



Ashchurch Rural Parish Council
Draft Minutes of the Parish Council Meeting
held on 22 April 2024
at 6.30pm

- Venue:** Ashchurch Village Hall, Ashchurch Road, Ashchurch. GL20 8LA
- Present:** Cllr. T Davies (Chairman), R. Drewitt, D. Garnett, G. Grey, and S. Mitchell
- Attendees:** Clerk/RFO, J. Owen, Assistant Clerk L. Beech, Borough Councillor M. Gore and three members of the public.
- 22.04.24.1 To receive and approve apologies for absence and confirm the meeting is quorate**
Apologies received and accepted from Cllr I. Parker
The Clerk confirmed the meeting was quorate.
- 22.04.24.2 Council to consider co-option to fill the Vacancy of Office for a Parish Councillor and agree actions**
COUNCIL CONSIDERED application for co-option to fill the vacancy of office for the parish councillor and **UNANIMOUSLY AGREED TO CO-OPT** Benjamin Wright as a Ashchurch Rural Parish Councillor and he signed the Acceptance of Office Form.
- 22.04.24.3 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**
Clerk read aloud;
- An email from a Walton Cardiff resident suggesting a proportion of CIL funding received by Ashchurch Rural Parish Council (ARPC) should be used to support parish residents with any potential flooding issues caused by the new developments, including post incident recovery.
- COUNCIL AGREED** clerk to liaise with Tewkesbury Borough Council (TBC) to investigate if this is a permissible use of funding.
- An email from a Pamington resident regarding rat running along Pamington Lane by a local building company. It was noted a convoy of between two and six company vans drive through the village at some speed to avoid the traffic in Aston Cross.
- COUNCIL AGREED** Clerk to contact company and ARPC local PCSO.
- 22.04.24.4 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 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)**
A dispensation application was received from Cllr. Mitchel regarding development of up to 140 dwellings on Land South of Fiddington Lane. The application was approved by the Clerk.

- 22.04.24.5 To confirm and sign the Minutes of the Parish Council Meetings held on 18 March 2024 circulated to members prior to the meeting**
The minutes of the Parish Council Meeting held on 18 March 2024 which had previously been circulated to all members were **AGREED BY COUNCIL** and signed by the Chairman.
- 22.04.24.6 To receive a report from Borough Councillor M. Gore (last attended 19 February 2024)**
Cllr Gore explained:
- The Strategic & Local Plan consultation had been completed and responses were being analysed in readiness for the next Reg 18 in June 2024.
 - The Bio-diversity mandate had been passed meaning all planning applications now require an increase of 10% or more bio-diversity (either onsite or off site)
 - The TBC Council Plan would go to full council in May. It focuses on TBC's key plans for the next 4 years regarding; housing delivery, homelessness etc.
 - North Ashchurch Consortium were continuing consultation with TBC.
 - Garden Communities employment land had not been published.
- 22.04.24.7 To receive a report from Borough Councillor C. Coleman (last attended 22 May 2023)**
None received.
- 22.04.24.8 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.
- 22.04.24.9 To receive the draft minutes of the Planning Sub-committee**
The draft minutes to the April Planning Sub-committee had been circulated to members prior to the meeting and its content noted.
- 22.04.24.10. Planning:**
- 22.04.24.10.1 To receive update on consultation**
APPLICATION NO: 24/00183/APP
DESCRIPTION: Reserved Matters application for a community sports pavilion, playing field and associated infrastructure at the Land south east of Bluebell Road, Wheatpieces, Tewkesbury.
LOCATION: Land To The North East Of Rudgeway Farm And South Of, Nightingale Way, Walton Cardiff
GRID REF: 390657 230892
SUBMISSION DUE DATE: 5 April 2024
PLANNING OFFICER: Paul Instone
COMMITTEE NOTED
- ARPC previously commented the housing density was too high
 - There was recently local flooding on the lane which was likely due to current building works and expected to be rectified prior to completion.
- COUNCIL AGREED TO ACCEPT RECOMMENDATION** from Planning Sub-committee that a response of 'No comment' be submitted.

- 22.04.24.10.2 To receive recommendations and agree actions**
APPLICATION NO: 24/00150/APP
DESCRIPTION: Reserved matters application for the erection of 9 dwellings and associated works with access, appearance, layout, scale and landscaping to be approved following outline consent 22/01365/OUT
LOCATION: Tyn Y Cae , Natton, Ashchurch
SUBMISSION DUE DATE: 9 April 2024
PLANNING OFFICER: Sarah Smith
COUNCIL AGREED TO ACCEPT RECOMMENDATION from Planning Sub-committee that a response of ‘No comment’ be submitted.
- 22.04.24.10.3 To receive recommendations and agree actions**
APPLICATION NO: 24/00214/APP
DESCRIPTION: Approval of reserved matters relating to landscaping (pursuant to outline planning permission ref:22/00834/OUT) for a new eastern boundary hedgerow and post and wire fence at Land south east of Bluebell Road, Wheatpieces, Tewkesbury
LOCATION: Land To The North East Of Rudgeway Farm And South Of, Nightingale Way, Walton Cardiff
SUBMISSION DUE DATE: 11 April 2024
PLANNING OFFICER: Paul Instone
COMMITTEE NOTED this is outside of our parish
COUNCIL AGREED TO ACCEPT RECOMMENDATION from Planning Sub-committee that a response of ‘No comment’ be submitted.
- 22.04.24.10.4 To receive recommendations and agree actions**
APPLICATION NO: 24/00227/APP
DESCRIPTION: Approval of reserved matters relating to layout, scale, appearance, and landscaping (pursuant to outline planning permission ref: 22/00834/OUT) for 238 dwellings, public open space, and associated highway infrastructure at Land south east of Bluebell Road, Wheatpieces, Tewkesbury
LOCATION: Land To The North East Of Rudgeway Farm And South Of, Nightingale Way, Walton Cardiff
SUBMISSION DUE DATE: 12 April 2024
PLANNING OFFICER: Paul Instone
COUNCIL NOTED
 - CIL spending from this development should be carefully considered to ensure this area of parish benefit directly. This could include contributions to the Wheatpieces Community Centre or disabled car park at the local wildlife area
 - The design had positive aspects and the site had easy and sustainable connectivity**COUNCIL AGREED TO ACCEPT RECOMMENDATION** from Planning Sub-committee that a response of ‘No comment’ be submitted.
- 22.04.24.10.5 To receive an update on consultation and agree recommendation**
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 – further extension requested – date TBC

COMMITTEE NOTED there had been no new or updated documentation added to the portal following the meeting.

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

Clerk to contact planning officer to confirm

- Specific extension date (to be reviewed nearer time)
- Further enquire if any further responses had been omitted from the portal
- Confirm meeting date with planning officer to discuss application

22.04.24.10.6 To receive an update on consultation and agree recommendation

APPLICATION NO: 24/00074/FTP

DESCRIPTION: Diversion of Footpaths B-C, C-D & C-E

LOCATION: Land At Fiddington, Ashchurch, Tewkesbury

GRID REF: 392031 232721

COMMITTEE NOTED this is a minor change in the footpath.

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

22.04.24.10.7 To discuss planning application and agree actions:

APPLICATION NO: 24/00042/CONDIS

DESCRIPTION: Application for approval of details subject to conditions 15 (Lighting Scheme) & 23 (Construction Method Statement) of the planning application ref number 21/00451/OUT

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

SUBMISSION DUE DATE: 30 April 2024

COUNCIL AGREED that a response of 'any lighting should be low level and wildlife friendly (rose coloured lighting preferable)' be submitted.

22.04.24.10.8 To consider public consultation for outline planning for a residential development of up to 140 dwellings (and associated works) on Land South of Fiddington Lane, Ashchurch, Tewkesbury and agree actions

COUNCIL NOTED

- ARPC would enquire as to why the access road was located on a bend
- The housing density appeared high
- Fiddington Lane was narrow and there were currently no plans to make improvements / widen the road
- The transport assessment would need to be inspected for inconsistencies and A46 impact
- Parking spaces per house appeared low with only 1 space per 1-2 bed house and no unallocated spaces
- Sustainability would need to be assessed based on future access route into the new retail centre
- It approved of the separate cycle and footway

COUNCIL AGREED Clerk to arrange meeting between ARPC members and Hitchins to discuss plans further.

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

COUNCIL CONFIRMED the transfer was progressing through the legal process - awaiting further update. **COUNCIL AGREED** the potential tender process for the

planned extension required further investigation which the Clerk would undertake.

- 22.04.24.12 To receive an update on the Garden Town and agree actions**
None
- 22.04.24.13 To receive an update on the Neighbourhood Development Plan review and agree actions**
COUNCIL CONFIRMED: Baseline Assessments (walk over surveys) were due in April, however had been postponed due to unforeseen circumstances (awaiting rescheduled date) and a public NDP Review Meeting to discuss next steps in the review had been organised for 22 May 2024 at Ashchurch Village Hall at 5pm - 8pm
- 22.04.24.13.1 To consider next steps regarding Design Guide for NDP Review**
COUNCIL CONFIRMED ARPC's application for funding to support the design guide for the NDP Review had been unsuccessful. **COUNCIL AGREED** to investigate options and costs of alternative design consultant.
- 22.04.24.14 To consider expenditure items for S106 and CIL monies and agree actions**
COUNCIL AGREED this would be advertised at the upcoming Community Action Event and Clerk to arrange meeting with stakeholders.
- 22.04.24.15 To receive the Clerk's Report**
The Clerk's report had been circulated to members prior to the meeting and its content noted.
- 22.04.24.16 To received details of decisions made under delegated authority since the last meeting on 18 March 2024**
A response to planning application 24/00183/APP (detailed in agenda item 22.04.24.10.1) was submitted on 22 March 2024 stating 'No Comment.'

A response to planning application 24/00150/APP (detailed in agenda item 22.04.24.10.2) was submitted on 10 April 2024 stating 'No Comment.'

A response to planning application 24/00214/APP (detailed in agenda item 22.04.24.10.3) was submitted on 10 April 2024 stating 'No Comment.'

A response to planning application 24/00227/APP (detailed in agenda item 22.04.24.10.4) was submitted on 10 April 2024 stating 'No Comment.'

A response to planning application 24/00074/FTP (detailed in agenda item 22.04.24.10.6) was submitted on 10 April 2024 stating 'No Comment.'
- 22.04.24.17 Parish Council procedures – documents circulated prior to the meeting. To approve the following reviewed policies:**
- 22.04.24.17.1 Code of Conduct**
COUNCIL APPROVED the reviewed Code of Conduct policy
- 22.04.24.17.2 Updates to the Risk Management Policy - items: 1, 3, 11 and 16**
COUNCIL APPROVED the Risk Management Policy items: 1, 3, 11 and 16
- 22.04.24.18 Finances – documents circulated prior to the meeting**

**22.04.24.18.1 To approve the April 2024 Payment List below and record income received:
April 2024 Payment List**

GAPTC	Annual Subscription	363.42
L Beech	Assistant Clerk's expenses March 2024	32.30
J Owen	Clerk's expenses March 2024	36.80
O2	Mobile phones March 2024	15.28
Information Commissioner's Office	Annual Data Protection fee renewal	40.00
Groundworks	End of Year Return for Locality Grant	2123.56
Microsoft Apps	Inv. 671458 - Monthly fee - March 2024	10.32
		2621.68

COUNCIL APPROVED the April 2024 Payment list and payments since the last meeting of £2621.68
(See Appendix A)

The following additional payment were also authorised:

Payment to Tewkesbury Printing for £269.00 for newsletters
Reimbursement of £9.27 for tea and coffee for ARPC use at Village Hall

Receipts recorded £84,956.37

Cllr. Mitchell signed the cash book and agreed the current bank balance

**22.04.24.18.2 To consider the earmarked reserves and agree actions
COUNCIL AGREED** to reassigned earmarked reserves of £10,200 from Integrated Transport Planning reserve to Consultancy earmarked reserve

**22.04.24.18.3 To approve the annual accounts and bank reconciliation for Year
End 31 March 2024
COUNCIL APPROVED** the annual accounts and bank reconciliation for Year End 31 March 2024.

**22.04.24.18.4 To approve the Annual Governance Statement 2023-24 (AGAR Section 1) for
external auditors, PKF Littlejohn
COUNCIL APPROVED** the Annual Governance Statement 2023-24 (AGAR Section 1)

**22.04.24.18.5 To approve the Accounting Statement 2024 (AGAR Section 2) for
external auditors, PKF Littlejohn
COUNCIL APPROVED** the Accounting Statement 2024 (AGAR Section 2)

**22.04.24.18.6 To agree dates for the Exercise of Public Rights to Inspect the Draft
Accounts as 3 June 2024 to 12 July 2024
COUNCIL AGREED** dates for the Exercise of Public Rights to Inspect the Draft Accounts as 3 June 2024 to 12 July 2024

**22.04.24.19 To consider the Community Action Event and agree actions
COUNCIL RECIEVED** update regarding attendees and **AGREED** the following:

- Clerk to produce Power point to be shown during event
- All councillors would wear a name badge
- Clerk to advertise further

22.04.24.20 To approve installation of new dog bin in Loverose Way

COUNCIL APPROVED the purchase and installation of a new dog bin in Loverose Way at a cost of £402.00.

- 22.04.24.21 To receive an update on Barleyfields road sign request and agree actions**
Clerk distributed response from Gloucestershire County Council regarding potential installation of 'Beware children playing' sign, prior to meeting.
COUNCIL AGREED Clerk to respond asking for a road safety assessment
- 22.04.24.22 To consider Tewkesbury Borough decision to reinvest monies raised from new site shop and agree actions**
COUNCIL AGREED as funds raised from the new shop would be reinvested in running of Wigmore site and the site provides local charitable donations via other means, no further action would be taken.
- 22.04.24.23 To receive an update on Highway matters and agree actions**
COUNCIL AGREED Clerk to liaise with local highways and borough/ county councillors to raise issue of missing yellow box at A46 junction with Loverose Way. Clerk to contact local highways regarding the B4079 road surface.
- 22.04.24.24 To receive an update from community engagement activities (Welcome Tuesdays, Facebook etc)**
None
- 22.04.24.25 To note agenda items for the next Parish Council Meeting**
No additional agenda item requests
- 22.04.24.26 In view of the confidential nature of the following two items, Council are advised to resolve to exclude the press and public from the meeting for the following item, pursuant to The Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2)**
- 22.04.24.27 To discuss clerical support and agree actions**
COUNCIL AGREED Additional administration support was needed due to increasing workload. Clerk to create a recruitment pack as discussed.
- 22.04.24.28 To discuss volunteer contributions and agree actions**
COUNCIL AGREED volunteer contributions would be recognised at upcoming Community Action Event.
- 22.04.24.29 Date of next meeting –**
Annual Parish Meeting will be held on 20 May 2024 at 6pm
Annual Meeting of the Parish Council will be held on 20 May 2024 at 6.30pm
End of Meeting: 9.45pm

APPENDIX A

Ashchurch Rural Parish Council

Financial Report – 22 April 2024

Payments made since last meeting on 18.3.24		
Payee	Details	Total
Unity Trust	Current account bank charges	18.00
Andrea Pellegram	Inv. 247, Neighbourhood Development Plan support	1664.50
Tewkesbury Printing Company	Pull-up banners	156.00
Ashchurch Village Hall	Room Hire Feb. and Mach 2024	171.00
		2009.50
Payment List for authorisation on 22.4.24		
GAPTC	Annual Subscription	363.42
L Beech	Assistant Clerk's expenses March 2024	32.30
J Owen	Clerk's expenses March 2024	36.80
O2	Mobile phones March 2024	15.28
Information Commissioner's Office	Annual Data Protection fee renewal	40.00
Groundworks	End of Year Return for Locality Grant	2123.56
Microsoft Apps	Inv. 671458 - monthly fee - March 2024	10.32
	(To be deducted from bank account balance below)	2621.68
Receipts since last meeting on 18.3.24		
Glos. County Council	Grass cutting for 2023	2703.04
Tewkesbury Borough Council	CIL payment	29265.07
Benamic Unlimited Company	Printer cash back	70.00
RWE Renewables UK Solar & Storage Ltd.	Deed of gift	50000.00
Unity Trust Bank	Deposit account interest	841.24
HMRC	VAT refund	2077.02
	(Included in bank account balances below)	84956.37
Bank account balances at 11.4.24		
Current Account	As per Financial Summary - Cashbook	16298.95
Deposit Account	As per Financial Summary - Cashbook	188813.75
	Closing balance at Unity Trust Bank on 11.4.24	<u>205112.70</u>

Signed Date
Chairman

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