



## Ashchurch Rural Parish Council

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

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

**Present:** Cllr. T Davies (Chairman), R. Drewitt, D. Garnett, G. Grey, I. Parker and B. Wright.

**Attendees:** Clerk/RFO, J. Owen, Assistant Clerk L. Beech, Trainee Assistant Clerks M. Waterhouse and K. Febery and five members of the public

**17.03.25.1 To receive and approve apologies for absence and confirm the meeting is quorate**  
Apologies were received from Councillor S. Mitchell, County Councillors V. Smith and Borough Councillor M. Gore.  
The Clerk confirmed the meeting was quorate.

**17.03.25.2 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 raised concerns regarding:

- Increased construction traffic using Fiddington Lane and such vehicles not adhering to speed limits and damaging grass verges
- Hedgerow preservation highlighting that removal and trimming should be kept to minimum in the coming months. He asked how this would be monitored .

**COUNCIL CONFIRMED:**

- Ashchurch Rural Parish Council (ARPC) would investigate local development Construction Plans and raise any violations with individual developers. To be added to next agenda.
- Were not aware of any hedgerow work plans and that any violation of timescales could be raised with Tewkesbury Borough Council (TBC) Enforcement team.

**17.03.25.3 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)**

None.

**17.03.25.4 To confirm and sign the Minutes of the Parish Council Meeting held on 17 February 2025 circulated to members prior to the meeting**

The minutes of the Parish Council Meeting held on 17 February 2025 which had previously been circulated to all members were **AGREED BY COUNCIL** and signed by the Chairman.

**17.03.25.5 To receive a report from Borough Councillor M. Gore (last attended 20 January 2025)**

None

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

2023)

None

17.03.25.7 To receive a report from the County Councillor (last attended 20 January 2025)

None

17.03.25.8 **Planning:**

8.1 To discuss planning application and agree actions:

**APPLICATION NO:** 24/01061/FUL

**DESCRIPTION:** New double garage

**LOCATION:** 16 Spindle Road, Ashchurch, Tewkesbury

**GRID REF:** 392436 232677

**SUBMISSION DUE DATE:** 11 March 2025

**PLANNING OFFICER:** George Brooker

**EXTENSION AGREED UNTIL:** 19 March 2025

**COUNCIL AGREED TO ACCEPT RECOMMENDATION** from Planning Sub-committee to submit the following response 'No objection subject to there being no objection from neighbouring properties.'

8.2 To discuss planning application and agree actions:

**APPLICATION NO:** 25/00130/ADV

**DESCRIPTION:** Installation of 4no. illuminated fascia signs and 1no. area of vinyl graphics.

**LOCATION:** Unit 15, Cotswolds Designer Outlet, Platinum Drive

**GRID REF:** 392293 233162

**SUBMISSION DUE DATE:** 19 March 2025

**PLANNING OFFICER:** George Brooker

**EXTENSION AGREED UNTIL:** N/A

**COUNCIL NOTED** although application is for a single sign, over time a accumulation of signage from other outlets may cause light pollution.

**COUNCIL AGREED TO ACCEPT RECOMMENDATION** from Planning Sub-committee to submit the following response, 'Ashchurch Rural Parish Council have no objection to the signage, but would request that a restriction be placed on the hours that all retail outlet signs are illuminated to reduce the accumulative light pollution.'

8.3 To discuss planning application and agree actions:

**APPLICATION NO:** 25/00080/OUT

**DESCRIPTION:** Residential development for up to 140 dwellings, associated works to include the demolition of existing structures, infrastructure, ancillary facilities, open space and landscaping. Construction of a new vehicular access off Fiddington Lane.

**LOCATION:** Part Parcel 4615, Road From Natton To Homedowns, Ashchurch

**GRID REF:** 392504 232055

**SUBMISSION DUE DATE:** 11 March 2025

**PLANNING OFFICER:** Diana Jones

**EXTENSION AGREED UNTIL:** 19 March 2025

**COUNCIL NOTED:**

- Access to level crossing for farm vehicles is required
- Does not indicate if Community Infrastructure Levy (CIL) is payable
- Cycleway to roundabout had not been fully agreed

- Site has no planned infrastructure
- Site entrance seemed crowded
- Visual Impact on local properties was not assessed and additional screening would likely be required

**COUNCIL AGREED TO ACCEPT RECOMMENDATION** from Planning Sub-committee to submit a comprehensive comment noting issues including access concerns, visual impact on existing dwellings and infrastructure.

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

**APPLICATION NO:** 25/00082/APP

**DESCRIPTION:** Reserved matters application for the erection of 215 dwellings, with associated parking, garaging and infrastructure works, with appearance, layout, scale and landscaping to be approved (Outline permission 21/00451/OUT)

**LOCATION:** Land To The North West Of Fiddington, Fiddington, Tewkesbury

**GRID REF:** 391665 232206

**SUBMISSION DUE DATE:** 10 March 2025

**PLANNING OFFICER:** Sarah Smith

**EXTENSION AGREED UNTIL:** 19 March 2025

**COUNCIL NOTED:**

- A play space (LAP) and the Primary School have been omitted (from the original outline planning) and there appears to be a small increase in number of dwellings
- Pedestrian access and wildlife corridors into Milnes Covert were not outlined
- There were no detailed proposals of the agreed site wide infrastructure included making the development appear unsustainable

**COUNCIL AGREED TO ACCEPT RECOMMENDATION** from Planning Sub-committee to submit a comprehensive response outlining the details that have been omitted such as play space, infrastructure and pedestrian access around the site and ask that s106 is confirmed.

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

**APPLICATION NO:** 25/00031/CONDIS

**DESCRIPTION:** Application for approval of details subject to condition 3 (Solar panel installation) of planning application 24/00227/APP

**LOCATION:** Land To The North East Of Rudgeway Farm And South Of, Nightingale Way, Walton Cardiff

**GRID REF:** 390657 230892

**SUBMISSION DUE DATE:** 17 March 2025

**PLANNING OFFICER:** Masie Masiwa

**EXTENSION AGREED UNTIL:** 19 March 2025

**COUNCIL AGREED TO ACCEPT RECOMMENDATION** from Planning Sub-committee to submit the following response of 'No Comment'.

**17.03.25.9 To receive details of decisions made under delegated authority since the last meeting on 17 February 2025**

Clerk confirmed that the previously discussed Planning Application: 24/01066/FUL had been updated and in accordance with recommendations provided by the planning officer, ARPC resubmitted the following comment to clarify it's position: 'Ashchurch Rural Parish Council would like to clarify it objects to the updated application, based on concerns raised by neighbours

regarding privacy, potential parking issues, and the proposed design not being in keeping with the architectural style of the surrounding properties.'

**COUNCIL AGREED** to appoint Helix Transport Consultants to undertake turning circle design work at a cost of £1470.00 (Agenda item 17.03.25.19)

**17.03.25.10 To receive quotes for additional defibrillators and agree actions**

Clerk confirmed the Aston on Carrant cabinet heater issue had been resolved and the defibrillator had been returned to the cabinet.

**COUNCIL AGREED** the defibrillator for Aston Cross may be better placed in the telephone box on A46 due to location and power accessibility. Clerk to investigate.

**COUNCIL APPROVED** the purchase two defibrillators (one for Aston Cross and one for Walton Cardiff Village) at a total cost of £3335.00 ex VAT. Clerk to arrange.

**17.03.25.11 Finances - documents circulated prior to the meeting**

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

**March 2025 Payment List:**

CDRC Construction	Inv. No. 162	
Microsoft 365 Business Apps	Feb. 2025 fee	12.36
Microsoft 365 Business Apps	Extra invoice due to update of period charge date	12.02
J. Owen	Clerk's expenses Feb. 2025	45.80
L. Beech	Assistant Clerk's expenses Feb. 2025	33.20
Amazon	Stationery (card)	7.31
M. Waterhouse	Trainee Assistant Clerk expenses Feb. 2025	80.00
K. Febery	Trainee Assistant Clerk expenses Feb. 2025	57.50
Avonside Taxis	31 x Travel Vouchers	77.50
Ashchurch Village Hall	Inv. No. 19- Jan./Feb. 2025 room hire	290.50
Ground Up	Inv. No. 3338 maintenance contract - Feb. 2025	111.96
O2	Inv. No. 29 - Mobile phones	15.28
Andrea Pellegram Ltd.	Inv. No. 333 - NDP consultancy	3560.18
		<b>4303.61</b>

**COUNCIL APPROVED** the March 2025 Payment list and payments since the last meeting of £4303.61

(See Appendix A)

The following additional payments were also authorised:

- £1470.00 to CDRC Construction for Noticeboard refurbishment works
- £525.00 to William Morris for Topographical Survey of Pamington Lane
- £2063.05 to Andrea Pellegram Ltd for Neighbourhood Development Plan (NDP) works undertaken in March 2025

The following invoices have been raised by ARPC:

- £417.30 (Ex VAT) to Ashchurch Village Hall for Administration Services undertaken in January and February

The following receipts were received:

- £2703.04 from Gloucestershire County Council for Grass Maintenance
- £223.00 from Community Engagement event and calendar sales
- £837.00 and £2700.00 from Ashchurch Village Hall reimbursing payments

made to Quantum Construction Consultants Ltd (Invoice 1095 and 1086)

- £4320.00 Locality Grant from Groundworks (for NDP Review works)

**11.2 To approve the bank reconciliation including earmarked reserves**  
**COUNCIL APPROVED** the bank reconciliation and was signed by Cllr. B. Wright.

**11.3 To receive the budget monitoring report**  
**COUNCIL RECIEVED** the Budget Monitoring Report.

**17.03.25.12 To review the Asset Register and agree actions**  
**COUNCIL APPROVED** the asset register and requested Clerk review the insurance policy to determine if a claim would be based on the asset's registered cost, on a like-for-like basis, or as an 'old for new' replacement.

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

**13.1 To approve the updated Financial Regulations**  
**COUNCIL APPROVED** the updated Financial Regulations.

**13.2 To approve Staff Appraisal Policy**  
**COUNCIL APPROVED** the Staff Appraisal Policy

**13.3 To approve Tree Management Policy**  
**COUNCIL APPROVED** the Tree Management Policy. Clerk to review insurance policy to determine if tree damage is included.

**13.4 To approve Data Protection Policy**  
**COUNCIL APPROVED** the Data Protection Policy

**13.5 To approve Website Accessibility Statement**  
**COUNCIL APPROVED** the Website Accessibility Statement

**17.03.25.14 To receive a report on the Neighbourhood Development Plan (NDP) review and agree actions**  
**COUNCIL CONFIRMED** a meeting of the NDP Sub-committee was planned to finalise its suggestions regarding the NDP Review policies and these would be presented and discussed at the next full council meeting.

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

**15.1 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.  
**COUNCIL CONFIRMED** Quantity surveyor was arranging quotes for potential electrical rewire project.

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

**16.1 To receive a report from the Parish Liaison Committee**  
A joint meeting with Community Liaison Committee was held on 5 March 2025 during which Garden Communities confirmed;

- It would endorse the North Ashchurch Masterplan and Stewardship plans.
- It was working with Homes England to unlock specific land
- The spine road would not be a through road initially
- Engagement, employment potential and infrastructure planning was ongoing

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

Members confirmed a meeting had convened and it raised concerns at lack of long term traffic solution for spine road when through access was ultimately granted.

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

None

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

None

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

**COUNCIL NOTED** CIL funding was being considered for many parish projects and that S106 was undergoing assessment to ensure all funds were identified and pursued.

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

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

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

**COUNCIL CONFIRMED** the following regarding the potential closure of Pamington Lane:

- The Topographical Survey had been completed
- An agreement in principle had been obtained from the landowner regarding turning circles
- Two quotes for design of turning circles had been received (distributed prior to the meeting).
- The design of turning circles was needed ahead of final decision being discussed at full council meeting
- A comprehensive community consultation plan had been developed which was set to be implemented imminently and prior on any decision to close being made

**COUNCIL AGREED** to appoint Helix Transport Consultants to undertake turning circle design work at a cost of £1470.00. (See agenda item 17.03.25.9)

**19.1 To discuss VAS and auto speed camera options and agree actions**

Clerk confirmed a meeting had been held with Gloucestershire County Council (GCC) Traffic and Transport department who suggested ARPC install a VAS on B4079 to discourage speeding near homes in Pamington. Clerk confirmed GCC would support and arrange the installation.

**COUNCIL AGREED** to accept the suggestion / VAS installation by GCC Highways. Clerk to confirm.

**19.2 To receive an update regarding Barleyfield estate road adoption and agree actions**

Clerk confirmed further correspondence from GCC had been received stating that:

- Adoption of roads was not imminent

- TRO would be at cost to ARPC and unlikely to be agreed based on safety concerns alone

**COUNCIL AGREED** to engage with Linden Homes (owned by Vistry) to request further information and support.

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

Clerk confirmed:

- The 'Keep the green clean' community engagement regarding A46 grass maintenance had been delivered to local residents and response analysis was ongoing
- A member of the public had contacted ARPC regarding the Public Right of Way path at Barleyfields and A46 and suggested this could be dealt with using paths through the potential new Pamington developments. Clerk to explore further.
- A member of the public had contacted ARPC regarding vehicles driving over grass areas and pavements in the Barleyfields development. Clerk to assess initial planning application to ascertain if bollards had been in plans and contact Linden Homes (Vistry) and / or Gateway (as required) to raise concerns.

**17.03.25.21 To consider updated grant application from St Nicholas Church (SNC) and agree actions**  
**COUNCIL NOTED**

- ARPC had previously suggested an application / grant for equipment may be more suitable than funds to pay a contractor but this was not deemed suitable by SNC
- ARPC had previously discussed and agreed to provide a nominal donation in principle
- The application was well presented
- Any decision to award a grant was a singular occurrence and should not be interpreted as an indication of ongoing annual support

**COUNCIL AGREED** to award the full grant requested of £3000.00.

**17.03.25.22 To discuss flooding experienced in Natton and agree actions**  
**COUNCIL NOTED:**

- Flooding had increased significantly, was unpredictable and for short periods of time
- Flooding was differing depths on each side of the bridge indicating the issue lies in drainage through the culvert
- A local business had reported the flooding had caused ten days of lost revenue
- It is possible that works to the bridge had caused this however there were no historic images of the culvert to confirm this

**COUNCIL AGREED** that photographic evidence was needed to document the water levels and the use of wildlife cameras and / or set up of a formal monitoring point by TBC was required.

**17.03.25.23 To note agenda items for the next Parish Council Meeting**  
None

**17.03.25.24 Date of next meeting: 14 April 2025**

**17.03.25.25 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)**

- 17.03.25.26**      **To receive End of Probation Review report for Trainee Assistant Clerks and agree actions**  
**COUNCIL AGREED** to conclude probation for both Trainee Assistant Clerks, making them permanent members of staff, and grant each a one-point salary increase as outlined in their contract of employment.  
**COUNCIL APPROVED** enrolment of both Trainee Assistant Clerks in Certificate in Local Council Award (CILCA) training at a total cost of £900.00 each, as outlined in their employment contract.
- 17.03.25.27**      **To approve membership of the Society of Local Council Clerks for both Trainee Assistant Clerks, as per their Contract of Employment, at a total cost of £202.00 each**  
**COUNCIL APPROVED** costs of £202.00 per Trainee Assistant Clerk for membership to the Society of Local Council Clerks as outlined in their contract of employment.
- 17.03.25.28**      **To receive a report from the Staffing Sub-Committee with regard to the Clerk's Annual Review**  
**COUNCIL RECIEVED** report from the Staffing Sub-Committee and **APPROVED** the Clerk's Annual Review.  
**COUNCIL RECEIVED** feedback from Clerk who subsequently tendered a formal letter of resignation.

**End of Meeting: 10.00pm**

## APPENDIX A

## Ashchurch Rural Parish Council Financial Report – 7 March 2025

<b>Payments made since last meeting on 17.2.25</b>		
<b>Payee</b>	<b>Details</b>	<b>Total</b>
Quantum Cons. Inv. 1095	To be refunded by Ashchurch Village Hall Chaarity	837.00
Quantum Cons. Inv. 1086	To be refunded by Ashchurch Village Hall Chaarity	2700.00
Unity Trust Bank	Bank charges	9.00
Staff	Feb. 2025 salaries	5160.08
Local Gov. Pension Scheme	Feb. 2025 pension incl. employee contributions	1270.04
		<b>9976.12</b>
<b>Payment List for authorisation on 17.3.25</b>		
Microsoft 365 Business Apps	Feb. 2025 fee	12.36
Microsoft 365 Business Apps	Extra invoice due to update of period charge date	12.02
J. Owen	Clerk's expenses Feb. 2025	45.80
L. Beech	Assistant Clerk's expenses Feb. 2025	33.20
Amazon	Stationery (card)	7.31
M. Waterhouse	Trainee Assistant Clerk expenses Feb. 2025	80.00
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Ground Up	Inv. No. 3338 - Maintenance contract	111.96
O2	Inv. No. 29 - Mobile phones	15.28
Andrea Pellegram Ltd.	Inv. No. 333 - NDP consultancy	3560.18
		<b>4303.61</b>
<b>Receipts since last meeting on 17.2.25</b>		
Cash banked	Misc. community engagement event income	223.00
Ashchurch Village Hall Charity	Refund ref. Quantum Cons. Inv. 1095	837.00
Ashchurch Village Hall Charity	Reund ref. Quantum Cons. Inv. 1086	2700.00
Groundwork UK	Locality Grant	4320.00
		<b>8080.00</b>
<b>Reserves at 7.3.25</b>		
Earmarked Reserves		324677.64
General Reserves		53777.42
Less VAT to be claimed		5818.65
		<b>372636.41</b>
<b>Bank account at 7.3.25</b>		
Current Account	As per Bank Reconciliation No. 94	13646.67
Deposit Account	As per Bank Reconciliation No. 45	353811.98
	<b>Closing balance at Unity Trust Bank on 7.3.25</b>	<b>367458.65</b>
	Plus VAT to be reclaimed	5177.76
	<b>Reserves at 7.3.25</b>	<b>372636.41</b>

Signed ..... Date .....

Chairman