



Ashchurch Rural Parish Council

Minutes of the Parish Council Meeting
held on 17 February 2025
at 6.30pm

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

Present: Cllr. T Davies (Chairman), R. Drewitt, 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 one member of the public.

17.02.25.1 To receive and approve apologies for absence and confirm the meeting is quorate
Apologies were received from Cllr. D. Garnett, Cllr. G. Grey, Borough Cllr. V. Smith and County Cllr. M. Gore.
The Clerk confirmed the meeting was quorate.

17.02.25.2 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 sewerage in the Garden Communities plans. They highlighted that a consultee comment from Severn Trent on Planning Application: 24/00487/OUT stated the sewerage system needed assessment as a whole (for all future planning) not piecemeal applications.

17.02.25.3 To receive declarations of interest for items on the agenda below, including Discloseable 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)
Cllr. Wright declared an interest in agenda item 8.3 (Planning application: 25/00040/APP) stating it was close to his home and confirmed he had previously submitted a dispensation form.
Cllr. Drewitt declared an interest in agenda item 18.1 and confirmed he had previously submitted a dispensation form.

17.02.25.4 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 20 January 2025 which had previously been circulated to all members were **AGREED BY COUNCIL** and signed by the Chairman.

17.02.25.5 To receive a report from Borough Councillor M. Gore (last attended 20 January 2025)
None received.

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

17.02.25.7 To receive a report from the County Councillor V. Smith (last attended 20 January 2025)
None received.

17.02.25.8 Planning:
8.1 To discuss planning application and agree actions:
APPLICATION NO: 24/00890/FUL

DESCRIPTION: 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 landscaping.

LOCATION: Natton House, Natton, Ashchurch

GRID REF: 392428 232810

SUBMISSION DUE DATE: 10 February 2025

PLANNING OFFICER: Sarah Smith

EXTENSION AGREED UNTIL: To be confirmed

COUNCIL NOTED:

- There were two options for a built car park - this 2 storey application and Planning Application: 24/00449/APP which was a 5 storey building on an alternative site
- This application was likely to increase the use of Fiddington Lane by retail outlet traffic due to its location on the lane and that traffic calming should be considered
- It welcomed the additional landscaping and screening
- Evidence of suitable flood mitigation and approval by the LLFA and EA should be considered as part of this application, and not as a condition
- The lighting hours were satisfactorily confirmed yet security measures had not be discussed

COUNCIL AGREED to submit a comprehensive response to indicate this application was preferable over application 24/00449/APP but that there was issues regarding traffic, landscaping, flooding and security to be considered / addressed.

8.2 To discuss planning application and agree actions:

APPLICATION NO: 24/00449/APP

DESCRIPTION: Reserved Matters application (appearance, layout, scale and landscaping), comprising Part Phase 2 East of Outline planning permission ref. 17/01203/FUL, for the erection of a multi-storey car park and associated works.

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

SUBMISSION DUE DATE: N/A

PLANNING OFFICER: Sarah Smith

EXTENSION AGREED UNTIL: N/A

COUNCIL NOTED:

- There were two options for a built car park - this 5 storey application and Planning Application: 24/00890/FUL which was a 2 storey building on an alternative site
- The design, scale and inability to screen the car park meant it was not in keeping with green corridor surroundings and would appear over developed
- Temporary loss of the existing parking spaces during the construction phase could lead to traffic chaos or indiscriminate parking in the local area

COUNCIL AGREED to submit a comprehensive response to indicate this application was not preferable over application 24/00890/FUL as it was not in keeping with local area in terms of scale and design.

8.3 APPLICATION NO: 25/00040/APP

DESCRIPTION: Reserved Matters application pursuant to outline planning application reference 18/00043/OUT for the erection of up to 90 houses, community land and associated works.

LOCATION: Land Adjacent, Fitzhamon Park, Ashchurch

GRID REF: 393022 233150

SUBMISSION DUE DATE: 21 February 2025

PLANNING OFFICER: Diana Jones

EXTENSION AGREED UNTIL: Not required

COUNCIL NOTED:

- Application not compliant / made no reference to the ARPC Neighbourhood development plan
- The rifle range was inaccurately referenced as 'disused' when it was still in use
- A bus route should be implemented to reduce car reliance
- Access to land was poor and needed further assessment e.g. swept path analysis, assessment of current on street parking
- It planned to use unsuitable underground attenuation
- Although the community land was some consolation for lack of community buildings, further information was required as to provisions and allotments should be fit for purpose upon handover
- Sewerage and contamination should be assessed and managed affectively

COUNCIL AGREED TO ACCEPT RECOMMENDATION from Planning Sub-committee to submit a comprehensive response outlining concerns regarding NDP compliance, access issues and water and sewerage concerns.

17.02.25.9 To receive details of decisions made under delegated authority since the last meeting on 20 January 2025

COUNCIL APPROVED maintenance work to be carried out on Aston on Carrant defibrillator cabinet at total cost of £100.00.

17.02.25.10 To consider quotes for refurbishment of noticeboards and agree actions

COUNCIL NOTED:

- Level of detail fluctuated between quotes
- Costs of quotes varied in relation to detail
- Any subcontractor would need to provide proof of liability insurance

COUNCIL AGREED to appoint CDRC Construction to undertake the Noticeboard Maintenance project at a cost of £1470.00

17.02.25.11 Finances – documents circulated prior to the meeting

11.1 To approve the February 2025 Payment List below and record income received

February 2025 Payment List:

Payments made since last meeting on 20.1.25		
Payee	Details	Total
Unity Trust Bank	Bank charges	10.80
Ground Up	Inv. No. 3307 maintenance contract - Jan. 25	111.96
Ground Up	Inv. No. 3279 maintenance contract - Dec. 24	111.96
Staff	Jan. 2025 salaries	4843.39
Local Gov. Pension Scheme	Jan. 2025 pension incl. employee contributions	1547.06
		6625.17
Payment List for authorisation on 17.2.25		
CDRC Construction	Inv. No. 162 - defibrillator housing maintenance	100.00
Microsoft 365 Business Apps	Jan. 2025 fee	12.36
J. Owen	Clerk's expenses Jan. 2025	55.70
L. Beech	Assistant Clerk's expenses Jan. 2025	32.75
M. Waterhouse	Trainee Assistant Clerk expenses Jan. 2025	46.70
K. Febery	Trainee Assistant Clerk expenses Jan. 2025	57.50
O2	Inv. No. 29 - Mobile phones	15.28
Andrea Pellegram Ltd.	Inv. No. 333 - NDP consultancy	3560.18
		3880.47

COUNCIL APPROVED the February 2025 Payment list and payments since the last meeting of £6625.17
(See Appendix A)

The following additional payments were also authorised:

- £45.00 to Gloucestershire Association of Parish and Town Councils for Councillor training for Cllr. D. Garnet

11.2 To approve the bank reconciliation including earmarked reserves

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

11.3 To receive the budget monitoring report

COUNCIL RECIEVED the Budget Monitoring Report.

17.02.25.12 To receive an update on the following Parish Council procedures and resolve to agree actions:

12.1 To approve draft Annual Leave Policy as per recommendation by the Staffing Sub-Committee

COUNCIL APPROVED the Annual Leave Policy

12.2 To approve the Asset Inspection Register and agree actions

COUNCIL APPROVED the use of a spreadsheet to monitor the Asset Inspection Register. Clerk to update as required.

17.02.25.13 To receive a report on the Neighbourhood Development Plan (NDP) review and agree actions
COUNCIL CONFIRMED

- The NDP consultant had completed recent research project
- The results of the research were being incorporated into the draft NDP review policies
- The results were also being used to support CIL project work

17.02.25.14 Ashchurch Village Hall - documents circulated prior to the meeting

14.1 To receive minutes of the meeting of Sole Trustee of Ashchurch Village Hall Charity

The minutes had been circulated prior to the meeting and their contents noted.

- 17.02.25.15 To receive an update on the Garden Town and agree actions**
- 15.1 To receive a report from the Parish Liaison Committee**
Members confirmed a joint online meeting with the Community Liaison Committee was held on 16 January 2025. No new information to report.
- 15.2 To receive a report from the Oversight Board**
A meeting was held 27 January 2025. It discussed requirements stating an Environmental Impact Assessment (EIA) was needed to cover all proposed homes and the bridge as one project and highlighted that multiple land owners could make this difficult to achieve.
- 15.3 To receive a report from the Community Liaison Committee**
None.
- 15.4 To receive a report from the Office of Police and Crime Commissioner**
None.
- 17.02.25.16 To receive a report on CIL projects and s106 requirements and agree actions**
COUNCIL AGREED to submit the desktop research to CIL consultant for feedback ahead of next CIL meeting.
- 17.02.25.17 To receive the Clerk's report**
The Clerk's report had been circulated to members prior to the meeting and its content noted. Clerk provided update on new email and website and discussed the scope of work, workload and priority setting of administration team. **COUNCIL CONFIRMED** Two members of the staffing sub-committee would meet with clerk monthly regarding this.
- 17.02.25.18 To receive an update on Highway matters and agree actions**
- 18.1 To receive update on potential closure of Pamington Lane and agree actions**
COUNCIL CONFIRMED three quotes for topographical survey had been obtained.
COUNCIL AGREED to award the contract to William Morris Surveys at a cost of £525.00 and the next step was to obtain three quotes for Traffic Consultant works.
- 17.02.25.19 To receive an update from community engagement activities (Welcome Tuesdays, Facebook etc)**
Clerk confirmed:
- ARPC had received multiple complaints regarding dog fouling in Fiddington Fields development and that ARPC were consulting with TBC regarding suitable solutions. To be added to next agenda.
 - An ARPC community engagement / consultation regarding the green space alongside the A46 (near Ashchurch Village Hall) was due to be distributed to affected local residents imminently
- 17.02.25.20 To discuss need for additional defibrillators and agree actions**
COUNCIL AGREED all of the larger hamlets within the parish should have a defibrillator. Clerk to obtain quotes for two defibrillators to be housed in Walton Cardiff Village and Aston Cross.
- Clerk provided update regarding Aston on Carrant defibrillator confirming:
- That although the batteries had been replaced, the defibrillator had been damaged due to an issue with the cabinet heater not working
 - The cabinet had been rehung and resealed
 - The heater was due to be returned to manufacturer for repair under warranty
 - The defibrillator had been repaired under warranty and was in ARPC possession
 - Upon the heater issue being resolved the defibrillator would be returned to the cabinet
 - The emergency services were aware the defibrillator was currently out of service
- COUNCIL AGREED** to authorise further works to remove heater from cabinet at a cost of up to £200.00. Clerk to organise.

- 17.02.25.21 To discuss flooding experienced in Natton and agree actions**
COUNCIL AGREED to defer this agenda item to the next meeting.
- 17.02.25.22 To note agenda items for the next Parish Council Meeting**
- Flooding experienced in Natton
- 17.02.25.23 Date of next meeting -17 March 2025**
- 17.02.25.24 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)**
- 17.02.25.25 To receive a report from the Staffing Sub-Committee and agree actions**
The report was recieved and it's contents noted.
- 17.02.25.26 To receive a report from the Staffing Sub-Committee with regard to the Clerk's Annual Review**
COUNCIL AGREED to defer to the next meeting

APPENDIX A

Ashchurch Rural Parish Council

Financial Report – 4 February 2025

Payments made since last meeting on 20.1.25		
Payee	Details	Total
Unity Trust Bank	Bank charges	10.80
Ground Up	Inv. No. 3307 maintenance contract - Jan. 25	111.96
Ground Up	Inv. No. 3279 maintenance contract - Dec. 24	111.96
Staff	Jan. 2025 salaries	4843.39
Local Gov. Pension Scheme	Jan. 2025 pension incl. employee contributions	1547.06
		6625.17
Payment List for authorisation on 17.2.25		
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O2	Inv. No. 29 - Mobile phones	15.28
Andrea Pellegram Ltd.	Inv. No. 333 - NDP consultancy	3560.18
		3880.47
Receipts since last meeting on 20.1.25		
R. Drewitt	Calendar sales	5.00
		5.00
Reserves at 4.2.25		
Earmarked Reserves		320357.64
General Reserves		60832.60
Less VAT to be claimed		5177.76
		376012.48
Bank account at 4.2.25		
Current Account	As per Bank Reconciliation No. 93	7022.74
Deposit Account	As per Bank Reconciliation No. 44	363811.98
	Closing balance at Unity Trust Bank on 4.2.25	370834.72
	Plus VAT to be reclaimed	5177.76
	Reserves at 4.2.25	376012.48

Signed..... Date
 Chairman