



## Ashchurch Rural Parish Council

Minutes of the Parish Council  
Meeting held on 19 December 2022  
at 6.30pm

**Venue:** The Devereux Centre, Tewkesbury, Gloucestershire.

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

**Attendees:** Clerk/RFO, J. Owen, Assistant Clerk L. Beech and County Cllr. V. Smith

- 19.12.22.1 **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 S. 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, last attended 17 October 2022.  
The Clerk confirmed the meeting was quorate.
- 19.12.22.2 **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**  
Resident had submitted an email regarding grit bin provisions on the Barleyfields estate, discussed under agenda item 18.
- 19.12.22.3 **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.
- 19.12.22.4 **To confirm and sign the Minutes of the Parish Council Meeting held on 21 November 2022**  
The Minutes of the Parish Council Meeting held on 21 November 2022 which had previously been circulated to all members were **AGREED BY COUNCIL** and signed by the chairman.
- 19.12.22.5 **To receive the Clerk's Report**  
The Clerk's report had been circulated to members prior to the meeting and its content noted.
- 19.12.22.6 **To receive details of decisions made under delegated authority since the last meeting on 21 November 2022**  
**COUNCIL DELEGATED** decision:
  - **COUNCIL APPROVED** Clerk to arrange a one off clean of the Aston Cross brick bus shelter at a cost of £49.00.
- 19.12.22.7 **To receive a report from the Borough Councillor M. Gore (Borough Cllr. J. Evetts has not attended a meeting to date)**  
No report was received.
- 19.12.22.8 **To receive a report from the County Councillor**  
County Cllr. Smith's report had been circulated to members prior to the meeting and made

the following points;

- Thanked Ashchurch Rural Parish Council members for attending the High Court Judicial Review Appeal hearing
- Lawrence Robinson MP had raised concerns about National Highways wanting to limit access at J9 on the M5 with Secretary of State for Transport
- Northway bridge (over motorway) was due to be resurfaced from 17 January 2023. He confirmed he had raised concerns that it conflicts with M5 J9 overnight roadworks during the same period but had been reassured that access will be maintained at all times
- Commended Gloucester County Council (GCC) having successfully gritted the county during the recent cold weather with all crews working 24hours a day to keep the roads safe

19.12.22.9 **To receive a report from the Police Community Support Officer**  
Clerk created parish specific crime statistics using police crime website and circulated to members prior to the meeting.  
**COUNCIL AGREED** Clerk to liaise with PCSO to identify any recurring issues within the parish.

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

19.12.22.10a **To approve the December 2022 Payment List/those paid since the last meeting and to note receipts**  
**COUNCIL APPROVED** the December 2022 Payment list and payments since the last meeting of **£7260.41** (See Appendix A)

The following payments were also authorised:

- New Docs Room Hire for January to March: £214.20
- Judicial Review Appeal Costs : Mini bus hire and expenses £440.35
- NALC Local Council Award Scheme Application fee: £80.00

19.12.22.10b **To approve the bank reconciliation**  
**COUNCIL APPROVED** the bank reconciliation was approved by Cllr. T. Davies

19.12.22.10c **To receive 2023/24 budget preparation information and agree actions**  
**COUNCIL AGREED** to renew the Edge Finance software package at the end of the contract in January 2023 for a three year contract at a cost of £340.00 plus VAT for the first year.  
**COUNCIL RECEIVED** a recommendation from the Finance and General Purpose Committee and **COUNCIL AGREED** the budget for 2023/24 with a precept requirement of £70,500.00. Clerk to submit precept requirement to Tewkesbury Borough Council.

19.12.22.11 **Parish Council Procedures – documents circulated prior to the meeting:**

19.12.22.11a To approve the Draft Action Plan and agree actions  
**COUNCIL APPROVED** the Draft Action Plan

19.12.22.11b To approve the Draft Equality and Diversity Policy and agree actions  
**COUNCIL APPROVED** the Draft Equality and Diversity Policy

19.12.22.11c To approve the Draft Training and Development Policy and agree actions  
**COUNCIL APPROVED** the Draft Training and Development Policy

19.12.22.11d To approve the reviewed Privacy Notice and agree actions  
**COUNCIL APPROVED** the Privacy Notice

19.12.22.11e To approve the General Privacy Notice and agree actions  
**COUNCIL APPROVED** the General Privacy Notice

- 19.12.22.11f To approve the Draft Data Protection Policy  
**COUNCIL APPROVED** the Draft Data Protection Policy
- 19.12.22.11g To approve the reviewed Complaints Policy and agree actions  
**COUNCIL APPROVED** the Complaints Policy
- 19.12.22.11h To approve the reviewed Disciplinary Policy and agree actions  
**COUNCIL APPROVED** the Disciplinary Policy
- 19.12.22.11i To approve the reviewed Grievance Policy and agree actions  
**COUNCIL APPROVED** the Grievance Policy
- 19.12.22.12 **The Council confirms by resolution that all documentation and information is in place for the Local Council Scheme Foundation Award Application**  
**COUNCIL AGREED** that all documents and information were in place for the Local Council Scheme Foundation Award Application, clerk to submit, £80.00 fee.
- 19.12.22.13 **Planning - To consider and agree response to the following:**  
**To agree response to the following planning application**  
[APPLICATION NO: 22/01320/OUT](#)  
[DESCRIPTION: Residential Development \(up to 120 dwellings\), associated works including infrastructure, open space and landscaping. Vehicular access from Fiddington Lane.](#)  
[LOCATION: Parcel 5558, Road From Natton To Homedowns, Ashchurch](#)  
[GRID REF: 392552 232586](#)
- COUNCIL AGREED** to request significant extension to enable time for council to arrange meeting with local land developers.
- [APPLICATION NO. 22/00834/OUT](#)  
[PROPOSAL Outline planning application for the erection of up to 250 dwellings, community sports pavilion and outdoor sports pitches, as well as associated highway, drainage and green infrastructure including trim trail, outdoor play and community orchard. All matters reserved except for access.](#)  
[LOCATION Land To The South-east Of Bluebell Road And East Of Rudgeway Lane, Wheatpieces, Tewkesbury.](#)
- COUNCIL AGREED** no further comment was required as they had submitted a response in September 2022.
- To agree response to the following appeal application:  
**Appeal** by Mr Joseph Muscat  
**Site Address:** Claydon House Farm, Claydon, Tewkesbury,  
Gloucestershire, GL20 7BH  
**APP/G1630/C/22/3309587**
- COUNCIL AGREED** no further response was required.
- 19.12.22.14 **To receive an update on the community engagement event and agree actions**  
**COUNCIL CONFIRMED** community engagement event was booked for 11 March 2023 at Ashchurch Village Hall. Members agreed to meet in January 2023 to arrange details.
- 19.12.22.15 **To receive an update on the Judicial Review**  
**COUNCIL CONFIRMED** the appeal was held at the High Court on 13 December 2022 and await decision.

- 19.12.22.16 **To receive an update on the parish newsletter and agree actions**  
**COUNCIL RECEIVED** the printed newsletters for distribution and agreed to publish next edition in early March 2023.
- 19.12.22.17 **To receive an update regarding Fiddington traffic survey and agree actions**  
**COUNCIL CONFIRMED** Fiddington traffic survey had been completed and was awaiting report.
- 19.12.22.18 **To receive an update on highway matters and agree actions**  
**COUNCIL AGREED** to liaise with developers with regards to grit bins for Barleyfields.  
  
**COUNCIL AGREED** Clerk to monitor Aston Cross bus shelter cleaning requirements on a monthly basis.
- 19.12.22.19 **To approve installation of a Parish Council post box at Ashchurch Village Hall and agree actions**  
**COUNCIL AGREED** to use Ashchurch Village Hall as its official postal address, post box to be installed at a cost of £64.95
- 19.12.22.20 **To note agenda items for the next Parish Council Meeting**
- To discuss bridleway AAS6 and GCC suggested cycle route
  - Installation of a bin at the junction of Fiddington Lane and Walton Cardiff Lane
  - Finance and General Purpose Committee Meeting minutes
- 19.12.22.21 **Date of the next meeting:** 23 January 2023
- 19.12.22.22 **To receive a report from the Staffing Sub-committee regarding the Clerk's Annual Appraisal and agree actions. Due to the nature of the business to be discussed it will be held in a confidential session**  
  
**COUNCIL RECEIVED** a report from the Staffing Sub-committee regarding the Clerk's Annual Appraisal and agreed contents  
  
Meeting Closed at 8.25pm

APPENDIX A

**Ashchurch Rural Parish Council  
Financial Report 19 December 2022**

| <b>Payments made since last meeting on 21.11.22</b> | <b>Details</b>                             | <b>Total</b>    |
|---|--|-----------------|
| Glos. Ass. Parish and Town Councils                 | Newsletter training - Inv. 7492            | 35.00           |
| Local Government Pension Scheme                     | Nov. 22 including employee contrib.        | 829.81          |
| November 2022 salaries                              | Nov. 22 salaries                           | 2569.15         |
|   |  | <b>3433.96</b>  |
| <b>Payment List for authorisation on 19.12.22</b>   |  |                 |
| Avonside Private Hire                               | 45 vouchers received and verified          | 45.00           |
| J K Owen  | Clerk's expenses Nov. 22                   | 70.95           |
| L Beech   | Assistant Clerk's expenses Nov. 22         | 32.70           |
| Virgin Media  | Mobile phones - Inv. 5904537 Nov. 22       | 12.00           |
| Microsoft Apps                                      | Monthly fee - Inv. E0500KSDKR              | 9.48            |
| Railton TPC Ltd.                                    | Inv. 2220 traffic survey                   | 2517.99         |
| PATA Payroll services                               | Inv. 22/0406/PPS                           | 67.55           |
| Glos. Ass. Parish and Town Councils                 | Clerk's Training                           | 50.00           |
| Ashchurch Village Hall                              | Inv.05/ARPC Oct. & Nov. 22                 | 135.00          |
| HMRC  | Third quarter 2022                         | 1115.35         |
| SLCC  | CiLCA Registration                         | 450.00          |
| NALC  | Local Council Award Scheme fee             | 80.00           |
| Community Heartbeat                                 | Defib parts Inv. 14113                     | 122.40          |
| Local Government Pension Scheme                     | Dec. 22 including employee contrib.        | 604.66          |
| December 2022 salaries                              | Dec. 22 salaries                           | 1947.33         |
|   |  | <b>7260.41</b>  |
| <b>Receipts since last meeting on 21.11.22</b>      |  |                 |
| Gloucestershire County Council                      | Verge maintenance                          | <b>2703.04</b>  |
| <b>Bank acc. Balances at 5.12.22</b>                |  |                 |
| Current Account - Bank Reconciliation 67            |  | 53175.28        |
| Deposit Account - Bank Reconciliation 25            |  | 21837.84        |
|   | <b>Closing balance at Unity Trust Bank</b> | <b>75013.12</b> |

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

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