



Ashchurch Rural Parish Council (ARPC)
Minutes of the Parish Council Meeting
held on Monday 20 April 2026
at 6.30pm

Venue: Boardroom, 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 Clerks K. Febery and M. Waterhouse, District Cllr K. Usmar and one member of the public.

20.04.26.1 To receive apologies for absence and approve reasons for absence, to confirm the meeting is quorate.
Apologies were received from County Cllr M. Gore.
Clerk confirmed the meeting was quorate.

20.04.26.2 To receive comments from members of the public (no decisions will be made on matters raised; items requiring decisions will be deferred to a future agenda)

A member of the public raised concerns regarding:

- Proposed lane widening associated with planning application 26/00039/CONDIS and potential impact on their front garden
- Pedestrian crossing safety

COUNCIL NOTED that

- The resident should review their title deeds and contact the Planning Officer and ARPC could support this in their response as consultee
- The proposed crossing was a zebra crossing with flashing beacons and no traffic signals were planned

20.04.26.3 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)
Cllr I. Parker declared an interest in relation to quotations for tree management (personal connection to one business) and agreed to withdraw from any discussion / vote regarding this.

20.04.26.4 To confirm and sign the minutes of the Parish Council Meeting held on 16 March 2026 (circulated to members prior to the meeting)

The minutes of the meeting held on 16 March 2026 were approved as a correct record and signed by the Chair.

20.04.26.5 To receive reports from External Bodies

5.1 District and County Councillors (if present)

District Cllr K. Usmar had circulated a report in advance of the meeting and its contents were noted.

5.2 Local Policing team

None.

20.04.26.6 To consider and comment on planning applications received:

6.1 APPLICATION NO: 26/00226/FUL

DESCRIPTION: Full planning application for the use of existing track for agricultural and domestic access in connection with existing property known as Hatchling

LOCATION: Hatch Farm, Claydon, Tewkesbury

GRID REF: 392827 231694

PLANNING OFFICER: Jonny Martin

SUBMISSION DUE DATE: 21 April 2026

COUNCIL AGREED to submit comment 'No objection, subject to no objections from neighbouring properties and no prohibitive conditions within the original application.'

6.2 APPLICATION NO: 26/00235/FUL

DESCRIPTION: 2 Storey side and rear extension plus single storey rear extension and new porch.

LOCATION: 8 Thirlebrook Cottages, Aston Cross, Tewkesbury

GRID REF: 394096 233669

PLANNING OFFICER: Chloe Buckingham

SUBMISSION DUE DATE: 16 April 2026 (extension requested)

COUNCIL AGREED to submit comment 'No objection, subject to no objections from neighbouring properties.'

6.3 APPLICATION NO: 26/00039/CONDIS

DESCRIPTION: Application for approval of details subject to condition 11 (Highways improvements) of the planning application ref number: 22/01320/OUT

LOCATION: Parcel 5558 Road From Natton To Homedowns Ashchurch Tewkesbury Gloucestershire

PLANNING OFFICER: Emma Dee

SUBMISSION DUE DATE: 22 April 2026

COUNCIL AGREED to submit a comment outlining the following:

- No Objection with the following considerations /requests:
 1. 30mph speed limit extended to Natton Lane and Homedowns Business Park.
 2. Fiddington Lane to have a 7.5 tonne weight limit. (except for access).
 3. Further discussion on 30 mph speed limit from Fiddington to Tredington.

- Comments be submitted regarding land ownership where applicable

COUNCIL NOTED:

- That Traffic Regulation Orders (TROs) will be subject to consultation
- ARPC to clarify extent of road widening on behalf of the resident

6.4 To receive update regarding ARPC response to planning application APPLICATION NO: 25/00490 and consider any actions required.

COUNCIL NOTED:

- It was awaiting the Flooding Report
- A meeting had been held with Severn Trent to discuss local capacity and environmental issues and were awaiting further information

6.4.1 To consider potential stewardship arrangements and alternative maintenance options and consider any actions required.

COUNCIL NOTED:

- A site visit to The Steadings in Cirencester had been made to review stewardship arrangements in action
- Further meetings with relevant parties locally would be arranged to discuss if the council could take this on for new developments within the parish

20.04.26.7 To receive and note decisions made under delegated authority since the last meeting on 16 March 2026, in accordance with the Council's Scheme of Delegation.

COUNCIL NOTED that the below two invoices were approved and paid under delegated authority to ensure settlement before the financial year end. The use of delegated authority was in line with financial regulations and all standard checks and supporting documentation are in place for audit purposes.

- Quattro invoice for £2,904.00 for work on Parish Mapping Project
- Andrea Pellegram Ltd invoice for £4854.78 for planning consultancy work on Neighbourhood Development Plan (NDP) Review

20.04.26.8 To receive update on parish projects and consider any actions required:

COUNCIL AGREED to undertake the "100 Years Celebration" project as a Council-led initiative, to be delivered in conjunction with the Annual Parish Meeting. **COUNCIL RESOLVED** to approve expenditure of up to £500 to support delivery of the project and to delegate authority to the Clerk to incur and approve such expenditure within this limit.

8.1 Grass maintenance of A46 verges

COUNCIL NOTED that the new contractor J. Booth Garden Services had commenced work and the Clerk reported initial performance and communication to be effective.

8.2 War memorial

COUNCIL AGREED:

- The cedar tree should remain and only the dead trees should be removed
- To progress improvement plans including obtaining advice on planting, the provision of seating and the clearance of litter
- To request National Grid inspection of cedar tree to assess interference with power lines

8.3 Newsletter

COUNCIL NOTED that the completed newsletter would be sent to printers by the end of the week,

with distribution planned for the May Bank Holiday weekend.

- 20.04.26.9 To consider and approve the renewal of annual subscriptions and memberships for the 2026/27 financial year, in line with the approved budget.**
- 9.1 Information Commissioner's Office (ICO) at a cost of £52.00**
COUNCIL APPROVED subscription to Information Commissioner's Office (ICO) at a cost of £52.00
- 9.2 Gloucestershire Association of Local Councils (GALC) - formerly GAPTC - at a cost of £478.58**
COUNCIL APPROVED subscription to Gloucestershire Association of Local Councils (GALC) - formerly GAPTC - at a cost of £478.58.
- 9.3 To consider purchasing a Canva subscription and resolve to agree actions**
COUNCIL APPROVED purchasing a Canva subscription at a cost of £100.00.
- 20.04.26.10 Finances - documents circulated prior to the meeting (Appendix A)**
- 10.1 To approve the schedule of payments for April 2026**
COUNCIL APPROVED the schedule of payments for April 2026 subject to inclusion of Cllr T. Davies's Expenses.
- 10.2 To note income received for April 2026**
COUNCIL NOTED income received for April 2026.
- 10.3 To approve the bank reconciliation (including earmarked reserves) and the year-end accounts for the financial year ending 31 March 2026**
COUNCIL APPROVED bank reconciliation and year-end accounts for the financial year ending 31 March 2026 and was signed by Chair.
- 10.4 To review the updated Asset Register for the financial year 2025-26, note its contents and formally approve it in line with audit and accounting requirements.**
COUNCIL APPROVED the updated Asset Register for the financial year 2025-26.
- 10.5 To discuss Corporate Purchase Card by Unity Bank and resolve to agree actions**
COUNCIL RESOLVED to apply for a Unity Trust Bank Corporate Purchase Card.
- 20.04.26.11 To receive an update on the following Parish Council procedures and consider required actions:**
- 11.1 Code of Conduct**
COUNCIL ADOPTED revised Code of Conduct.
COUNCIL AGREED that signing the Code of Conduct should be added to the Standing Orders.
- 11.2 Training and Development Policy**
COUNCIL ADOPTED revised Training and Development Policy.
- 11.3 Website Accessibility Statement**
COUNCIL APPROVED Website Accessibility Statement.

11.4 Councillor Expenses Policy

COUNCIL ADOPTED Councillor Expenses Policy.

- 20.04.26.12 To discuss offering work placements to schools and colleges and resolve any actions (if required)**
COUNCIL AGREED Clerk to investigate options further.
- 20.04.26.13 To discuss Strategic Local Plan recommendations and consider any required actions**
COUNCIL AGREED to defer to next month's agenda.
- 20.04.26.14 To receive a report on the Neighbourhood Development Plan (NDP) review and consider any actions required**
COUNCIL NOTED that a meeting had taken place with ARPC's planning consultants on the NDP review and that the final draft is awaited.
- 20.04.26.15 To receive an update from Ashchurch Village Hall regarding:**
- 15.1 100 Years Celebration event**
COUNCIL NOTED:
- A further meeting was set for 21 April to continue planning, open to all
 - Councillors were asked to source donations for tombola prizes via community engagement
- 15.2 Refurbishment Plans for 2026**
COUNCIL NOTED that:
- A hirer engagement meeting was held to discuss the refurbishment, with one hirer in attendance.
 - A hirers' consultation questionnaire was in development
 - The project framework, including governance, budget and delegation arrangements, will be presented for resolution at the next meeting agenda.
- 20.04.26.16 To receive a report on CIL and S106 requirements and consider any actions required**
COUNCIL NOTED that a meeting was being scheduled with Tewkesbury Borough Council's CIL team to discuss and confirm CIL processes and procedures.
- 20.04.26.17 To receive an update on the Garden Town and consider any actions required**
- 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.
- 20.04.26.18 To receive the Clerk's report**
COUNCIL RECEIVED the Clerk's report and noted its contents.
COUNCIL NOTED that, due to no recent progress, the matter of vehicular access on green spaces at Barleyfields, Pamington had been removed; however, as it remains an ongoing /unresolved safety concern, **COUNCIL AGREED** to add to next agenda. Clerk team to explore option of installing bollards at cost to council instead of requesting this from Gateway management company.

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

COUNCIL NOTED that:

- Cllr Garnett and Cllr Mitchell had attended a community engagement stall at Cotswold Designer Outlet but footfall of local residents was low and therefore meaningful interaction was also low
- Cllr Garnett was to attend an upcoming event at Tewkesbury Abbey to engage with local community groups

20.04.26.20 To receive an update on Highway matters and consider any actions required

COUNCIL NOTED:

- Correspondence had been received from a resident concerning safety issues on Fiddington Lane (distributed prior to the meeting). **COUNCIL CONFIRMED** all issues raised were included in Council's planning response
- Clerk team to investigate mirror installation (costs and feasibility) at Walton Cardiff Lane junction with Fiddington Lane due to dangers raised of speeding vehicles
- Clerk team to request data from VAS on B4079

20.1 Cotswold Designer Outlet

Discussed in Agenda Item 20.04.26.19

20.04.26.21 To note agenda items for the next Parish Council Meeting

- Village Hall refurbishment project framework
- Safety concerns regarding green spaces in Barleyfields, Pamington
- PROW and Bridleway improvements
- Potential Pamington Lane Closure

20.04.26.22 Date of next meeting: Monday 18 May 2026

End of Meeting: 8.33pm

Appendix A - Ashchurch Rural Parish Council Financial Report April 2026

1. Payments for Approval						
Date	Payee	Description	Invoice Ref	Gross (£)	VAT (£)	Net (£)
20/04/2026	Clerk (reimbursement) - Smarty	Assistant Clerk Mobile Phone - Smarty: April	LB01	£ 6.00	£ 1.00	£ 5.00
20/04/2026	Clerk (reimbursement) - Smarty	Assistant Clerk 2 Mobile Phone Smarty: April	LB02	£ 5.40	£ 0.90	£ 4.50
20/04/2026	Clerk (reimbursement) - Smarty	Clerk New Mobile Phone Contract SIM : April	LB03	£ 5.40	£ 0.90	£ 4.50
20/04/2026	L. Beech	Clerk expenses March 2026		£ 48.73	£ -	£ 48.73
20/04/2026	M. Waterhouse	Assistant Clerk expenses March 2026		£ 188.00	£ -	£ 188.00
20/04/2026	K. Febery	Assistant Clerk expenses March 2026		£ 55.25	£ -	£ 55.25
20/04/2026	Information Commissioner Office	Data Protection Fee	1516fd60701	£ 52.00	£ -	£ 52.00
20/04/2026	J Booth	Maintenance inc Waste Removal	1015	£ 588.00	£ 98.00	£ 490.00
20/04/2026	Gloucestershire Association of Local Councils (GALC)	Annual Membership Subscription for 2026/2027,	1410	£ 478.58	£ -	£ 478.58
20/04/2026	Staff Salaries	Staff salaries (as per payroll schedule)		£ 4,129.13	£ -	£ 4,129.13
20/04/2026	Local Gov. Pension Scheme	April 2026 Pension Payment		£ 1,286.73	£ -	£ 1,286.73
20/04/2026	Assistant Clerk (reimbursement) -	Compost for Aston on Carrant Planter - Dobbies		£ 16.00	£ 2.67	£ 13.33
Total for approval:				£ 6,859.22		

2. Payments Made Since Last Meeting (For Information Only) - Includes direct debits, standing orders, delegated spending, and bank charges					
Date	Payee	Description	Ref / Invoice	Amount (£)	Payment Method
30/03/2026	ANDREA PELLEGRAM	NDP Review works	SI-441	£ 4,854.78	Bank Transfer
30/03/2026	Quattro Design Architects	Parish Mapping Project	20131	£ 2,904.00	Bank Transfer
31/03/2026	Unity Trust Bank	Service Charge		£ 10.30	Bank Charge
Total payments made:				£ 7,769.08	

3. Income Received Since Last Meeting				
Date	Received From	Description	Ref	Amount (£)
9/04/2026	HMRC	2025/26 VAT Tax Return	XPV126000107222	£ 10,047.38
31/03/2026	Unity Trust Bank	Credit Interest on Deposit Account ending 2788		£ 3,885.59
Total Income received:				£ 13,932.97

4. Summary		Amount (£)
Description		
Total Payments for Approval		£ 6,859.22
Total Payments Made		£ 7,769.08
Total Income Received		£ 13,932.97

5. Reserves and Bank Reconciliation Summary at 31 March 2026 (latest reconciled position)		
Reserves Position		
Type		Amount (£)
Earmarked Reserves		£ 741,231.01
General Fund		£ 42,955.15
Total Reserves		£ 784,186.16
Bank Balances		
Account	Detail	Amount (£)
Current Account	As per Bank Reconciliation No. 107	£ 26,920.04
Deposit Account	As per Bank Reconciliation No. 57	£ 757,266.12
Total Bank Balances		£ 784,186.16

6. Reserves Summary on 02 April 2026		
Transfer from General Fund to Earmarked Reserves - Approved Budget Allocation (Day 1 Adjustment)		
Type		Amount (£)
Amount Transferred	From General Fund to Consultancy Reserve	£ 17,550.07
General Fund		£ 25,405.08
Earmarked Reserves		£ 758,781.08
Total Reserves		£ 784,186.16

Signed Date
Chair

TO BE SIGNED AT THE NEXT PARISH COUNCIL MEETING