Ashchurch Rural Parish Council

Minutes of the Annual Meeting of Ashchurch Rural Parish Council held on Monday 19th May 2025 at 6.30pm

Venue: Ashchurch Village Hall, Ashchurch Road, Ashchurch, Tewkesbury, Gloucestershire GL20 8LA

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

Attendees: Clerk Designate L. Beech, Assistant Clerks M. Waterhouse and K. Febery, Borough Councillor M. Gore and five members of the public

19.05.25.1 To elect Chairman and Vice-Chairman, including signing Acceptance of Office forms

Cllr. T. Davies was nominated as Chairman by Cllr D. Garnett, seconded by Cllr I. Parker.
Cllr. D. Garnett was nominated as Vice-Chairman by Cllr T. Davies, seconded by S. Mitchell.
Acceptance of Office forms were duly signed.

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

The Clerk confirmed the meeting was quorate.

19.05.25.3 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

None.

19.05.25.4 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.

19.05.25.5 To confirm and sign the Minutes of the Parish Council Meeting held on 14th April 2025 circulated to members prior to the meeting

The minutes of the Parish Council Meeting held on 14th April 2025 which had previously been circulated to all members were **AGREED BY COUNCIL** and signed by the Chairman.

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

Borough Cllr. M. Gore gave a report during the Annual Parish Meeting which included the following:

- The National Planning Policy Framework (NPPF) had been revised
- Mandatory housing targets had been reintroduced
- There was greater emphasis on brownfield development
- There was greater flexibility with Green Belt development
- All developments were now required to pass a sequential test for flood risk
- House building targets had increased across Gloucestershire with Tewkesbury increasing by 10.8%

- Tewkesbury Borough Council's (TBC) proposal for a name change had been withdrawn due to the devolution proposals
- The TBC vote on the endorsement of the North Ashchurch Consortium's framework master plan document had been withdrawn

A member of the public enquired regarding minutes not being publicly available.
Cllr Gore explained that the meetings were not public forums and there was no legal obligation to publish minutes.

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

None received.
COUNCIL AGREED to formally request the resignation of Cllr C. Coleman to enable this role to be effectively fulfilled by an active candidate.

19.05.25.8 To receive a report from the County Councillor Dr K. Usmar

None received.

19.05.25.9 To receive update on parish planning applications and agree actions

COUNCIL RECEIVED UPDATES on the following planning applications:

- A new application had been received;
  APPLICATION NO: 25/00365/ADV
  DESCRIPTION: Installation of two sets of individual internally illuminated letters at Five Guys
  LOCATION: Unit 24 Cotswolds Designer Outlet, Platinum Drive, Ashchurch, Tewkesbury
  GRID REF: 392419 233064
  SUBMISSION DUE DATE: 3rd June 2025
  CASE OFFICER: George Brooker
  COUNCIL NOTED:
  - Concern over light pollution
  - Although application 24/00674/ADV (which covers general signage) had timing clauses, these should be included as conditions in each individual application for illuminated signage

  COUNCIL RECEIVED RECOMMENDATION from Planning Sub-committee to submit a comment: Ashchurch Rural Parish Council (ARPC) seek a condition 'That signs shall only be illuminated during the opening hours of the premises to which it relates. The illumination shall remain extinguished at all other times. Reason: In the interests of the visual amenities of the area and to avoid unwarranted light pollution'.
  COUNCIL AGREED TO SUBMIT RESPONSE UNDER DELEGATED AUTHORITY

- A new application had been received;
  APPLICATION NO: 25/00648/LIQPRM
  DESCRIPTION: application for new premises licence for Five Guys
  LOCATION: Unit 24 Cotswolds Designer Outlet, Platinum Drive, Ashchurch, Tewkesbury
  SUBMISSION DUE DATE: 9th June 2025
  LICENSING OFFICER: John Griffiths
  COUNCIL NOTED:
  - Concern over opening hours
  - Concern over site security

  COUNCIL AGREED that the Planning Sub-committee would investigate the restrictions placed on other application licensing requests before any decision or comment would be made.

19.05.25.10 **To receive details of decisions made under delegated authority since the last meeting on 14th April 2025**

COUNCIL APPROVED HR legal support costs of £478.50 payable to Taurus HR Solutions Ltd.

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

11.1 **COUNCIL AGREED** subscriptions as per the budget to:

- Society of Local Council Clerks (SLCC)
- Campaign to Protect Rural England (CPRE)
- Information Commissioner's Office (ICO)
- Local Council Award Scheme Application (LCAS)
- Gloucestershire Association of Parish and Town Councils (GAPTC)

COUNCIL CONFIRMED the following representation on external bodies:

- Parish Liaison Committee – Cllr I. Parker
- Community Liaison Committee – Cllrs R. Drewitt and S. Mitchell
- Office of Police and Crime Commissioner– Cllr G. Grey
- Oversight Board – Cllrs T. Davies, D. Garnett, R. Drewitt and I. Parker
- Standards Committee - Cllr S. Mitchell

11.2 **To confirm arrangements for insurance cover in respect of all insured Risks**

COUNCIL CONFIRMED BHIB insurance policy cover until November 2025.

11.3 **To review delegation arrangements to the Clerk, committees and sub-committees**

COUNCIL APPROVED the Scheme of Delegation.

11.4 **To agree appointment of Councillors to existing committees and establish a Planning Committee and a Staffing Committee**

Committee structure was discussed and **COUNCIL AGREED** that a Staffing Committee would continue with the following members: Cllrs T. Davies, D. Garnett, S. Mitchell and G. Grey. Clerk to prepare terms of reference.

COUNCIL AGREED to establish the following sub-committees:

- Neighbourhood Development Plan (NDP) Sub-Committee
- Planning Applications Sub-Committee
- Community Engagement Sub-Committee
- Community Infrastructure Levy (CIL) & S106 Projects Sub -Committee
- Staffing Sub-Commitee
- Finance and CIL Expenditure Sub-Committee
- Policies Sub-Committee

See Appendix B

COUNCIL AGREED sub-committees would not have delegated authority. Clerk to prepare terms of reference.

11.6 **To consider Schedule of Policies with proposed renewal dates**

COUNCIL APPROVED the current Schedule of Policies.

11.7 To review policy Dignity at Work Policy
COUNCIL AGREED to add details regarding Sexual Harassment training.

11.8 To review Complaints Policy
COUNCIL APPROVED the Complaints Policy**.**

11.9 To review Communications Policy
COUNCIL APPROVED the Communications Policy**.**

11.10 To review the Website Policy
COUNCIL APPROVED the Website Policy**.**

11.11 To review the Cookie Policy
COUNCIL APPROVED the Cookie Policy**.**

11.12 To review the Absence Management Policy
COUNCIL APPROVED the Absence Management Policy**.**

11.13 To review the financial process of making salary payments
See Agenda Item 15.4

19.05.25.12 To approve purchase of replacement defibrillator pads at a cost of £58.00 plus VAT.
COUNCIL APPROVED purchase of replacement defibrillator pads at a cost of £58.00 plus VAT.

19.05.25.13 To approve purchase of a mobile phone for the administration team
COUNCIL APPROVED the purchase of a mobile phone for the administration team with a budget of £200.00, plus the cost of a SIM only contract. Clerks to liaise with Cllr B. Wright regarding security specifications.

19.05.25.14 To approve purchase of three dual purpose dog litter bins at a cost of £410 (including installation) each.
COUNCIL APPROVED the purchase of three dual purpose dog litter bins at a cost of £410.00 (including installation) each.

19.05.25.15 Finances – documents circulated prior to the meeting
15.1 To approve the May 2025 Payment List below and record income received

May 2025 Payment List:

Payments made since last meeting on 14.4.25		
Payee	**Details**	**Total**
Unity Trust Bank	Bank charges	10.05
EE Limited	Internet charges for SmartHub	36.04
Staff	April 2025 salaries	5092.79
Local Gov. Pension Scheme	April 2025 pension incl. employee contributions	1603.93
HR Taurus	Solicitors Fees - ref 308	165
HR Taurus	Solicitors Fees - ref 328	313.50
		7221.31
Payment List for authorisation on 19.5.25		
Avonside PHT	Transport vouchers	115.00
Gooch Group	Cleaning Contract Inv. No. 63325	36.34
O2	Inv. No. 30 - Mobile phones	18.88
Community Hearts	Bleed Packs & cabinets x 4 Invoice No 25345	1974.00
L. Beech	Assistant Clerk's expenses March 2025	43.78
M. Waterhouse	Trainee Assistant Clerk expenses March 2025	80.00
K. Febery	Trainee Assistant Clerk expenses March 2025	62.90
SLCC	Subcription for Assistant Clerks x2	404.00
GAPTC	Subscription Fee	372.90
		3107.80

COUNCIL APPROVED an ongoing direct debit with EE for internet access at Ashchurch Village Hall at a cost of £36.04 per month.

COUNCIL APPROVED the May 2025 Payment list and payments since the last meeting;
● Two payments; one of £165 and one of £313.50 to Taurus HR Solutions Ltd (Agenda item 19.05.25.10)

Cllr I. Parker signed the cash book and agreed the current bank balance.
(See Appendix A)

15.2 To approve the bank reconciliation

COUNCIL APPROVED the bank reconciliation for April 2025.

15.3 To receive the budget monitoring report

COUNCIL RECEIVED the Budget Monitoring Report.
COUNCIL AGREED Clerks to investigate alternative banking options further.

15.4 To consider administration process for banking and salary payments

COUNCIL AGREED that the Chairman (or a member of the Staffing Committee) would authorise staff hours and annual leave records prior to the submission of payments, whilst alternative councillors would authorise the banking of these payments.
COUNCIL AGREED to add Cllr G. Grey to the banking authorisation list in order to increase the number of authorised signatories.

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

COUNCIL NOTED that an updated NDP Review Document had been received. Clerk to arrange an NDP Sub-committee meeting to discuss further.

19.05.25.17 Ashchurch Village Hall – documents circulated prior to the meeting

Nothing to report.

19.05.25.18 To receive an update on the Garden Town and agree actions

18.1 To receive a report from the Parish Liaison Committee

No meeting was held.

18.2 To receive a report from the Oversight Board

Cllr Davies confirmed a meeting of the Oversight Board had convened and that multiple issues with the management of the Oversight Board including a lack of communication had been noted.

18.3 To receive a report from the Community Liaison Committee

No meeting was held.

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

No notable developments to report.

19.05.25.19 To receive a report on CIL projects and S106 requirements and agree actions

19.1 To consider grant application for CIL funding from Ashchurch Primary School to support installation of a running track and agree actions

COUNCIL NOTED that the school would like to defer this discussion.

COUNCIL AGREED that they would not consider the application as it stands but would be willing to work with the school on finding an option that would be beneficial to the wider community.

19.2 To consider grant application for CIL funding from Ashchurch Primary School to support redevelopment of outside space and agree actions

COUNCIL AGREED Clerk to arrange in-person between school and CIL Sub-committee to discuss further.

COUNCIL AGREED Clerk to request schedule of CIL monies due from TBC.

19.3 To discuss S106 for Fiddington developments and agree actions

COUNCIL NOTED that Barratt Homes had offered ARPC local woodland; Milnes Covert.

COUNCIL AGREED Clerk to:

- Engage with TBC's planning development team regarding S106 to ensure ARPC are fully consulted on future arrangements.
- Arrange online meeting between Barratt Homes and councillors to discuss Milnes Covert further

19.05.25.20 To receive the Clerk's report

The clerks report had been circulated to members prior to the meeting and its contents noted.

19.05.25.21 To receive an update on Highway matters and agree actions

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

COUNCIL CONFIRMED that:

- The Automatic Traffic Count (ATC) survey results from Pamington Lane had been received and that this included a bank holiday
- A further ATC was needed once the Cotswold Outlet Centre had opened
- A meeting was due to take place between landowners to discuss potential locations and land that could be used if the closure was to be pursued

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

COUNCIL DISCUSSED community engagement opportunity at the upcoming Severn Vale Vintage Show on the 9th & 10th August. **COUNCIL AGREED** Clerk to arrange a table and make a donation of £100.00.

COUNCIL CONFIRMED it had received several complaints regarding construction traffic and hedge

cutting during nesting season on Fiddington Lane. Clerk confirmed ARPC had written to TBC's Planning Enforcement team to raise the issues.

19.05.25.23 To discuss parish asset maintenance needs and review related quotations for:

23.1 Bus shelter cleaning

COUNCIL AGREED to award Wakemans Garden and Property Care the contract from bus shelter cleaning. Clerk to arrange.

23.2 Telephone box cleaning and maintenance

COUNCIL AGREED to await full quote for telephone box cleaning and maintenance before making a decision.

23.3 Long term grass maintenance of A46 at Ashchurch site

COUNCIL AGREED to request full quote and monthly cost breakdown before making a decision.

23.4 Cleaning and enhancing the appearance of the war memorial site in Ashchurch

COUNCIL AGREED to appoint Wakemans Garden and Property Care to undertake the war memorial upgrades at a cost of £660.00 plus VAT.

Clerk to request clarification on quote details before making a decision on rail upgrades and request further quote for additional work to sites slabs.

19.05.25.24 To consider the protection / designation of local field as a heritage site

COUNCIL AGREED not to pursue this further as Historic England had confirmed they were not in support of this**.**

19.05.25.25 To discuss the need for additional councillor member and agree actions

COUNCIL AGREED Clerk to request an appointment with TBC's monitoring officer to discuss requirements for additional councillors.

19.05.25.26 To note agenda items for the next Parish Council Meeting

- To consider supporting a food bank facility at Ashchurch Village Hall.
- To consider advertising on noticeboards.
- To consider distribution of welcome packs for new developments.

19.05.25.27 Date of next meeting - 16 June 2025

19.05.25.28 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)

19.05.25.29 To receive a report from the Staffing Sub-Commitee regarding clerk resignation and agree actions

COUNCIL CONFIRMED that J.Owen leaving date was 9 June 2025.

COUNCIL AGREED the final annual leave entitlement.

End of Meeting: 9.00pm

APPENDIX A

Ashchurch Rural Parish Council

Financial Report – 30th April 2025

Payments made since last meeting on 14.4.25		
Payee	**Details**	**Total**
Unity Trust Bank	Bank charges	10.05
EE Limited	Internet charges for SmartHub	36.04
Staff	April 2025 salaries	5092.79
Local Gov. Pension Scheme	April 2025 pension incl. employee contributions	1603.93
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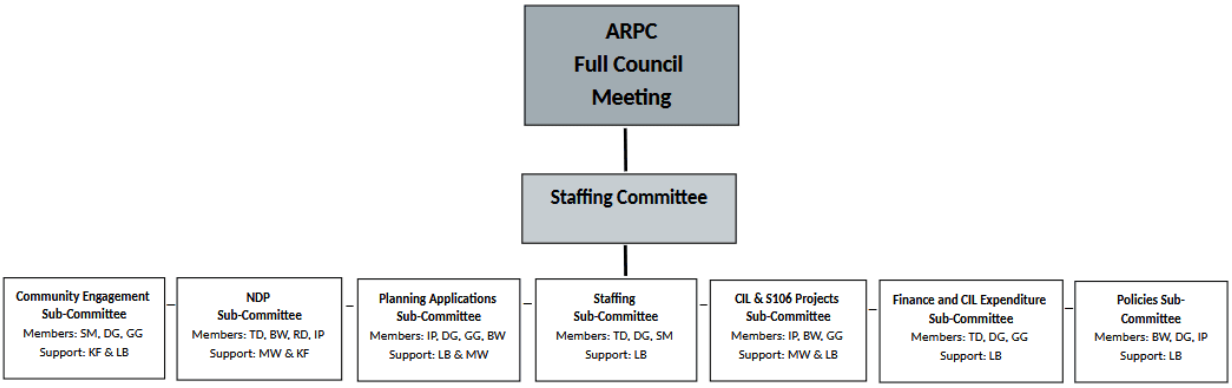
SLCC	Subcription for Assistant Clerks x2	404.00
GAPTC	Subscription Fee	372.90
		3107.80
Receipts since last meeting on 14.4.25		
Tewkesbury Borough	Precept - 28.04.2025	43780
Tewkesbury Borough	CIL - 25.04.2025	150831.6
HMRC	Refund - 8.4.2025	6714.74
		201326.34
Reserves at 30.4.25		
Earmarked Reserves		325054.58
Bank account at		
Current Account	As per Bank Reconciliation No. 96	200358.10
Deposit Account	As per Bank Reconciliation No. 47	346086.61
	Closing balance at Unity Trust Bank on 30.4.25	**546444.71**

APPENDIX B

Ashchurch Rural Parish Council

Committee and Sub-Committee Structure



Signed …….. Date …….
Chairman