



Ashchurch Rural Parish Council

Minutes of the Parish Council Meeting held on 21 February 2022 at 6.30pm

Venue: The Devereux Centre, Tewkesbury, Gloucestershire.

Present: Cllr. J. Hargreaves (Chairman), Cllrs. B. Cook. T. Davies, D. Garnett and G. Shurmer.

Attendees: Clerk/RFO, J. Owen, County Cllr. V. Smith and two members of the public.

21.2.22.1 **To receive and consider apologies for absence and confirm the meeting is quorate**
Apologies were received and accepted from Cllrs. A. Brown and D. Street.
COUNCIL AGREED to authorise Cllr. Street's absence on medical grounds and confirmed that it would not impact on the six-month attendance rule.
Apologies received from Borough Cllr. M. Gore due to COVID-19, she last attended on 20 September 2021.
The Clerk confirmed the meeting was quorate.

21.2.22.2 **To receive comments from members of the public – no decisions will be made on issues raised, items requiring decisions will be added to the agenda for the next meeting**

- It was agreed that a member of the public would be permitted to speak at agenda item 12a

21.2.22.3 **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**
None declared.

21.2.22.4 **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)**
No requests received.

21.2.22.5 **To confirm and sign the Minutes of the Parish Council Meeting held on 22 January 2022**
The Minutes of the Parish Council Meeting held on 22 January 2022 which had previously been circulated to all members were **AGREED BY COUNCIL** and signed by the Chairman.

21.2.22.6 **To receive the Clerk's Report**
The Clerk outlined the Clerk's Report which had been circulated prior to the meeting.

21.2.22.7 **To receive details of items authorised under Clerk's delegated authority since the last meeting on 22 January 2022**
Nothing to report.

21.2.22.8 **To receive a report from the Borough Councillor (Last attended 20 September 2021)**
Borough Cllr. Gore was not present and no report had been received.

21.2.22.9 **To receive a report from the County Councillor**
County Cllr. Smith (CC Smith) reported on the following: –

- Gloucestershire County Council (GCC) approved a £521 million 2022/23 budget, an increase of more than £38 million on 2021/22 levels

- White line budget – Council should liaise with the Head of Highways with regard to any white line requirements to enable them to be added to the programme
- Build Back Better funding had been increased and CC Smith confirmed he would support the Council with any applications
- CC Smith was keen to work with the Council with regard to highway improvements
- Pamington Road junction - CC Smith confirmed improvements would not be completed due to legal reasons, he suggested a meeting with members and Highways Manager who would suggest alternative options. Members wished to understand the legal reasons and CC Smith agreed to forward the email to the Clerk from the Highways Manager which gave details. An experimental scheme for say 6 or 12 months was suggested and CC Smith agreed it may be possible
- Crossing on A46 for Barleyfields – CC Smith confirmed that he supported the Council with regard to the crossing but it was a National Highways (NH) decision. He reported that a tarmac footpath would be provided from the two new estates to the school to ensure parents and children had safe access. A member stated that the kerb of the central refuge on A46 had been damaged and replaced and members wished to escalate the issue before a fatality occurs. It was agreed the Clerk would forward the video of a vehicle clipping the kerb to NH. CC Smith suggested the Council should gather evidence for NH that the crossing outside the care home was not being used

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

21.2.22.10a **To approve the February 2022 Payment List and those paid since the last meeting and to note receipts**

COUNCIL AGREED the February 2022 Payment list of £7,073.06 and payments since the last meeting of £2,242.86 (see Appendix A).

The following payments were also authorized:

- Zimprint for £50.00 for printing taxi vouchers
- New Docs Invoice ND-01267 for £30.00 for additional room hire for Parish Council Meeting

Receipts recorded of £8,558.00 from Bredon Parish Council and £4808.00 from Northway Parish Council in respect of contributions towards Judicial Review legal costs.

It was noted that two invoices issued by the Clerk were outstanding, a total of £3,846.66 in relation to the Judicial Review costs.

Discussed Avonside Taxis invoice for £570.00 - Clerk to ask them to submit the correct number of vouchers so the invoice could be settled. Clerk to contact all taxi companies in the scheme reminding them to submit vouchers and invoice monthly.

21.2.22.10b **To receive the Budget Monitoring Report and approve the Bank Reconciliation**

The bank reconciliation was approved by Cllr. Garnett and members received the Budget Monitoring Report.

21.2.22.10c **To consider the appointment of an Internal Auditor for 2021/22 and agree actions**

COUNCIL AGREED the appointment of Gloucestershire Association of Parish and Town Councils (GAPTC) as the internal auditor at a cost of £195.00 plus mileage if the auditor visits, as opposed to online – the same price as last year.

21.2.22.10d **To consider training for a member, GAPTC ‘Planning in Plain English’ on 27 April 2022, cost £35.00 and agree actions**

COUNCIL AGREED the proposed training course for Cllr. Garnett.

21.2.22.10e **To consider a grant donation to Tewkesbury Christmas Lights and agree actions**

Clerk to ascertain how much Council donated last year and add to the agenda for the next meeting.

- 21.2.22.11 **To consider establishing a Finance and General Purposes Sub-committee of the Finance and General Purposes Committee and agree actions**
COUNCIL AGREED to establish a Finance and General Purposes Sub-committee of the Finance and General Purposes Committee with membership comprising of all members. A Zoom meeting would be held between monthly Parish Council Meetings, inaugural meeting to be on 7 March 2022 at 6.00pm.
- 21.2.22.12 **Planning - To consider and agree response to the following:**
- 21.2.22.12a **21/01551/APP | Reserved matters application for parcel H1 for access, appearance, landscaping, layout and scale for the erection of 118 no. Dwellings (use class c3) pursuant to outline permission 17/00520/OUT | Land at Fiddington, Gloucestershire**
COUNCIL AGREED to respond to TBC with no comment, Clerk to submit to TBC.
- 21.2.22.12b **To receive an update on the Planning Appeal for 460 homes, Fiddington and agree actions**
Cllr. Davies reported that the planning enquiry was complete and the decision was awaited.
- 21.2.22.13 **To consider response to the Draft Recommendations of the Tewkesbury Borough Council Parish Boundary Review and agree actions**
COUNCIL AGREED that the original proposal to retain the houses at the Meadows still stand, the Clerk to submit a response to TBC.
- 21.2.22.14 **To receive update on the Settlement Audit and agree actions**
Cllr. Garnett reported on a meeting with TBC who were going to supply a map to assist with defining the starting point for the 10 minute walk but it had still not been received. The Clerk would contact TBC to request the map again.
- 21.2.22.15 **To receive update on the Judicial Review on Ashchurch Bridge and agree actions**
Cllr. Davies confirmed the Council had applied for permission to appeal which would be a lengthy process.
- 21.2.22.16 **To discuss land use in Pamington reference S106 funds and agree actions**
A community wood and a pond area were both discussed and **COUNCIL AGREED** members should follow-up discussions with landowners. Clerk to request an S106 update from TBC with details of what has been committed and what has been spent to date.
- 21.2.22.17 **To receive an update on highways issues, including speed watch and crossing at Barleyfields development following a meeting with National Highways Representative and agree actions**
Members discussed damage to Claydon Lane Railway Bridge and **COUNCIL AGREED** the Clerk should contact CC Smith to enquire who would be deal with the repair to the bridge.
- 21.2.22.18 **To receive an update regarding the Parish Newsletter and agree actions**
Members discussed the draft newsletter and updates required. An article on taxi vouchers would also be added. The Clerk was awaiting a quote for setting-up the process for email distribution to meet GDPR requirements and appropriate wording would be included.

- 21.2.22.19 **To receive an update from the police on the vandalism that occurred throughout the village of Pamington on the 7 February 2022 and agree actions**
COUNCIL AGREED the Clerk should contact the insurance company with regard to the damaged noticeboard and also obtain an update from the police.
- 21.2.22.20 **To consider if members wish to commemorate the Queen’s Platinum Jubilee and agree actions**
Members discussed holding street parties but agreed that a volunteer would be required to oversee the organisation of such events.
- 21.2.22.21 **To consider participating in the Great British Spring Clean 2022 and agree actions**
COUNCIL AGREED that it was a good idea but volunteers would be required to implement it. Clerk to investigate what the Great British Spring Clean 2022 involved and also contact TBC regarding the supply of litter picking tools etc.
- 21.2.22.22 **To consider whether Parish Council Meetings should continue to be live-streamed and agree actions**
COUNCIL AGREED that as the Covid-19 restrictions were to be completely lifted, it was no longer going to live-stream Parish Council Meetings, members of the public were welcome to attend in person. Councillors would be able view meetings via Zoom.
- 21.2.22.23 **To note agenda items for the next Parish Council Meeting**
 - To receive update on vehicle activated sign not working on A46
 - To consider signage for Walton Cardiff Lane to warn of flooding
- 21.2.22.24 **To receive a report from the Staffing Sub-committee regarding Staff Reviews and agree actions, in a confidential session**
Cllr. Davies reported on Staff Reviews and **COUNCIL AGREED** the salary increase of one point for the Clerk on the achievement of a foundation degree in Community Governance, as per their Contract of Employment.
- 21.2.22.25 **Date of the next meeting:** 21 March 2022

APPENDIX A

Payments authorised under Clerk's Delegated Authority since last meeting on 17.1.22

Payees	Details	Total amount
J K Owen	January 22 salary	863.80
R Waller	January 22 salary	763.38
Local Govt. Pension Scheme	Pensions incl. staff contributions	615.68
		2,242.86

Payment List for authorisation on 21.2. 22

J K Owen	Clerk's Expenses Jan. 22	41.10
R Waller	Deputy Clerk's Expenses Jan. 22	52.20
Virgin Media	Mobile phone - 6.2.22	9.00
Zoom	Monthly subs. - Inv 147120652	14.39

Microsoft Apps	Monthly subs. - Inv 00HF3M4	9.48
New Docs Ltd.	Room hire for 10.2.22	30.00
EDGE IT Systems Ltd.	Inv 35788 System upgrade	92.40
Richard Buxton Ltd.	Inv 870 - JR legal fees	6770.00
Gooch Group Ltd.	Cleaning on 2.12.21	54.49
		7073.06

Receipts:

Bredon Parish Council	Judicial Review legal support	8558.00
Northway Parish Council	Judicial Review legal support	4808.00
		13366.00

Invoices outstanding:

Bredon Parish Council	Judicial Review legal support	1923.33
Northway Parish Council	Judicial Review legal support	1923.33
		3846.66

Signed Date
Chairman, J. Hargreaves