



**Ashchurch Rural Parish Council (ARPC)**  
**Minutes of the Parish Council Meeting**  
**held on Monday July 20 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 and I. Parker.

**Attendees:** Clerk/RFO L. Beech, Assistant Clerks K. Febery & M. Waterhouse, County Cllr K. Usmar, prospective ARPC councillors D. Barnfield and B. Harvey (co-opted during Minute 20.7.26.2.4 and joined the meeting as councillors thereafter) and four members of the public.

**20.7.26.1 To receive apologies for absence and approve reasons for absence, to confirm the meeting is quorate.**  
Apologies were received from Borough Cllr M. Gore.  
The Clerk confirmed that the meeting was quorate.

**20.7.26.2 To consider Co-option to fill casual vacancies**

**2.2 To consider applications received for co-option**

**COUNCIL CONSIDERED** the applications received for the two vacancies and **NOTED** that the statutory notice advertising the vacancies had expired.

**2.3 To invite candidates (if present) to address the Council**

The applicants were invited to address the Council.

**2.4 To resolve to co-opt a candidate to fill the vacancies**

**COUNCIL RESOLVED** to co-opt Mr B. Harvey and Ms D. Barnfield to fill the two vacancies on Ashchurch Rural Parish Council.

**2.5 To receive the Declaration of Acceptance of Office from the successful candidate**

**COUNCIL RECEIVED** the signed Declarations of Acceptance of Office from both candidates, who then joined the Council and participated in the remainder of the meeting as councillors.

**20.7.26.3 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 Fields resident raised concerns regarding highway safety arising from construction traffic serving the Barratts development and confirmed there has recently been a significant road traffic accident. County Cllr K. Usmar advised that similar concerns had been raised by other residents.

**COUNCIL CONFIRMED** that the roads in question remain unadopted. **COUNCIL AGREED** to write to the relevant developers (jointly with County Cllr Usmar) to express concerns regarding construction traffic speed and explore Community Speed Watch initiatives.

**20.7.26.4 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

**20.7.26.5 To confirm and sign the minutes of the Parish Council Meeting held on 15 June 2026 (circulated to members prior to the meeting)**

**COUNCIL RESOLVED** that the minutes of the Parish Council Meeting held on 15 June 2026 which had previously been circulated to all members be approved as a true and accurate record of the meeting and they were signed by the Chair.

**20.7.26.6 To receive reports from External Bodies**

**6.1 District and County Councillors (if present)**

County Cllr K. Usmar had circulated a written report prior to the meeting and provided updates on the following matters:

- She continued to liaise with relevant GCC teams to progress the potential Pamington Lane project, including exploring the use of ANPR systems.
- Local Government Reorganisation proposals meant Gloucestershire County Council (GCC) and six district councils are expected to be replaced by a single unitary authority from 1 April 2028, subject to the legislative process, with elections to a shadow authority anticipated in May 2027. It was noted this could lead to increased opportunities for Parish Councils to take on additional local responsibilities.
- There had been positive response to proposals to improve the local Public Rights of Way network.

**6.2 Local Policing team**

No report received. **COUNCIL NOTED** report that Police had responded to incidents involving the unlawful use of off-road motorcycles within the parish.

**20.7.26.7 To consider and comment on planning applications received:**

**7.1 APPLICATION NO: 26/00505/FUL**

**DESCRIPTION:** Removal of conservatory, extension of ground floor, partial elevation of ridgeline, porch enclosed and extended, timber shed to front

**LOCATION:** 1 Manor Cottage, Ashchurch Tewkesbury

**GRID REF:** 392907 233248

**PLANNING OFFICER:** Mykola Druzaikin

**SUBMISSION DUE DATE:** 23 July

**COUNCIL AGREED** to submit a comment of 'No objection, subject to no material planning objections being received from neighbouring properties'.

**7.2 To receive an update on Community Facilities plans for application number: 25/00643/APP from Barratts at Fiddington South development**

**COUNCIL NOTED** that following a meeting with the relevant Planning Officer at Tewkesbury Borough Council (TBC), meetings had been held with representatives of local sports clubs to provide sporting expertise and technical input for ARPC's continuing efforts to represent local community interests in the design proposals for the community facilities. A further meeting with Cllr K. Usmar and the Planning Officer was scheduled for 31 July 2026 to discuss the matter further.

- 20.7.26.8 To receive and note decisions made under delegated authority since the last meeting on 15 June 2026, in accordance with the Council's Scheme of Delegation**  
**COUNCIL NOTED** that minor amendments had been made under delegated authority to the wording of a recent entry (no. 20) in the Risk Register to improve clarity. No substantive changes were made.
- 20.7.26.9 To receive update on parish projects and consider any actions required:**
- 9.1 Defibrillators: To receive update on status of the Walton Cardiff and Aston Cross projects and agree any actions required.**  
**COUNCIL NOTED**
- The Walton Cardiff defibrillator installation was delayed due to a change in the proposed location and an alternative site was being identified.
  - The Walton Cardiff defibrillator installation was paid for in 2025 and this allocation could be transferred to the Aston Cross defibrillator installation.
  - Developers should be encouraged to provide defibrillators in future community facilities.
- COUNCIL RESOLVED** that the Clerks obtain quotations for the refurbishment of the Aston Cross telephone kiosk and that the installation already paid for in relation to the Walton Cardiff kiosk be transferred to the Aston Cross project.
- 9.2 Village Gateways : To receive an update on the site measurements undertaken at the identified locations, consider the final sitings and costings and agree the next steps**  
**COUNCIL AGREED**
- To proceed with the installation of the proposed village gateway scheme, including a double sided signage gateway at Fiddington / Homedowns and the recommended locations on the B4079 at Aston Cross.
  - Nearby residents should be consulted prior to installation where appropriate.
- COUNCIL RESOLVED** to approve expenditure of £7,500.00 for Phase 1 of the Village Gateway project.
- 9.3 War Memorial**  
**COUNCIL AGREED** Clerks to obtain quotations for Tommy statues for the War Memorial project.
- 20.7.26.10 Ashchurch Village Hall Refurbishment Project (AVHRP)**
- 10. To receive an update on the current phase of the project, including progress towards the commencement of the approved works**  
**COUNCIL NOTED** that the project remains in the planning and design phase and considered the implications of both a phased refurbishment allowing boardroom access and a full hall closure. Members discussed the potential cost savings, value for money and reduced project duration that could be achieved by completing the works in a single phase, as well as the disruption of both approaches.
- COUNCIL RESOLVED** to permit the closure of the Village Hall for the duration of the refurbishment works, recognising that this option offered the greatest overall benefits in terms of cost efficiency, programme duration and the safe delivery of the project.

**10.2 To receive a report on decisions made under delegated authority relating to the AVHRP**

**COUNCIL NOTED** the delegated decision to accept the National Grid quotation of £2,297.40 (excl. VAT) for the installation of a three-phase electricity supply for the AVHRP.

**10.3 To consider and approve payment of the following invoices associated with the Pre-Planning and Design phase:**

- Invoice: INV-001202 – £900.00 (Quantum Construction Consultants Limited: Services Provided June 2026) Total: £900.00

**COUNCIL RESOLVED** to approve payment of Invoices listed, including the National Grid invoice for £2,297.40 in respect of the installation of a three-phase electricity supply.

**10.4 To receive a report from the Clerk on the interpretation of procurement legislation and tender publication requirements for the project, to consider the available options and to determine the Council's preferred approach**

**COUNCIL RESOLVED**

1. To note the contents of the report regarding the procurement requirements for the AVHRP.
2. To confirm that the AVHRP is classified as a Works Contract under the Procurement Act 2023 and that, with an estimated value of £600,000–£700,000 (excluding VAT), the project is below the current statutory threshold for a regulated works procurement.
3. Having considered the Procurement Act 2023, the Council's Standing Orders and Financial Regulations and the differing interpretations of Part 6 of the Procurement Act 2023, to not publish a Below Threshold Tender Notice on the Government's Central Digital Platform.
4. In reaching this decision, **COUNCIL NOTED** that:
  - The project is below the statutory threshold for a regulated works procurement.
  - There is no definitive guidance requiring every parish council works contract over £30,000 to be advertised on the Central Digital Platform.
  - ARPC will undertake a proportionate and competitive local tender process in accordance with its Standing Orders and Financial Regulations.
  - The procurement process will be designed to demonstrate fairness, transparency, appropriate competition and value for money.
  - A comprehensive audit trail will be maintained throughout the procurement, contract management and delivery of the project.
5. To adopt the following procurement strategy for the AVHRP:
  - The contract will be procured as a Works Contract.
  - A formal competitive tender process will be undertaken in accordance with the Council's Standing Orders and Financial Regulations.
  - Suitably qualified contractors will be invited to tender.
  - Tender submissions will be evaluated against predetermined evaluation criteria to identify the most economically advantageous submission, taking account of quality, experience and value for money.
  - All procurement decisions, contract awards, payment approvals, variations, budget monitoring and project governance will be fully documented to provide a clear and auditable decision-making process.

**COUNCIL AGREED** that the above reasons and procurement strategy form part of the formal

record of decision and be retained as part of the project's governance and audit documentation.

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

**11.1 To approve the schedule of payments for July 2026 (Appendix A)**

**COUNCIL RESOLVED** to approve the Schedule of Payments for July 2026 (Appendix A) and **AGREED** that Community Infrastructure Levy (CIL) funding reserve should be used to fund the War Memorial project.

**11.2 To note income received for July 2026**

**COUNCIL NOTED** interest income of £3,696.41 received during July 2026 and requested that the Clerk investigate the Council's tax position in relation to this income.

**11.3 To approve the bank reconciliation (including earmarked reserves)**

**COUNCIL APPROVED** the Bank Reconciliation and **NOTED** earmarked reserves, including:

- CIL Reserve: £671,497.78
- Consultancy Reserve: £23,080.00

**11.4 To receive update on banking review and agree actions**

**COUNCIL NOTED**

- The Financial Services Compensation Scheme protection available on the Council's deposits.
- Opportunities to improve returns through alternative Unity Trust savings products.
- Options for separating operational fund, earmarked reserves and project funds into dedicated accounts.

**COUNCIL AGREED** to defer consideration of the available banking options to next meeting.

**11.5 To receive ARPC Banking Review report and agree any actions required**

This item was covered under Minute 20.7.26.11.4.

**20.7.26.12 To consider quote from Quattro Design Architects Ltd for potential cycle route mapping project and agree actions**

**COUNCIL NOTED** that the project forms part of the wider ambition to improve active travel links between Ashchurch, Walton Cardiff, Tewkesbury town centre and new surrounding developments and **APPROVED** the quotation from Quattro Design Architects Ltd in the sum of £560.00 plus VAT.

**COUNCIL AGREED** that consideration of a proposal to ringfence £50,000 of CIL funding for this potential PROW project be added the next agenda.

**20.7.26.13 To receive update on Parish Priorities report and agree actions required**

**13.1 To consider quote from GRCC for next phase (if required)**

**COUNCIL NOTED** the quotation from Gloucestershire Rural Communities Council (GRCC) in the sum of £7,515.32, which had been circulated prior to the meeting. **COUNCIL AGREED** to defer consideration of the quotation until next meeting.

**20.7.26.14 To consider further correspondence received from Tewkesbury Borough Council regarding the**

### **Community Governance Review and determine the Council's response**

Members considered the correspondence and discussed the potential governance, service delivery and financial implications of the proposal. **COUNCIL RESOLVED** to seek clarification on the financial implications of the proposed boundary changes before determining its response. Consideration of the matter was deferred until the next meeting.

#### **20.7.26.15 To consider Councillor resources and support**

##### **15.1 To consider an increase in the email mailbox storage capacity for Council email accounts and approve the associated additional annual cost**

**COUNCIL RESOLVED** to upgrade email storage only where additional capacity is required and **APPROVED** the annual costs of £24.00 for one 10GB mailbox upgrade and £42.00 for one 30GB mailbox upgrade.

##### **15.2 To consider the provision of business cards for councillors and determine the Council's requirements**

**COUNCIL RESOLVED** to provide business cards to four councillors and a cost of £124.00 plus VAT.

##### **15.3 To consider councillor and staff training requirements and approve attendance at appropriate training courses and any associated expenditure**

**COUNCIL RESOLVED** to approve:

- Attendance by the newly co-opted councillors at the Gloucestershire Association of Local Councils (GALC) New Councillor training programme at a cost of £45.00 per councillor.
- Sexual Harassment Prevention training for two new councillors and three staff at a cost of £19.00 per person.

#### **20.7.26.16 To receive a report on the Neighbourhood Development Plan (NDP) review and consider any actions** **COUNCIL NOTED** that the Environment Agency had confirmed its agreement with the Strategic Environmental Assessment (SEA) Screening Opinion and that responses from the remaining statutory consultees were awaited.

#### **20.7.26.17 To receive a report on CIL and s106 and consider any actions required**

##### **17.1 To consider a CIL funding application received from Severn Vale Vintage Club and determine the Council's decision**

**COUNCIL NOTED** that no application had been received and therefore no decision was required.

#### **20.7.26.18 To receive an update on the Garden Town and consider any actions required**

**COUNCIL NOTED** that Atkins would be holding a Garden Town workshop at Ashchurch Village Hall on 28 July 2026.

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

No meeting held.

##### **18.2 To receive a report from the Oversight Board**

No meeting held since May 2026.

#### **20.7.26.19 To approve the cost of £60.00 for renewal of Campaign to Protect Rural England (CPRE) membership**

**COUNCIL APPROVED** renewal of Campaign to Protect Rural England (CPRE) membership at a cost of £60.00.

**20.7.26.20 To receive a report on the Council's Working Groups and confirm their membership**

**COUNCIL RESOLVED** to confirm councillor membership and Lead Councillor appointments for the Council's Working Groups.

**20.7.26.21 To receive the Clerk's report**

**COUNCIL NOTED** the Clerk's Report, previously circulated.

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

**COUNCIL NOTED**

- Concerns regarding construction traffic discussed under Minute 20.7.26.3.
- Damage to a bus shelter located within the neighbouring parish of Northway and requested that the Clerk notify them for their information.

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

**The Council received an update on recent community engagement activities, including Welcome Tuesdays and social media.**

**COUNCIL NOTED:**

- An offer from a resident to assist with cleaning the Aston Cross brick bus shelter following concerns raised about its condition. Members also noted that other parish bus shelters required regular cleaning.
- Ongoing discussions with local residents and volunteer groups regarding the War Memorial project.
- Reports of dog fouling in Mulberry Place and Fiddington Fields. The Clerk is liaising with TBC, GCC and the developers regarding the provision of dog waste bins on the currently unadopted roads and exploring interim solutions.
- The Severn Vale Vintage Show remains the parish's principal annual community event and presents a valuable opportunity for Council engagement with residents.

**COUNCIL RESOLVED**

- To obtain quotations for the cleaning of all parish bus shelters.
- To approve a £100.00 donation in support of the forthcoming Severn Vale Vintage Show, enabling the Council to attend the event and undertake community engagement activities.

**20.7.26.24 To note agenda items for the next Parish Council Meeting**

**COUNCIL NOTED** the following items, alongside those already minuted for the next meeting, will be added to the next agenda:

- Stewardship
- Vehicle Activated Sign for Fiddington Lane

**20.7.26.25 Date of next meeting: 17 August 2026**

**Meeting ended 20.50**

**20.7.26.26** To resolve that, in view of the confidential nature of the business to be transacted, the press and public be excluded from the meeting pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

**26.1** To consider changes to the HMRC Approved Mileage Allowance Payments and determine the Council's implementation arrangements

**COUNCIL RESOLVED** to implement the revised HMRC mileage allowance rate in accordance with the updated HMRC guidance and to apply the revised rate retrospectively where applicable.

The Clerk was authorised to update staff contracts to reflect the revised mileage allowance and other employment-related amendments arising from recent changes to employment legislation and the NALC model contract.

## Appendix A - Ashchurch Rural Parish Council Financial Report July 2026

### Appendix A – Financial Report July 2026

#### 1. Payments for Approval

| Date       | Payee                                | Description                                               | Invoice Ref | Gross (£)  | VAT (£)  | Net (£)    |
|------------|--------------------------------------|-----------------------------------------------------------|-------------|------------|----------|------------|
| 20/07/2026 | Clerk (reimbursement) – Smarty       | Assistant Clerk Mobile Phone - Smarty: July               | IR15        | £ 5.40     | £ 0.90   | £ 4.50     |
| 20/07/2026 | Clerk (reimbursement) – Smarty       | Assistant Clerk 2 Mobile Phone Smarty: July               | LB16        | £ 5.40     | £ 0.90   | £ 4.50     |
| 20/07/2026 | Clerk (reimbursement) – Smarty       | Clerk Mobile Phone Smarty: July                           | LB17        | £ 5.40     | £ 0.90   | £ 4.50     |
| 20/07/2026 | L. Beech                             | Clerk expenses June 2026                                  |             | £ 28.70    | £ -      | £ 28.70    |
| 20/07/2026 | M. Waterhouse                        | Assistant Clerk expenses June 2026                        |             | £ 117.80   | £ -      | £ 117.80   |
| 20/07/2026 | K. Febery                            | Assistant Clerk expenses June 2026                        |             | £ 49.80    | £ -      | £ 49.80    |
| 20/07/2026 | L. Beech                             | Reimbursement for Amazon: Laptop Charger Assistant Clerk  | LB18        | £ 14.99    | £ 2.50   | £ 12.49    |
| 20/07/2026 | JPAS Contracting Limited             | War Memorial Ashchurch - Tree & stump removal, crown lift | 2607001     | £ 1,020.00 | £ 170.00 | £ 850.00   |
| 20/07/2026 | J Booth                              | Garden Maintenance                                        | 1108        | £ 240.00   | £ 40.00  | £ 200.00   |
| 20/07/2026 | J Booth                              | Garden Maintenance and Waste Removal                      | 1133        | £ 276.00   | £ 46.00  | £ 230.00   |
| 20/07/2026 | J Booth                              | Work (war memorial)                                       | 1134        | £ 672.00   | £ 112.00 | £ 560.00   |
| 20/07/2026 | John Preece & Sons                   | 1/6/26 Cut roadside verges                                | INV-1164    | £ 936.00   | £ 156.00 | £ 780.00   |
| 20/07/2026 | Andrea Pellegrini Ltd                | Work to prepare SEA Screening Assessment for NDP ...      | SI-467      | £ 1,344.00 | £ 224.00 | £ 1,020.00 |
| 20/07/2026 | Quantum Construction Consultants Ltd | Services provided up to and including 26 June 2026        | INV-001202  | £ 900.00   | £ 150.00 | £ 750.00   |
| 20/07/2026 | Ashchurch Village Hall               | Room Hire April - June                                    | inv 25      | £ 525.00   | £ -      | £ 525.00   |

**Total for approval:** £ 5,615.49 £ 753.20 £ 3,862.29

#### Payments for Approval – Figures to Be Confirmed at Meeting

|            |                           |                                                   |            |
|------------|---------------------------|---------------------------------------------------|------------|
| 20/07/2026 | Local Gov. Pension Scheme | July 2026 Pension Payment                         | £ 1,142.33 |
| 20/07/2026 | Staff Salaries            | Staff salaries for July (as per payroll schedule) | £ 4,128.93 |

**Total for Approval at Meeting:** £ 10,886.75

#### 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                                                      |               | £ 10.60    | Bank Charge    |
| 31/05/2026 | Unity Trust Bank | Manual Credit Handling Charge                                       |               | £ 1.50     | Bank Charge    |
| 30/06/2026 | HMRC             | HMRC Quarter 1 PAYE contributions - Approved at June Meeting        |               | £ 3,351.52 | Bank Transfer  |
| 17/06/2026 | PATA             | Invoice 25/1174/PPS for Payroll services - Approved at June Meeting |               | £ 244.10   | Bank Transfer  |
| 17/06/2026 | J Booth          | Invoice 1095 for A46 Grass Maintenance - Approved at June Meeting   |               | £ 240.00   | Bank Transfer  |

**Total payments made:** £ 3,847.72

#### 3. Income Received Since Last Meeting

| Date       | Received From    | Description                 | Ref | Amount (£) |
|------------|------------------|-----------------------------|-----|------------|
| 30/06/2026 | Unity Trust Bank | Interest on Deposit Account |     | £ 3,696.41 |

**Total income received:** £ 3,696.41

#### 4. Summary

| Description                                       | Amount (£)  |
|---------------------------------------------------|-------------|
| Total Payments for Approval                       | £ 10,886.75 |
| Total Additional Payments Made Since Last Meeting | £ 3,847.72  |
| Total Income Received                             | £ 3,696.41  |

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

| Reserves Position          |                                    |                |
|----------------------------|------------------------------------|----------------|
| Type                       |                                    | Amount (£)     |
| Earmarked Reserves         |                                    | £ 744,698.01   |
| <b>Total Reserves</b>      |                                    | £ 744,698.01   |
| Bank Balances              |                                    |                |
| Account                    | Detail                             | Amount (£)     |
| Current Account            | As per Bank Reconciliation No. 110 | £ 249,989.40   |
| Deposit Account            | As per Bank Reconciliation No. 60  | £ 1,038,925.69 |
| <b>Total Bank Balances</b> |                                    | £ 1,288,915.09 |

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