



Ashchurch Rural Parish Council (ARPC)
Minutes of the Parish Council Meeting
held on Monday August 17 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, and two representatives of Tewkesbury Town Colts Football Club.
- 17.08.26.1 To receive apologies for absence and approve reasons for absence, to confirm the meeting is quorate**
Apologies were received from Cllr D. Barnfield and County Cllr K. Usmar.
The Clerk reported that Cllr B. Harvey had indicated their intention to resign, having reconsidered their suitability for the role. Formal written confirmation was awaited, upon receipt of which the resignation will be formally acknowledged by the Council.
The Clerk confirmed that the meeting was quorate.
- 17.08.26.2 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)**
Cllr D. Garnett relayed a report on behalf of a resident concerning an incident on Natton Lane and advised that the police had been notified.
- 17.08.26.3 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.
- 17.08.26.4 To confirm and sign the minutes of the Parish Council Meeting held on 20 July 2026 (circulated to members prior to the meeting)**
COUNCIL RESOLVED that the minutes of the Parish Council Meeting held on 20 July 2026 be approved as a true and accurate record of the meeting. The minutes were signed by the Chair.
- 17.08.26.5 To receive reports from External Bodies:**
- 5.1 District and County Councillors (if present)**
A report from County Councillor K. Usmar had been circulated prior to meeting.
 - 5.2 Local Policing team**
No report received.

- 17.08.26.6 To consider and comment on planning applications received:**
- 6.1 APPLICATION NO:** 26/00607/FUL
DESCRIPTION: Change of use of land from agricultural to private equestrian use (retrospective)
LOCATION: Part Parcel 0824, Walton Cardiff Lane, Tewkesbury
GRID REF: 391058 232206
PLANNING OFFICER: Chloe Buckingham
SUBMISSION DUE DATE: 27 August 2026
COUNCIL RESOLVED to submit a comment of 'No objection, subject to no material planning objections being received from neighbouring properties'.
- 6.2 APPLICATION NO:** 26/00042/NMA
DESCRIPTION: Non-material amendment to vary wording of Condition 9 of Outline Planning Permission ref: 23/00930/OUT dated 28/06/2024
LOCATION: Part Parcel 4256 Homedowns Tewkesbury Gloucestershire
GRID REF: 392403 232735
PLANNING OFFICER: Diana Jones
SUBMISSION DUE DATE: 28 August 2026
COUNCIL RESOLVED to submit a comment of 'No objection, subject to no material planning objections being received from neighbouring properties'.
- 6.3 APPLICATION NO:** 26/00043/NMA
DESCRIPTION: Non-material amendment to vary the wording of Condition 9 of Outline Planning Permission ref: 22/01320/OUT dated 12/12/2023
LOCATION: Parcel 5558 Road From Natton To Homedowns Ashchurch Tewkesbury Gloucestershire
GRID REF: 392551 232627
PLANNING OFFICER: Diana Jones
SUBMISSION DUE DATE: 28 August 2026
COUNCIL RESOLVED to submit a comment expressing disappointment that the proposed amendment would allow homes to be occupied prior to completion of the highway improvement works. The Council considers that no dwelling should be occupied until the highway improvement works have been completed, in accordance with the original condition.
- 17.08.26.7 To receive and note decisions made under delegated authority since the last meeting on 20 July 2026, in accordance with the Council's Scheme of Delegation**
COUNCIL NOTED that the Clerk had granted permission to National Grid, under delegated authority, to undertake safety tree pruning on the A46 near Ashchurch Village Hall, to prevent damage to overhead cables in the area.
- 17.08.26.8 To receive update on parish projects and consider any actions required:**
Bus Stop Cleaning: Clerk team provided an update on quotations for the bus shelter cleaning works. The Council noted that, despite reasonable efforts to obtain competitive quotations, including advertising the requirement, only one quotation had been received. The Council considered the quotation of up to £35 (depending on location) against charges previously paid for the same service by

two former suppliers (£30 and £90) and considered the current price to be reasonable and represent value for money. **COUNCIL AGREED** to proceed with the quotation received and authorised the regular cleaning of all bus stops within parish.

8.1 War Memorial:

COUNCIL CONSIDERED the quotations and options presented for the project and **RESOLVED** to delegate authority to the Clerk team to progress and implement the works, up to a maximum budget of £1,300 plus VAT, in accordance with the Council's Financial Regulations.

8.2 Aston on Carrant Bench: To consider request and quotation for installation and agree any actions required:

COUNCIL RESOLVED to approve the installation of the bench at a cost of £590.00 plus VAT, to be carried out by J. Booth Garden & Landscaping Services.

COUNCIL NOTED:

- Resident representatives had selected a bench costing £380.00 inc VAT, which was within the previously approved £650.00 budget for the purchase of the bench, on the understanding that residents would undertake the installation at their own cost.
- Resident representatives had since requested that the Council arrange the installation, resulting in a revised total project cost of £970.00 plus VAT.

COUNCIL AGREED to proceed on this basis.

8.3 Defibrillators: To consider quotations for the refurbishment of the Aston Cross telephone kiosk and agree any actions required

COUNCIL CONSIDERED the £295.00 plus VAT quotation from J. Booth Garden & Landscaping Services, noting that despite efforts, no alternative quotations had been received. The quotation was considered against a previous quotation for the same works and deemed better value. The Council also noted that J. Booth Garden & Landscaping Services is a trusted parish contractor.

COUNCIL RESOLVED to approve the quotation of £295.00 plus VAT and authorise the refurbishment works.

8.4 Village Gateways

COUNCIL RECEIVED update on village gateway choices and final costs and **RESOLVED** to approve Phase 1 of the Village Gateways project at a total cost of £6,798.42 plus VAT, to be funded from CIL reserves.

17.08.26.9 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

COUNCIL RECEIVED and considered the Quantity Surveyor's report, named 'Financial Commitment Confirmation', dated 14 August 2026 and **RESOLVED** to formally confirm and record its financial commitment to the Ashchurch Village Hall Refurbishment Project, of the previously approved budget of £610,202.74 (minute 18.05.26.10.1). **COUNCIL CONFIRMED** that CIL funding is committed to this specific project and will be applied accordingly. Commencement of the works remains subject to completion of the electrical supply upgrade from single phase to three phase, compliance with the Council's Financial Regulations, and the terms of any contract entered into.

The Financial Commitment Confirmation was signed by the Chair on behalf of the Council.

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

No decisions had been made under delegated authority relating to the AVHRP.

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

- Invoice: INV-001208 – £4200.00 (Quantum Construction Consultants Limited: Services Provided June 2026) Total: £4200.00

COUNCIL RESOLVED to approve payment of £4,200.00 to Quantum Construction Consultants Limited for services provided in June 2026.

9.4 To receive and consider the Clerk's report on electricity supplier and tariff options for the new electricity supply, to review the options and associated costs presented and to agree a preferred supplier and tariff

COUNCIL AGREED that consideration of the electricity supplier and tariff options be deferred to the next meeting of the Sole Trustees of Ashchurch Village Hall, noting that this matter concerns day-to-day management and although it will impact the project, it is outside the Council's remit.

17.08.26.10 To consider the purchase of an additional computer screen for the Clerk Team and agree actions

Council considered quotations and **RESOLVED** to delegate selection of the preferred supplier to the Clerk, up to a maximum cost of £250.00, based on the three quotes presented.

17.08.26.11 Finances – documents circulated prior to the meeting:

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

COUNCIL RESOLVED to approve the Schedule of Payments for August 2026 (Appendix A), together with the following additional payments:

- £360.00 to J. Booth Garden & Landscaping Services (Invoice No. 1191) for maintenance of verges.
- £21.99 to L. Beech as reimbursement for Wooden Suggestion Box from Amazon
- £10,000.00 to Tewkesbury Town Colts Football Club for CIL Funding Grant (minute 17.08.26.19.1)
- £500.00 to Severn Vale Vintage Club for ARPC Grant (minute 17.08.26.20)

11.2 To note income received for August 2026

None.

11.3 To approve the bank reconciliation (including earmarked reserves)

COUNCIL APPROVED the Bank Reconciliation and **NOTED** the earmarked reserves, including the CIL Reserve of £667,040.38. Council further **NOTED** that the Clerk will confirm the amount of 2026 CIL receipts currently held within the General Fund, and **AGREED** to include an item on the next agenda to consider transferring these funds to the CIL Reserve.

17.08.26.12 To consider the banking and savings options set out in the Clerk's banking report presented to Council

at the previous meeting and determine the arrangements to be implemented

COUNCIL CONSIDERED the banking and savings options set out in the Clerk's report and **RESOLVED** to open a second savings account for committed CIL funds. This will provide a structure of one current account for General Funds, one savings account for committed CIL funds and one savings account for non-committed reserves. **COUNCIL AUTHORISED** the Clerk/RFO to implement the approved arrangements in accordance with the Council's Financial Regulations.

17.08.26.13 To receive an update on the following Parish Council procedures and consider required actions:

13.1 Standing Orders

COUNCIL RESOLVED to adopt the updated Standing Orders as recommended by the Clerk and in accordance with current NALC guidance.

13.2 To consider and approve the adoption of the Local Government Pension Scheme (LGPS) Statement of Policy on Discretions

COUNCIL RESOLVED to adopt the Local Government Pension Scheme Statement of Policy on Discretions incorporating the revised wording recommended by the Clerk.

17.08.26.14 To receive an update on the Parish Priorities Report and to consider and agree any actions

COUNCIL NOTED an updated quote containing more detail had been provided by Gloucestershire Rural Community Council in relation to the Parish Priorities Report and **RESOLVED** to defer consideration of the quotation for the Parish Priorities Report until October 2026.

17.08.26.15 To discuss potential Stewardship project and consider any actions required

COUNCIL NOTED a meeting was scheduled to take place on 19 August regarding Tewkesbury Garden Communities Stewardship Delivery and **RESOLVED** to propose the establishment of a Stewardship sub-committee to consider community assets and green spaces within the North Ashchurch Consortium development, subject to consideration and approval of appropriate terms of reference.

17.08.26.16 To receive an update on the Public Rights of Way (PROW) Project, consider earmarking funds and agree next steps

COUNCIL RESOLVED to earmark £50,000.00 of CIL funds for the PROW Project, subject to confirmation that the proposed expenditure meets CIL eligibility requirements.

17.08.26.17 To receive update on Community Governance Review and agree Council response

COUNCIL RESOLVED to defer submission of its response to the Community Governance Review until Tewkesbury Borough Council (TBC)'s Legal Team had confirmed the impact that the proposed parish boundary changes would have on CIL funding. **COUNCIL AGREED** to submit an interim response outlining this position.

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

Nothing to report.

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

This agenda item was received after Agenda Item 4 to enable representatives from Tewkesbury Town Colts Football Club to address the council earlier in proceedings.

COUNCIL NOTED that clarification was still awaited from TBC's Legal Team regarding the interpretation of the CIL regulations and the potential impact of the proposed boundary changes on CIL already allocated to, and received by, the parish. While it is generally understood that existing CIL allocations are likely to remain with the parish, Council acknowledged that this cannot be confirmed until legal advice is received, and that this uncertainty may affect the CIL funding available for future projects.

19.1 To consider funding application received from Tewkesbury Town Colts Football Club and determine the Council's decision

COUNCIL NOTED that:

- £21,840.00 was requested to purchase a robotic line marker which would enable volunteers to concentrate on other activities such as coaching.
- The equipment would be safely stored at the clubhouse and appropriately insured and maintained.
- £10,000.00 was requested to facilitate developing a female centre of excellence, including coaching and volunteer training through the Football Association, team kits & equipment.
- Football was increasingly popular amongst young females, but there were barriers to progressing into adulthood and into coaching or committee roles, which the club seeks to address with the help of the funding.
- The club membership was growing due to housing development in the area.
- Members undertaking training sign a training agreement and commit personal time to the qualification.
- The club would be open to discussing sponsorship ideas to promote the profile of ARPC.

COUNCIL RESOLVED to:

- Award a partial grant request of £10,000.00 from CIL funds to Tewkesbury Town Colts Football Club towards the development of a female centre of excellence, including coaching and volunteer training, team kits and equipment, in recognition of the benefit to residents of the parish.
- Defer consideration of the £21,840.00 element of the application for a robotic line marker pending confirmation from TBC regarding the impact of boundary changes on CIL funding allocations.

17.08.26.20 To consider ARPC grant application received from Severn Vale Vintage Club and determine the Council's decision

COUNCIL RESOLVED to award the full grant request of £500.00 to Severn Vale Vintage Club towards radio equipment and costs associated with ensuring the safety of exhibitors, visitors and local residents during the 2026 Annual Show held at Fiddington in August 2026. **COUNCIL ACKNOWLEDGED** that this award was made retrospectively due to technical issues and, notwithstanding the Council's policy that retrospective grants are not normally permitted, **COUNCIL AGREED** to approve the grant in this instance. **COUNCIL CONFIRMED** that the grant is to be funded from ARPC Grant budget and not from CIL, noting that the incorrect (CIL) application form had been used.

17.08.26.21 To receive an update on the Garden Town and consider any actions required

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

None.

21.2 To receive a report from the Oversight Board

None.

17.08.26.22 To receive the Clerk's report

COUNCIL NOTED the Clerk's Report, previously circulated.

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

Cllr S. Mitchell reported further instances of poor driving from visitors when attempting to locate the entrance to the Cotswold Designer Outlet. Clerk team to contact outlet manager to request additional signage.

23.1 Fiddington Fields road safety

COUNCIL NOTED County Cllr K. Usmar had contacted the developers and that road-safety measures had since been implemented prior to ARPC contacting them. In light of this, **COUNCIL AGREED** to monitor the situation and to write to all local developers to remind them of their responsibilities, highlight the issues observed and request that they manage their sites safely.

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

COUNCIL RESOLVED to host a National Emergency Briefing Film. Clerk team to organise.

17.08.26.25 To note agenda items for the next Parish Council Meeting

None.

17.08.26.26 Date of next meeting: 21 September 2026

Meeting Ended 21:10

Appendix A – Financial Report August 2026

1. Payments for Approval

Date	Payee	Description	Invoice Ref	Gross (£)	VAT (£)	Net (£)
17/08/2026	Clerk (reimbursement) – Smarty	Assistant Clerk Mobile Phone – Smarty: August		£ 5.40	£ 0.90	£ 4.50
17/08/2026	Clerk (reimbursement) – Smarty	Assistant Clerk 2 Mobile Phone Smarty: August		£ 5.40	£ 0.90	£ 4.50
17/08/2026	Clerk (reimbursement) – Smarty	Clerk Mobile Phone Smarty: August		£ 5.40	£ 0.90	£ 4.50
17/08/2026	L. Beech	Clerk expenses July 2026		£ 38.10	£ -	£ 38.10
17/08/2026	L. Beech	Reimbursement for Amazon: A4 Paper	LB19	£ 15.26	£ 2.54	£ 12.72
17/08/2026	M. Waterhouse	Assistant Clerk expenses July 2026		£ 70.00	£ -	£ 70.00
17/08/2026	K. Febery	Assistant Clerk expenses July 2026		£ 56.00	£ -	£ 56.00
17/08/2026	L. Beech	Mileage Rate Adjustment (April–June 2026)	EX03	£ 8.80	£ -	£ 8.80
17/08/2026	M. Waterhouse	Mileage Rate Adjustment (April–June 2026)	EX04	£ 58.08	£ -	£ 58.08
17/08/2026	K. Febery	Mileage Rate Adjustment (April–June 2026)	EX05	£ 23.10	£ -	£ 23.10
17/08/2026	Gloucestershire Association Local Councils	Internal Audit Band 7	1741	£ 440.00	£ -	£ 440.00
17/08/2026	Gloucestershire Association Local Councils	Training : NPPF	1183	£ 90.00	£ -	£ 90.00
17/08/2026	Quantum Construction Consultants Limited	Services provided during July 2026	INV-001208	£ 4,200.00	£ 700.00	£ 3,500.00
17/08/2026	Training at Work Group	Training x 3 Sexual Harassment in the Workplace		£ 68.40	£ 11.40	£ 57.00
Total for approval:				£ 5,083.94	£ 716.64	£ 4,367.30

Payments for Approval – Figures to Be Confirmed at Meeting

17/08/2026	Local Gov. Pension Scheme	August 2026 Pension Payment		£ -	£ -	£ -
17/08/2026	Staff Salaries	Staff salaries for August (as per payroll schedule)		£ -	£ -	£ -
Total for Approval at Meeting:				£ 5,083.94		

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
31/07/2026	Unity Trust Bank	Service Charge		£ 9.85	Bank Charge
22/07/2026	National Grid	Change of existing supply to 3 phase	Invoice No: 2604	£ 2,297.40	Bank Transfer
23/07/2026	National Grid	Change of existing supply to 3 phase	Invoice No: 2604	£ 459.98	Bank Transfer
22/07/2026	Campaign to Protect Rural England	Membership Fee 2026		£ 60.00	Bank Transfer
Total payments made:				£ 2,827.23	

3. Income Received Since Last Meeting

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

4. Summary

Description	Amount (£)
Total Payments for Approval	£ 5,083.94
Total Additional Payments Made Since Last Meeting	£ 2,827.23
Total Income Received	£ -

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

Reserves Position		
Type		Amount (£)
Earmarked Reserves		£ 739,120.61
Total Reserves		£ 739,120.61
Bank Balances		
Account	Detail	Amount (£)
Current Account	As per Bank Reconciliation No. 111	£ 235,750.92
Deposit Account	As per Bank Reconciliation No. 62	£ 1,038,925.69
Total Bank Balances		£ 1,274,676.61

Signed DateChair
 TO BE SIGNED AT THE NEXT PARISH COUNCIL MEETING