



Ashchurch Rural Parish Council
Draft Minutes of the Parish Council Meeting
held on 18 March 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 four members of the public.
- 18.03.24.1** **To receive and approve apologies for absence and confirm the meeting is quorate**
Apologies received and accepted from Borough Councillor M. Gore and County Councillor V. Smith.
The Clerk confirmed the meeting was quorate.
- 18.03.24.2** **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**
None
- 18.03.24.3** **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
- 18.03.24.4** **To confirm and sign the Minutes of the Parish Council Meetings held on 19 February 2024 circulated to members prior to the meeting**
The minutes of the Parish Council Meeting held on 19 February 2024 which had previously been circulated to all members were **AGREED BY COUNCIL** and signed by the Chairman.
- 18.03.24.5** **To receive a report from Borough Councillor M. Gore (last attended 19 February 2024)**
None received.
- 18.03.24.6** **To receive a report from Borough Councillor C. Coleman (last attended 22 May 2023)**
None received.
- 18.03.24.7** **To receive a report from the County Councillor (last attended 19 February 2024)**
County Cllr. Smith sent a report that had been circulated to members prior to the meeting and contents noted.
- 18.03.24.8** **To receive the draft minutes of the Planning Sub-committee**

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

18.03.24.9
18.03.24.9.1

Planning:

To receive recommendations and agree actions

APPLICATION NO: 24/00010/CONDIS

DESCRIPTION: Application for approval of details subject to conditions 13 (Phasing Plan, Green Infrastructure & Biodiversity Delivery Scheme) & 14 (Landscape and Ecological Management Plan) of the planning application ref number 21/00451/OUT

LOCATION: Land To The North Of Milnes Covert, Fiddington, Tewkesbury

GRID REF: 391665 232206

SUBMISSION DUE DATE: Extension to 21 March 2024

PLANNING OFFICER: Sarah Smith

COUNCIL AGREED TO ACCEPT RECOMMENDATION from Planning Sub-committee that a response of 'No comment' be submitted.

18.03.24.9.2

To receive recommendations and agree actions

APPLICATION NO: 23/00866/APP

DESCRIPTION: Reserved matters application for the erection of 143 dwellings, with associated parking, garaging and infrastructure works, with appearance, layout, scale and landscaping to be approved following outline consent 21/00451/OUT and discharge of conditions 1, 2, 8, 9, 10, 13, 14, 16, 17, 18, 22, 24, 25, 27 & 29 of 21/00451/OUT for this phase (Phase 1 residential).

LOCATION: Land To The North Of Milnes Covert (Fiddington South), Fiddington, Tewkesbury

GRID REF: 391665 232206

SUBMISSION DUE DATE: Extension to 22 March 2024

PLANNING OFFICER: Sarah Smith

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

- The documentation did not make it clear how the Gloucestershire Way would be interfaced between road and the bridle path. Clerk to investigate
- There was a detailed report regarding tree protection - Clerk to note and distribute.
- Ashchurch Rural Parish Council had responded to this previously and **AGREED** the response should remain as 'No comment'.

18.03.24.9.3

To receive recommendations and agree actions

APPLICATION NO: 24/00147/APP

DESCRIPTION: Reserved Matters for Parcel H3 & H4 for Access, Appearance, Landscaping, Layout and Scale for the erection of 307 no. dwellings (Use Class C3) pursuant to outline permission 17/00520/OUT and discharge of conditions 9, 10, 11, 14, 15, 21, 23, 26, 28, 36, 40 & 42

LOCATION: Phase 5 And 6 (Known As H3 And H4), Fiddington Fields Development, Ashchurch

GRID REF: 392509 233220

SUBMISSION DUE DATE: 19 March 2024

PLANNING OFFICER: Paul Instone

COUNCIL AGREED TO ACCEPT RECOMMENDATION There is little impact ARPC can make on reserved matters and therefore a response of 'No comment' should be submitted. Council noted ARPC should monitor the following;

- The trees and hedges should be dealt with as per outline planning permission.

- Public Rights of Way (PROW) access should be dealt with as per outline planning permission.
- S106 trigger points should be noted.

18.03.24.9.4 To receive recommendations and agree actions

APPLICATION NO: 24/00085/FUL

DESCRIPTION: Proposed demolition of existing conservatory and erection of new single storey rear extension

LOCATION: Riverbank House, Aston Carrant Road, Aston-on-Carrant

GRID REF: 394274 234587

Response Deadline: 19 March 2024

PLANNING OFFICER: James Stanley

COUNCIL AGREED TO ACCEPT RECOMMENDATION from Planning Sub-committee that a comment of 'No objection subject to neighbours having no opposition' should be submitted.

18.03.24.9.5 To receive recommendations and agree actions

APPLICATION NO: 23/01206/FTP

DESCRIPTION: Amendment to Footpath AB

LOCATION: Land Behind Newton Cottages, Ashchurch Road, Tewkesbury

GRID REF: 392721 233105

Response Deadline: 13 March 2024 - Requested extension – 19 March 2024

PLANNING OFFICER: James Stanley

COUNCIL AGREED TO ACCEPT RECOMMENDATION from Planning Sub-committee that the path was as expected and was unlikely to cause an issue and that a response of 'No comment' should be submitted.

18.03.24.9.6 To receive an update on consultation 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 Gloucestershire

SUBMISSION DUE DATE: 8 March 2024 – Requested further extension – To Be Confirmed

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

- Further correspondence from Framptons suggested the issues raised by ARPC at the community meeting were being investigated further.

Long term issues to consider include:

- Inclusion of Community Building in masterplan and definition of use.
- Isolation should the masterplan not progress and no further applications are made.

Clerk confirmed they had contacted the planning officer to:

- Follow up extension request.
- Enquire if Severn Trent had provided a response as a statutory consultee.
- Enquire as to reason holding objection from Gloucestershire County Council (GCC) Highways was not accessible via planning portal.
- Enquire if any further responses had been omitted from the portal.

- Request a meeting with planning officer to discuss application.

Clerk confirmed response had been distributed before the meeting and communication was ongoing.

18.03.24.9.7 To consider pre-planning community engagement email from Marrons regarding the land north of Ashchurch and agree actions
COUNCIL AGREED no further action required until further details are published.

18.03.24.9.8 To consider pre-planning community engagement email from St Modwens regarding the eastern parcel of the Ministry of Defence (MOD) site and agree actions

COUNCIL NOTED ARPC councillors had attended the St Modwens community engagement event at the village hall on 16 March 2024. They confirmed the following issues should be monitored and addressed:

- Impact on A46 and traffic.
- Discharge of water.
- Cycle path from B4079 junction to bridge.
- Community facilities / building required on site – should not rely on other potential developments to deliver this.
- Environmental contamination.

COUNCIL AGREED No further action required until outline planning application is received.

18.03.24.10 To receive an update on the Garden Town and agree actions
COUNCIL CONFIRMED

The Parish Council Liaison and Community Liaison Group meetings had:

- Included a presentation from North Ashchurch Consortium that focused on sustainability but did not address traffic or the A46 as they are still awaiting release of GCC Highways transport model.
- Presented the Strategic Local Plan Charter. Cllr. Parker suggested ARPC should consider whether to endorse the charter. Clerk to add to agenda for next meeting.

Cllr. Parker had attended the Tewkesbury Borough Council (TBC) schools fun day following consultation with local schools and confirmed it was constructive and positive. Awaiting publication of results.

The Oversight Board meeting referenced a draft masterplan working model produced by Nash Partners that was due at full council at end of March. Clerk to request copy.

18.03.24.11 To receive an update on the Neighbourhood Development Plan review and agree actions
COUNCIL CONFIRMED

- It had requested timescale and milestones mapping from both the Planning Consultant and the Gloucestershire Wildlife Trust (GWT) to fully understand the time and requirements.
- Baseline Assessments (walk over surveys) were due on 24 and 29 April and the assessor would be accompanied by parish councillors.
- A further public NDP Review Meeting to discuss next steps in the review would be organised for May 2024.

18.03.24.11.1 To consider NDP Review housing allocation options and agree actions

COUNCIL CONFIRMED TBC had provided a response to ARPC’s request to allocate houses within the NDP Review. The reply stated ARPC could pursue this action, however the Strategic Local Plan would likely override this in terms of policy once adopted.

- 18.03.24.12 To consider expenditure items for S106 and CIL monies and agree actions**
COUNCIL AGREED this should be advertised at the upcoming Community Action Event and a further public meeting arranged to discuss further.
- 18.03.24.13 To receive the Clerk’s Report**
The Clerk’s report had been circulated to members prior to the meeting and its content noted.
- 18.03.24.14 To received details of decisions made under delegated authority since the last meeting on 19 February 2024**
None
- 18.03.24.15 Parish Council procedures – documents circulated prior to the meeting.**
To approve the following reviewed policies:
- 18.03.24.15.1 Staff Appraisal Policy**
COUNCIL APPROVED the Staff Appraisal Policy and agreed to change the review schedule to bi-annually
- 18.03.24.15.2 Training and Development Policy**
COUNCIL APPROVED the Training and Development Policy and agreed to change the review schedule to bi-annually
- 18.03.24.15.3 Open Media Policy**
COUNCIL APPROVED the Open Media Policy and agreed to change the review schedule to bi-annually
- 18.03.24.15.4 Website Accessibility Statement**
COUNCIL APPROVED the Website Accessibility Statement and thanked the volunteer website administrator for his hard work and support.
- 18.03.24.16 Finances – documents circulated prior to the meeting**
18.03.24.16.1 To approve the March 2024 Payment List below and record income received:
March 2024 Payment List

Payments made since last meeting on 19.2.24		
Payee	Details	Total
Staff	Feb. 2024 salaries	2316.80
Local Gov. Pension Scheme	Feb. 2024 including employee contributions	754.37
		3071.17
Payment List for authorisation on 18.3.24		
HMRC	PAYE Jan.-March 2024	1536.50
Local Gov. Pension Scheme	March 2024 including employee contributions	754.37
Staff	March 2024 salaries	2317.00
PATA	Inv. 23/0772/PPS Payroll Jan.-March 2024	91.65
Printerland.co.uk	Inv. STINV272285 Epson EcoTank ET-15000 printer	529.79
L Beech	Assistant Clerk's expenses Feb. 2024	33.20
J Owen	Clerk's expenses Feb. 2024	46.70
O2	Mobile phones Feb. 2024	14.06
GAPTC	Inv. 311 - Internal Audit	275.00
Andrea Pellegram	Inv. 238, Neighbourhood Development Plan support	1054.99
Amazon	Extension cable	14.74
Aldi	Bottled water for meeting on 26.2.2024	1.79
Vision ICT Ltd.	Inv. 17963 - Website/email hosting, annual fee	230.40
Microsoft Apps	Inv. 8729 - Monthly fee - Feb. 2024	10.32
		6910.51

COUNCIL APPROVED the March 2024 Payment list and payments since the last meeting of £6910.51
(See Appendix A)

The following additional payment were also authorised:

Payment to Gooch Group for £36.34 for bus shelter cleaning.
Payment for purchase of copier paper of £32.98.

No receipts recorded.

- 18.03.24.16.2 To approve the bank reconciliation**
CLLR. GREY APPROVED the bank reconciliation
- 18.03.24.16.3 To receive the budget monitoring report**
COUNCIL RECIEVED the budget monitoring report and noted ARPC expenditure was within budget
- 18.03.24.16.4 To receive the internal audit report**
COUNCIL RECEIVED the internal audit report and noted the recommendation that a formal review of council assets should be undertaken annually. Clerk to prepare schedule.
- 18.03.24.16.5 To review the asset register**
COUNCIL REVIEWED AND APPROVED the asset register, a total value of £56,626.37
- 18.03.24.16.6 To consider high interest investment account and agree actions**
COUNCIL CONSIDERED a range of high interest accounts and **AGREED** to continue using the existing Unity Trust Bank high interest account and **AUTHORISED** the clerk to continue moving funds between accounts as required.
- 18.03.24.17 To consider the Community Action Event and agree actions**

COUNCIL AGREED to:

- Invite local developers, a TBC Garden Communities representative, GWT and local police to the event.
- Include information regarding S106 and CIL possibilities.
- Include an update on the NDP Review.
- Purchase ARPC roller banners.

18.03.24.18 To consider next ARPC newsletter and agree actions

COUNCIL AGREED Clerk to create newsletter (including advertisement of Community Action Event) for distribution in mid-April. **COUNCIL APPROVED** printing costs of £269.00.

18.03.24.19 To receive update on ARPC becoming charitable trustee of Ashchurch Village Hall and agree actions

COUNCIL CONFIRMED the legal process had begun and was awaiting further update.

COUNCIL NOTED once transferred, the tender process for building the extension could be initiated.

Additional updates could also be addressed including:

- Broadband
- Insulation
- Windows
- Both external doors

Cllr. Grey excused himself from the meeting at 8.45pm

18.03.24.20 To receive update on Duke of Edinburgh volunteer and agree actions

COUNCIL AGREED to show thanks for the hard work of the volunteer by presenting her with a card and gift. Clerk to arrange.

18.03.24.21 To approve Travel Voucher Scheme and agree actions

COUNCIL AGREED to continue with the Travel Voucher Scheme for the 2024-2025 financial year. Clerk to manage /distribute and advertise in newsletter.

18.03.24.22 To receive an update on Highway matters and agree actions

Clerk confirmed due to National Highways refusing to liaise with ARPC, all correspondence would now be sent via County Cllr. V. Smith. Clerk confirmed an update had been requested but no response received.

Clerk confirmed Persimmon Homes had a S158 allowing temporary access for visitors and new home owners at the Mulberry Place development via Fiddington Lane.

18.03.24.23 To receive an update from community engagement activities (Welcome Tuesdays, Facebook etc)

Clerk raised a request that had been received via Facebook for a dog bin on the newly formed path on Loverose Way.

COUNCIL APPROVED in principle, Clerk to add to next agenda.

18.03.24.24 To note agenda items for the next Parish Council Meeting

No additional agenda item requests

18.03.24.25 **Date of next meeting – 22 April 2024**

End of Meeting: 9pm

APPENDIX A

Ashchurch Rural Parish Council

Financial Report – 18 March 2024

Payments made since last meeting on 19.2.24		
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Staff	Feb. 2024 salaries	2316.80
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		3071.17
Payment List for authorisation on 18.3.24		
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Vision ICT Ltd.	Inv. 17963 - Website/email hosting, annual fee	230.40
Microsoft Apps	Inv. 8729 - Monthly fee - Feb. 2024	10.32
	(To be deducted from bank account balance below)	6910.51
Receipts since last meeting on 19.2.24		
		0.00
Bank account balances at 6.3.24		
Current Account	Bank Reconciliation No. 82	11173.15
Deposit Account	Bank Reconciliation No. 34	117972.51
	Closing balance at Unity Trust Bank on 6.3.24	129145.66

Signed Date
Chairman

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