



Ashchurch Rural Parish Council

Minutes of the Parish Council Meeting
held on Monday 16th June 2025
at 6.30pm

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

Present: Cllrs T Davies (Chairman), R. Drewitt, D. Garnett, I. Parker and B. Wright.

Attendees: Clerk L. Beech, Assistant Clerks K. Febery & M. Waterhouse, Borough Cllr M. Gore, County Cllr K. Usmar and one member of the public.

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

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

16.06.25.2 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

None.

16.06.25.3 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.

16.06.25.4 To confirm and sign the Minutes of the Parish Council Meeting held on 19 May 2025 circulated to members prior to the meeting

The minutes of the Parish Council Meeting held on 19 May 2025 were **AGREED BY COUNCIL** and signed by the Chairman.

16.06.25.5 To receive a report from Borough Councillor M. Gore (last attended 19 May 2025)

Cllr M. Gore confirmed:

- She had discussed the retail outlet licensing application from Five Guys with planning officers and would update the Council once the original planning documents had been scrutinised.
- The application for the alternative car park provision (near Fiddington Lane) was due to come to the Planning Committee and the car park management plan would be scrutinised as late licenses could impact residents.

Cllrs enquired whether Ashchurch Rural Parish Council (ARPC) could influence the plans for community / recreational facilities being provided through S106 obligations. Cllr M. Gore would raise this with S106 officers.

Cllr K. Usmar raised the importance of ensuring that accessible toilets and changing spaces were provided.

- 16.06.25.6 To receive a report from Borough Councillor C. Coleman (last attended 22 May 2023)**
None received.
COUNCIL NOTED that ARPC has sent a letter requesting Cllr C. Coleman's resignation on 16th June 2025 and that Borough Cllr R. Stanley had confirmed receipt.
- 16.06.25.7 To receive a report from the County Councillor Dr K. Usmar**
Cllr K. Usmar introduced herself to the Council and enquired about the main issues facing the parish.
- 16.06.25.8 Planning**
- 8.1 To discuss planning application updates 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 and 4615 Road from Natton to Homedowns, Ashchurch, Tewkesbury
PLANNING OFFICER: Diana Jones
COUNCIL NOTED:
- The amendment is for a reduction in the Red Line Site Area; removing the cycleway
 - ARPC has submitted an interim comment on the original application
 - There were multiple consultee comments regarding the initial planning application outstanding
 - National Highways and Gloucestershire County Council (GCC) Highways have requested the application be deferred pending further investigation of junction capacities
- COUNCIL AGREED** that no comment was necessary on the latest amendment but that additional comments should be submitted to reinforce the points made in interim response.
- 8.2 To discuss planning application and agree actions:**
APPLICATION NO: 25/00365/ADV
DESCRIPTION: The installation of two sets of individual internal illuminated letters
LOCATION: Unit24, Cotswold Designer Outlet, Platinum Drive
GRID: 392419 233064
PLANNING OFFICER: George Brooker
COUNCIL CONFIRMED that a comment had been submitted under delegated authority stating; Ashchurch Rural Parish Council (ARPC) seek the following 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.
- 8.3 To discuss licensing proposal for Five Guys restaurant and agree actions:**
COUNCIL CONFIRMED that this has been discussed under delegated authority and no comment had been submitted.
- 8.4 To discuss application for desertion and diversion of public footpath and agree actions:**
DESCRIPTION: Divert the public footpath AAS/23 and create alternative footpath
LOCATION: Newton Cottages - Notice of Public Footpath Order
PLANNING OFFICER: Joe Gibbons
SUBMISSION DUE DATE: 17 July 2025
COUNCIL AGREED to submit a comment stating the proposed route was not the most logical

and include an alternative suggested route.

16.06.25.9 To receive update on Parish maintenance and agree actions:

- 9.1 To receive revised quote for War Memorial railings maintenance and agree actions;**
COUNCIL APPROVED revised quote of £1,366.00 for War Memorial railings maintenance.
COUNCIL AGREED Clerks to arrange for maintenance of the War Memorial paving slabs under delegated authority to ensure speedy resolution.
- 9.2 To receive quote for long term green space maintenance of A46 and agree actions;**
COUNCIL APPROVED quote for £660.00 for one additional day's maintenance per month for July, August and September (£1,980.00). Reassessment required in September.
- 9.3 To consider quote for bin installation at Aston Cross and agree actions;**
COUNCIL AGREED to defer discussion to next meeting.

16.06.25.10 To receive details of decisions made under delegated authority since the last meeting on 19 May 2025

COUNCIL APPROVED responses to planning application detailed in agenda item 16.06.25.8.2 and 16.06.25.8.3

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

- 11.1 Statement of Internal Controls Policy**
COUNCIL APPROVED the Statement of Internal Controls Policy.
COUNCIL RECEIVED Internal Control Report.

16.06.25.12 Finances – documents circulated prior to the meeting

12.1 To approve the June 2025 Payment List below and record income received

June 2025 Payment:

Payments made since last meeting on 19.05.25		
Payee	Details	Total
Unity Trust Bank	Bank charges	7.95
EE Limited	Internet charges for SmartHub	35.40
Staff	May 2025 salaries	5053.97
Local Gov. Pension Scheme	May 2025 pension incl. employee contributions	1588.67
		6685.99
Payment List for authorisation on 16.6.25		
Avonside PHT	Transport vouchers (43)	107.50
Taurus HR	Inv 358	16.50
Wakemans	A46 Grass Cutting - Inv WPC-3654	321.76
O2	Mobile phones	18.88
L. Beech	Clerk's expenses May 2025	32.30
M. Waterhouse	Assistant Clerk expenses May 2025	62.00
K. Febery	Assistant Clerk expenses May 2025	49.85
Community Hearts	Defib & Cabinet for Walton Cardiff	2016.00
J Preece & Sons	Grass Cutting - Invoice INV-1000	920.40
		3545.19

COUNCIL APPROVED the June 2025 Payment list and payments since the last

meeting of £3,545.19.
(See Appendix A)

The following additional payments were also authorised:

- £216.00 to GCC for automatic traffic count (ATC) in Fiddington Lane (March 2025)
- £216.00 to GCC for ATC in Pamington Lane (May 2025)
- £205.80 to PATA for quarter one payroll services
- £450.00 to Society of Local Council Clerks (SLCC) for Certificate in Local Council Administration (CiLCA) registration for Assistant Clerk K. Febery
- £450.00 to SLCC for CiLCA registration for Assistant Clerk M. Waterhouse
- £198.00 to Wakeman's Garden & Property Care for June site visit

Cllr. T. Davies signed the cash book and agreed the current bank balance.

12.2 To approve the bank reconciliation

COUNCIL APPROVED the bank reconciliation for May 2025.

12.3 To receive the budget monitoring report

COUNCIL RECEIVED the Budget Monitoring Report.

12.4 To receive the Internal Audit Report

COUNCIL RECEIVED the Internal Audit Report

12.5 To approve the Annual Governance Statement 2023-24 (AGAR Section 1) for external auditors, PKF Littlejohn

COUNCIL APPROVED the Annual Governance Statement 2023-24 (AGAR Section 1) for external auditors, PKF Littlejohn.

12.6 To approve the Accounting Statement 2024 (AGAR Section 2) for external auditors, PKF Littlejohn

COUNCIL APPROVED the Accounting Statement 2024 (AGAR Section 2) for external auditors, PKF Littlejohn.

12.7 To agree dates for the Exercise of Public Rights to Inspect the Draft Accounts as 19 June 2025 to 29 July 2025

COUNCIL AGREED dates for the Exercise of Public Rights to Inspect the Draft Accounts as 19 June 2025 to 29 July 2025.

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

- ARPC members had met with Quattro Design to discuss 3D modelling of the parish
- Locality Neighbourhood Planning had ceased offering Neighbourhood Planning funding entirely
- An NDP Sub-Committee meeting was to be held on on 27th June 2025
- ARPC would enquire with the Planning Consultant if Stewardship could be addressed in the NDP

16.06.25.14 To receive update from Ashchurch Village Hall and agree actions:

COUNCIL NOTED completion of the extension was planned for July / August.

- 16.06.25.15 To receive an update on the Garden Town and agree actions:**
- 15.1 To receive a report from the Parish Liaison Committee**
COUNCIL NOTED this was a joint meeting with the Community Liaison Committee and that;
- Newlands Homes plan to build 500 homes in two years time (if approved)
 - The development could include a health centre and school facilities
 - The land proposed for building a bridge had been safeguarded
- 15.2 To receive a report from the Oversight Board**
COUNCIL NOTED:
- Tewkesbury Borough Council (TBC) had withdrawn the invite for North Ashchurch Consortium (NAC) to present their masterplan document to full council for endorsement
 - The draft Stewardship Report had been amended and ARPC had received an updated version
- 15.3 To receive a report from the Community Liaison Committee**
Please see Item 15.1.
- 15.4 To receive a report from the Office of Police and Crime Commissioner**
None received.
- 16.06.25.16 To receive a report on CIL projects and s106 requirements and agree actions:**
- 16.1 To receive update on CIL funding bid from Ashchurch Primary School and agree actions;**
COUNCIL NOTED that the school had requested additional CIL funding up to £20k.
COUNCIL AGREED Clerks to arrange meeting with the school for further discussion.
- 16.06.25.17 To receive the Clerk's report**
The Clerk's report had been circulated to members prior to the meeting and its content noted.
- 16.06.25.18 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 the design of turning circles was due to be completed soon and that once complete a public consultation meeting could be arranged.
- 16.06.25.19 To receive an update from community engagement activities (Welcome Tuesdays, Facebook etc)**
- 19.1 To consider distribution of ARPC welcome packs to homes in new developments and agree actions:**
COUNCIL NOTED that letters including ARPC contact details had previously been circulated to Barratt Homes, New Dawn Homes and Charles Church for inclusion in welcome packs.
COUNCIL AGREED Clerk to create updated letter to include further local knowledge such as Public Right of Way (PROW), cycling routes and local shops.
- 16.06.25.20 To discuss advertisement requests for ARPC Noticeboards and agree actions:**
COUNCIL NOTED previous discussion of signposting and advertising requests regarding the website in November 2024.
COUNCIL AGREED Noticeboard advertising should be restricted as:
- Size: Businesses: business card sized adverts. Local events / charities posters: Up to A4 size
 - Time: Reassessed on a monthly basis

Clerk to create Advertising policy for council approval.

16.06.25.21 To discuss supporting a foodbank facility at Ashchurch Village Hall and agree actions:
COUNCIL CONFIRMED that a meeting had been arranged with the organiser of the Northway Pantry for Wednesday 25 June.

16.06.25.22 Date of next meeting - 21 July 2025

APPENDIX A

Ashchurch Rural Parish Council

Financial Report – 31 May 2025

Payments made since last meeting on 19.05.25		
Payee	Details	Total
Unity Trust Bank	Bank charges	7.95
EE Limited	Internet charges for SmartHub	35.40
Staff	May 2025 salaries	5053.97
Local Gov. Pension Scheme	May 2025 pension incl. employee contributions	1588.67
		6685.99
Payment List for authorisation on 16.6.25		
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J Preece & Sons	Grass Cutting - Invoice INV-1000	920.40
		3545.19
Receipts since last meeting on 19.05.25		
None		0
		0.00
Reserves at 31.5.25		
Earmarked Reserves		325054.58
Bank account at 31.5.25		
Current Account	As per Bank Reconciliation No.97	190033.81
Deposit Account	As per Bank Reconciliation No. 48	346086.61
	Closing balance at Unity Trust Bank on 31.5.25	536120.42

Signed Date
Chairman

TO BE SIGNED AT THE NEXT PARISH COUNCIL MEETING