



Ashchurch Rural Parish Council
Minutes of the Parish Council Meeting
held on 17 October 2022
at 6.30pm

Venue: The Devereux Centre, Tewkesbury, Gloucestershire.

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

Attendees: Clerk/RFO, J. Owen, Assistant Clerk L. Beech, Borough Cllr. M. Gore, Planning Consultant A. Pellegram and three members of the public.

17.10.22.1 **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 County Cllr. V. Smith, he last attended 15 August 2022.
The Clerk confirmed the meeting was quorate.

17.10.22.2 **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 provided feedback from local residents regarding agenda item 12F in which Ashchurch Rural Parish Council (ARPC) consider payment for the brown bin at St. Nicholas Church. He explained many were opposed to the council spending money on a church service that did not benefit all in the community.

The clerk read an email from a member of the public regarding recent core samples taken in Fiddington Lane. The sampling was apparently to ascertain if the lane was strong enough to take the expected increased traffic once the retail park was operational. Clerk to investigate.

17.10.22.3 **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.

17.10.22.4 **To confirm and sign the Minutes of the Parish Council Meeting held on 15 August 2022**
The Minutes of the Parish Council Meeting held on 15 August 2022 which had previously been circulated to all members were **AGREED BY COUNCIL** and signed by Cllr. Hargreaves and seconded it by Cllr. Davies.

17.10.22.5 **To receive the Clerk's Report**
The Clerk's report had been circulated to members prior to the meeting and its content noted.

17.10.22.6 **To receive details of decisions made under delegated authority since the last meeting on 15 August 2022**
COUNCIL DELEGATED decisions:

- **COUNCIL SUBMITTED** a response to Tewkesbury Borough Council (TBC) planning application no 22/00834/OUT as agreed by members of the council

- **COUNCIL SUBMITTED** a response of ‘No Objection’ to TBC Planning application no 22/01070/FUL. Description: to amend the materials for one of the side extension from red brickwork to natural stonework
- **COUNCIL APPROVED** Clerk to place 2 orders for replacement defibrillator pads as require at a cost of £49.00 plus VAT and delivery per set
- **COUNCIL AGREED** the bin stored by Montel Civil Engineering should be relocated to A46 adjacent to the new bus shelter (opposite MOOG) and not to the previously agreed Aston Cross bus stop site. Montel have agreed to install the bin on a concrete plinth free of charge

17.10.22.7 **To receive a report from the Borough Councillor M. Gore (Borough Cllr. J. Evetts had not attended a meeting to date)**

Cllr. Gore confirmed Tewkesbury Borough Council (TBC) has a 5 year housing supply which is hoped will help refuse speculative planning (report available on TBC website). Cllr. Gore confirmed that JCS expires in December 2022 and that TBC are in discussion with both Gloucestershire County and Cheltenham Borough Councils as to how the 5 year housing land supply will progress.

TBC has been awarded circa £1m from the Historic England’s; High Streets Heritage Action Zone (HSHAZ) scheme for updating shop frontage and regeneration of Tewkesbury town centre.

Cllr. Gore discussed the Cotswold Retail Outlet centre, confirming TBC has £1.5m funds for regeneration. ARPC asked if no further progress was made with the outlet centre would s106 funding be still be paid. Cllr. Gore stated she was uncertain and would investigate further.

Cllr. Gore discussed her attendance at the Save Our Lanes event held in Fiddington. She also confirmed illegal street racing in the outlet development had been raised and TBC have contacted the police to request the site be patrolled periodically.

17.10.22.8 **To receive a report from the County Councillor**
County Cllr. Smith’s report had been circulated to members prior to the meeting.

17.10.22.9 **To receive a report from the Police Community Support Officer**
Police Community Support Officer’s report had been circulated to members prior to the meeting. **COUNCIL AGREED** Clerk to also use Police website to monitor crime levels specifically in the Ashchurch Rural Parish.

17.10.22.10 **To receive an update on the status of the Neighbourhood Development Plan (NDP) also an update from Planning Consultant, A. Pellegram regarding NDP review process and agree actions**

A. Pellegram explained how the NDP had now been made and highlighted the complexity the Garden Town added to this. She explained the process of going into review and confirmed an expected time scale of circa two years. She explained this would normally start with a community engagement event to identify suitable policies and encourage residents to participate in the establishment of a working group comprising both councillors and public. Due to the complexity the Garden Town brings, she recommended a planning consultant should project manages the process.

17.10.22.11 **To establish a NDP Working Group and agree actions**
COUNCIL AGREED Clerk to engage community via social media and parish newsletter.

- 17.10.22.12 **Finances – documents circulated prior to the meeting**
- 17.10.22.12a **To approve the October 2022 Payment List/ those paid since the last meeting and to note receipts**
COUNCIL APPROVED the October 2022 Payment list and payments since the last meeting of **£3380.20** (See Appendix A)

COUNCIL noted receipt of the balance of the precept of £35,050.00
- 17.10.22.12b **To approve the bank reconciliation**
COUNCIL APPROVED the bank reconciliation was signed by Cllr. D. Garnett
- 17.10.22.12c **To receive the budget monitoring report**
Members received the Budget Monitoring Report.
COUNCIL AGREED an expenditure forecast was required for remainder of the financial year.
- 17.10.22.12d **To approve the purchase of the thirteenth edition of Arnold-Baker on Local Council Administration by Roger Taylor at preferential rate of £137.00 from the Society of Local Council Clerks**
COUNCIL APPROVED the purchase the thirteenth edition of Arnold-Baker on Local Council Administration at a cost of £137.00 plus postage.
- 17.10.22.12e **To approve attendance for Clerk and Assistant Clerk at GAPTC Annual Training event at a cost of £25.00 each**
COUNCIL APPROVED the cost of £50.00 for Clerk and Assistant Clerk to attend GAPTC Annual Training event.
- 17.10.22.12f **To approve the payment of £54.00 to TBC for the brown bin at St. Nicholas Church**
COUNCIL APPROVED the payment of £54.00 to St. Nicholas Church for the brown bin.
- 17.10.22.12g **To consider cost of Edge Finance software and agree actions**
COUNCIL AUTHORISED payment of £110.00 plus VAT for essential upgrade to enable continuity until the end of the financial year.
- 17.10.22.12h **To consider preparation of draft budget and agree actions**
COUNCIL AGREED Clerk to prepare figures for next parish council meeting.
- 17.10.22.12i **To receive the External Auditors Report**
COUNCIL RECEIVED the External Auditors Report which had been added to the website.
- 17.10.22.13 **Parish Council Procedures – documents circulated prior to the meeting:**
- 17.10.22.13a **To approve the reviewed Standing Orders and agree actions**
COUNCIL APPROVED the Standing Orders with procurement paragraph revised as per NALC model.
- 17.10.22.13b **To approve the reviewed Financial Regulations and agree actions**
COUNCIL APPROVED the Financial Regulations with updates as per NALC model and clause ref. use of credit card by Clerk for purchases up to £100.00.

- 17.10.22.14 **To consider insurance renewal quotes and agree actions**
COUNCIL AGREED to renew insurance with BHIB and switch from an annual premium to a to a three year plan at a cost of £329.06 per annum.
- 17.10.22.15 **Planning - To consider and agree response to the following:**
- To agree response to the following planning application including considering S106 requirements**
APPLICATION NO: 22/00797/FUL. DESCRIPTION: Erection of a proposed Garden Cycle storage shed in the front garden of existing dwelling. **LOCATION:** Ashgrove , Walton Cardiff Lane, Tewkesbury. **GRID REF: 390785 232368**
COUNCIL AGREED to submit a comment of 'No objection.'
- APPLICATION NO: 22/00724/FUL** Description: Erection of single storey rear extension 6 Pansy Gardens, Walton Cardiff, GL20 7FR.
 Permit decision received.
- 17.10.22.16 **To consider S106 requirements for planning application 22/00834/OUT (Bloor Homes), Natton Lane Graveyard and any others and agree actions**
COUNCIL AGREED to request The Gloucestershire Way bridle path (to the northern edge of the development and south of the new Bloor officer) be upgraded as part of the S106 agreement in the same way that Land To The North West Of Fiddington.
- 17.10.22.17 **To receive an update on the development at Pamington 14/00972/OUT and agree actions**
COUNCIL ACKNOWLEDGED new schedule for completion. Clerk to monitor.
- 17.10.22.18 **To receive an update on the Judicial Review and Tewkesbury Borough Council and agree actions**
COUNCIL CONFIRMED contribution towards legal fees from Northway Parish Council and Bredon Parish Council would be requested once date was confirmed.
- 17.10.22.19 **To receive an update regarding Fiddington traffic survey and agree actions**
COUNCIL AGREED Clerk to request Railton's organise Automatic Traffic Counts to be arranged as appropriate.
- 17.10.22.20 **To receive an update on highway matters and agree actions**
COUNCIL AGREED Clerk to investigate costs of weed spraying parish roads and pavements.
- 17.10.22.21 **To receive an update on the M5 Junction 9 and Community Speedwatch and agree actions**
COUNCIL CONFIRMED M5 Junction 9 and A46 (Ashchurch) Transport Scheme had been postponed circa nine months and therefore the ARPC community event has been cancelled.
COUNCIL AGREED to apply for Community Speedwatch Fund and Clerk to enlist volunteers via social media, website and newsletter.
- 17.10.22.22 **To receive an update on the Settlement Audit and agree actions**
COUNCIL AGREED Clerk to contact TBC for clarification of points already raised.
- 17.10.22.23 **To consider content for the newsletter scheduled for October 2022 and agree actions**

and agree actions

COUNCIL AGREED next issue will be distributed in December and should include:

- Update on A46 traffic
- Update on M5 Junction 9 and A46 (Ashchurch) Transport Scheme
- Update on the ARPC NDP

17.10.22.24 **To receive an update on Natton railway line culvert and agree actions**

COUNCIL AGREED to request Environment Agency assess and maintain the Tirlle Brook and watercourses with the parish to reduce the risk of winter flooding. Clerk to investigate work carried out on railway culvert prior to 2006.

17.10.22.25 **To consider application for 20 mile per hour speed limit from Pamington Residents Association**

COUNCIL ACKNOWLEDGED Pamington Residents Association have applied to Community Speedwatch Fund for stickers and a traffic count, and not applied to alter the speed limit to 20 miles per hour.

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

- Winter Plan including location of salt bins and responsibility for maintenance
- Noticeboard refurbishment for all noticeboards in the parish
- Update on the dog bins for Pamington and Barleyfields
- Update on the telephone box and new defibrillator for Fiddington

17.10.22.27 **Date of the next meeting:** 21 November 2022

Meeting Closed at 9.15pm

APPENDIX A

Financial Report - 17 October 2022

Payments made since last meeting on 15.8.22		
	Details	Total amount
Maintenance - Inv. 2112 Sept. A3:C4 2022		
Local Government Pension Scheme	Aug. 22 including employee contrib.	569.89
J K Owen	Aug. 22 salary	941.68
L Beech	Aug. 22 salary	811.42
HMRC	Second quarterly payment	471.78
PATA	Payroll services July-Sept. 22	47.55
Amazon	A' Board for use at village hall	49.73
New Docs	Room Hire 26 Sept. 22 Inv 01471	71.40
New Docs	Room Hire Oct. to Dec. 22 Inv 01383	214.20
Amazon	Printer consumables	13.99
Amazon	Laptop case	8.99
Ruth Waller	Pension payment refund	27.61
Local Government Pension Scheme	Sept. 22 including employee contrib.	403.48
J K Owen	Sept. 22 salary	1474.68
L Beech	Sept. 22 salary	811.42
		5917.82
Payment List for authorisation on 17.10.22		
J K Owen	Clerk's expenses Sept. 22	26.40
L Beech	Assistant Clerk's expenses Sept. 22	26.55
Virgin Media	Mobile phones - Inv. 44688 Sept. 22	12.00
Microsoft Apps	Monthly subs. - Inv. E0500KEAOA	9.48
Ashchurch Village Hall	Room hire for Aug. and Sept. 22	105.00
Andrea Pellegram Limited	Planning consultancy Inv. SI-80	615.97
Jeremy Brookes	Maintenance - Inv. 2112 Sept. 22	1245.00
Community Heartbeat	Inv 14229 - 2 sets of defib pads	122.40
Society of Local Council Clerks	Clerk's annual membership of SLCC	256.00
Tewkesbury Printing Company	Colour posters	41.00
Ken Preece	Maintenance - Inv. 2112 Sept. 22	920.40
		3380.20
Receipts since last meeting on 15.8.22		
Tewkesbury Borough Council	Balance of precept	30500.00
Bank acc. Balances at 3.10.22		
Current Acc. (Bank Rec. 65)		63268.98
Deposit Acc.		21804.86
		85073.84

Signed Date
 Chairman, J. Hargreaves

The draft minutes will be approved at the next Parish Council Meeting