



Ashchurch Rural Parish Council (ARPC)
Draft Minutes of the Parish Council Meeting
held on Monday June 15 2026
at 6.30pm

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

Present: Cllrs D. Garnett (Chair), R. Drewitt, S. Mitchell and I. Parker.

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

15.06.26.1 To receive apologies for absence and approve reasons for absence, to confirm the meeting is quorate.
Apologies were received from Cllr. T. Davies (Chair) and Borough Cllr M. Gore.
In the absence of the Chair, the Vice Chair, Cllr D. Garnett, chaired the meeting.
The Clerk confirmed that the meeting was quorate.

15.06.26.2 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 Fiddington resident raised the following matters:

- Requested an update on proposed M5 Junction 9 and A46 (Ashchurch) Transport Scheme. **COUNCIL ADVISED** that the Strategic Outline Business Case was being assessed by the Department for Transport. County Cllr Kate Usmar reported that Gloucestershire County Council (GCC) was due to make an announcement on the scheme in Summer 2026.
- Enquired about a proposed Vehicle Activated Sign (VAS) on Fiddington Lane. **COUNCIL ADVISED** that it was seeking data from GCC for the existing B4079 VAS before considering further installations.

An Aston on Carrant resident reported an overhanging branch affecting visibility on the A46 near Ashchurch Village Hall (AVH). **COUNCIL CONFIRMED** that this matter would be reported to the relevant contractor as a priority.

A Fiddington resident enquired about potential funding opportunities for the Severn Vale Vintage Club Annual Show, to be held in Fiddington. **COUNCIL ADVISED** that a formal grant application should be submitted.

15.06.26.3 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 a personal interest in Agenda Item 8.2 (quotations for tree management) due to a connection with one of the suppliers, and agreed to withdraw from discussion and decision-making on this item.

- 15.06.26.4 To confirm and sign the minutes of the Parish Council Meeting held on 18 May 2026 (circulated to members prior to the meeting)**
COUNCIL NOTED that the minutes had been amended to include reference to additional hours payment, which had been omitted from the original draft.
The minutes of the Parish Council Meeting held on 18 May 2026 which had previously been circulated to all members were **RESOLVED** as a correct record and signed by the Vice Chairman.
- 15.06.26.5 To receive reports from External Bodies**
- 5.1 District and County Councillors (if present)**
County Cllr Kate Usmar provided a report that noted:
- She continued to follow up with relevant parties regarding the potential Pamington Lane closure
 - There was no further update on devolution
 - She was happy to assist in hedge cutting correspondence with GCC Highways and local land owners to establish responsibility for keeping hedges along Fiddington Lane pruned and safe for users of the lane
 - The 'This Is Tewkesbury Community Day' held on Saturday 13 June had been a successful event
- Cllr Garnett enquired about the Scouts building linked to Bloor Homes development. Cllr Usmar confirmed she was not aware of the matter.
- 5.2 Local Policing team**
None
- 15.06.26.6 To consider and comment on planning applications received:**
- 6.1 APPLICATION NO: 26/00397/FUL**
DESCRIPTION: Installation of 3no new electrical vehicle chargers with associated electrical infrastructure in existing petrol filling station car park
LOCATION: BP Garage, Ashchurch Road, Tewkesbury
GRID REF: 392097 233133
PLANNING OFFICER: Charlotte Kilminster
SUBMISSION DUE DATE: 3 June 2026 (extension requested)
COUNCIL RESOLVED to submit the Planning Working Group's recommended response, highlighting concerns regarding pedestrian safety arising from the charging bay layout, including vehicles reversing across the zebra crossing and into the path of vehicles exiting the forecourt, along with concerns that parking provision may be insufficient to accommodate both shop customers and EV charging demand, resulting in potential congestion.
- 6.2 To receive update regarding community facilities outlined in planning application 25/00643/APP and consider any actions required**
COUNCIL NOTED that a meeting had taken place with the Planning Case Officer at Tewkesbury Borough Council (TBC) and that further discussions were to be arranged with Tewkesbury Town Colts Football Club to refine community requirements.

Cllr K. Usmar enquired whether the woodland path would be wheelchair accessible. Cllr I. Parker confirmed that it should be a Hoggin path which should be suitable for wheelchair access.

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

None.

15.06.26.7 To receive and note decisions made under delegated authority since the last meeting on 18 May 2026, in accordance with the Council's Scheme of Delegation.

None.

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

8.1 To consider a request received from residents in Aston on Carrant for the purchase and installation of a bench, review the quotations received and resolve any actions to be taken.

COUNCIL RESOLVED to approve a budget of £650.00 for the purchase and installation of a bench in Aston on Carrant and to invite the resident representatives to select from the quotations provided.

8.2 War Memorial : To consider the proposed plans, review quotations for groundworks, tree removal and a bench, agree any expenditure and discuss next steps.

COUNCIL CONSIDERED proposed plans and quotations and **RESOLVED** to proceed with the scheme and **APPROVED** appointment and associated expenditure of:

- £672.00 for J. Booth Garden Services to carry out groundworks
- £850.00 for J. P Tree Surgery to carry out tree removal and crown lift

8.3 Village Gateways: To consider gate options, review quotations for gates and installation, agree any expenditure and discuss next steps.

COUNCIL RESOLVED to proceed with the project in two phases for logistical reasons:

- Phase 1: Aston Cross, Aston on Carrant, Fiddington and Pamington (B4079 sites)
- Phase 2: Ashchurch, Claydon, Natton, Pamington (Pamington Lane) and Walton Cardiff

COUNCIL AGREED that:

- Site measurements would be taken at the identified locations to enable exact costs to be confirmed at the next meeting
- GCC would be consulted regarding potential funding prior to a final decision to purchase
- The 'Badbury' example artwork reflected the rural character of the parish and a curved-top gate was preferable design
- The wording would state the hamlet name and "Please drive carefully"

15.06.26.9 Ashchurch Village Hall Refurbishment Project (AVHRP)

9.1 To receive an update on the project and consider any recommendations, approvals or actions required in relation to the Pre-Planning and Design phase.

None.

9.2 To consider and approve any expenditure, quotations, contracts or professional fees relating to

the project Pre-planning and Design phase.

COUNCIL RESOLVED to approve payment of Invoice INV-001196 from Quantum Construction Consultants Limited for £3,600.00 for services provided during May 2026. This payment is included in the Payment List (Agenda Item 15.06.26.10.1).

15.06.26.10 Finances – documents circulated prior to the meeting

COUNCIL NOTED that, in relation to item 18.05.26.23.2, overtime is classed as pensionable pay and therefore pension contributions (employee and employer) would be deducted accordingly.

10.1 To approve the schedule of payments for June 2026 (Appendix A)

COUNCIL NOTED that the cost of bouncy castle hire for the Village Hall centenary event had been omitted from the previous month's schedule of payments in error but had been included within the expenditure total of £450.87 under Agenda Item 18.05.26.9.1. The payment had been added to the June schedule of payments.

COUNCIL APPROVED the schedule of payments for June 2026 subject to inclusion of:

- J Booth Invoice 1095 for £240.00 for A46 Grass Maintenance
- HMRC Quarter 1 payment for £3351.52 due for PAYE contributions
- PATA Invoice 25/1174/PPS for £244.10 for Payroll services

10.2 To note income received for June 2026

None.

10.3 To approve the bank reconciliation (including earmarked reserves)

COUNCIL NOTED The reconciled balances stood at:

- Current Account: £544,601.07
- Savings Account: £757,266.12
- Balance of the CIL reserve: £674,708.45
- Balances of other reserves remained unchanged

COUNCIL RESOLVED that such sum as necessary be transferred from the Current Account to the Savings Account following the processing of outstanding payments, leaving a balance of £250,000.00 in the Current Account. **COUNCIL APPROVED** the bank reconciliation and was signed by Cllr S. Mitchell.

10.4 To receive the Internal Audit report

COUNCIL RECEIVED the Internal Audit report for 2025/26 and **CONSIDERED** the recommendations. **COUNCIL NOTED** that recommendations relating to the inclusion of bank balances in minutes and the annual reaffirmation of the General Power of Competence had already been implemented. The Council accepted the remaining recommendations and agreed that appropriate action would be taken regarding budget-setting procedures, asset risk assessments, Financial Regulations and minute wording relating to insurance renewal.

10.5 To consider and approve the Annual Governance Statement 2025/26 (Section 1 of the AGAR) for external auditors, PKF Littlejohn

COUNCIL RESOLVED to approve the Annual Governance Statement 2025/26 (Section 1 of the AGAR) for external auditors, PKF Littlejohn and the Statement was signed by Cllr D. Garnett,

Vice-Chair and Chair of the meeting.

- 10.6 To consider and approve the Accounting Statements 2025/26 (Section 2 of the AGAR) for external auditors, PKF Littlejohn**
COUNCIL RESOLVED to approve the Accounting Statements 2025/26 (Section 2 of the AGAR) for external auditors, PKF Littlejohn and the Statements were signed by Cllr D. Garnett, Vice-Chair and Chair of the meeting.

- 10.7 To agree dates for the Exercise of Public Rights to Inspect the Draft Accounts as 17 June 2026 to 28 July 2026**
COUNCIL RESOLVED that the period for the Exercise of Public Rights to Inspect the Draft Accounts be 17 June 2026 to 28 July 2026.

- 15.06.26.11 To receive an update on the following Parish Council procedures and consider required actions:**

- 11.1 To review the Internal Review Policy**

COUNCIL RESOLVED to approve the Internal Review Policy.

- 11.2 To review the Risk Register and agree any required actions**

COUNCIL RESOLVED to approve the revised Risk Register as recommended by the Policies Working Group.

- 15.06.26.12 To discuss potential Community Engagement events and consider any actions required:**

- 12.1 2026 Tractor Show in Fiddington**

COUNCIL RESOLVED to attend the 2026 Tractor Show in Fiddington.

- 12.2 Community Speed Watch National Day of Action 2026**

COUNCIL AGREED in principle to take part in Community Speed Watch National Day of Action 2026, subject to a sufficient number of volunteers being recruited.

- 15.06.26.13 To consider Community Governance Review Consultation and agree the Council's response**

COUNCIL CONSIDERED the Community Governance Review consultation and **AGREED** a response supporting the existing parish boundaries and governance arrangements, but requesting an increase in the number of parish councillors. **COUNCIL NOTED** that current and future housing growth is significantly increasing the electorate and that additional councillors would improve representation.

- 15.06.26.14 To consider Strategic Local Plan consultation and agree the Council's response**

Item deferred to next meeting.

- 15.06.26.15 To receive a report on the Neighbourhood Development Plan (NDP) review and consider any actions required**

COUNCIL RESOLVED that the planning consultants should proceed with:

- The Screening Environmental Assessment, including submission of the screening opinion to TBC and the statutory bodies, with no further comments to be made
- The Building with Nature Assessment, including any further audit work

COUNCIL RESOLVED to approve additional expenditure of up to £3,000 for work associated with the Building with Nature Assessment, to be funded from the Consultancy reserve.

15.06.26.16 To receive a report on CIL and s106 and agree consider any actions required

None. The Clerk reported that the meeting scheduled with TBC's CIL Team for 16 June 2026 had been postponed.

15.06.26.17 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

COUNCIL NOTED that the Strategic and Local Plan Manager had confirmed that further updates were expected within the next three months regarding infrastructure matters including electricity and flooding.

17.2 To receive a report from the Oversight Board

COUNCIL NOTED that:

- Stewardship had been discussed and Cllr T. Davies was investigating an example in Cambridgeshire that had been highlighted.
- Traffic re-modelling was ongoing.

15.06.26.18 To receive the Clerk's report

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

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

19.1 To receive update on potential Pamington Lane closure and consider any actions required

The item had been previously discussed under Agenda Item 15.06.26.5.1. **COUNCIL RESOLVED** to escalate concerns regarding lack of progress on Pamington Lane with GCC.

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

COUNCIL NOTED that engagement activities continue via Facebook and Welcome Tuesday sessions.

15.06.26.21 To note agenda items for the next Parish Council Meeting

- Co-option of new councillors
- Strategic Local Plan

Date of next meeting: 20 July 2026

Meeting Ended 21:21

Appendix A - Ashchurch Rural Parish Council Financial Report June 2026

1. Payments for Approval

Date	Payee	Description	Invoice Ref	Gross (£)	VAT (£)	Net (£)
15/06/2026	Clerk (reimbursement) – Smarty	Assistant Clerk Mobile Phone - Smarty: June	LB12	£ 5.40	£ 0.90	£ 4.50
15/06/2026	Clerk (reimbursement) – Smarty	Assistant Clerk 2 Mobile Phone Smarty: June	LB13	£ 5.40	£ 0.90	£ 4.50
15/06/2026	Clerk (reimbursement) – Smarty	Clerk Mobile Phone Smarty: June	LB14	£ 5.40	£ 0.90	£ 4.50
15/06/2026	L. Beech	Clerk expenses May 2026		£ 43.10	£ -	£ 43.10
15/06/2026	L. Beech	Reimbursement for Amazon: Laptop Charger	LB10	£ 14.99	£ 2.50	£ 12.49
	L. Beech	Reimbursement for 3 Counties Castle:	LB11	£ 65.00	£ -	£ 65.00
15/06/2026	M. Waterhouse	Assistant Clerk expenses May 2026 including Deposit 3 Counties Castles	MW03	£ 82.00	£ -	£ 82.00
15/06/2026	K. Febery	Assistant Clerk expenses May 2026		£ 63.80	£ -	£ 63.80
15/06/2026	J Booth	Maintenance inc Waste Removal	1067	£ 300.00	£ 50.00	£ 250.00
15/06/2026	Tewkesbury Printing Company	A5 52pp Memories Booklet		104455 £ 129.00	£ -	£ 129.00
15/06/2026	Andrea Pellegrini Ltd	Work over April and May (two months) on NDP	SI-459	£ 2,304.00	£ 384.00	£ 1,920.00
15/06/2026	Quantum Construction Consultants Limited	Services provided during May 2026	INV-001196	£ 3,600.00	£ 600.00	£ 3,000.00
Total for approval:				£ 6,618.09	£ 55.20	£ 658.89

Payments for Approval – Figures to Be Confirmed at Meeting

15/06/2026	Staff Salaries	Staff salaries for June (as per payroll schedule)	£ 4,785.96
15/06/2026	Local Gov. Pension Scheme	June 2026 Pension Payment	£ 1,396.74
Total for Approval at Meeting:			£ 12,800.79

2. Payments Made Since Last Meeting (For Information Only) - Includes payments agreed at last meetings, standing orders, delegated spending and bank charges

Date	Payee	Description	Ref / Invoice	Amount (£)	Payment Method
31/05/2026	Unity Trust Bank	Service Charge		£ 9.55	Bank Charge
18/05/2026	L. Beech	Reimbursement for Simply Flowers: 100 Year Ever	LB09	£ 70.00	Bank Transfer
18/05/2026	M. Waterhouse	Reimbursement: Bookers Food	MW03	£ 150.32	Bank Transfer
18/05/2026	M. Waterhouse	Reimbursement: Tesco Food	MW04	£ 17.07	Bank Transfer
18/05/2026	Quantum Construction	AVHRP Project: Invoice 1189	1189	£ 3,600.00	Bank Transfer
18/05/2026	Ashchurch Village Hall	AVHRP Project Reimbursement of AVH for Quantum Invoice 1187	1187	£ 3,600.00	Bank Transfer
Total payments made:				£ 7,446.94	

3. Income Received Since Last Meeting

Date	Received From	Description	Ref	Amount (£)
Total income received:				£ -

4. Summary

Description	Amount (£)
Total Payments for Approval	£ 12,800.79
Total Additional Payments Made Since Last Meeting	£ 7,446.94
Total Income Received	£ -

5. Reserves and Bank Reconciliation Summary at 30 April 2026 (latest reconciled position)

Reserves Position		
Type		Amount (£)
Earmarked Reserves		£ 749,828.68
Total Reserves		£ 749,828.68
Bank Balances		
Account	Detail	Amount (£)
Current Account	As per Bank Reconciliation No. 109	£ 544,601.07
Deposit Account	As per Bank Reconciliation No. 60	£ 757,266.12
Total Bank Balances		£ 1,301,867.19

Signed Date Chair

TO BE SIGNED AT THE NEXT PARISH COUNCIL MEETING