGREED** to instruct the NDP consultant team to undertake research to assess if local infrastructure was sufficient for the number of proposed houses planned for the parish. **COUNCIL APPROVED** cost of £2000 plus VAT for the work.
- 12.1      **Locality grant**  
Clerk confirmed an application for a Locality grant to support the NDP had been submitted.
- 12.2      **Building with Nature**  
**COUNCIL CONFIRMED** Building with Nature accreditation work was to go ahead. Clerk to confirm the cost of this had been included in original Gloucestershire Wildlife Trust quote.
- 20.01.25.13      **Ashchurch Village Hall – documents circulated prior to the meeting**
- 13.1      **To receive an update regarding hall reconfiguration options detailed in Quantity Surveyor quote and agree actions**  
**COUNCIL CONFIRMED**
- All work on the extension at Ashchurch Village Hall (AVH) would be paid for by the AVH charity using the S106 funding already granted, it's own funds or grants acquired by the charity, and that ARPC would not make any financial contributions to the extension works.
  - ARPC would assess modernisation of the rest of the hall as a separate project to the extension and as such any financial contributions would be funded from Community Infrastructure Levy funding and / or grants - not from parish precept.
  - ARPC had a grant of £50,000 from the local Solar Farm for energy efficiency

improvements to the hall.

- Any work funded by APRC would require three quotes to be received and any project costing over £25,000 would need to go through official tender process.
- Quotes for insulation of the walls, installation of solar panels and a full modernisation of the wiring and heating system were being tendered and some quotes had been received.
- Initial quotes indicated a total cost of approximately £190,000 (after grant usage) for a full modernisation.

**COUNCIL AGREED** in principle to move forward with modernisation project and to continue to gather required quotes.

**13.2 To consider establishing a Village Hall Management Board meeting and agree meeting dates**  
**COUNCIL AGREED** to hold a separate meeting for the Ashchurch Village Hall Charity. Clerk to arrange.

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

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

None

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

None

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

None

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

None

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

**COUNCIL AGREED** to arrange a further meeting to complete desktop exercise.

**20.01.25.16 To receive the Clerk's report**

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

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

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

**COUNCIL AGREED** to appoint a travel consultant and arrange a topographical survey of site.  
Quotes to be arranged.

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

None

**20.01.25.19 To discuss the provision of sandbags by ARPC and agree actions**

**COUNCIL AGREED** Clerk to investigate options with TBC and local residents.

**20.01.25.20 To discuss the provision grit bins and agree actions**

**COUNCIL AGREED** Clerk to investigate options for large volume grit storage.

**20.01.25.21 To note agenda items for the next Parish Council Meeting**

- New telephone box defibrillator
- Flooding in Natton

**20.01.25.22 Date of next meeting - 17 February 2025**

**Ashchurch Rural Parish Council**  
**Financial Report – 9 January 2025**

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

