



Ashchurch Rural Parish Council (ARPC)
Draft Minutes of the Parish Council Meeting
held on Monday 16th February 2026
at 6.30pm

Venue: Ashchurch Village Hall, Ashchurch Road, Ashchurch, Tewkesbury GL20 8LA.
Present: Cllr T. Davies (Chair), R. Drewitt, D. Garnett, S. Mitchell, B. Wright.
Attendees: Clerk/RFO L. Beech, Assistant Clerks K. Febery & M. Waterhouse and one member of the public.

- 16.02.26.1 To receive and approve apologies for absence and confirm the meeting is quorate**
Apologies were received from Cllr G. Grey & I. Parker, and from County Cllr. K. Usmar.
Clerk confirmed the meeting was quorate.
- 16.02.26.2 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.
- 16.02.26.3 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.
- 16.02.26.4 To confirm and sign the Minutes of the Parish Council Meeting held on 19 January 2026 circulated to members prior to the meeting**
The minutes of the Parish Council Meeting held on 19 January 2026 were **AGREED BY COUNCIL** and signed by the Chair, Cllr. T. Davies.
- 16.02.26.5 To receive a report from Borough Councillor M. Gore (last attended 16 June 2025)**
None.
- 16.02.26.6 To receive a report from Borough Councillor C. Coleman (last attended 22 May 2023)**
None.
- 16.02.26.7 To receive a report from the County Councillor Kate Usmar (last attended 17 December 2025)**
None.
- 16.02.26.8 Planning:**
8.1 To receive update regarding ARPC response to planning application and agree actions
APPLICATION NO: 25/00490/OUT

LOCATION: Land North of Ashchurch Tewkesbury

COUNCIL NOTED:

- A meeting regarding S106 provision had been held with the Planning Case Officer at Tewkesbury Borough Council (TBC) and an extensive list of facilities had been proposed including cricket pitches, football pitches, tennis courts, padel courts, LAPs, LEAPs, MUGAs, a public house, two community centres, a GP surgery, a library and a gym. The use of some of the facilities would be shared with the proposed new secondary school
- The Ashchurch Traffic Survey Report had been completed by Railton TPC Ltd and had been submitted to TBC Planning department.
- The Flood Report commissioned by ARPC was still outstanding

COUNCIL AGREED that councillors would conduct timed journeys along the A46 to collect further data on traffic queue times.

16.02.26.9 To receive and note decisions made under delegated authority since the last meeting on 19 January 2026, in accordance with the Council's Scheme of Delegation.

COUNCIL NOTED that payment of the Edge invoice in the sum of £1,240.80 was made under delegated authority.

This invoice replaced two previously approved invoices under Agenda Item 19.01.26.11.1, where members had resolved to approve one invoice for £297.60 and one invoice for up to £1,000.00. The original invoice for £966.00 and the £297.60 invoice were subsequently cancelled and reissued as a single combined invoice totalling £1,240.80.

16.02.26.10 To receive update on parish projects

COUNCIL NOTED that a meeting had been held with Quattro Design Architects regarding the Parish Mapping project. Hard copies of several drawings had been provided and updates would be made by the end of February.

10.1 To discuss request for dual waste bin on Persimmon site at cost of £410.00

COUNCIL APPROVED request for dual waste bin on Persimmon site at a cost of £410.00 and **NOTED** that a survey of the area should be conducted to establish whether further bins were required.

16.02.26.11 Finances – documents circulated prior to the meeting

11.1 To approve the February 2026 Payment List below and record income received
February 2026 Payment List:

Payments made since last meeting on 19.01.2026		
Payee	Details	
Unity Trust Bank	Bank charges	£ 9.30
Staff	January 2025 Salaries	£ 4,063.87
Local Gov. Pension Scheme	January 2025 Pension Payment	£ 1,260.83
Edge Finance	AvantEDGE Finance Band 6 Annual Fee yr 1 of 3 - inv: 39085	£ 1,240.80
Payment List for authorisation on 16.02.2026		
Smarty	Assistant Clerk Mobile Phone - Feb	£ 5.40
Smarty	Asistant Clerk New Mobile Phone Contract SIM - Feb	£ 5.40
Smarty	Clerk New Mobile Phone Contract SIM - Feb	£ 5.40
L. Beech	Clerk expenses January 2026	£ 35.00
M. Waterhouse	Assistant Clerk expenses January 2026	£ 116.00
K. Febery	Assistant Clerk expenses January 2026	£ 55.25
Andrea Pellegram	NDP Review Works: Invoice: SI-422	£ 3,984.06
Amazon	Plastic Wallets	£ 6.99
Tewkesbury Borough Council	Meeting Room Hire: Invoice: DEBT112678	£ 120.00
Railton TCP Ltd	Traffic Survey Inv 2606	£ 1,650.00
GAPTC	Training: VAT Partial Exception inv: 1313	£ 35.00
Ashchurch Village Hall	Venue Hire - Inv:23: Dec	£ 93.00
Quattro Design Architects	Parish Mapping Project: Inv 19956	£ 1,800.00
Gloucestershire Pension Fund	February 2026 pension payment	£ 1,260.83
Staff	February 2026 Salaries	£ 4,063.47
		£ 13,235.80
Receipts since last meeting on 19.01.26		
Ashchurch Village Hall	Admin Service Aug- Dec: Inv 6	£ 895.84
o2	Mobile Phone reimbursement	£ 7.00
Gloucestershire County Council	Grass Cutting Invoice	£ 2,703.04

COUNCIL NOTED

Receipts of:

- £895.84 from Ashchurch Village Hall Charity for Administration Services provided
- £2703.04 from TBC for grass cutting reimbursement
- £7.00 refund from O2 regarding the phone contract cancellation

The following invoices were due to be raised by ARPC:

- £1000.00 to Bredon Parish Council for the Traffic Report project undertaken by Railtons
- £1700.00 to Northway Parish Council for the Traffic Report project undertaken by Railtons

The balance for the Traffic Report project paid by ARPC was £4062.00

COUNCIL APPROVED the following additional payments:

- £16,742.00 to Ashchurch Village Hall Charity for CIL Funding Grant - please see agenda item 16.02.26.18.1
- £1200 to Safe Avon for CIL Funding Grant - please see agenda item 16.02.26.18.2

11.2 To approve the bank reconciliation including earmarked reserves

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

- 11.3 To receive the budget monitoring report**
The Budget Monitoring Report had been circulated prior to the meeting and its contents noted.
- 11.4 To appoint Gloucestershire Association of Parish and Town Councils as internal auditor**
COUNCIL RESOLVED to appoint Gloucestershire Association of Parish and Town Councils (GAPTC) as internal auditor for 2026-27.
- 11.5 To approve the cost of training for Agenda and Minutes Writing at £35.00**
COUNCIL APPROVED the cost of training for Agenda and Minutes Writing at £35.00.
- 11.6 To approve the cost of training for VAT Partial Exemption at £35.00**
COUNCIL APPROVED the cost of training for VAT Partial Exemption at £35.00.

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

- 12.1 Publications Scheme**
COUNCIL APPROVED the reviewed Publications Scheme, as recommended by the Policies Sub-Committee.
- 12.2 Risk Management Policy**
COUNCIL APPROVED the reviewed Risk Management Policy, as recommended by the Policies Sub-Committee.
- 12.3 Standing Orders**
COUNCIL APPROVED the reviewed Standing Orders, as recommended by the Policies Sub-Committee.
- 12.4 Risk Review**
COUNCIL UPDATED the Risk Review.
- 12.5 To receive the Internal Control Report**
COUNCIL RECEIVED the Internal Control Report

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

COUNCIL NOTED:

- Total spend for 2024-25 was £12,957.75 plus vat
- Total spend expected for 2025-26 was £12,936.87 plus vat
- The 2025–2026 costings were based on the 2024–2025 quote, with no increase applied.
- Further work on referendum updates would be required during 2026-27, forecast to cost £9,000.00 plus VAT.
- These figures were in line with expectations
- The NDP review was expected to be completed within a month

13.1 Consider proposal for initial assessment of the Carrant Brook and Tirl Brook regarding natural flood management interventions and agree actions

COUNCIL AGREED to:

- Discuss the proposal further with parishes that had expressed interest
- Engage with parishes downstream, including Tewkesbury Town
- Consult with Safe Avon

16.02.26.14 To receive update on grants available to support community projects and agree actions

14.1 To discuss County Councillor Kate Usmar Grassroots Neighbourhood Fund and agree actions

COUNCIL AGREED to explore options further before applying for the fund.

16.02.26.15 To receive an update from Ashchurch Village Hall regarding

15.1 January Warm Space update

COUNCIL NOTED that the first session held on a Saturday had received greater footfall than subsequent weekday sessions, and further Saturday sessions were to be scheduled.

15.2 Extension works

COUNCIL NOTED that internal finishing works, including installation of a new access ramp, were due to be completed in February and that following completion, the boardroom would be made available for public hire.

15.3 Future Refurbishment Project

COUNCIL NOTED that a Sole Trustee of Ashchurch Village Hall Charity meeting was scheduled for Monday 2 March to discuss future refurbishment projects.

16.02.26.16 To receive update on VAT investigations and agree actions

COUNCIL RECEIVED update from the VAT specialist confirming that VAT can be reclaimed on certain qualifying goods purchased and gifted to the Ashchurch Village Hall (AVH) charity by ARPC, whereas the charity itself cannot reclaim VAT. As this applies only to specific items, larger purchases required by AVH will be assessed on a case-by-case basis to determine whether they can be purchased and gifted by ARPC (with VAT reclaimed where applicable) or whether a CIL grant would be the more appropriate route for the charity. Any such purchases would be funded through CIL where appropriate and further guidance will be sought as required.

16.02.26.17 To receive update regarding Stewardship options and agree actions

COUNCIL AGREED to review established stewardship arrangements to assess their effectiveness and to explore options for ARPC to manage such open spaces directly.

16.02.26.18 To receive a report on CIL projects and agree actions

18.1 To receive update on CIL funding application from Ashchurch Village Hall Charity

COUNCIL CONFIRMED that due to a delay whilst seeking professional advice on VAT, the items were not gifted as per minute 19.1.26.15.1 and that therefore **COUNCIL APPROVED** the CIL Grant of £16,742.00.

Clerk confirmed the grant had not yet been paid to the charity and requested approval to add

this to the February Pay List (16.02.26.11.1)

18.2 To discuss Safe Avon funding application and agree actions

COUNCIL APPROVED to award the full grant of £1,200 to Safe Avon to support project identifying sewage pollution in the water bodies in Ashchurch Rural Parish area and raise political awareness, to help bring change.

COUNCIL AGREED to

- Create a section on ARPC's website dedicated to waterways
- Contact Severn Trent to request meeting

16.02.26.19 To discuss video conferencing options for Ashchurch Rural Parish Council and agree actions

COUNCIL AGREED to purchase one Microsoft Teams business account at a cost of £37.20 per annum, to enable video conferencing with Gloucestershire County Council (GCC) and TBC.

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

20.1 To receive a report from the Parish and Community Liaison Committee

COUNCIL NOTED

- A risk register had been created
- Boningale Homes had taken on house building in Pamington

20.2 To receive a report from the Oversight Board

None.

16.02.26.21 To receive the Clerk's report

The Clerk's report had been circulated to members prior to the meeting and its content noted.

16.02.26.22 To receive an update on Highway matters and agree actions

COUNCIL NOTED

- Several members of the public had raised concern over hedge cutting requirements on Fiddington Lane:
- This was not both a visibility issue for turning cars at Mulberry Place and a safety issue for pedestrians unable to access the narrow grass verge to avoid traffic
- Works were required to be completed by 28 February to comply with national legislation which restricts hedgerow cutting from 1 March onwards to protect nesting birds
- ARPC was awaiting response from land owners

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

COUNCIL NOTED that County Cllr K. Usmar had continued to engage with relevant parties and was planning to schedule a meeting for March.

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

COUNCIL NOTED that the ARPC had advertised for residents to join working groups as volunteers and had been contacted by two individuals so far.

16.02.26.24 To note agenda items for the next Parish Council Meeting

- Grass Maintenance - to consider contractor quotations
- Natural Flood Management - to discuss proposal
- NDP - to consider consultant quotation for 2026-27
- Parish Mapping project - to receive update
- Community Governance Review - to receive update

16.02.26.25 **Date of next meeting:** Monday 16 March 2026

End of meeting: 8.44pm

APPENDIX A

Ashchurch Rural Parish Council
Financial Report – 16 February 2026

Payments made since last meeting on 19.01.2026

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		£	3,605.88

Reserves at 31.1.2026

Earmarked Reserves		£	777,341.16
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Bank account at 31.01.2026

Current Account	As per Bank Reconciliation No. 105	£	73,611.85
Deposit Account	As per Bank Reconciliation No. 55	£	753,380.53
Closing balance at Unity Trust Bank on		£	826,992.38

Signed Date
 Chair

TO BE SIGNED AT THE NEXT PARISH COUNCIL MEETING