Public Notice is given of
Annual Meeting of Ashchurch Rural Parish Council
To be held at 6.30pm on Monday 19 May 2025
at
Ashchurch Village Hall, Ashchurch Road, Ashchurch. GL20 8LA for the transaction of business on the following agenda

Members of the public and press are invited and encouraged to attend the meeting

To all Members of Ashchurch Rural Parish Council
Councillors are hereby summoned to attend **the Annual Meeting of Ashchurch Rural Parish Council** to be held on **Monday 19 May 2025** in the **Ashchurch Village Hall, Ashchurch** commencing at **6.30pm** for the transaction of business on the following agenda.
Signed

Leah Beech
Assistant Clerk
Parish Clerk and Responsible Financial Officer Designate
Email: assistantclerk@ashchurchruralpc.org.uk
12 May 2025

Agenda

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

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

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)**

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

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

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

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

19.05.25.9 **To receive update on parish planning applications and agree actions**

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

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

- **11.1** **To review subscriptions to other bodies**
- **11.2** **To confirm arrangements for insurance cover in respect of all insured Risks**
- **11.3** **To review delegation arrangements to the Clerk, committees and sub committees**
- **11.4** **To agree appointment of Councillors to existing committees and establish a Planning Committee and a Staffing Committee**
- **11.5** **To review the terms of reference for committees**
- **11.6** **To consider Schedule of Policies with proposed renewal dates LEAH**
- **11.7** **To review policy Dignity at Work Policy**
- **11.8** **To review Complaints Policy**
- **11.9** **To review Communications Policy**
- **11.10** **To review the Website Policy**
- **11.11** **To review the Cookie Policy**
- **11.12** **To review the Absence Management Policy**
- **11.13** **To review the financial process of making salary payments**

19.05.25.12 **To approve 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**

19.05.25.14 **To approve purchase of three dual purpose dog litter bins at a cost of £410 (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
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**

15.2 To approve the bank reconciliation

15.3 To receive the budget monitoring report

15.4 To consider administration process for banking and salary payments

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

19.05.25.17 Ashchurch Village Hall – documents circulated prior to the meeting

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

18.2 To receive a report from the Oversight Board

18.3 To receive a report from the Community Liaison Committee

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

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

19.2 To consider grant application for CIL funding from Ashchurch Primary School to support

redevelopment of outside space and agree actions

19.3 To discuss S106 for Fiddington developments and agree actions

19.05.25.20 To receive the Clerk's report

19.05.25.21 To receive an update on Highway matters and agree actions

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

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

23.1 Bus shelter cleaning

23.2 Telephone box cleaning and maintenance

23.3 Long term grass maintenance of A46 at Ashchurch site

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

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

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

19.05.25.26 To note agenda items for the next Parish Council Meeting

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