



# Ashchurch Rural Parish Council

Minutes of the Parish Council Meeting  
held on 17 January 2022 at 6.30pm

**Venue:** The Devereux Centre, Tewkesbury.  
**Present:** Cllr. J. Hargreaves (Chairman), A. Brown, T. Davies and D. Garnett.  
**Attendees:** Clerk/RFO, J. Owen.  
Deputy Clerk, R. Waller (Minute taker), One member of public.

**17.01.22.1 To receive and consider apologies for absence and confirm the meeting is quorate**  
Apologies were received and accepted from Cllrs. Cook, Shurmer and Street.  
Also, apologies were received from Borough Cllr. Gore and County Cllr. Smith.  
**COUNCIL AGREED** to authorise Cllr. Street's absence on medical grounds and confirmed that it would not impact on the six-month attendance rule.  
The Clerk confirmed the meeting was quorate.

**17.01.22.2 To receive comments from members of the public – no decisions will be made on issues raised. Item requiring decisions will be added to the agenda for the next meeting**  
A member of the public had asked the following question via the Council's Facebook page:  
Is the road from the new development on to Fiddington from Lane for buses only?  
Councillors confirmed that the road was for bus use only.

**17.01.22.3 To receive declarations of interest for items on the agenda below**  
None declared.

**17.01.11.4 To consider requests from members for dispensations that accord with the Localism Act 2011 Section 33(b-e) and agree actions (NB this does not preclude any later declarations**  
None received.

**17.01.11.5 To confirm and sign the Minutes of the Parish Council Meeting held on 17 November 2021**  
The Minutes of the Parish Council Meeting held on 17 November 2021 which had previously been circulated to all members were **AGREED BY COUNCIL** and signed by the Chairman.

**17.01.22.6 To receive the Clerk's Report**  
The Clerk briefly outlined the contents of the Clerk's Report which had been circulated to Councillors prior to the meeting. The Clerk's Report includes any matters arising from the last meeting.  
The business cards were given to Councillors at the meeting.

**17.01.22.7 To receive report from the Borough Councillor**  
No report had been received. Last attended 20 September 2021.

**17.01.22.8 To receive report from the County Councillor**  
No report had been received. Last attended 15 November 2021.  
**COUNCILLORS AGREED** that the dates when County and Borough Councillors last attended meetings of the Parish Council would be included on future agendas.

- 17.01.22.9 To receive details of items authorised under Clerk’s delegated authority since the last meeting on 15 November 2021**
- i) Members agreed both Clerks could attend SLCC Practitioners Conference in February 2022
  - ii) It was agreed to book the Speaker on Fraud Safety and invite Police Community Support Officer to the Annual Parish Meeting
  - iii) It was agreed for the Clerk to submit responses on behalf of the Council to Tewkesbury Borough Council in reference to Planning Applications 21/01348/OUT and 21/01402/FUL
- 17.01.22.10 Finances – documents circulated prior to the meeting**
- a) **To approve January 2022 Payment List/those paid since the last meeting and to note receipts:**  
**COUNCIL AGREED** payments made since the last meeting and the January 2022 Payment List of £6,293.79, see Appendix A.  
A further payment of £22,384.78 to Richard Buxton was also authorised.  
There were no receipts to report.  
It was noted that three invoices issued by the Clerk remained outstanding, a total of £13,366.00, in relation to the Judicial Review costs.
  - b) **To approve the bank reconciliation**  
The bank reconciliation was approved by the Vice-Chairman.
  - c) **To consider and resolve to agree the 2022/23 budget proposal and precept demand and agree actions**  
Following a discussion, **COUNCIL APPROVED** the amended budget proposal.  
**COUNCIL AGREED** that a precept of £70,100.00 was to be requested from Tewkesbury Borough Council (TBC).
- 17.01.22.11 To consider and resolve to approve the updated Standing Orders**  
**COUNCIL AGREED** the following updates:
- To change Standing Order 3e to read:  
Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend
  - Section 4 (p.11) was adapted to ensure Ashchurch Rural Parish Councils Committees and sub-committees were included correctly
  - Further amendment to Standing Orders 19 and 20 as per advice from Gloucestershire Association of Parish and Town Councils (GAPTC)
- Cllr. Garnett left the meeting room at 19.22pm and returned at 19.25pm*
- 17.01.22.12 To consider and resolve to approve the Data Protection Policy.**  
**COUNCIL APPROVED** the Data Protection Policy, as circulated prior to the meeting.
- 17.01.22.13 To consider Terms of Reference for the Finance and General Purposes Committee and agree actions**  
This item was deferred until February 2022 meeting.  
A query was raised regarding non-councillors being eligible to join this Committee.  
**Action: Clerk to take advice.**
- 17.01.22.14 To consider Terms of Reference for a Staffing Sub-committee of the Finance and General Purposes Committee**  
This item was deferred until February 2022 meeting.  
Cllrs. Hargreaves, Davies and Garnett agreed to be members of the Staffing Sub-committee.
- 17.01.22.15 To receive three quotes for the grass cutting contract and agree next actions**  
**COUNCIL AGREED** that the grass cutting contract would be offered to Jeremy Brooks for a fixed two - year period.
- 17.01.22.16 To discuss the production of a Parish Newsletter and agree next actions**  
Most articles for the Newsletter had now been received and the trainee Clerk would be producing the final draft.

### 17.01.22.17 Planning

#### To consider and agree response to the following:

- i. 21/01488/APP | Reserved matters application for the spine road infrastructure pursuant to application 17/00520/OUT. | Land At Fiddington Ashchurch: **No comment**
- ii. 21/01013/FUL | Erection of 10 no. dwellings, garages, construction of internal estate road, formation of parking areas and gardens/amenity space. Lunn Cottage Aston Cross GL20 8LP (Revised plans): **No comment**
- iii. 21/01390/FUL | Erection of a single storey extension and decking (retrospective) White House Pamington Lane Pamington Tewkesbury GL20 8LT: **No objection**

### 17.01.22.18 To consider the planning application for 460 homes, Fiddington and response to the Statement of Common Ground from Hitchins and agree actions

Council stated that, in principle, it objected to this application. The developers had agreed to the following for the Parish as part of the S106/CIL:

- Hall – changing room/youth club
- Allotments
- Milnes Covert – would be transferred over to the Parish Council including a 10-year management plan

**COUNCIL AGREED** to adopt and sign the Statement of Common Ground. This document would become part of the S106 agreement.

### 17.01.22.19 To receive update on the Settlement Audit and agree actions

Following a meeting with representatives of the Planning Policy Department of TBC, it was clear that not all information had been disclosed from TBC to allow for an accurate audit of the Parish to be completed.

Actions had been agreed at this meeting, but no update had been received.

**Action: Clerk to contact TBC to follow-up on the actions agreed at the meeting.**

### 17.01.22.20 To consider the CPRE campaign regarding the number of houses required by Central Government and Tewkesbury Borough Council, due to flooding risk and agree actions

Cllrs. were unable to consider this item as not enough details had been provided.

**Action: Clerk to clarify the details of this campaign with CPRE and to circulate to Cllrs.**

### 17.01.22.21 To receive update on the Judicial Review on Ashchurch Bridge and agree actions

The outcome from the Court hearing was refusal of the Judicial Review into the Ashchurch Bridge Over Rail (ABoR).

The legal team recommended that the Council pursue an Appeal against the decision. Costs had been reduced to reflect their commitment to this case and a QC would be assisting the team.

**COUNCIL AGREED** to fund the costs for permission to submit an Appeal. The total cost would be £5,800. Funding would come from Council reserves and potentially contributions from other local Parish Councils.

### 17.01.22.22 To receive an update regarding a Police Speed Watch and agree actions

Clerk had contacted a company with regard to the provision of two Automatic Traffic Counters (ATCs) on Fiddington Lane. Further details were required on the location to enable a quote to be generated.

**Action: Chairman to discuss location details with the company.**

### 17.01.22.23 To consider the use of S106 funds, including a pond area in Walton Cardiff, and agree actions

Suggestions were made for funding of open spaces in the Parish including a pond in Pamington. It was acknowledged that this would require considerable work, liaising with the current landowner.

Ashchurch School were requesting funding for a running track. This could possibly be allocated from future CIL funds.

Further investigation was agreed to utilise S106 funds for sports pitches in Pamington.

Public Rights of Way were also briefly discussed.

**Action: Chairman to contact landowner to discuss future use of the land in Pamington.**

**Action: Clerk to obtain three quotes for the repair of the fence around the pond in Walton Cardiff.**

**17.01.22.24 To consider a defibrillator for Fiddington and agree actions**

Further information was required relating to this item:

- Quote for the refurbishment of the telephone box
- Cost of the defibrillator and installation charge, using solar panels

**17.01.22.25 To consider the current allocation and condition of noticeboards in the Parish and agree**

**Actions:**

TBC had stated that S106 funds did not normally include noticeboards, but could be considered in future CIL allocation.

**Action: Clerk to check the summary of S106 funding to establish if any funds were available from previous developments.**

**17.01.22.26 To receive an update on highways issues following a meeting with National Highways Representative and agree actions**

A meeting had taken place in December 2021 with a representative from National Highways. Several, issues raised included the pedestrian crossing, the vehicle activated sign fault and signage in Fiddington Lane.

Concern had been raised over the lowered curbs on the A46 near the Barleyfields development which had already been replaced twice, due to the poor design and could pose a danger to pedestrians, this had been discussed with the National Highways Representative.

**Action: Clerk to contact National Highways to request an update on the above highways matters.**

**17.01.22.27 To consider current signage in Fiddington Lane and agree actions**

National Highways Representative had recommended a further sign on the bend on Pamington Lane.

**COUNCIL AGREED** that this recommendation should be taken to Gloucestershire County Council (GCC). It was noted speed signs were still incorrect in Fiddington Lane.

**Action: Clerk to contact GCC Highways department regarding the aforementioned signage.**

**17.01.22.28 To receive an update regarding a crossing from the Linden/Barleyfields development to the opposite side of the A46 and agree actions**

Covered in 17.01.22.26 above.

**17.01.22.29 To note agenda items for the next Parish Council Meeting.**

- To discuss maintenance of the fence around the pond in Walton Cardiff
- Land use in Pamington reference S106

**17.01.21.31 Date of next Council Meeting – 21 February 2022**

**Meeting closed: 20.45pm**



**APPENDIX B**  
**Budget 2022/23**

Heading	Last year's net	2021/22	2022/23
<b>Parish Council Income</b>			
100	Precept	£35,080.00	£70,100.00
105	Council tax grant	£0.00	£0.00
110	Bank Interest - Current	£0.00	£0.00
115	Bank Interest - Reserve	£0.00	£0.00
116	Unity 2 Interest	£35.01	£0.00
120	VAT Refund	£1,346.64	£0.00
125	Section 106 (CIL)	£0.00	£0.00
130	Grants	£0.00	£0.00
140	Donations	£0.00	£0.00
145	J D Legal support	£0.00	£0.00
160	NDP	£6,250.00	£0.00
170	Intergrated Transport Planning	£0.00	£0.00
180	Grass Cutting	£2,703.04	£0.00
<b>Parish Council Income Total</b>		<b>£45,414.69</b>	<b>£70,100.00</b>
<b>Total Income</b>		<b>£45,414.69</b>	<b>£70,100.00</b>
<b>Parish Council Expenditure</b>			
	Staff contributions	£0.00	£0.00
1000	Salaries and costs	£8,040.86	£35,557.00
1010	Clerk's Expenses	£720.43	£935.00
1020	Planning Consultancy	£9,097.00	£0.00
1021	J R Legal fees	£0.00	£0.00
1025	Legal Fees general	£0.00	£0.00
1030	Insurance	£320.31	£350.00
1040	NDP	£0.00	£6,250.00
1050	Newsletter	£2.40	£2,500.00
1060	Stationery	£0.00	£0.00
1060	Office	£234.00	£2,300.00
1070	Website	£194.00	£250.00
1080	Room Hire	£0.00	£1,500.00
1090	Training	£55.00	£3,860.00
1100	Membership Fees	£471.01	£745.00

1110	Audit Fees/Finance	£395.00	£500.00	£415.00
1120	Member's Allowance	£0.00	£250.00	£0.00
1130	Member's Expenses	£0.00	£250.00	£0.00
1140	Chair's Allowance	£0.00	£0.00	£200.00
1150	Chair's Expenses	£0.00	£0.00	£0.00
1160	Parish Maintenance	£9,949.00	£11,000.00	£11,000.00
1170	Capital Projects	£0.00	£2,000.00	£2,000.00
1180	Taxi Vouchers	£65.00	£3,000.00	£3,000.00
1190	Cleaning Contract	£219.64	£250.00	£250.00
1195	J R Expenses	£0.00	£0.00	£0.00
1200	Donations	£750.00	£1,000.00	£1,000.00
1210	Payroll	£116.25	£150.00	£200.00
1220	Contingency Fund	£110.00	£1,000.00	£1,000.00
1230	Defibrillator	£455.00	£2,500.00	£2,000.00
1240	Telephone Box	£0.00	£2,500.00	£0.00
1250	Notice Boards	£458.00	£2,500.00	£0.00
1260	Bus Stops	£0.00	£0.00	£0.00
1270	Assets	£0.00	£0.00	£0.00
1280	Elections	£0.00	£0.00	£1,000.00
1290	Suspense	£0.00	£0.00	£0.00
1300	Bank Fees	£72.00	£0.00	£38.00
<b>Parish Council Expenditure Total</b>		<b>£31,720.10</b>	<b>£68,300.00</b>	<b>£70,100.00</b>
<b>Total Expenditure</b>		<b>£31,720.10</b>	<b>£68,300.00</b>	<b>£70,100.00</b>

Signed ..... Date .....  
**Chairman, J. Hargreaves**