



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

- Venue:** Ashchurch Village Hall, Ashchurch Road, Ashchurch, Tewkesbury GL20 8LA.
- Present:** Cllrs T. Davies (Chair), R. Drewitt, D. Garnett, S. Mitchell, I. Parker, B. Wright.
- Attendees:** Clerk/RFO L. Beech, Assistant Clerk M. Waterhouse, Borough Cllr M. Gore, County Cllr K. Usmar and one member of the public.
- 16.03.26.1 To receive and approve apologies for absence and confirm the meeting is quorate**  
Apologies were received from Assistant Clerk K. Febery.  
Clerk confirmed the meeting was quorate.  
The Chair reported that a formal letter of resignation had been received from Cllr G. Grey on 10 March 2026. Clerk confirmed that the Tewkesbury Borough Council (TBC) Monitoring Officer would be notified accordingly.
- 16.03.26.2 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.
- 16.03.26.3 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.
- 16.03.26.4 To confirm and sign the Minutes of the Parish Council Meeting held on 16 February 2026 circulated to members prior to the meeting**  
The minutes of the Parish Council Meeting held on 16 February 2026 were **AGREED BY COUNCIL** and signed by the Chair, Cllr T. Davies.
- 16.03.26.5 To receive a report from Borough Councillor M. Gore (last attended 16 June 2025)**  
Borough Cllr M. Gore reported that:
- Strategic Local Plan (SLP) - TBC is currently undertaking significant engagement work in relation to the SLP. However, no public consultation was planned. Parish Councils have been encouraged to register their interest and provide comments. Cllr Gore confirmed a large number of land parcels have been submitted by landowners within Ashchurch Rural Parish; however, it was emphasised that not all submitted sites will be approved

- Devolution - Devolution proposals are currently under consultation by Gloucestershire County Council (GCC)
- Planning Application 25/00080/OUT - A Planning Committee meeting was scheduled to take place regarding this application on 17 March 2026. Network Rail was expected to contribute to discussions, particularly in relation to a proposed footbridge
- Council Tax amount for Tewkesbury Borough had increased by 3.4%

In relation to Planning Application 25/00080/OUT, Cllr T. Davies highlighted:

- The importance of prioritising the safety of school children walking to Tewkesbury Academy
- Concerns regarding proposals to raise ground levels by approximately 1.5 metres to facilitate drainage into an attenuation pond

**16.03.26.6 To receive a report from Borough Councillor C. Coleman (last attended 22 May 2023)**  
None.

**16.03.26.7 To receive a report from the County Councillor Kate Usmar (last attended 17 December 2025)**  
County Cllr K. Usmar reported that:

- Pamington Lane - A decision had been made by GCC regarding the TRO to reinstate signage at the A46 junction, returning signs to their original location at the entrance to Barleyfields. It was confirmed that residents of Barleyfields retain the right to access their properties from either direction
- Fiddington Lane - The statutory consultation for the proposed 30mph speed limit had concluded, with public consultation due to commence in April. Consideration had been given to reducing the speed limit further to 20mph; however, members expressed concerns that such a limit may be difficult to enforce. The Council indicated support for extending the proposed 30mph limit further south, subject to formal consultation
- Construction Traffic and Weight Restrictions - Members raised concerns regarding construction traffic using Fiddington Lane as a rat run and requested GCC consider introducing a 7.5-tonne weight restriction (except for access)
- Developer Contributions and Traffic Calming - Council requested clarification regarding what traffic calming measures were due to be implemented and how these would be funded

**16.03.26.8 Planning:**

Cllr I. Parker confirmed that he was due to represent ARPC at the upcoming TBC Planning Committee Meeting on 17 March 2026 regarding Planning Application 25/00080/OUT, to reinforce the objection ARPC had already submitted.

**8.1 To receive update regarding ARPC response to planning application and agree actions**

**APPLICATION NO:** 25/00490

**LOCATION:** Land North of Ashchurch Tewkesbury

**COUNCIL CONFIRMED** that ARPC had commissioned both a flooding report and a traffic report. The traffic report had been submitted to TBC, and the final flooding report was awaited.

**16.03.26.9 To receive and note decisions made under delegated authority since the last meeting on 16 February**

**2026, in accordance with the Council's Scheme of Delegation.**

**COUNCIL NOTED** that further to Agenda Item 16.02.26.22, J. Preece & Sons were instructed to cut hedges along Fiddington Lane at a cost of £200.00 plus VAT prior to nesting season.

**16.03.26.10 To receive update on parish projects**

**10.1 To receive quotes for grass maintenance and agree actions**

**COUNCIL AGREED** to appoint J. Booth at an annual cost of £1,700.00 plus VAT excluding waste removal, subject to insurance verification. **COUNCIL APPROVED** delegated authority to Clerk for up to £500.00 for additional works.

**10.2 To receive update on parish mapping project**

**COUNCIL CONFIRMED** approval of updates prepared by Quattro.

**10.3 To receive quote for soil for the Aston on Carrant planter project and agree actions**

**COUNCIL APPROVED** the remaining £70.00 of the £200.00 budget for the planter project agreed and recorded in minute 19.11.25.10.4 to be used to supply soil.

**16.03.26.11 Finances – documents circulated prior to the meeting**

**1 To approve the March 2026 Payment List below and record income received**

**March 2026 Payment List:**

**Payments made since last meeting on 16.02.2026**

<b>Payee</b>	<b>Details</b>		
Ashchurch Village Hall Charity	CIL Funding Grant	£	16,742.00
Safe Avon (Friends of the Earth)	CIL Funding Grant	£	1,200.00
Unity Trust Bank	Banking Fee	£	9.30
		<b>£</b>	<b>17,951.30</b>

**Payment List for authorisation on 16.03.2026**

Smarty	Assistant Clerk Mobile Phone - March	£	5.40
Smarty	Assistant Clerk New Mobile Phone Contract SIM - March	£	6.00
Smarty	Clerk New Mobile Phone Contract SIM - March	£	5.40
L. Beech	Clerk expenses February 2026	£	36.80
M. Waterhouse	Assistant Clerk expenses February 2026	£	116.00
K. Febery	Assistant Clerk expenses February 2026	£	55.25
GAPTC	Invoice 1342: Agenda & Minute Writing	£	45.00
Ashchurch Village Hall	Venue Hire - Inv:24: Jan to March	£	300.00
Quattro Design Architects	Parish Mapping Project: Inv: 20029	£	1,800.00
Microsoft	Teams - Year Subscription	£	44.64
Avonside PHT Ltd	Reimbursement for Taxi Vouchers	£	102.50
K Preece	Hedge Cutting	£	240.00
		<b>£</b>	<b>2,756.99</b>

**COUNCIL APPROVED** the March 2026 Payment list and payments since the last meeting of £17,951.30.

(See Appendix A)

The following additional payments were also authorised:

- Final HMRC payment for financial year of £2,720.34

- Salary payments of £4,063.47
- Pension payments of £1,260.83
- Payment to PATA of £134.00 for payroll services

Receipts recorded:

- £1,000.00 from Bredon Parish Council for contribution towards Traffic Analysis Report
- £1,700.00 from Northway Parish Council for contribution towards Traffic Analysis Report
- £65.00 from Persimmon for meeting room hire
- £50.00 for calendar sales, marked as a donation

**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**

**COUNCIL RECEIVED** the Budget Monitoring Report.

**11.4 To approve full budget for 2026/2027 and agree actions**

**COUNCIL APPROVED** the full budget for 2026/2027.

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

Clerk advised that the asset register for the current financial year had not yet been updated. This will be completed and presented to the Council for approval at the next meeting to ensure compliance with proper accounting procedures and audit requirements.

**12.2 Financial Regulations**

**COUNCIL APPROVED** the reviewed Financial Regulations, as recommended by the Policies Sub-Committee.

**12.3 Staff Appraisal Policy**

**COUNCIL APPROVED** the reviewed Staff Appraisal Policy, as recommended by the Policies Sub-Committee.

**12.4 Tree Management Policy**

**COUNCIL APPROVED** the reviewed Tree Management Policy, as recommended by the Policies Sub-Committee.

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

**13.1 To receive quote for NDP 2026-27 and agree actions**

**COUNCIL AGREED** to accept the quote of £9,000.00 plus VAT from Andrea Pellegram Ltd for NDP work during 2026-27, and to formally instruct them to carry out the work.

**16.03.26.14 To receive update on Community Governance Review map of wards**

None.

**16.03.26.15 To receive an update from Ashchurch Village Hall regarding**

**15.1 February warm space**

**COUNCIL NOTED** that attendance at the warm space remained low on both Tuesdays and Saturdays and **AGREED** to investigate further options to generate interest.

**15.2 100 Years Celebration Project**

**COUNCIL NOTED** plans for the 100 Years Celebration were progressing well and another meeting was scheduled for 24 March 2026.

**15.3 Future refurbishment project**

**COUNCIL NOTED** that:

- A quote had been received for the refurbishment of Ashchurch Village Hall (AVH) and AVH Charity had submitted a request for CIL funding support, to be discussed under Agenda Item 16.03.26.16.1
- The proposed works should be possible under permitted development; however, the Quantity Surveyor would be submitting the plans for pre-application advice to TBC.

**COUNCIL AGREED** to acquire insurance valuations prior to any work commencing and following completion of any works.

**16.03.26.16 To receive a report on CIL projects and agree actions**

**COUNCIL RECEIVED** a report on CIL spending for 2025-26 and noted its contents.

**16.1 To consider Ashchurch Village Hall request for assistance with renovation project using CIL - funding and agree actions**

**COUNCIL RESOLVED** to support the renovation project in principle using CIL funds, subject to phased approvals and a full audit trail. A guide figure of £600,000 was noted for the overall project, inclusive of both essential and non-essential elements.

It was further **RESOLVED** that each phase will be considered individually, with funding approvals determined on a case-by-case basis, recognising that some items may be discretionary rather than necessary.

Clerk to review VAT implications and advise on the appropriate funding mechanism, including gifting versus CIL Funding grants.

**16.03.26.17 To receive an update on the Garden Town and agree actions**

**17.1 To receive a report from the Parish and Community Liaison Committee**

None.

**17.2 To receive a report from the Oversight Board**

None.

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

**COUNCIL AGREED** to remove this item as a standing agenda item and replace it with a standing item requesting a report from the local police on relevant local matters. Clerk to arrange.

- 16.03.26.18 To receive the Clerk's report**  
The Clerk's report had been circulated to members prior to the meeting and its content noted.
- 16.03.26.19 To receive an update on Highway matters and agree actions**  
**19.1 To receive update regarding hedge cutting on Fiddington Lane -**  
**COUNCIL NOTED** that, further to Agenda Items 16.02.26.22 and 16.03.26.9, J. Preece & Sons were instructed under delegated authority to undertake hedge cutting along Fiddington Lane (£200.00 + VAT), due to the need to complete works prior to the nesting season.  
**COUNCIL AGREED** that costs be pursued from the relevant landowners where appropriate.  
Clerk to investigate.
- 16.03.26.20 To receive an update from community engagement activities (Welcome Tuesdays, Facebook etc)**  
**COUNCIL AGREED** to
- Include an item on the next agenda to consider a potential work placement scheme, aimed at supporting young people in the local community
  - Schedule a Community Engagement sub-committee meeting
- 16.03.26.21 To note agenda items for the next Parish Council Meeting**
- Work Placement Scheme
  - SLP Recommendations
  - Asset Reports
- 16.03.26.22 Date of next meeting:** Monday 20 April 2026
- 16.03.26.23 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)**
- 16.03.26.24 To receive a report from the Staffing Sub-Committee with regard to the Clerk's Annual Review**  
**COUNCIL RECEIVED** report from the Staffing Sub-Committee and **APPROVED** the Clerk's Annual Review.
- 16.03.26.25 To receive a report from the Staffing Sub-Committee with regard to the Assistant Clerk Annual Reviews**  
**COUNCIL RECEIVED** report from the Staffing Sub-Committee and **APPROVED** the Assistant Clerk Annual Reviews.

**End of Meeting: 8.58pm**

APPENDIX A

Ashchurch Rural Parish Council  
Financial Report – 16 March 2026

**Payments made since last meeting on 16.02.2026**

Payee	Details		
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K Preece	Hedge Cutting	£	240.00
		<b>£</b>	<b>2,756.99</b>

**Receipts since last meeting on 16.02.2026**

EE	Refund on Smart Hub	£	13.70
		<b>£</b>	<b>13.70</b>

**Reserves at 28.2.2026**

Earmarked Reserves		£	777,341.16
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**Bank account at 28.2.2026**

Current Account	As per Bank Reconciliation No. 106		45,148.49
Deposit Account	As per Bank Reconciliation No. 56		753,380.53
<b>Closing balance at Unity Trust Bank on</b>		<b>£</b>	<b>798,529.02</b>

Signed ..... Date .....  
Chair

**TO BE SIGNED AT THE NEXT PARISH COUNCIL MEETING**