



Ashchurch Rural Parish Council

Minutes of the Annual Meeting of Ashchurch Rural Parish Council held on 20 May 2024 at 6.30pm

Venue: Ashchurch Village Hall, Ashchurch Road, Ashchurch. GL20 8LA

Present: Cllr. T Davies (Chairman), Cllrs. R. Drewitt, D. Garnett, G. Grey, I. Parker and B. Wright.

Attendees: Clerk/RFO, J. Owen, Assistant Clerk L. Beech, Borough Councillor M. Gore and two members of the public.

20.05.24.1 To elect Chairman and Vice-Chairman, including signing Acceptance of Office forms
Cllr. T. Davies was nominated as Chairman by Cllr. I. Parker, seconded D. Garnett. Cllr. D. Garnett was nominated as Vice-Chairman by Cllr T. Davies, seconded by R. Drewitt. Acceptance of Office forms were duly signed.

20.5.24.2 To receive and approve apologies for absence and confirm the meeting is quorate
Apologies received and accepted from Cllr S. Mitchel and County Cllr V. Smith. The Clerk confirmed the meeting was quorate.

20.5.24.3 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
A member of the public thanked Ashchurch Rural Parish Council for their hard work over to past 12 months.

Clerk read aloud;

- An email from a third party organisation offering free support services to residents, whom asked for a signposting link to be placed on the Ashchurch Rural Parish Council (ARPC) website. Clerk to investigate further.
- An email from a Northway resident regarding the poor condition of the St Nicholas Churchyard grass. Clerk explained all complaints had been acknowledged and residents sign posted to St Nicholas Church warden team.

20.5.24.4 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 R. Drewitt and I. Parker. The applications were approved by the Clerk.

20.05.24.5 To confirm and sign the Minutes of the Parish Council Meeting held on 22 April 2024 circulated to members prior to the meeting

The minutes of the Parish Council Meeting held on 22 April 2024 which had previously been circulated to all members were **AGREED BY COUNCIL** and signed by the Chairman.

20.5.24.6 To receive a report from Borough Councillor M. Gore (last attended 22 April 2024)

Cllr. M. Gore gave a report which included the following:

- The National Planning Policy Framework (NPPF) had been reviewed which included various reforms relating to green belt and agricultural land, increases in energy/carbon efficiency requirements
- A new Strategic & Local Plan consultation had been completed, the next stage would be Regulation 18 in June 2024, with adoption expected 2026-2027
- A review of the Garden Town identified 17 recommendations. The renamed Garden Communities project now had greater emphasis on engagement and a charter was created and adopted by Tewkesbury Borough Council (TBC). It was hoped stakeholders would endorse the charter designed to help shape future development
- North Ashchurch Consortium were continuing consultation with TBC
- TBC had recently launched a public consultation regarding a proposed name change to North Gloucestershire Council at a cost of £10,000

Councillor Gore thanked Ashchurch Rural Parish Council and residents for their support throughout the year

Councillors and members of the public were very unhappy about the proposed name change and associated costs which comes from public money.

The Chairman reported on site allocations and confirmed ARPC would not be allocating sites. Cllr. Gore said it was a missed opportunity by TBC not supporting the parish councils.

Members were disappointed plans from 1988 for A46 relief road were not carried through.

20.5.24.7 To receive a report from Borough Councillor C. Coleman (last attended 22 May 2023)

None received.

20.5.24.8 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.

20.5.24.9 To receive the draft minutes of the Planning Sub-committee

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

20.5.24.10. Planning:

20.5.24.10.1 To receive recommendations and agree actions

APPLICATION NO: 24/00051/CONDIS

DESCRIPTION: Application for approval of details subject to conditions 3 (hard and soft landscaping), 5 (external walling and roofing materials), 6 (future maintenance of streets), 7 (fire hydrants), 8 (vehicular access), 9 (bicycle parking), 10 (residential welcome pack), 12 (construction management plan), 14 (heat pumps), 16 (SuDS

management plan), 17 (drainage plans), 18 (Landscape and Ecology Management Plan), 19 (external lighting) of the **planning application ref number 21/01013/FUL**

LOCATION: Lunn Cottage, Aston Cross, Tewkesbury

SUBMISSION DUE DATE: 13 MAY 2024

PLANNING OFFICER: Sarah Smith

COMMITTEE NOTED

- Construction traffic access onto the A46 would need to be addressed by National Highways
- A management company would be responsible for maintenance of green space on site

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

20.5.24.10.2 To receive recommendations on Screening Opinion Request correspondence and agree actions

APPLICATION NO: 24/00003/SCR

DESCRIPTION: Proposed development of up to 140 dwellings, associated works, open space, infrastructure, landscaping and access from fiddington lane on land south of Fiddington Lane, Tewkesbury, Gloucestershire

LOCATION: Part Parcel 4615 Road From Natton To Homedowns Ashchurch Tewkesbury

SUBMISSION DUE DATE: 11 MAY 2024

PLANNING OFFICER: N / A

COUNCIL AGREED TO ACCEPT RECOMMENDATION A response highlighting the following would be submitted:

- Acoustic fencing should not be oppressive for occupants
- There would be significant landscape harm for surrounding dwellings
- The access point of development is very near bridleway AAS6 entrance and the increase in traffic would increase danger for horse riders
- The site access is via a designated quiet lane
- The site would put further traffic pressures on the A46
- The site was within boundary of Garden Communities and therefore should consider Garden Community principles
- Accumulative impact of already approved development in local area means its negative effect is disproportionately high for size of site
- Technical assessments need to be carried out to ensure development impacts can be identified and mitigations should be made

20.5.24.10.3 To receive an update on consultation and agree recommendation:

APPLICATION NO: 23/01170/OUT

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 April 2024 – further extension requested in line with GCC traffic modelling

COMMITTEE NOTED

- There had been further correspondence from Frampton's that ARPC was yet to respond to
- Clerk was liaising with TBC planning officer to arrange meeting

COUNCIL AGREED TO ACCEPT RECOMMENDATION ARPC should respond to Frampton's suggesting a meeting / discussion be arranged when all documentation is in order. Clerk to pursue planning officer regarding meeting date to discuss application. If no response by 20 May 2024, ARPC should submit interim planning response.

- 20.5.24.10.4** **To discuss planning application and agree actions:**
APPLICATION NO: 24/00368/FUL
DESCRIPTION: Proposed demolition of conservatory and erection of rear extension
LOCATION: La Haina , Pamington Lane, Pamington
GRID REF: 393844 233102
SUBMISSION DUE DATE: 3 JUNE 2024
PLANNING OFFICER: George Brooker
COUNCIL AGREED a response of 'No objection subject to neighbours having no opposition' should be submitted.
- 20.5.24.11** **To receive update on ARPC becoming charitable trustee of Ashchurch Village Hall and agree actions**
COUNCIL CONFIRMED the transfer process was experiencing some legal issues
COUNCIL AGREED to wait for Village Hall legal representatives to address this before moving forward.
- 20.5.24.12** **To receive an update on the Garden Town and agree actions**
COUNCIL CONFIRMED It had received correspondence from TBC regarding:
- The governance structure, requesting feedback questionnaire be completed.
 - ARPC's position on adopting the Garden Communities Charter
- COUNCIL AGREED** not to endorse Garden Communities charter
- 20.5.24.13** **To receive an update on the Neighbourhood Development Plan review and agree actions**
COUNCIL CONFIRMED:
- A public NDP Review Meeting to discuss the wildlife and nature element of the review had been organised for 22 May 2024 at Ashchurch Village Hall at 5pm - 8pm.
 - ARPC had met with TBC representatives regarding place naming issues. Awaiting further feedback from TBC.
- 20.5.24.14** **To consider expenditure items for S106 and CIL monies and agree actions**
COUNCIL CONFIRMED a meeting had been arranged with TBC.
- 20.5.24.15** **To receive the Clerk's Report**
The Clerk's report had been circulated to members prior to the meeting and its content noted.
- 20.5.24.16** **To received details of decisions made under delegated authority since the last meeting on 22 April 2024**
A response to planning application 24/00051/CONDIS (detailed in agenda item 20.5.24.10.1) was submitted on 13 May 2024 stating 'No Comment.'

A response to planning application 24/00003/SCR (detailed in agenda item 20.5.24.10.2) was submitted on 11 May 2024. Refer to agenda item 20.5.24.10.2 for details.

An interim response to planning application 23/01170/OUT (detailed in agenda item 20.5.24.10.3) was submitted to the planning officer via email on 20 May 2024. Details available from the clerk.

20.5.24.17 To receive an update on the following Parish Council procedures and resolve to agree actions:

20.5.24.17.1 To review subscriptions to other bodies

COUNCIL AGREED subscriptions as per the budget to;

- Society of Local Council Clerks (SLCC)
- Campaign to Protect Rural England (CPRE)
- Information Commissioner's Office (ICO)
- Local Council Award Scheme Application (LCAS)
- Gloucestershire Association of Parish and Town Councils (GAPTC)

20.5.24.17.2 To confirm arrangements for insurance cover in respect of all insured Risks

COUNCIL CONFIRMED BHIB insurance policy cover until November 2024.

20.5.24.17.3 To review delegation arrangements to the Clerk, committees and sub committees

COUNCIL AGREED the updated Scheme of Delegation.

20.5.24.17.4 To agree appointment of Councillors to existing committees and establish a Planning Committee and a Staffing Committee

Committee structure was discussed and **COUNCIL AGREED** that a staffing committee would be established with the following member: the Chairman, Cllrs D. Garnett and G. Grey. Clerk to prepare terms of reference.

With regard to planning, **COUNCIL AGREED** small scale planning would be included in monthly parish council meeting agenda's and for larger applications which may require extended discussion, an extra ordinary meeting would be convened.

The Finance and General Purposes Committee was no longer required.

20.5.24.17.5 To review the terms of reference for committees

COUNCIL AGREED in view of updated committee structure, clerk to prepare terms of reference for Staffing Committee.

20.5.24.17.6 To consider Schedule of Policies with proposed renewal dates including employment policies/procedures, press/media policy, freedom of information and data protection legislation, standing orders and financial regulations
COUNCIL APPROVED Schedule of Policies.

20.5.24.17.7 To review the Complaints Policy

COUNCIL AGREED to add a Complaint Log to the process

20.5.24.17.8 To review the Grants and Donations Policy

COUNCIL APPROVED the Grants and Donations Policy.

20.5.24.17.9 To approve the Dignity at Work Policy

COUNCIL APPROVED the Dignity at Work Policy.

20.5.24.17.10 To review the Open Media Policy
COUNCIL APPROVED the Open Media Policy

20.5.24.17.11` To review arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses
 Grass cutting arrangement with Gloucestershire County Council Highways department was noted.

20.5.24.17.12 To review the representation on or work with external bodies and arrangements for reporting back
COUNCIL CONFIRMED ARPC councillors sat on the following TBC committees:

- Parish Liaison Committee – Cllr I. Parker
- Community Liaison Committee – Cllr. R. Drewitt and S. Mitchell
- Office of Police and Crime Commissioner– Cllr G. Grey
- Oversight Board – Cllr T. Davies and D. Garnett, as well as Cllr R. Drewitt (As chairman of Community Liaison) and Cllr. I. Parker.
- Standards Committee - Cllr. S Mitchell

20.5.24.17.13 To approve Parish Council Meeting dates for 2024/25
COUNCIL APPROVED Parish Council Meeting dates for 2024/25.

20.5.24.18 Finances – documents circulated prior to the meeting

20.5.24.18.1 To approve the May 2024 Payment List below and record income received:
May 2024 Payment List:

Payments made since last meeting on 22.4.24		
Payee	Details	Total
Tewkesbury Printing Company	Newsletter	269.00
L. Beech	Refreshments for Community Engagement Event	9.27
L. Beech	Currys	208.00
Staff	April 2024 salaries	2316.80
Local Gov. Pension Scheme	April 2024 including employee contributions	754.37
		3557.44
Payment List for authorisation on 20.5.24		
L Beech	Assistant Clerk's expenses April 2024 inc. 2.99 stationery	42.49
J Owen	Clerk's expenses April 2024	45.80
O2	Mobile phones April 2024	15.28
Edge IT Systems Ltd.	Inv. 37842E/Y support	180.00
John Preece & Sons	Inv. 0803	920.40
Microsoft Apps	Inv. 115596 monthly fee for April 2024	10.32
		1214.29
Receipts since last meeting on 22.4.24		
Tewkesbury Borough Council	First precept payment	40800.00

COUNCIL APPROVED the May 2024 Payment list and payments since the last meeting of £1214.29
 (See Appendix A)

Receipts recorded £40800.00 for 50% of precept from TBC.

20.5.24.18.2 To approve the bank reconciliation
COUNCIL APPROVED the bank reconciliation and was signed by Cllr. Garnett.

20.5.24.18.3 To receive the budget monitoring report
COUNCIL RECIEVED the Budget Monitoring Report.

- 20.5.24.18.4 To approve 7 hours extra for Clerk and Assistant Clerk due to increased workload during April 2024**
COUNCIL APPROVED 7 hours extra for Clerk and Assistant Clerk due to increased workload during April 2024. **COUNCIL APPROVED** Clerks additional hours in April to be taken as annual leave in lieu of payment.
- 20.5.24.19 To receive an update on the Community Speedwatch equipment and agree actions**
COUNCIL AGREED any councillor participation should be in an alternative hamlet to where they live.
- 20.5.24.20 To evaluate the Community Action Event and agree actions**
COUNCIL AGREED the Community Action Event was successful and possible future improvements were noted.
- 20.5.24.21 To consider attendance at the Gloucestershire Association of Parish and Town Councils Annual General Meeting on 20 July 2024 and agree actions**
COUNCIL AGREED no representative would be attending.
- 20.5.24.22 To consider Village Gateway for Pamington/Barleyfields and agree actions**
COUNCIL CONFIRMED it was awaiting further direction from TBC regarding place naming.
- 20.5.24.23 To receive an update on Highway matters and agree actions**
COUNCIL AGREED Clerk to liaise with local highways and Borough / County Councillors reference A46 issues:
- Increased traffic volume
 - Yellow box markings at Fiddington Lane junction
 - PROW missing link and pedestrian crossing on A46
- 20.5.24.24 To consider Tewkesbury Borough Council Parish Seminar and agree which members will attend on behalf of the Council**
COUNCIL AGREED Clerk to investigate seminar agenda and appropriate councillors would attend.
- 20.5.24.25 To receive an update from community engagement activities (Welcome Tuesdays, Facebook etc)**
None
- 20.5.24.26 To note agenda items for the next Parish Council Meeting**
No additional agenda item requests
- 20.5.24.27 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**
- 20.5.24.28 To consider response to correspondence and agree actions**
COUNCIL AGREED to seek advice from TBC
- 20.5.24.29 To discuss clerical support and agree actions**
Item deferred to next agenda
- 20.5.24.30 Date of next meeting – 17 June 2024**
- End of Meeting: 9.55pm**

APPENDIX A

Ashchurch Rural Parish Council

Financial Report – 20 May 2024

Payments made since last meeting on 22.4.24		
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O2	Mobile phones April 2024	15.28
Edge IT Systems Ltd.	Inv. 37842E/Y support	180.00
John Preece & Sons	Inv. 0803	920.40
Microsoft Apps	Inv. 115596 monthly fee for April 2024	10.32
	(To be deducted from bank account balance below)	1214.29
Receipts since last meeting on 22.4.24		
Tewkesbury Borough Council	First precept payment	40800.00
Bank account balances at 9.5.24		
Current Account	As per Bank Reconciliation No 84	10935.60
Deposit Account	As per Bank Reconciliation No 36	228813.75
	Closing balance at Unity Trust Bank on 9.5.24	<u>239749.35</u>

Signed Date
 Chairman