



Ashchurch Rural Parish Council

Minutes of the Parish Council Meeting
held on Monday 18th August 2025
at 6.30pm

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

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

Attendees: Assistant Clerks K. Febery and M. Waterhouse, County Cllr K. Usmar and 13 members of the public.

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

Apologies were received from Cllr S. Mitchell and Clerk L. Beech.
Chair confirmed the meeting was quorate.

18.08.25.2 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

An Aston on Carrant resident raised concerns regarding Planning Application 25/00490/OUT (Agenda Item 8.3) including:

- Lack of local employment opportunities and resulting car dependency
- Traffic congestion and road safety concerns, including HGV access
- Recreational facilities proposed within Flood Zone 1
- Loss of wildlife-rich habitats

COUNCIL CONFIRMED that:

- Ashchurch Rural Parish Council (ARPC) were looking to engage consultants to undertake updated traffic modelling and flood analysis
- Gloucestershire Wildlife Trust (GWT) had submitted comments on the application
- ARPC would include a wildlife report in its Neighbourhood Development Plan (NDP)
- The proposed development was expected to be phased over approximately 15 years
- ARPC had submitted a holding objection to the application

Another Aston on Carrant resident raised the following queries:

- Whether Automatic Traffic Counts (ATCs) would be undertaken on Aston Fields Lane
- Whether the speed limit on the B4079 northbound from Aston Cross could be reduced
- Whether the footpath between Aston on Carrant and Aston Court Lane could be made safer
- Whether the signpost for the village and Bredon, located opposite the village entrance, could be repaired or replaced

COUNCIL CONFIRMED that:

- The transport consultant would recommend ATC locations, and Aston Fields Lane would be proposed to them
- ARPC had requested a reduction of the speed limit to 30mph on the relevant section of the B4079
- The condition of the footpath and signpost would be investigated

Another Aston on Carrant resident made an enquiry regarding the provision of planters in the village.
COUNCIL AGREED to add this item to the agenda for the next meeting.

Cllr T. Davies reported a concern from an Ashchurch resident regarding the raising of the tree canopy

near the village hall.

COUNCIL NOTED that this had previously been agreed to improve airflow and maintenance access, and a survey of residents had been carried out at the time with no responses received.

18.08.25.3 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.

18.0.25.4 To confirm and sign the Minutes of the Parish Council Meeting held on 21 July 2025 circulated to members prior to the meeting
The minutes of the Parish Council Meeting held on 21 July 2025 were **AGREED BY COUNCIL** and signed by the Chair, Cllr T. Davies.

18.08.25.5 To receive a report from Borough Councillor M. Gore (last attended 16 June 2025)
None.

18.08.25.6 To receive a report from Borough Councillor C. Coleman (last attended 22 May 2023)
None.
COUNCIL NOTED that a private meeting was scheduled to take place with Borough Cllr C. Coleman.

18.08.25.7 To receive a report from the County Councillor K. Usmar (last attended 16 June 2025)
County Cllr K. Usmar provided a report which included the following:

- Continued engagement with National Highways and Gloucestershire County Council (GCC) on parish matters
- Delays to M5 Junction 10 improvement scheme due to funding issues
- As Cabinet Member for Adults' Support & Independence, she welcomed any related queries from residents

Cllrs raised concerns including:

- Lack of road sweeping in the area
- Absence of speed cameras on the 30mph section of the A46

18.08.25.8 **Planning**

8.1 To discuss planning application and agree actions:
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 to Fitzhamon Park Ashchurch Tewkesbury
SUBMISSION DUE DATE: 21 August 2025
PLANNING OFFICER: Diana Jones
COUNCIL AGREED to submit comment recommended by Planning Applications Sub-Committee and copy in County Cllr K. Usmar. Comment to include the following:

- The footpath should be hard surfaced
- The green play area should be designed as LEAP (Local Equipped Area for Play) or MUGA (Multi-Use Games Area)
- The community land should be designated as allotments

8.2 To discuss planning application and agree actions:
APPLICATION NO: 25/00550/ADV
DESCRIPTION: Crew Advertisement.
LOCATION: Unit 25, Cotswolds Designer Outlet, Platinum Drive
SUBMISSION DUE DATE: 21 August 2025
PLANNING OFFICER: George Brooker
COUNCIL AGREED to submit comment that the sign should only be illuminated during opening hours.

8.3 To receive update on planning application and agree action:
APPLICATION NO: 25/00490/OUT
LOCATION: Land North Of Ashchurch, Tewkesbury
GRID REF: 393107 234627
SUBMISSION DUE DATE: 27 July 2025
PLANNING OFFICER: Paul Instone
EXTENSION AGREED UNTIL: 14 August 2025 for interim response
COUNCIL NOTED that a holding objection and interim response had been submitted.
COUNCIL RESOLVED to appoint Railton TPC Ltd to undertake a transport report.
COUNCIL AGREED that Aston Fields Lane be included in the proposed ATC locations.

18.08.25.9 To receive details of decisions made under delegated authority since the last meeting on 21 July 2025
None.

18.08.25.10 To receive update on parish projects:

10.1 A46 Green Space Project

COUNCIL NOTED the maintenance contractor had commenced bramble clearance on the A46.
COUNCIL AGREED to investigate reports of anti-social behaviour near the old railway line parallel to the A46.

10.2 War Memorial Project

COUNCIL NOTED that work had commenced on refurbishing the paving slabs and railings and that the contractor would be donating planting to enhance the appearance of the war memorial further.

18.08.25.11 To discuss training requirements and agree actions

11.1 To approve the Clerks attendance on Budgeting training course at a cost of £35.00

COUNCIL APPROVED Clerk L. Beech and Cllr D. Garnett to attend Budgeting training course at a cost of £35.00 plus VAT per person.

11.2 Sexual harassment training

COUNCIL AGREED all councillors to attend Sexual Harassment training course at a cost of £19.00 plus VAT per person.

11.3 To approve councillor attendance on Council as an Employer training course at a cost of £45.00 per person

COUNCIL APPROVED Cllr D. Garnett and Cllr I. Parker to attend Council as an Employer training course at a cost of £45.00 plus VAT per person.

11.4 To approve councillor attendance on NPPF Revisions training course at a cost of £30.00 per person

COUNCIL APPROVED Cllrs D. Garnett, G. Grey, I. Parker and B. Wright to attend NPPF Revisions training course at a cost of £30.00 plus VAT per person.

18.08.15.12 Finances – documents circulated prior to the meeting

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

August 2025 Payment List:

Payments made since last meeting on 21.07.2025			
Payee	Details		Total
Unity Trust Bank	Bank charges	£	8.10
		£	8.10
Payment List for authorisation on 18.8.25			
o2	Mobile Phones x2	£	18.88
EE Limited	Internet charges for SmartHub - July	£	35.40
Smarty	Asistant Clerk Mobile Phone	£	6.00
Wakemans Property Care	Grass Maintenance: Inv WPC-3880	£	198.00
Tewkesbury Printing	Lanyards & Business Cards	£	208.80
GAPTC	Cilca balance Inv: 957	£	900.00
GAPTC	Internal Audit Inv: 1033	£	440.00
GAPTC	Inv 967 : Cllr Parker Training	£	45.00
GAPTC	Inv 1001 : Cllr Parker Training	£	30.00
A. Pellegram	NDP Consultancy Invoice: SI-374	£	2,866.63
Avonside PHT Ltd	Taxi Vouchers	£	77.50
L. Beech	Clerk's expenses July 2025	£	30.50
M. Waterhouse	Assistant Clerk expenses July 2025	£	80.00
K. Febery	Assistant Clerk expenses July 2025	£	55.25
Local Gov. Pension Scheme	Aug 2025 pension payment	£	1,173.14
Staff	Aug 2025 Salaries	£	3,842.56
Microsoft 360	July Invoice	£	12.36
Amazon	Stationary - Paper	£	15.99
Vintage Fair	Donation for attendance at event	£	100.00
		£	10,136.01

COUNCIL APPROVED the July 2025 Payment list and payments since the last meeting of £10,136.01 (See Appendix A).

12.2 To approve the bank reconciliation including earmarked reserves

COUNCIL APPROVED the bank reconciliation, signed by Cllr. R. Drewitt.

12.3 To receive the budget monitoring report

COUNCIL RECEIVED the Budget Monitoring Report.

12.4 To receive update on clerk telephone contracts and agree actions

COUNCIL AGREED to investigate optimal signal options for individual clerks.

12.5 To receive update regarding invoicing for Administration Services to Ashchurch Village Hall charity and agree actions

Members noted that during the handover period in early 2025, an administrative oversight occurred and an invoice for £417.30 (ex VAT) for administration services provided by ARPC to

Ashchurch Village Hall (a charity for which the council is sole managing trustee) for January–February 2025, although recorded in the council’s minutes, was not raised in the finance system and was therefore not issued.

COUNCIL RESOLVED to approve the raising of an invoice for the missed period (January–February 2025) in the current financial year, alongside an invoice for March–July 2025. Both invoices will be recorded in the 2025/26 financial year with appropriate explanatory notes for audit transparency. This action is taken in accordance with the 2025 Practitioners’ Guide (SAPPP) and in consultation with GAPTC guidance on retrospective invoicing.

It was further **RESOLVED** that this matter and corrective action be noted in the annual audit file to ensure transparency.

12.6 To approve the implementation of the 2025/26 NJC Local Government Pay Award backdated to 1 April 2025

Members noted the National Joint Council (NJC) for Local Government Services’ recommended pay award for the 2025/26 financial year. **COUNCIL RESOLVED** that the Parish Council adopts the NJC 2025/26 pay award as recommended, and the revised pay scales be applied to all staff on NJC contracts, effective from **1 April 2025**.

COUNCIL APPROVED four backdated payments to be made.

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

None.

COUNCIL NOTED Risk Review due next month.

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

COUNCIL NOTED a meeting was scheduled with the planning consultant for 26th August.

18.08.25.15 To receive an update from Ashchurch Village Hall

COUNCIL NOTED:

- The quantity surveyor had been instructed to expedite completion of the extension, including the installation of audio-visual equipment, due to increased demand for village hall
- A meeting with the consultant was scheduled for 27th August
- S106 payments were being requested periodically and will fund the extension build
- A grant had been awarded by a local solar farm for environmentally sustainable improvements to the hall

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

COUNCIL NOTED attendance at a Stewardship Meeting and requested that community assets should be transferred to the relevant parish councils. This has been included in ARPC's S106 requests for planning application 25/00490/OUT.

16.1 To receive a report from the Parish Liaison Committee

None.

16.2 To receive a report from the Oversight Board

None.

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.

- 18.08.25.17 To receive a report on CIL projects and agree actions**
- 17.1 To receive an update regarding Parish Mapping and agree actions**
COUNCIL NOTED a quote of £5,420.00 plus VAT for Parish Mapping had been distributed to members.
COUNCIL AGREED to
- Discuss further at NDP meeting
 - Arrange a meeting with the mapping company and all members, and invite Cllr K. Usmar
 - Request a fixed fee quote
- 18.08.25.18 To discuss possible photo competition and calendar project and agree actions**
- 18.1 To receive calendar quotes and agree actions**
COUNCIL AGREED to review costs for printing 50 calendars with a view to selling these.
- 18.2 To discuss photo competition categories and prizes and agree actions**
COUNCIL AGREED a new theme of Heritage and Architecture and to retain previous categories and prizes of £50.00 per category (five in total) and an additional £50.00 prize for one overall winner.
- 18.08.25.19 To receive update on Aston Cross defibrillator project and agree actions**
COUNCIL AGREED to adopt Aston Cross telephone kiosk for defibrillator use.
- 18.08.25.20 To receive the Clerk's report**
The Clerk's report had been circulated to members prior to the meeting and its content noted.
COUNCIL NOTED the bridge remains unrepaired. Cllr K. Usmar to investigate.
COUNCIL NOTED Cllr K. Usmar wishes to attend meeting regarding international resettlement support.
- 18.08.25.21 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 NOTED
- Design options for potential closure had been prepared by the consultant
 - A meeting had been held with GCC
 - GCC's preference was for a turning head rather than a turning circle
 - Concerns had been raised by residents over right-turn safety - options being explored
- COUNCIL RECEIVED** quotes for topographical surveys at the two preferred options from William Morris Surveys Limited:
Quote 1: Pamington – Area 1 – 180m Highway- £450.00
Quote 2: Pamington – Area 2 – 280m Highway- £575.00
COUNCIL AGREED Cllr K. Usmar to explore Automatic Number Plate Recognition (ANPR) options before any further action is taken.
- 21.2 20 is Plenty concept**
Deferred until next meeting
- 21.3 Outlet traffic issues**
Deferred until next meeting
- 18.02.25.23 To receive update on grants available to support community projects and agree actions**
Deferred until next meeting
- 18.08.25.24 To note agenda items for the next Parish Council Meeting**
None

APPENDIX A

Ashchurch Rural Parish Council

Financial Report – 31st July 2025

Payments made since last meeting on 21.07.2025

Payee	Details	Total
Unity Trust Bank	Bank charges	£ 8.10
		£ 8.10

Payment List for authorisation on 18.8.25

o2	Mobile Phones x2	£ 18.88
EE Limited	Internet charges for SmartHub - July	£ 35.40
Smarty	Asistant Clerk Mobile Phone	£ 6.00
Wakemans Property Care	Grass Maintenance: Inv WPC-3880	£ 198.00
Tewkesbury Printing	Lanyards & Business Cards	£ 208.80
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GAPTC	Inv 967 : Cllr Parker Training	£ 45.00
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A. Pellegram	NDP Consultancy Invoice: SI-374	£ 2,866.63
Avonside PHT Ltd	Taxi Vouchers	£ 77.50
L. Beech	Clerk's expenses July 2025	£ 30.50
M. Waterhouse	Assistant Clerk expenses July 2025	£ 80.00
K. Febery	Assistant Clerk expenses July 2025	£ 55.25
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Staff	Aug 2025 Salaries	£ 3,842.56
Microsoft 360	July Invoice	£ 12.36
Amazon	Stationary - Paper	£ 15.99
Vintage Fair	Donation for attendance at event	£ 100.00
		£ 10,136.01

Receipts since last meeting on 21.07.25

	£ -
	£ -

Reserves at 31.7.25

Earmarked Reserves	£ 325,054.58
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Bank account at 31.7.25

Current Account	As per Bank Reconciliation No. 99	£ 162,935.40
Deposit Account	As per Bank Reconciliation No. 50	£ 348,110.98
	Closing balance at Unity Trust Bank on 31.07.25	£ 511,046.38

Signed Date

Chair

TO BE SIGNED AT THE NEXT PARISH COUNCIL MEETING