



## Ashchurch Rural Parish Council

### Minutes of the Annual Meeting of Ashchurch Parish Council held on 16 May 2022

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

**Present:** Cllr. J. Hargreaves (Chairman), T. Davies and D. Garnett.

**Attendees:** Clerk/RFO, J. Owen, Assistant Clerk L. Beech who minuted the meeting.  
Two members of the public.

16.5.22.1 **To elect Chairman and Vice-Chairman, including signing Acceptance of Office forms**

Cllr. J. Hargreaves was nominated as Chairman by Cllr. T. Davies, seconded by Cllr D. Garnett.

Cllr. T. Davies was nominated as Vice-Chairman by Cllr. J. Hargreaves, seconded by Cllr D. Garnett.

Acceptance of Office forms signed.

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

Apologies were received and accepted from Cllrs. A. Brown and B. Cook

**COUNCIL APPROVED** apologies for Cllr. G. Shurmer due to dispensation.

**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 25 April 2022.

The Clerk confirmed the meeting was quorate.

16.5.22.3 **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 a new dog waste bin has been installed in the incorrect location – next to the bench in Pamington and requested it be moved to the other end of the lane towards Barleyfields.

A member of the public reported the cow parsley in Pamington had grown too high to view the road and was posing a danger for drivers in the area. Clerk to contact contractor.

16.5.22.4 **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.

16.5.22.5 **To confirm and sign the Minutes of the Parish Council Meetings held on 25 April 2022**

**circulated to members prior to the meeting** The Minutes of the Parish Council Meeting held on 25 April 2022 which had previously been circulated to all members were **AGREED BY COUNCIL** and signed by the Chairman.

16.5.22.6 **To receive the Clerk's Report**

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

16.5.22.7 **To received details of decisions made under delegated authority since the last meeting on**

## **25 April 2022**

No delegated decisions to report.

- 16.5.22.8 **To receive a report from the Borough Councillor (Last attended 20 September 2021)**  
No report received.
- 16.5.22.9 **To receive a report from the County Councillor (last attended 25 April 2022)**  
No report received.
- 16.5.22.10 **To approve the draft Risk Management Policy and agree actions**  
**COUNCIL APPROVED** the draft Risk Management Policy for publication.
- 16.5.22.11 **To consider Schedule of Policies with proposed renewal dates and agree actions**  
**COUNCIL AGREED** that annual renewal of policy documents would be completed at a rate of three per month, as per schedule.
- 16.5.22.12 **Finances – documents circulated prior to the meeting**
- 16.5.22.12a **To approve the May 2022 Payment List/those paid since the last meeting and to note receipts** **COUNCIL AGREED** the May 2022 Payment list of and payments since the last meeting of **£6,695.21** (see Appendix A).  
The following payments were also authorized:
- ICO Data Protection enrolment fee for £40.00
  - Ashchurch Village Hall Hire for Annual Parish Meeting for £30.00
  - Newsletter Printing for £375.00
  - NALC Training for £90.64
- The Chairman and Cllr. D. Garnett initialled the invoices.
- The following receipts were noted;  
Tewkesbury Borough Council – 50% precept £35,050.00  
HMRC VAT Refund 1 April 2021 – 31 March 2022 - £8947.56
- 16.5.22.12b **To approve the bank reconciliation**  
The bank reconciliation was approved by the Chairman and duly signed.
- 16.5.22.12c **To receive the Budget Monitoring Report and approve the Bank Reconciliation**  
Members received the Budget Monitoring Report.
- 16.5.22.12d **To consider Unity Trust Bank Multipay Credit Card for use by the Clerk and agree actions**  
**COUNCIL APPROVED** an application for a credit card for the Clerks use for ARPC purchases as required, with initial setup fee of £50.00 and monthly charge of £3 per month. Financial Regulations be updated to reflect this addition.
- 16.5.22.12e **To consider the Clerk’s attendance at SLCC National Conference and agree actions**  
**COUNCIL APPROVED** the cost of £335.00 for 2 days conference attendance and overnight accommodation. Clerk to make additional payment of £164.00 as agreed.
- 16.5.22.12f **To approve the annual accounts and bank reconciliation for Year End 31 March 2022**  
**COUNCIL APPROVED** the annual accounts and bank reconciliation.
- 16.5.22.12g **To approve updated Asset Register**  
**COUNCIL AGREED** the updated Asset Register, value of £33,848.74
- 16.5.22.12h **To receive the Internal Auditors Report**

**COUNCIL APPROVED** the Internal Auditors Report and noted recommendations.

- 16.5.22.12i **To approve the Annual Governance Statement 2021-22 (AGAR Section 1) for external auditors, PKF Littlejohn**  
**COUNCIL APPROVED** Annual Governance Statement 2021-22 (AGAR Section 1) and was duly signed by the Chairman and Clerk.
- 16.5.22.12j **To approve the Accounting Statement 2021-22 (AGAR Section 2) for external auditors, PKF Littlejohn**  
**COUNCIL APPROVED** Accounting Statement 2021-22 (AGAR Section 2) for external auditors and was duly signed by the Chairman and Responsible Financial Officer.
- 16.5.22.12k **To agree dates for the Exercise of Public Rights to Inspect the Draft Accounts**  
**COUNCIL AGREED** dates for Exercise of Public Rights to Inspect the Draft Accounts are Monday 13 June – Friday 22 July 2022.
- 16.5.22.13 **To receive an update on the following Parish Council procedures and resolve to agree actions:**
- 16.5.22.13a **To review subscriptions to other bodies**  
**COUNCIL AGREED** subscriptions to
- Gloucestershire Association of Parish and Town Councils
  - Society of Local Council Clerks
  - Campaign to Protect Rural England
- 16.5.22.13b **To confirm arrangements for insurance cover in respect of all insured risks**  
**COUNCIL CONFIRMED** BHIB insurance policy.
- 16.5.22.13c **To approve Parish Council Meeting dates for 2022/23**  
**COUNCIL APPROVED** Council Meeting dates for 2022/23
- 16.5.22.13d **To review delegation arrangements to the Clerk, committees and sub-committees**  
**COUNCIL AGREED** the Scheme of Delegation and agreed Financial Regulations would be updated with regard to payments over £500.00
- 16.5.22.13e **To establish the Staffing Committee as a Sub-committee of the Finance and General Purposes Committee**  
**COUNCIL AGREED** to establish a Staffing Sub-committee of the Finance and General Purposes Committee
- 16.5.22.13f **To agree appointment of Councillors to existing committees**  
**COUNCIL AGREED** that all members would be members of the Finance and General Purposes Committee and the Chairman, Cllrs T. Davies and D. Garnett would be members of the Staffing Sub-committee.
- 16.5.22.14 **To receive an update on the Taxi Voucher Scheme and agree actions**  
A new taxi company; Xpress Taxi's had joined the scheme and DJ's Private Hire had withdrawn. Clerk to update documentation and distribute vouchers.
- 16.5.22.15 **To receive an update on the Neighbourhood Development Plan and agree actions**  
The Neighbourhood Development Plan (NDP) has been passed. It was confirmed that the authorisation to proceed to referendum would be taken at the Tewkesbury Borough Council Executive Committee Meeting on 1 June 2022 and if approved the referendum would go ahead on 28 July 2022.

- 16.5.22.16 **To receive update on the Settlement Audit and agree actions**  
This remains unresolved, the Clerk to request further information on boundaries.
- 16.5.22.17 **To receive the printed newsletter, consider distribution and agree actions**  
**COUNCIL RECEIVED** printed newsletter and distribution agreed amongst councillors.
- 16.5.22.18 **To receive an update on the refurbishment of the lay-by in Fiddington Lane and agree actions**  
Clerk reported full funding was not available.
- To receive an update on highway matters including the crossing at Barleyfields and agree actions**  
Carried forward to next meeting.
- 16.5.22.20 **To discuss land use in Pamington reference S106 funds and agree actions.**  
Land currently not available.
- 16.5.22.21 **To receive an update on the telephone box and a new defibrillator for Fiddington and agree actions**  
Members considered two quotes and **COUNCIL AGREED** to accept NB Construction quote of £390.00 for installation of concrete base.  
Clerk to source three quotes from Painter & Decorators to stripe paint, apply two coats of primer, one coat of undercoat and two coats of top coat.
- 16.5.22.22 **To consider and agree response to Tewkesbury Borough Council Public Space Protection Order (PSPO) for Dog Control consultation – closing date 6 June 2022**  
**COUNCIL CONSIDERED and AGREED** to not submit a response.
- 16.5.22.23 **To consider a grant request from Tewkesbury Town Lights and agree actions**  
**COUNCIL CONSIDERED and AGREED** not to make a donation.
- 16.5.22.24 **To note agenda items for the next Parish Council Meeting**
- 16.5.22.25 **Date of the next meeting:** 20 June 2022
- Meeting closed 8.30pm.

APPENDIX A

**Ashchurch Rural Parish Council  
Financial Report  
9 May 2022**

<b>Payments made since last meeting on 25.4.22</b>		
<b>Payees</b>	<b>Details</b>	<b>Total amount</b>
J K Owen	April 22 salary	1457.70
R Waller	Final 22 salary	919.53
Local Govt. Pension Scheme	Pensions incl. staff contributions	867.33
Jeremy Brookes	April maintenance - inv 2031	1245.00
Jeremy Brookes	May maintenance - inv 2043	1245.00
Avonside Taxis	Reimbursement for taxi vouchers	569.00
		<b>6303.56</b>
<b>Payment List for authorisation on 16.5. 22</b>		
J K Owen	Clerk's Expenses April/May 22	33.30
L Beech	Ass. Clerk's Expenses April/May 22	16.08
Virgin Media	Mobile phone - Inv 2364473014	10.05
Zoom	Monthly subs - Inv 141078457	14.39
Microsoft Apps	Monthly subs. - Inv E0500119XK	9.48
GAPTC	Clfr. Training - Inv 7285	35.00
GAPTC	Internal Audit - Inv 7307	262.00
J Sainsbury's	Ann. Parish Meeting refreshments	11.35
		<b>391.65</b>
<b>Receipts received since last meeting on 25.4.22</b>		
Tewkesbury Borough Council	Precept - 50%	35050.00
HMRC	VAT refund 1.4.21 to 31.3.22	8947.56
		<b>43997.56</b>
<b>Bank acc. balances at 9.5.22</b>		
Current Acc.		56574.61
Deposit Acc.		21786.06
		<b>78360.67</b>

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