



Ashchurch Rural Parish Council
Minutes of the Parish Council Meeting
held on Wednesday 24th September 2025
at 6.30pm

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

Present: Cllrs R. Drewitt (Chair of meeting), G. Grey, S. Mitchell, I. Parker and B. Wright.

Attendees: Clerk/RFO L. Beech, Assistant Clerks K. Febery and M. Waterhouse, County Cllr K. Usmar and 9 members of the public.

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

Apologies were received from Cllr D. Garnett and Cllr T. Davies.

In the absence of the Chair and Vice-Chair, it was proposed by Cllr Grey and seconded by Cllr Mitchell that Cllr Richard Drewitt be elected to chair the meeting.

COUNCIL RESOLVED that Cllr Richard Drewitt be elected to chair the meeting.

Clerk confirmed the meeting was quorate.

24.09.25.2 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 representative of St Nicholas Church reported that Ashchurch Primary School had identified ten families in the parish currently in need of a Food Pantry referral. **COUNCIL NOTED** that this matter would be discussed further under Agenda Item 19.2.

An Aston on Carrant resident enquired whether Tewkesbury Borough Council (TBC) is currently considering the North Ashchurch Consortium (NAC) planning application. **COUNCIL CONFIRMED** this was being considered and that completion is anticipated in 2026.

An Ashchurch resident enquired how flooding in the parish is dealt with during planning applications.

COUNCIL CONFIRMED:

- Gloucestershire County Council (GCC) Flood Authority and Environment Agency assess each application
- Applications must prove water will recede at the same rate or slower following development,
- Attenuation ponds are most commonly used to alleviate flood water
- Development is not permitted on flood plains, though may occur in areas of pluvial flooding
- ARPC was considering commissioning a flood report and welcomed input from residents

Two Ashchurch residents raised concerns about recent works on the A46 green space commissioned by ARPC, citing a recently submitted petition and seeking clarity on the decision-making process.

Complaints included that no consultation had taken place, increased house visibility from the A46 and noise pollution, with a request for additional planting to screen properties. **COUNCIL CONFIRMED** that:

- A public consultation was held prior to the decision; only one response was received (as minuted)
- Works were prompted by (multiple) contractor concerns over dog waste and rubbish in the overgrown vegetation, and to improve the appearance of the area
- The works are ongoing, and ARPC welcomes resident input

- Further maintenance of the green space would be discussed under Agenda Item 16.2

Further concerns were raised regarding overgrown foliage obstructing the sight-line when turning right onto the A46, and a broken VAS sign in the area. **COUNCIL CONFIRMED** that the foliage work was to be dealt with by the grass maintenance contractor and that the matter of the speed control sign had been referred to National Highways.

County Councillor K. Usmar noted that Ashchurch Primary School had been added to the Safer Schools programme and that community engagement around road safety was to be undertaken.

24.09.25.3 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.

24.09.25.4 To confirm and sign the Minutes of the Parish Council Meeting held on 18 August 2025 circulated to members prior to the meeting
The minutes of the Parish Council Meeting held on 18 August 2025 were **AGREED BY COUNCIL** and signed by the elected Chair of the meeting, Cllr R. Drewitt.

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

24.09.25.6 To receive a report from Borough Councillor C. Coleman (last attended 22 May 2023)
None.
COUNCIL NOTED that Borough Cllr C. Coleman had advised he had not received emails sent by ARPC to his preferred email address. Clerk to contact via post.

24.09.25.7 To receive a report from the County Councillor Kate Usmar (last attended 18 August 2025)
County Cllr K. Usmar provided a report that confirmed:

- Scour damage at Severn Bends Bridge had been addressed and GCC had advised that as damaged wall does not affect bridge stability it was low priority and due for completion in 2026
- There was ongoing discussions with Highways agencies regarding A46 issues
- She was working with New Dawn Homes on Estate Management and would involve ARPC in future estate management discussions
- Antisocial behaviour concerns were being addressed
- Junction 9 project delays were due to funding shortfalls and further funding had been requested from Homes England

8.1 To discuss planning application and agree actions:

APPLICATION NO: 25/00643/APP

DESCRIPTION: Reserved Matters for the approval of layout, scale, appearance, and landscaping details in relation to the provision of Community Facilities, including: community building, turf sports pitches, MUGA, allotment and play areas, together with POS and associated infrastructure works and access routes through the existing woodland area.

LOCATION: Milnes Covert, Fiddington, Tewkesbury

GRID REF: 391627232015

SUBMISSION DUE DATE: 26 September 2025

PLANNING OFFICER: Diana Jones

COUNCIL NOTED comments from the Planning Applications Sub-Committee including:

- The S106 agreement defines the community facility as a multi-functional space intended to accommodate a variety of uses, however the community building is predominantly designed for U9 and U11 football pitches with a comparatively small hall for other community needs
- The sports pitches are in flood zones
- The design for the Multi Use Games Area (MUGA) should be included
- ARPC should be consulted on the Community Woodland to determine the final works required
- There were safety concerns regarding layout of area around community building

COUNCIL AGREED to submit an objection summarising the issues noted.

8.2 To discuss planning application and agree actions:

APPLICATION NO: 25/00548/ADV

DESCRIPTION: 1no set of wall mounted internally illuminated logo & lettering above the main store entrance.

LOCATION: Unit 52 - 53, Cotswold Designer Outlet, Platinum Drive

GRID REF: 392306 233141

SUBMISSION DATE: 23rd September 2025 - No extension possible but all comments would be considered

PLANNING OFFICER: George Booker

COUNCIL AGREED to submit comment of: 'No Objection subject to the sign only being illuminated during the opening hours of the premises'

8.3 To discuss planning application and agree actions:

APPLICATION NO: 25/00004/SCO

DESCRIPTION: Scoping request for the erection of up to 320 dwellings on land North of Tredington Road, and East of Walton Cardiff Lane

LOCATION: Land At Part Parcel 5154, Tredington Park, Tredington Tewkesbury, Gloucestershire

SUBMISSION DATE: 16th September 2025 - No extension possible

PLANNING OFFICER: Diana Jones

COUNCIL NOTED that a response had been submitted under delegated authority that requested clarification on the Scouts facility specifications and for an Infrastructure Review to be provided.

8.4 To receive update regarding application:

APPLICATION NO: 25/00490/OUT

LOCATION: Land North of Ashchurch, Tewkesbury

GRID REF: 393107 234627

8.4.1 To consider quote for commissioning a professional written response from Planning Consultant Andrea Pellegram on behalf of ARPC and to agree actions

COUNCIL APPROVED quote for £4,500.00 plus VAT for a professional written response from Planning Consultant Andrea Pellegram Ltd.

8.4.2 To consider quote for Analysis of Flooding Report from GWP Consultants LLP and agree actions

COUNCIL APPROVED quote for £2,400.00 plus VAT for Analysis of Flooding Report from GWP Consultants LLP.

8.4.3 To consider quotes for Traffic Reports from Railton TPC Ltd and agree actions

COUNCIL APPROVED quote for £1,650.00 plus VAT for Traffic Reports from Railton TPC Ltd and £4,550.00 plus VAT for ATCs.

COUNCIL NOTED that Northway Parish Council had confirmed it was to be jointly involved in the project and had approved a contribution of up to £1,700 towards costs subject to an ATCs being located on Northway Lane.

COUNCIL DISCUSSED whether total costs should come from precept or reserve.

COUNCIL AGREED they would come from reserves.

24.09.25.9 To receive details of decisions made under delegated authority since the last meeting on 18 August 2025

COUNCIL APPROVED the comments submitted for scoping application 25/00004/SCO, discussed under Agenda Item 8.3.

24.09.15.10 Finances – documents circulated prior to the meeting

10.1 To approve the September 2025 Payment List below and record income received September 2025 Payment List:

Payments made since last meeting on 18.08.2025

Payee	Details	Total
Unity Trust Bank	Bank charges	£ 9.90
		£ 9.90

Payment List for authorisation on 24.9.25

o2	Mobile Phones x2	£ 18.88
EE Limited	Internet charges for SmartHub - August	£ 35.40
Smarty	Asistant Clerk Mobile Phone	£ 6.00
Wakemans Property Care	Grass Maintenance: WPC-3927	£ 90.00
Wakemans Property Care	Tree Canopy Works WPC-3976	£ 468.60
Wakemans Property Care	Aston Cross Bin Installation - WPC-3978	£ 90.00
Wakemans Property Care	War Memorial Works - WPC-3977	£ 1,488.00
Wakemans Property Care	Bleed pack installation & Cleaning WPC-3958	£ 564.00
Tewkesbury Printing	Community Engagement Postcards	£ 42.00
A. Pellegam	NDP Consultancy Invoice: SI - 381	£ 766.78
Community Heartbeat Trust	Replacement defib pads - Inv 27378	£ 89.94
Amazon	Printing - Ink	£ 15.29
PATA	Payroll Services - 2nd Quarter	£ 227.10
L. Beech	Clerk's expenses August 2025	£ 28.70
M. Waterhouse	Assistant Clerk expenses August 2025	£ 152.90
K. Febery	Assistant Clerk expenses August 2025	£ 55.25
Local Gov. Pension Scheme	Sept 2025 pension payment	£ 1,398.90
Staff	Sept 2025 Salaries	£ 4,566.94
HMRC	Paye Payment	£ 2,714.38
		£ 12,819.06

COUNCIL APPROVED the September 2025 Payment List

(See Appendix A)

The following additional payment was also authorised:

£137.54 to Training At Work Group for Sexual Harassment training courses

COUNCIL NOTED that the cost for replacement defibrillator pads originally quoted and approved as £58.00 plus VAT (Minute ref: 19.05.25.12) had been revised due to an error by Community Hearts to £89.94 including VAT. **COUNCIL APPROVED** revised cost of £89.94.

10.2 To approve the bank reconciliation including earmarked reserves

COUNCIL APPROVED the bank reconciliation and was signed by Cllr.S Mitchell.

10.3 To receive the budget monitoring report

COUNCIL NOTED the budget for 2026/27 was due to be reviewed and requested it was added to October agenda.

10.4 To receive update regarding invoicing for Administration Services to Ashchurch Village Hall charity

COUNCIL NOTED that ARPC had invoiced the Ashchurch Village Hall charity for administration services relating to the 2024/25 financial year, and the following payments had been received:

- £895.84 for March–July 2025
- £417.30 for January–February 2025

24.09.25.11 To discuss potential copyright breach and agree actions

COUNCIL NOTED a Breach of Copyright notice had been received regarding an image on ARPC website. Clerk confirmed:

- The image had been removed pending investigation
- The legitimacy of the company / claim was being investigated
- The origin and licencing of the image was being investigated
- An initial investigation extension was agreed; the company is maintaining helpful communication

COUNCIL AGREED the following actions:

- Investigate options for tracing image origin
- Request further extension, proof of ownership, and clarity on charges from the company
- Request legal counsel from Tewkesbury Borough Council One Legal team

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

12.1 To undertake risk review and agree actions

COUNCIL NOTED that a policy and procedure for managing Community Infrastructure Levy (CIL) Grant Funding was required. Clerk to prepare for review at next meeting.

COUNCIL REVIEWED AND UPDATED the ARPC Risk and Opportunity Register. **COUNCIL AGREED** Clerk to prepare Lone Working Policy and add to agenda for next meeting.

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

COUNCIL NOTED that the NDP Sub-Committee met with the planning consultant on 26th August and members were preparing further local information for inclusion in the review.

13.1 To discuss potential collaboration with the Wildfowl and Wetlands Trust and agree actions

COUNCIL AGREED to proceed with organising a meeting with other parishes in the catchment area.

24.09.25.14 To receive an update on Ashchurch Village Hall

COUNCIL NOTED that there had been an Ashchurch Village Hall Charity meeting on 27th August and that work was progressing well with the extension.

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

15.1 To receive a report from the Parish Liaison Committee

COUNCIL NOTED that ARPC had discussed the Strategic Local Plan (SLP) with the Associate Director of Planning at TBC and that:

- There were over 1000 strategic opportunities
- Employment Land will be reviewed
- Transport modelling continues
- The SLP will come out for public consultation in June 2026
- The Southern Area Masterplan is heading in a positive direction with Homes England and was now part of the government's Road Investment Strategy
- Transport mitigations were being investigated

15.2 To receive a report from the Oversight Board

None.

15.3 To receive a report from the Community Liaison Committee

COUNCIL NOTED that

- The agenda and information pack had been received in advance as previously requested
- The meeting was attended by representatives of both the Teddington & Alstone Action Group and Safe Avon, who provided input regarding water quality concerns
- An Aston on Carrant resident raised several issues on behalf of the community, including ongoing concerns about sewage and that these matters were being progressed to the Oversight Board, with efforts being made to include Severn Trent in further discussions

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

None.

24.09.25.16 To receive update on parish projects and agree actions:

16.1 New defibrillator installations

COUNCIL NOTED

- BT had agreed to pay electricity supply for seven years
- A quote had been received from Wakemans Property Care Ltd for cleaning and refurbishment of the telephone box

COUNCIL AGREED to acquire further quotes.

16.2 Maintenance of green spaces

COUNCIL NOTED TBC had confirmed that Ubico would assess reported drug paraphernalia in area

COUNCIL AGREED to set up a working group to manage the A46 green space to include Cllrs G. Grey & S. Mitchell, relevant contractor and local residents. Clerk to arrange.

16.3 Photography competition

COUNCIL AGREED to postpone judging of the competition until Spring 2026 due to lack of engagement / submissions. Clerk to create calendar using ARPC photographs and submissions received to ensure calendar project can proceed.

16.4 War Memorial

COUNCIL AGREED to discuss at meeting of the newly created Green Space Working Group and added to next agenda.

24.09.25.17 To receive the Clerk's report

COUNCIL NOTED that work would re-commence on the wooden gateway signs project and National Highways was to be consulted.

24.09.25.18 To receive an update on Highway matters and agree actions

18.1 20 is Plenty concept

COUNCIL AGREED it would like to be considered for Community 20s on some roads within the parish and had identified other (higher speed) roads that would benefit from a reduction in speed limit due to safety concerns.

18.2 Outlet traffic issues

Clerk confirmed no further issues had been reported to ARPC.

- 24.09.25.19 To receive an update from community engagement activities (Welcome Tuesdays, Facebook etc)**
- 19.1 To evaluate the recent community engagement event and agree actions**
COUNCIL NOTED the event was not very effective for information gathering but that increasing ARPC's visibility and approachability within the community was important.
- 19.2 To receive an update on potential Food Bank project and agree actions**
COUNCIL CONSIDERED a grant application for £3,000.00 that had been received from St Nicholas Church to support the setup of a Food Bank, noting the immediate need of 10 plus families identified in the local area.
COUNCIL AGREED to award the full amount of £3,000.00. Clerk to investigate if this can be funded through CIL Grant Funding.
- 19.3 To discuss Barleyfields landscape management issues and agree actions**
COUNCIL AGREED to defer discussion pending the upcoming residents meeting with Gateway Management.
- 19.4 To discuss request for planter in Aston On Carrant and agree actions**
COUNCIL AGREED Clerk to liaise with Aston on Carrant residents regarding specifications and arrange quotes.
- 19.5 To discuss antisocial behaviour and agree actions**
COUNCIL NOTED the local PCSO would like to:
- Increase local presence
 - Set up a regular base for community engagement in the parish
 - Set up a community litter picking scheme
- 18.02.25.20 To receive update on grants available to support community projects and agree actions**
COUNCIL NOTED Ashchurch Primary School had confirmed that no objections had been received from neighbours following written consultation regarding proposed outdoor facilities.
COUNCIL AGREED to proceed with allocating CIL funding of £20,000.00 to Ashchurch Primary School.
- 21.07.25.21 To note agenda items for the next Parish Council Meeting**
COUNCIL NOTED the newly formed Green Space Working Group would give a report at the next meeting.
- 21.07.25.22 Date of next meeting:** Wednesday 22nd October 2025
End of Meeting: 9.15pm

Ashchurch Rural Parish Council

Financial Report – 31st August 2025

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		£ 12,819.06

Receipts since last meeting on 18.08.25

Ashchurch Village Hall Charity	Administration Services Inv 2: January - Feb 2025	£ 417.30
Ashchurch Village Hall Charity	Administration Services Inv 2: March - July 2025	£ 895.84
		£ 1,313.14

Signed Date
Chair

TO BE SIGNED AT THE NEXT PARISH COUNCIL MEETING