



## Ashchurch Rural Parish Council

Minutes of the Parish Council  
Meeting held on 25 April 2022  
at 6.30pm

**Venue:** The Devereux Centre, Tewkesbury, Gloucestershire, GL20 5GJ

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

**Attendees:** Clerk/RFO, J. Owen, Assistant Clerk L. Beech who minuted the meeting.  
County Cllr. V. Smith and two members of the public.

25.4.22.1 **To receive and consider apologies for absence and confirm the meeting is quorate**

Apologies were received and accepted from Cllrs. D. Street and G. Shurmer.

**COUNCIL AGREED** to authorise medical dispensation for Cllr. 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.  
The Clerk confirmed the meeting was quorate.

25.4.22.2 **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**

Non received.

25.4.22.3 **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 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)**

**COUNCIL AGREED** to dispensation application from Cllr. G. Shurmer.

25.4.22.4 **To confirm and sign the Minutes of the Parish Council Meeting held on 21 March 2022**

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

25.4.22.5 **To receive the Clerk's Report and details of decisions made under delegated authority since the last meeting on 21 March 2022**

The Clerk's report had been circulated to members prior to the meeting and its content noted. No delegated decisions to report.

**Decisions made under the Clerk's delegated authority since the last meeting on 21 March 2022**

Planning Application: 22/00259/FUL – Erection of ground and first floor extensions and internal alterations to Elm Cottage, Homedowns, Tewkesbury – **COUNCIL AGREED** it had no objections.

25.4.22.6 **To receive a report from the Borough Councillor (Last attended 20 September 2021)**

No report received.

25.4.22.7 **To receive a report from the County Councillor**

County Cllr. Smith's (CC Smith) had submitted a report prior to the meeting which had been circulated to members.

The following items were also discussed;

- Circulated 'Your Highways' report detailing Gloucestershire County Council (GCC) maintenance of county roads.

- 'Road Safety Community Offer Policy' to be launched on 9 May 2022.
- Pamington Residents Association (PRA) were keen to install '20 is plenty' signage and other speed reducing initiatives, this would need to formally be supported by Ashchurch Rural Parish Council (ARPC) and would be added to the agenda for the next meeting.
- Stage 6 of Tour of Britain is being held in Gloucestershire and would start in Tewkesbury centre. Final route to be released soon.
- Gloucestershire Way Upgrade (bridle way, cycle and foot path) was discussed, and CC Smith confirmed Head of GCC Public Rights of Way was progressing this.
- The white lines in Fiddington were discussed, they would be added to GCC Highways list.
- Refurbishment of layby in Fiddington was discussed, Clerk to liaise with GCC Highways Manager reference joint funding.

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

25.4.22.8a **To approve the April 2022 Payment List and those paid since the last meeting and to note receipts**

**COUNCIL AGREED** the April 2022 Payment list of and payments since the last meeting of **£4,887.93**. Avonside Taxi's had also been paid £570.00. (See Appendix A).

The following payments were also authorized:

- Edge Finance for £62.54
- ICO registration for £40.00 for GDPR compliance
- Deputy Clerk Expenses - £51.30

25.4.22.8b **To approve the Bank Reconciliation**

The bank reconciliation was approved by Cllr. Davies .

25.4.22.8c **To receive the Budget Monitoring Report**

Members received the Budget Monitoring Report.

25.4.22.8d **To approve Deputy Clerk's final payment and agree actions**

**COUNCIL APPROVED** 11 extra hours for Deputy Clerk whilst covering Clerk's Annual Leave.

25.4.22.8e **To approve Clerk's extra hours and agree actions**

**COUNCIL APPROVED** 24 extra hours due to increased workload, to be taken as time off in lieu.

25.4.22.8f **To consider a grant request from Tewkesbury Town Lights and agree actions**

Members considered the grant application and agreed more information was required. Clerk to progress this.

25.4.22.8g **To consider the purchase of a mobile phone for the Assistant Clerk and agree actions**

**COUNCIL APPROVED** the purchase of a mobile phone and contract for the assistant clerk at a cost of £324.16 for the handset and £10.05 per month for the contract.

25.4.22.8h **To consider the quote circulated prior to the meeting from Ken Preece for grass verge maintenance and agree actions**

**COUNCIL APPROVED** the quotation of £767.00 per cut for roadside grass verge maintenance for the forthcoming year.

25.4.22.9 **To receive an update on the Annual Parish Meeting to be held on 7 May 2022 and agree actions**

**COUNCIL AGREED** the agenda and arrangements for the Annual Parish Meeting.

- 25.4.22.10 **To receive an update on the Neighbourhood Development Plan and agree actions**  
Awaiting final report and once received ARPC would request a referendum.
- 25.4.22.11 **To approve the updated Assets Register, circulated prior to the meeting and agree actions**  
**COUNCIL APPROVED** the updated Asset Register.
- 25.4.22.12 **To review the Risk Management Policy, circulated prior to the meeting and agree actions**  
Carried forward to next meeting.
- 25.4.22.13 **To receive update on the Settlement Audit and agree actions**  
This remains unresolved, the Clerk to request further information again.
- 25.4.22.14 **To consider three quotes for printing the newsletter and to consider the quote for setting-up a GDPR compliant email system and agree actions – all quotes circulated prior to the meeting**  
Members considered 3 quotes for printing the newsletter and **COUNCIL AGREED to accept** Tewkesbury Printing quote of £375.00 to produce 1000 copies.  
Members considered the GDPR quotation from Breakthrough Communications and **COUNCIL AGREED** it was not warranted.
- 25.4.22.15 **To consider proposed schedule of works and costs associated with an automatic traffic count in Fiddington Lane, circulated prior to the meeting and agree actions**  
**COUNCIL AGREED** an Automatic Traffic Count survey on Fiddington Lane would provide sound evidence for future planning in the area.  
**COUNCIL APPROVED** the instruction of Bruce Bamber to carry out assessments, create report and liaise with CGG Highways. Report to include potential traffic calming measures. Maximum budget £3000.00.
- 25.4.22.16 **To receive an update on highway matters including the crossing at Barleyfields and agree actions**  
The Deputy Police and Crime Commissioner visited the Barleyfields site and the council raised the issue of damaged kerb stones, high speed lorries and a flaw in the design / placement of the crossing island. Clerk to progress this.
- 25.4.22.17 **To discuss land use in Pamington reference S106 funds and agree actions**  
Council discussed purchasing existing sports pitches but member of the public raised concerns about access, to be discussed further.
- 25.4.22.18 **To receive an update on a new defibrillator for Fiddington and agree actions**  
Council discussed grant information for new defibrillator. The Clerk to follow up regarding model available.  
Awaiting further quotes for telephone box and should be available for next meeting.
- 25.4.22.19 **To receive an update on reports of subsidence at the bridge in Claydon and agree actions**  
**COUNCIL AGREED** the Clerk would send photographs of the damaged bridge to CC Smith.
- 25.4.22.20 **To note agenda items for the next Parish Council Meeting**
- Taxi voucher distribution
- 25.4.22.21 **Date of the next meeting:** 16 May 2022 – Annual Meeting

25.4.22.22 **To receive an update from the Staffing Committee regarding the appointment of an Assistant Clerk in a confidential session due to the nature of the business to be discussed**  
 Council received a report from the Staffing Committee and **COUNCIL AGREED** the appointment of a new Assistant Clerk, Leah Beech, employed for 12 hours per week, she would also be eligible to join the Local Government Pension Scheme.

Meeting closed 8.30pm.

**APPENDIX A**

**Ashchurch Rural Parish Council  
 Financial Report at 18.4.22**

<b>Payments authorised under Clerk's Delegated Authority since last meeting on 21.3.22</b>		
<b>Payees</b>	<b>Details</b>	<b>Total amount</b>
J K Owen	February 22 salary	1004.69
R Waller	February 22 salary	847.57
HMRC	PAYE - 3 months	1835.06
Local Govt. Pension Scheme	Pensions incl. staff contributions	714.40
New Docs Ltd.	Room Hires - 4 invoices	393.90
Avonside Taxis	Test	1.00
		<b>4796.62</b>
<b>Payment List for authorisation on 25.4.22</b>		
J K Owen	Clerk's Expenses March. 22	57.36
Virgin Media	Mobile phone - Inv 2364473014	10.05
Zoom	Monthly subs - Inv 141078457	14.39
Microsoft Apps	Monthly subs. - Inv E0500151H6	9.48
		<b>91.28</b>
<b>Bank acc. balances at 18.4.22</b>		
Current Acc.		19085.73
Deposit Acc.		21786.06
		<b>40871.79</b>

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