



Ashchurch Rural Parish Council

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

Venue: The Devereux Centre, Tewkesbury, Gloucestershire.

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

Attendees: Clerk/RFO, J. Owen, Deputy Clerk R. Waller and two members of the public.

21.3.22.1 **To receive and consider apologies for absence and confirm the meeting is quorate**
Apologies were received and accepted from Cllrs. A. Brown, D. Street and G. Shurmer.
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, she last attended on 20 September 2021.
Apologies also received from County Cllr. V. Smith, he last attended on 21 February 2022.
The Clerk confirmed the meeting was quorate.

21.3.22.2 **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**
A Member of the Public reported that The Pamington Residents Association (PRA) had sent a letter to all residents in Pamington regarding a 20mph speed limit through the village. No objections had been received and the PRA were now in communication with the County Council.

21.3.22.3 **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.

21.3.22.4 **To confirm and sign the Minutes of the Parish Council Meeting held on 21 February 2022**
The Minutes of the Parish Council Meeting held on 21 February 2022 which had previously been circulated to all members were **AGREED BY COUNCIL** and signed by the Chairman.

21.3.22.5 **To receive the draft Minutes of the Finance and General Purposes Sub-Committee Meeting held on 7 March 2022**
Members received the draft minutes of the Finance and General Purposes Sub-Committee Meeting held on 7 March 2022 and **COUNCIL AGREED** that as it was a sub-committee minutes would not be published on the website.

21.3.22.6 **To receive the Clerk's Report and details of decisions made under delegated authority since the last meeting on 21 February 2022**
The Clerk's report had been circulated to members prior to the meeting and its content noted. No delegated decisions to report.

21.3.22.7 **To receive a report from the Borough Councillor (Last attended 20 September 2021)**
No report received.

21.3.22.8 **To receive a report from the County Councillor**
County Cllr. Smith's (CC Smith) report had been circulated to members prior to the meeting.

- 21.3.22.9 **Finances – documents circulated prior to the meeting**
- 21.3.22.9a **To approve the March 2022 Payment List and those paid since the last meeting and to note receipts**
COUNCIL AGREED the March 2022 Payment list and payments since the last meeting of **£3,537.81** (see Appendix A).
 The following payments were also authorised:
- Zimprint - £50 for printing taxi vouchers
 - R. Waller - £30.30 for expenses
 - PATA UK - £57.55 quarterly payroll
 - New Docs for £130 - additional 4 hours room hire for interviews
 - Gooch Group Ltd - £54.35 for cleaning
 - Andrea Pellegram Ltd. - £1,583.93 for Neighbourhood Development Plan (NDP) support
- Receipts recorded totalling £3,846.66 in relation to the Judicial Review costs.
 The hire of the Dunlop Room and adjoining Fearn Room was discussed and **COUNCIL AGREED** that the Fearn Room was not required as all COVID restrictions had been lifted. The Deveraux Centre used a centralised ventilation system, providing visitors with a safe environment in which to meet. If legislation changed, this decision would be reviewed.
- 21.3.22.9b **To receive the Budget Monitoring Report and approve the Bank Reconciliation**
 The bank reconciliation was approved by Cllr. Davies and members received the Budget Monitoring Report.
- 21.3.22.9c **COUNCIL APPROVED** the NJC Salary award for Clerk and Deputy Clerk, backdated to 1st August 2021.
- 21.3.22.9d **COUNCIL APPROVED** 10.5 extra hours for the Clerk due to the Deputy Clerk being on Annual Leave, to be taken as time off in lieu.
- 21.3.22.10 **Planning - To consider and agree response to the following:**
- 21.3.22.10a Planning Application 21/01523/FUL Walton Cardiff Manor, Walton Cardiff Lane, Tewkesbury
COUNCIL AGREED No comment.
- 21.3.22.10b Planning Application 22/00178/ADV - Land Opposite Moog Controls Ltd., Ashchurch Road, Tewkesbury
COUNCIL AGREED with the recommendation made by the Tewkesbury Borough Council (TBK) Planning Officer that only the logo and lettering on the sign should be illuminated, not the whole sign and totem poles. It was also noted that Tewkesbury had been spelt incorrectly on the submitted images.
- 21.3.22.10c Appeal Notification: 21/01218/FUL - Claydon Park, Claydon. Tewkesbury, GL20 7BH
 Appeal noted - no further action required.
- 21.3.22.10d To note Planning Appeal decision APP/G1630/W/21/3283839: Land to the North West of Fiddington, GL20 7BJ **Appeal Allowed.**
- 21.2.22.11 **To receive update from Tewkesbury Borough Council Enforcement Officer and agree actions**
 A new report had been circulated to members regarding an alleged occupation of an industrial unit. 22/00032/ENFC: Unit 2 Fiddington House Farm Fiddington Tewkesbury. No further actions required.

21.3.22.12 **To consider a response to the Public Consultation - Local Heritage List Selection Criteria for Tewkesbury Borough, closing date 4 April 2022**

COUNCIL AGREED that the following assets should be considered for inclusion in the Local Heritage List:

- St. Nicholas Church
- Rectory Farm
- Walton Manor grounds
- Fiddington Manor and graveyard
- Graveyard in Natton Lane

Members to supply further information and photographs on the above for the Clerk to submit. Permission from the land owner would also be required where applicable.

Action: Clerk to ensure none of the above were Listed Buildings.

21.3.22.13 **To receive an update on the Settlement Audit and agree actions**

No further update had been received from TBC and the Clerk had not received the settlements map, as agreed in a meeting held, via Zoom, on 6 January 2022.

This item was therefore deferred until the next Council meeting.

21.3.22.14 **To receive three quotes for the repair to the Pond fence in Walton Cardiff and to discuss maintenance of the Pond, and agree actions**

Two quotes had been received and circulated to Members prior to the meeting. Clerk had contacted a third company but a quote had not been received. It was hoped that a third quote would be obtained following a meeting with another contractor on 23 March 2022. A letter had been drafted in readiness to be sent to the owner of Walton Cardiff Manor to request removal of a fallen tree prior to the fence repair. This item was therefore deferred until the next meeting.

21.3.22.15 **To receive quote for work to the bench in Pamington and agree actions**

A quote had been received for £181.58 for the refurbishment on the bench in Pamington.

COUNCIL AGREED to obtain a second quote for this work.

Item deferred to next Council meeting.

21.3.22.16 **To receive update relating to the vandalised noticeboard in Pamington and agree actions**

A quotation for a new noticeboard had been submitted to the Insurance Company but it had been rejected, a quote for only the repair of the existing board was agreed. Any funds obtained from the insurance claim could be used towards a new board if agreed by Council. There was an insurance excess of £150.00. A quote for repair to the existing board had been received for £429.75. **COUNCIL AGREED** to obtain a second quote for the repair to the existing notice board.

21.3.22.17 **To receive update on S106 funds**

A community wood was discussed and **COUNCIL AGREED** members should follow-up discussions with landowners.

Action: Clerk to investigate individual S106 agreements via the Planning Portal and request an update from TBC with details of what has been committed and what has been spent to date.

21.3.22.18 **To receive an update regarding the Parish Newsletter and agree actions**

One quote had been received for the printing of 1000 copies and two further quotes to be requested by the Clerk before a final decision could be made. A section would be included in the newsletter allowing residents to opt-in to receive the newsletter electronically. This

would require responsibility by the Council to be GDPR compliant. Clerk had previously discussed options with Breakthrough Communications who had quoted £340 to manage this process.

COUNCIL AGREED that the distribution of the newsletter would be completed by R. Waller for a fee of £150.00.

Actions: Clerk to request a quote for the printing of 1000 newsletters from Tewkesbury Printing and Packwood Printing. Clerk to contact Breakthrough Communications to discuss the options of having both physical and electronic options and to prevent double distribution to individual residents.

21.3.22.19 **To consider proposed schedule of works and costs associated with an Automatic Traffic Count (ATC) on Fiddington Lane and agree actions**

COUNCIL AGREED to accept the full schedule of works as stipulated in the report from Bruce Bamber. The report produced would set out the results of the ATC surveys. This would provide evidence in response to future developments and the NDP. Precise details and location of the ATCs to be agreed prior to installation.

21.3.22.20 **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**

An update had been received from National Highways including the following comments:

- The pedestrian crossing at the Barleyfields housing development: The decision to install a pedestrian refuge instead of a signalised crossing was led by the Design Consultant acting on behalf of Linden Homes and was ultimately agreed by Tewkesbury Borough Council, the local planning authority. The detail would be included in the Conditions 15,16,17,20,21,22 and 25 - condition discharge letter
- Currently there was no indication that the crossing at the Barleyfields housing development was unsafe, but National Highways would continue to monitor the area
- The Vehicle Activated Signs (VAS): No maintenance agreement was in place and as the sign had a repeating fault, it may be more cost effective to replace it with a new sign and maintenance agreement. There was currently no time scale the replacement VAS but the Council would be kept updated on progress
- Detritus on the road and crossing points, presumably from the Barleyfields and Garden Centre development: This would be brought to the attention on National Highways Third Party Works team and with Gloucester Highways

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

- To receive three quotes for refurbishment of the telephone box
- To approve details of a defibrillator
- To consider increase in cost of grass cutting (verges)
- To receive an update on reports of subsidence at the bridge in Claydon

21.3.22.22 **Date of the next meeting:** 25 April 2022

21.3.22.23 **To note the resignation of the Deputy Clerk and to consider arrangements for the recruitment of a replacement member of staff and agree actions, in a confidential session due to the nature of the business to be discussed**

The resignation of the Deputy Clerk was noted with a leaving date of 8 April 2022. It was confirmed that an advertisement for an Assistant Clerk had been distributed via Gloucestershire Association of Parish and Town Councils, on the Council website and Facebook page. Recruitment Packs had been sent to 14 prospective applicants and interviews would take place on 31 March 2022.

COUNCIL AGREED to temporarily increase the Clerk's core hours to 30 hours per week for a

three-month period. This would be added to the June 2022 agenda for review.

Meeting closed 8.30pm.

APPENDIX A

**Ashchurch Rural Parish Council
Financial Report at 21.3.22**

Payments authorised under Clerk's Delegated Authority since last meeting on 21.2.22		
Payees	Details	Total amount
J K Owen	February 22 salary	864.00
R Waller	February 22 salary	763.38
Local Govt. Pension Scheme	Pensions incl. staff contributions	615.68
		2243.06
Payment List for authorisation on 21.3.22		
J K Owen	Clerk's Expenses Feb. 22	34.70
Virgin Media	Mobile phone - Inv 2361556022	9.00
Zoom	Monthly subs - Inv 1135891804	14.39
Microsoft Apps	Monthly subs. - Inv E0500HRY9U	9.48
GAPTC	Annual Subs	370.52
NALC	Councillor Training Inv 29295590	38.93
NALC	Councillor Training Inv 29384421	38.93
Avonside Taxis	Taxi vouchers	570.00
Vision ICT	Hosting - Inv 14384	208.80
		1294.75
Invoices outstanding:		
Bredon Parish Council	Judicial Review legal support	1923.33
Northway Parish Council	Judicial Review legal support	1923.33
		3846.66
Bank acc. balances at 15.3.22		
Current Acc.		22554.71
Deposit Acc.		21773.31
		44328.02

Signed Date
Chairman, J. Hargreaves