



**Ashchurch Rural Parish Council**  
**Minutes of the Parish Council Meeting**  
**held on 22 January 2024**  
**at 6.30pm**

- Venue:** The Devereux Centre, Tewkesbury, Gloucestershire, GL20 5GJ
- Present:** Cllr. T Davies (Chairman), R. Drewitt, D. Garnett, G. Grey, S. Mitchell and I. Parker
- Attendees:** Clerk/RFO, J. Owen, Assistant Clerk L. Beech and seven member of the public
- 22.01.24.1** **To receive and approve apologies for absence and confirm the meeting is quorate**  
Resignation received from Cllr B. Cook  
The Clerk confirmed the meeting was quorate
- 22.01.24.2** **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**  
The clerk read aloud the following public comments sent via email:
- A Fiddington resident raised the issue of speeding through the hamlet
  - Two Pamington resident raised the issue of fundamental error in water disposal on planning application 23/01170/OUT
  - A Pamington resident highlighted that St Nicholas Church maintain footpaths and lighting for community benefit.
- A member of the public from Pamington raised the following issues:
- Documentation requiring public comment/ feedback produced by Tewkesbury Borough Council (TBC) is too in depth and not easy to understand
- COUNCIL AGREED** Clerk to create a schedule of feedback for planning application 23/01170/OUT
- 22.01.24.3** **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)**  
None
- 22.01.24.4** **To confirm and sign the Minutes of the Parish Council Meetings held on 18 December 2023 circulated to members prior to the meeting**  
The minutes of the Parish Council Meeting held on 18 December 2023 which had previously been circulated to all members were **AGREED BY COUNCIL** and signed by the Chairman
- 22.01.24.5** **To receive a report from Borough Councillor M. Gore (last attended 20 November 2023)**  
Councillor Gore explained TBC were holding two consultations that were open for public and parish council feedback; the Strategic Local Plan and the draft Stakeholder Engagement –Charter for sustainable growth. Cllr Gore confirmed both consultations were open for six weeks - ending February 2024, and encouraged all to participate.
- 22.01.24.6** **To receive a report from Borough Councillor C. Coleman (last attended 22 May 2023)**  
None received
- 22.01.24.7** **To receive a report from the County Councillor (last attended 20 November 2023)**

County Cllr. Smith's report had been circulated to members prior to the meeting and he made the following points;

- He was personally frustrated by the multi-agency response to recent flooding and acknowledged numerous areas for improvement including communication and better execution of plans. He confirmed Gloucestershire Council Council (GCC) would review the response and address areas for improvement.
- Regarding agenda item 19; confirmed the Environment Agency should be addressing such issues and that maintenance should be every two years.

**22.01.24.8 To receive the draft minutes of the Planning Sub-committee**

The draft minutes to the Planning Sub-committee had been circulated to members prior to the meeting and its content noted

**22.01.24.9 To receive an update on the Garden Town and agree actions**

**COUNCIL CONFIRMED**

- The Community Liaison group meeting focused on capture of individual community needs and members giving feedback on this and the charter. No minutes had been distributed to date.
- The Oversight Board December meeting had included a presentation from North Ashchurch Consortium who presented the master concept plan. Council confirmed traffic was scheduled for the next Oversight Committee.

**22.01.24.10 To receive an update on the Neighbourhood Development Plan review and agree actions**

**COUNCIL CONFIRMED** there was a meeting scheduled for February between the key stakeholders regarding NDP Review policies. NDP Review is due to be reviewed by end of 2024, early 2025 and aimed to thwart speculative planning. s

**COUNCIL APPROVED** application for a Technical Support grant from Locality to fund a produce a design guide for the NDP Review. Clerk to make application

**22.01.24.11 To consider grass cutting and maintenance of St Nicholas's Church grounds and agree actions**

**COUNCIL AGREED** that due to lack of financial support from stakeholders and significant cost to the council, grass cutting and maintenance of St Nicholas's church grounds would not be paid for 2024/2025 and this decision should be reassessed in April 2025

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

The Clerk's report had been circulated to members prior to the meeting and its content noted

**22.01.24.13 To received details of decisions made under delegated authority since the last meeting on 18 December 2023**

A payment of £1729.30 to NDP Planning Consultant Andrea Pellegram for consultancy services was authorised

**22.01.24.14 Parish Council procedures – documents circulated prior to the meeting.**

To approve the following reviewed policies:

- 14.1 Risk Strategy and Management Policy  
**COUNCIL APPROVED** the Risk Strategy and Management Policy and agreed a draft Lone Working Policy was required. Clerk to investigate requirements for contractors terms and conditions
- 14.2 Equality and Diversity Policy  
**COUNCIL APPROVED** the Equality and Diversity Policy
- 14.3 Standing Orders  
**COUNCIL APPROVED** the Standing Orders

14.4 Financial Regulations  
**COUNCIL APPROVED** the Financial Regulations

14.5 Publication Scheme  
**COUNCIL APPROVED** the Publication Scheme

**22.01.24.15 To establish a Finance and General Purposes Sub-committee and agree actions**  
**COUNCIL AGREED** to establish a Finance and General Purposes Sub-committee. Terms of reference to be agreed

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

16.1 **To approve the January 2024 Payment List below and record income received:**

**January 2024 Payment List**

L Beech	Assistant Clerk's expenses December 2023	36.30
J Owen	Clerk's expenses December 2023	46.70
O2	Mobile phones - December 2023	30.50
Andrea Pellegram	Inv. 205 Neighbourhood Development Plan support	1729.30
Community Action	Inv. 3697 - website hosting 23 Jan-1 Nov 2024	46.30
Edge Ltd.	Inv. 37476 - band upgrade	284.40
Microsoft Apps	Monthly fee - December 2023	10.32
		<b>2183.82</b>

**COUNCIL APPROVED** the January 2024 Payment list and payments since the last meeting of £2183.83.

Clerk to verify O2 Mobile phones invoice amount  
(See Appendix A)

Receipts since last meeting:  
£686.77 from deposit account interest

16.2 **To approve the bank reconciliation**  
**CLLR PARKER APPROVED** the bank reconciliation

16.3 **To receive the budget monitoring report**  
**COUNCIL RECEIVED** the budget monitoring report

16.4 **To approve the 2024-25 draft budget and agree actions**  
**COUNCIL APPROVED** the 2024-25 draft budget 2024/25

16.5 **To resolve to approve the precept requirement for 2024-25 and agree actions**  
**COUNCIL APPROVED** the precept requirement for 2024/25 of £81,700.00.  
Clerk to submit precept requirement to Tewkesbury Borough Council

16.6 **To receive the Internal Control Procedure report and agree actions**  
**COUNCIL RECEIVED** the Internal Control Procedure Report and agreed no actions required

16.7 **To consider high interest investment account options and agree actions**  
**COUNCIL CONSIDERED** high interest investment account options. Clerk to investigate CCLA terms and interest rate, to be added to the next agenda

16.8 **To appoint an internal auditor and agree actions**  
**COUNCIL AGREED** to appoint Gloucestershire Association of Parish and Town Councils as an internal auditor being independent and a creditable organisation, at a cost of £245.00 plus travel expenses

**22.01.24.17 To consider Ashchurch Rural Parish Council (ARPC) becoming charitable trustees of Ashchurch Village Hall and agree actions**

**COUNCIL CONFIRMED** relevant information from current trustee's had been received and circulated prior to the meeting and that becoming a sole trustee of Ashchurch Village Hall (AVH) would:

- Not bind ARPC to provide financial support to AVH
- Not cause any conflict of interest
- Allow ARPC to recover VAT for AVH projects
- Give ARPC eligibility for grant aid

**COUNCIL AGREED** to become sole trustees of AVH dependent on further questions and legalities being satisfactory. Clerk to explore legal services

**22.01.24.18**  
**22.01.24.18.1**

**Planning:**

To discuss planning application and agree actions

**APPLICATION NO:** 23/01170/OUT (23/00007/SCR)

**DESCRIPTION:** Residential development providing up to 175 new homes; vehicular and non-vehicular access from the B4079; pedestrian and cycle access onto Pamington Lane west of Tudor Cottage; foul and storm water drainage infrastructure; provision of green infrastructure including public open space; associated services infrastructure for utilities

**LOCATION:** Part Parcel 0088 Pamington Fields Ashchurch Tewkesbury

**SUBMISSION DUE DATE: 8 March 2024**

**COUNCIL AGREED TO ACCEPT RECOMMENDATION** from Planning Sub-committee that

- A detailed letter should be sent to the TBC planning team identifying the current water drainage structure and potential issues
- A site meeting invite should be extended to TBC planning officer and drainage engineer
- A short consultation meeting should be arranged with the TBC planner to discuss application further

Clerk confirmed an extension had been granted until 8 March 2024 and no further extension could be granted thereafter

**22.01.24.18.2**

To discuss planning consultation and agree actions

**APPLICATION NO:** 23/01125/OHL

**DESCRIPTION:** Electricity Act 1989: Application for Section 37 consent - National Grid Electricity Distribution have been requested to provide an electricity connection to a Solar Farm and Battery Storage site at Tredington Fields Farm, Tewkesbury, GL20 7BS 2. (Planning app no: 21/00259/FUL). It is proposed to connect this generation in to Port Ham- Tewkesbury-Cheltenham 132kV circuit. This will require the dismantling of tower PHZA/PKWA18 and will be replaced by two new terminal towers. New Sealing End Platforms will be placed on the east side of both new towers, where underground cables will connect into the new proposed substation. The PHZA circuit will remain overhead between the two new towers.

**LOCATION:** Claydon Farm Claydon Tewkesbury GL20 7BH

**SUBMISSION DUE DATE:** 17 January 2024

**COUNCIL AGREED TO ACCEPT RECOMMENDATION** from planning sub-committee to a response of 'No Comment'

**22.01.24.18.3**

**To investigate possible planning breaches within the parish; a static home located in Walton Cardiff and motor home sited near the bridleway in Fiddington, and agree actions**

**COUNCIL AGREED** Clerk to contact TBC planning enforcement team

**22.01.24.19**

**To consider flooding at Walton Cardiff and implications for residents and the wider community and agree actions**

**COUNCIL AGREED** Clerk to contact TBC and GCC to request overdue remedial works be undertaken

**22.01.24.20**

**To consider installation of two Vehicle Activated Signs (VAS) to be located on B4079 and agree actions**

**COUNCIL AGREED** Clerk to investigate costings further. Add to next agenda

- 22.01.24.21** **To consider community engagement event regarding updates on local development for Ashchurch View Care Home and agree actions**  
**COUNCIL AGREED** Clerk to arrange community engagement event at Ashchurch View Care Home to provide residents updates regarding local planning and development  
**COUNCIL AGREED** Clerk to arrange a further community action event at AVH to provide update on planning and development in the parish
- 22.01.24.22** **To approve the purchase of Community Speedwatch and Neighbourhood Watch signage and agree actions**  
**COUNCIL APPROVED** The purchase of Community Speedwatch (CSW) and Neighbourhood Watch (NW) signage as:
- Pamington: 3 x NW signs, 3 x A4 CSW signs, 3 x mounting clips at total cost of £160.59
  - Barleyfields: 2 x A3 CSW signs at a total cost of £109.89
  - Fiddington: 2 x A4 CSW signs, 2 x NW signs, 2 x post kits at total cost of £315.80
  - Natton: 2 x NW signs at a total cost of £39.66
  - Claydon: 1 x NW sign at a total cost of £19.83
  - Monks Lane: 1 x NW sign at a total cost of £19.83
  - Homedowns: 1 x NW sign at a total cost of £19.83
- Clerk to investigate signage requirements in Ashchurch, Aston Cross and Aston on Carrant and arrange post installation quotes
- 22.01.24.23** **To consider purchase of wooden village gateway signs for purpose of defining and preserving community identities and agree actions**  
Clerk confirmed a meeting had been scheduled with local highways manager to discuss options and assess sites. **COUNCIL AGREED** to add to the next agenda
- 22.01.24.24** **To consider purchase of replacement for damaged road sign in Pamington and agree actions**  
Clerk confirmed a meeting had been scheduled with local highways manager to discuss options **COUNCIL AGREED** to add to the next agenda
- 22.01.24.25** **To consider instigating a community litter picking volunteer team within the parish and agree actions**  
**COUNCIL AGREED** to instigate a volunteer litter picking group. Clerk to liaise with TBC
- 22.01.24.26** **To approve purchase of litter/dog bin for Fiddington and agree actions**  
**COUNCIL APPROVED** purchase of dual litter and dog bin for Fiddington at a cost of up to £500.00. Clerk to liaise with TBC
- 22.01.24.27** **To consider expenditure items for S106 and CIL monies and agree actions**  
**COUNCIL AGREED** to add this to the agenda of the Finance and General Purposes Sub-committee. Clerk to organise meeting
- 22.01.24.28** **To receive an update on Highway matters and agree actions**  
None
- 22.01.24.29** **To receive an update from community engagement activities (Welcome Tuesdays, Facebook etc)**  
None
- 22.01.24.30** **To note agenda items for the next Parish Council Meeting**
- Discuss implementation of flood register and emergency flooding response
- 22.01.24.31** **Date of next meeting – 19 February 2024**  
**End of meeting: 9.10pm**

APPENDIX A

**Ashchurch Rural Parish Council**  
**Financial Report – 15 January 2023**

<b>Payments made since last meeting on 18.12.23</b>	<b>Details</b>	<b>Total</b>
Andrea Pellegram	Inv. 205 Neighbourhood Development Plan support	1729.30
Unity Trust Bank	Bank Charges - Current account	18.00
	(To be deducted from bank account balance below)	<b>1747.30</b>
<b>Payment List for authorisation on 22.1.24</b>		
L Beech	Assistant Clerk's expenses December 2023	36.30
J Owen	Clerk's expenses December 2023	46.70
O2	Mobile phones - December 2023	30.50
Community Action	Inv. 3697 - website hosting 23 Jan-1 Nov 2024	46.30
Edge Ltd.	Inv. 37476 - band upgrade	284.40
Microsoft Apps	Monthly fee - December 2023	10.32
	(To be deducted from bank account balance below)	<b>454.52</b>
<b>Receipts since last meeting on 18.12.23</b>		
Unity Trust Bank	Deposit account	<b>686.77</b>
<b>Bank account balances at 15.1.24</b>		
Current Account	Bank Reconciliation No. 80	11267.19
Deposit Account	Bank Reconciliations No. 32	127972.51
	<b>Closing balance at Unity Trust Bank on 15.1.24</b>	<b>139239.70</b>

Signed ..... Date .....  
 Chairman