Ashchurch Rural Parish Council (ARPC)
Draft Minutes of the Parish Council Meeting
held on Monday 19 October 2026
at 6.30pm

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

Present: Cllrs T. Davies (Chair), R. Drewitt, D. Garnett and I. Parker.

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

19.10.26.1 **To receive apologies for absence and approve reasons for absence, to confirm the meeting is quorate.**
Apologies were received from Cllrs D. Barnfield and S. Mitchell, Borough Cllr M. Gore and County Cllr K. Usmar. Clerk confirmed the meeting was quorate.

19.10.26.2 **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)**
COUNCIL NOTED Several members of the public raised concerns about temporary road and pedestrian closures on Hornbeam Road, Fiddington, citing inadequate notice, closure duration, emergency access, pedestrian accessibility, lengthy diversions, access to local schools and disruption to school drop-off and pick-ups.

19.10.26.3 **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 planning application 26/00806/PDCOU (agenda item 6.1) as a close friend of the applicant and confirmed that he would take no part in its consideration.

19.10.26.4 **To confirm and sign the minutes of the Parish Council Meeting held on 21 September 2026 (circulated to members prior to the meeting)**
COUNCIL RESOLVED that the minutes of the Parish Council Meeting held on 21 September 2026 be approved as a true and accurate record of the meeting. The minutes were signed by Cllr T. Davies, Chair of the meeting.

19.10.26.5 **To receive reports from External Bodies**

5.1 District and County Councillors (if present)
No reports were received.

5.2 Local Policing team
No reports were received.

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

6.1 **APPLICATION NO:** 26/00806/PDCOU
DESCRIPTION: Change of use of light industrial building to 3 x residential units under class MA of The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)
LOCATION: Unit 1 Fiddington House Farm, Fiddington Tewkesbury
GRID REF: 391865 231020
PLANNING OFFICER: Chloe Buckingham
SUBMISSION DUE DATE: 19 October 2026
COUNCIL RESOLVED to submit a comment including the following points:

- The loss of rural employment land.
- The lack of adequate amenity space, including garden space and parking provision.
- The proposed design and appearance being out of keeping with the character of the surrounding area.
- The proposed change of use should not establish a basis for future residential development that could otherwise be resisted under policies protecting employment land and buildings.

6.2 **APPLICATION NO:** 26/00119/CONDIS
DESCRIPTION: Application for partial discharge of Condition 27 (Noise Assessment) of planning application ref number 21/00451/OUT
LOCATION: Land Adjacent To Milnes Covert Fiddington Tewkesbury Gloucestershire
GRID REF: 391797 232138
PLANNING OFFICER: Emma Dee
SUBMISSION DUE DATE: 20 October 2026
COUNCIL RESOLVED to submit a comment of 'No Comment'.

6.3 **APPLICATION NO:** 26/00118/CONDIS
DESCRIPTION: Application for approval of details subject to Condition 3 (Details of external walling, roofing and all hard surfacing materials) of planning application ref number 25/00082/APP
LOCATION: Phases 5 And 6 (Parcels B2 And D2) Land Adjacent To Milnes Covert Fiddington Tewkesbury Gloucestershire
GRID REF: 391866 232078
PLANNING OFFICER: Emma Dee
SUBMISSION DUE DATE: 20 October 2026
COUNCIL RESOLVED to submit a comment of 'No objection'.

6.4 **APPLICATION NO:** 26/00111/CONDIS
DESCRIPTION: Application for approval of details subject to condition(s) 11 (Surface treatments), 13 (Ecological Mitigation and Enhancement Strategy), 14 (Street Lighting) & 17 (Preliminary risk assessment) of the planning application ref number 22/01365/OUT
LOCATION: Tyn Y Cae Natton Ashchurch Tewkesbury Gloucestershire
GRID REF: 392325 232745
PLANNING OFFICER: Jonny Martin
SUBMISSION DUE DATE: 1 October 2026

COUNCIL RESOLVED to submit a comment of 'No objection'.

6.5 **APPLICATION NO:** 26/00752/APP
DESCRIPTION: A reserved matters application (access, appearance, layout, scale and landscaping) for 140 dwellings and associated infrastructure. Pursuant to outline Planning permission 25/00080/OUT.
LOCATION: Land To The South Of Homedowns Farm Homedowns Tewkesbury Gloucestershire
GRID REF: 392532 232111
PLANNING OFFICER: Diana Jones
SUBMISSION DUE DATE: 16 Oct 2026
COUNCIL RESOLVED to submit a comment including the following points:

- Concerns regarding potential discharge from the septic tank on Homedowns Farm into the water course.
- The proposed development's proximity to Elm Cottage and potential impact on privacy.
- The height of the raised ground levels within the development and the potential impact on existing properties.
- Clarification of responsibility for the proposed mound and ditch, including any implications for flood risk.
- Verification of the swept path analysis for site access.
- Extending the 30mph speed limit around the bend past Elm Cottage to improve road safety.
- The proposed footpath and Public Right of Way (PROW) replacing the Gloucestershire Way.
- ARPC's preference to manage the development's open spaces rather than the developer appoint a management company.
- Maintaining permanent access along Fiddington Lane and connecting access lanes throughout construction.

19.10.26.7 **To receive and note decisions made under delegated authority since the last meeting on 21 September 2026, in accordance with the Council's Scheme of Delegation.**
No decisions were made under delegated authority during the period.

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

8.1 **Village Gateways:** The Council reviewed the two quotations received. The Clerk confirmed that, despite efforts, no third quotation had been obtained. **COUNCIL NOTED** the quotations were comparable to previous quotations for Gateways that included installation and represented value for money. **COUNCIL RESOLVED** to appoint NB Construction to install the village gateway signs at £1,555.00 plus VAT, funded from CIL reserves.

8.2 **Aston Cross Defibrillator: COUNCIL RESOLVED t**o approve the final stickers, paint and materials for the project and delegate authority to the Clerk's team to progress and implement the works within a maximum budget of £100 plus VAT, in accordance with the Council's Financial Regulations.

8.3 Aston on Carrant Bench Project

The Council received and considered a complaint regarding the positioning of the bench. **COUNCIL RESOLVED** not to uphold the complaint as there was no request (to ARPC or the contractor) from the resident representative who requested the installation to angle the bench and the additional cost was not considered justified for ARPC. Permission would be given for the representative to arrange and fund the adjustment themselves should they wish.

19.10.26.9 Ashchurch Village Hall Refurbishment Project – Approval of Project Delivery Stages

9.1 To receive an update on the project and consider any recommendations, approvals or actions required in relation to the planning and design phase.

COUNCIL NOTED:

- The Structural Engineer's recommendation to monitor wall cracks and explicit advice that no trees should be removed until after winter.
- The Quantity Surveyor had engaged with the neighbouring property owner regarding both the structural engineer report regarding possible subsidence and plans for hall redevelopment.

COUNCIL AGREED:

- To consult the charity's insurers before works commence to confirm whether any additional requirements apply.
- To share the completed drawings with neighbouring property owners before submitting the planning application, allowing time for further review.
- That the Structural Engineer's report regarding subsidence investigation would remain confidential during the current monitoring period, as its general findings had already been explained and this was a private document.

COUNCIL DEFERRED consideration of acoustic fencing around the property perimeter until fully costed quotes were obtained.

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

None.

9.3 To consider VAT research and clerks recommendations, review VAT consultant's quotations and agree actions

COUNCIL CONSIDERED the VAT consultancy quotations, including details of the proposed work, and the Clerk's recommendation to obtain specialist advice due to the uncertainty surrounding previous guidance and the associated risk identified on the Risk Register. **COUNCIL AGREED** to proceed with the proposed consultancy regarding AVHRP for a fixed fee of £1,685.00 plus VAT to be funding from CIL reserve under the AVH Refurbishment Project.

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

COUNCIL RESOLVED to approve payment of invoice INV-001219 from Quantum Construction Consultants Limited, totalling £5,100.00, for:

- Professional services rendered during September 2026.
- Structural Engineer's works in relation to suspected subsidence.
- Excavation and filling of trial holes for subsidence investigation works.

19.10.26.10 Finances – documents circulated prior to the meeting

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

COUNCIL APPROVED the schedule of payments for October 2026 (Appendix A), including:

- £259.81 for the War Memorial, within the expenditure previously approved up to £1,300 plus VAT (minute 17.08.26.8.1).
- £320.00 for Natton Garage, to be funded from the Consultancy Reserve, from which the Stewardship Project is funded.

10.2 To note income received for October 2026

COUNCIL NOTED the following income received during October 2026:

- Precept: £58,140.00
- Bank Interest: £5,106.39

10.3 To approve the bank reconciliation (including earmarked reserves)

The Clerk confirmed that the bank balance stood at £1,298,287.58, including a CIL reserve of £1,120,507.38. **COUNCIL APPROVED** the bank reconciliation, which was signed by Cllr T. Davies.

19.10.26.11 To review and agree the appropriate budget, reserve or funding source for the following projects and commitments, and to approve any necessary transfers or allocations.

11.1 Aston on Carrant Bench Project

COUNCIL AGREED to fund the Aston on Carrant Bench Project from the CIL reserve.

11.2 Planning Consultant - Stewardship Support

COUNCIL AGREED that the Planning Consultant – Stewardship Support expenditure and all other Stewardship costs would be funded from the Consultancy Reserve.

11.3 Aston Cross Defibrillator Project

COUNCIL NOTED the defibrillator budget was 17% over budget but AGREED to retain Aston Cross Defibrillator Project expenditure within the budget heading, rather than use CIL reserves, to ensure an accurate reflection of costs.

19.10.26.12 To review and discuss the administration service provided to maintain Ashchurch Village Hall charity and agree any necessary actions

COUNCIL RECEIVED a quotation for VAT Consultancy regarding Sole Trustee and charity setup. **COUNCIL DEFERRED** consideration of this item until the next meeting to enable a review of the initial work agreed in minute 19.10.26.9.3.

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

COUNCIL AGREED to request quote from HR Consultant for analysis of policies 13.4 - 13.7.

13.1 Adoption of Parish Emergency Plan / Policy

COUNCIL RESOLVED to adopt the Parish Emergency Plan.

13.2 Scheme of Delegation

COUNCIL DEFERRED consideration of the Scheme of Delegation until the next meeting.

13.3 Action Plan

COUNCIL DEFERRED consideration of the Action Plan until the next meeting.

13.4 Privacy Policy

COUNCIL DEFERRED consideration of the Privacy Policy pending HR consultation.

13.5 Grievance Policy

COUNCIL DEFERRED consideration of the Grievance Policy pending HR consultation

13.6 Equality and Diversity Policy

COUNCIL DEFERRED consideration of the Equality and Diversity Policy pending HR consultation

13.7 Disciplinary Policy

COUNCIL DEFERRED consideration of the Disciplinary Policy pending HR consultation

19.10.26.14 To receive an update on the Stewardship project and agree any necessary actions required

Cllr T. Davies provided a summary of the visit to Cranbrook. The planning consultant was preparing a stewardship strategy, which would incorporate lessons learned from the visit. A further visit to the Chichester Community Development Trust stewardship model was planned for 21 October 2026. **COUNCIL NOTED** TBC Garden Communities Team had paid for the tour. **COUNCIL CONSIDERED** updated quotes for minibus cost and **RESOLVED TO APPROVE** the cost of £320.00 to Natton Garage:Annie's Chauffeur Services.

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

COUNCIL NOTED that Tewkesbury Borough Council (TBC) was reviewing the Habitats Regulations Assessment (HRA) and Strategic Environmental Assessment (SEA). Subject to the outcome of these reviews, the NDP could proceed to Regulation 14 consultation and aims to progress this during 2027.

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

COUNCIL NOTED:

- The next CIL payment was expected at the end of October 2026.
- Clarification was being sought from TBC regarding the status of the £181,031 S106 funds specified for playing pitches and changing facilities within the parish in application 14/00972/OUT

19.10.26.17 To consider Community Governance Review draft recommendations and agree response to second phase of consultation.

COUNCIL AGREED to support the draft Community Governance Review recommendations, subject to ARPC's understanding that the boundary changes would not require the repayment of any CIL funds.

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

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

COUNCIL NOTED

- Concerns regarding the Garden Town project needed to be discussed at the Oversight Board, with a view to finding a resolution.
- A significant reduction in staffing within the Garden Communities team and the anticipated interim arrangement for locally led development.
- Concerns regarding the project's viability in light of cancellation of the A46 solution by central government.
- Its position that development should not proceed without the necessary road infrastructure.

18.2 To receive a report from the Oversight Board

No report was received.

19.10.26.19 To receive the Clerk's report

COUNCIL NOTED that the Clerk's report had been circulated prior to the meeting.

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

COUNCIL NOTED the concerns raised by members of the public regarding temporary road and pedestrian closures in the Fiddington area, including the impact on residents, emergency access and school routes. **COUNCIL AGREED** Clerk to:

- Seek clarification from stakeholders regarding the closures, notification arrangements and access provision.
- Write to GCC Highways, TBC, Charles Church/ Persimmon, Vistry and MV Kelly to request stakeholder meeting to address issues faced by residents.

20.1 Potential closure of Pamington Lane project

COUNCIL NOTED that a complaint had been sent by ARPC to stakeholders previously engaged with the project, requesting responses by 23 October 2026. One response had been received to date. GCC had advised that no accidents were recorded on Pamington Lane and that it therefore did not identify a problem. **COUNCIL AGREED** Cllr R. Drewitt to contact the GCC Team Leader for Highways Development Management. Further updates were awaited.

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

21.1 Anti-social behaviour and play park damage

COUNCIL RECIEVED UPDATE and **AGREED** to the Working Group's recommendations regarding:

- To contact the previously engaged multi-agency partners, including TBC, the Police and ARAF/GARAS, to reiterate concerns about ongoing anti-social behaviour, highlight additional complaints received and reference heightened tensions. Existing incident logs and video evidence to be provided as supporting information.
- Copy the correspondence to the local MP, requesting that they raise the matter with the relevant Minister.
- Contact the DIO and the site management company regarding damage to the fencing and swings, to establish responsibility and request repairs.

19.10.26.22 To consider joint Freedom of Information request to Gloucestershire County Council regarding GC3M Transport Model and agree any actions required

COUNCIL AGREED to support Bredon Parish Council's Freedom of Information request to GCC, citing concerns about the accuracy of the GC3M Transport Model and currency of its underlying data, particularly in light of newer developer and ARPC Transport Assessments and the recent resubmission of the North Ashchurch planning application. **COUNCIL CONFIRMED** that no costs would be incurred.

19.10.26.23 To note agenda items for the next Parish Council Meeting

COUNCIL NOTED the following items for inclusion on the agenda of the next Parish Council meeting:

- Co-option of councillors

19.10.26.24 Date of next meeting: 16 November 2026
Meeting Ended: 8.30pm

Appendix A – Financial Report October 2026

1. Payments for Approval

Date	Payee	Description	Invoice Ref		Gross (£)	VAT (£)	Net (£)
19/10/2026	Clerk (reimbursement) – Smarty	Assistant Clerk Mobile Phone - Smarty: Oct	LB31		£ 5.40	£ 0.90	£ 4.50
19/10/2026	Clerk (reimbursement) – Smarty	Assistant Clerk 2 Mobile Phone Smarty: Oct	LB32		£ 5.40	£ 0.90	£ 4.50
19/10/2026	Clerk (reimbursement) – Smarty	Clerk Mobile Phone Smarty: Oct	LB33		£ 5.40	£ 0.90	£ 4.50
19/10/2026	L. Beech	Clerk expenses Sept 2026			£ 38.10	£ -	£ 38.10
19/10/2026	L. Beech	Reimbursement for Royal British Legion Poppy Shop: Wreath x 2	LB29		£ 54.00	£ 9.00	£ 45.00
19/10/2026	L. Beech	Reimbursement for: Safeguarding Training for Trustees	LB30		£ 25.65	£ 4.27	£ 21.38
19/10/2026	L. Beech	Reimbursement for: Samuel Steel Travel Ltd Min Bus Hire: Cranbrook	LB31		£ 540.00	£ -	£ 540.00
19/10/2026	M. Waterhouse	Assistant Clerk expenses Sept 2026			£ 93.10	£ -	£ 93.10
19/10/2026	K. Febery	Assistant Clerk expenses Sept 2026			£ 55.70	£ -	£ 55.70
19/10/2026	Local Gov. Pension Scheme	October 2026 Pension Payment			£ 1,420.61	£ -	£ 1,420.61
19/10/2026	Staff Salaries	Staff salaries for October (as per payroll schedule)	1260		£ 4,882.21	£ -	£ 4,882.21
19/10/2026	J Booth	Maintenance		1260	£ 270.00	£ 45.00	£225.00
19/10/2026	J Booth	Maintenance inc Waste Removal		1245	£ 216.00	£ 36.00	£180.00
19/10/2026	J Booth	Maintenance: Aston Cross Bus Stop		1254	£ 156.00	£ 26.00	£ 130.00
19/10/2026	Andrea Pellegram Ltd	Work address Building with Nature review comments in draft NDP, meeting with BWN assessor. Liaison with ARPC.	SI-494		£ 943.50	£ 157.25	£ 786.25
19/10/2026	Quantum Construction Consultants Limited	Professional services during September, Structural Engineer & Excavation works	INV 001219		£ 5,100.00	£ 850.00	£ 4,250.00
19/10/2026	Dirtbuster Cleaning Company	Cleaning of bus stops and phone boxes		1426	£ 160.00	£ -	£ 160.00
19/10/2026	Glasdon UK Ltd	Village Gateway Signs (phase one)	SI946361		£ 8,158.08	£ 1,359.66	£ 6,798.42
19/10/2026	Quatro Design Architect Ltd	Cycle Route Mapping		20704	£ 672.00	£ 112.00	£ 560.00
Total for approval:					**£ 22,801.15**	**£ 2,601.88**	**£ 20,199.27**

Payments for Approval – Figures to Be Confirmed at Meeting

Total for Appoval at Meeting:	**£**	**22,801.15**

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
30/09/2026	Unity Trust Bank	Service Charge			**£ 10.30**	Bank Charge
24/09/2026	Tewkesbury Printing	Business cards x3 names		105795	£ 56.40	Bank Transfer
24/09/2026	PKF Littlejohn LLP	Professional services rendered in connection with Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2026	SB20261969		£ 1,638.00	Bank Transfer
Total payments made:					**£ 1,704.70**	

3. Income Received Since Last Meeting

Date	Received From	Description	Ref	Amount (£)	
28/09/2026	Tewkesbury Borough Council	Precept Balance (2 of 2)	211970	£ 58,140.00	Current Account
30/09/2026	Unity Bank	Credit Interest		£ 5,106.39	Deposit Account
Total income received:				**£ 63,246.39**	

4. Summary

Description	Amount (£)

Total Payments for Approval	**£**	**22,801.15**
Total Additional Payments Made Since Last Meeting	**£**	**1,704.70**
Total Income Received	**£**	**63,246.39**

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

Reserves Position

Type	**Amount (£)**	
Earmarked Reserves	£	1,191,687.61
Total Reserves	£	1,191,687.61

Bank Balances

Account	**Detail**	**Amount (£)**	
Current Account	As per Bank Reconciliation No. 109	£	254,255.50
Deposit Account	As per Bank Reconciliation No. 60	£	1,044,032.08
Total Bank Balances		£	1,298,287.58

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

TO BE SIGNED AT THE NEXT PARISH COUNCIL MEETING