



**Ashchurch Rural Parish Council**  
**Draft Minutes of the Parish Council Meeting**  
**held on 17 June 2024**  
**at 6.30pm**

- Venue:** Ashchurch Village Hall, Ashchurch Road, Ashchurch. GL20 8LA
- Present:** Cllr. T Davies (Chairman), R. Drewitt, D. Garnett, S. Mitchell, I. Parker and B. Wright
- Attendees:** Clerk/RFO, J. Owen, Assistant Clerk L. Beech, County Councillor V. Smith and three members of the public
- 17.06.24.1 To receive and approve apologies for absence and confirm the meeting is quorate**  
Apologies received and accepted from Cllr G. Grey and Borough Cllr M. Gore.  
The Clerk confirmed the meeting was quorate.
- 17.6.24.2 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**  
A member of the public explained he was concerned inappropriate development near Aston on Carrant would damage the rural nature of the village which has significant historical importance. He explained he had applied to Historic England for the village to be included in the Heritage at Risk Register and asked if Ashchurch Rural Parish Council (ARPC) would support this.  
**COUNCIL EXPLAINED** the ARPC NDP Review buffer zones and nature recovery corridors would help protect Aston on Carrant from the development.
- 17.6.24.3 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)**  
A dispensation application was received from Cllr T. Davies and was approved by the Clerk.
- 17.6.24.4 To confirm and sign the Minutes of the Parish Council Meeting held on 20 May 2024 circulated to members prior to the meeting**  
The minutes of the Parish Council Meeting held on 20 May 2024 which had previously been circulated to all members were **AGREED BY COUNCIL** and signed by the Chairman.
- 17.06.24.5 To receive a report from Borough Councillor M. Gore (last attended 20 May 2024)**  
None received.
- 17.6.24.6 To receive a report from Borough Councillor C. Coleman (last attended 22 May 2023)**  
None received.
- 17.6.24.7 To receive a report from the County Councillor (last attended 22 January 2024)**  
County Cllr. Smith's report had been circulated to members prior to the meeting and he made the following points;

- He referred to a 2008 report he had written regarding building on agricultural land that could be useful regarding agenda item two.
- He was happy to support ARPC in communicating with National Highways
- There was a rural bus service called The Robin that services Ashchurch Rural parish.

**17.6.24.8 To consider meeting efficiency and agree actions**

**COUNCIL AGREED** to reformat the agenda to support efficient use of time and that written reports should be distributed prior to the meeting to reduce time taken to read aloud. Reports would include:

- Garden Town committee meeting updates
- Police and Crime Commission meeting updates
- Detailed planning application reports
- NDP Review updates
- Village Hall updates

**17.6.24.9 Planning:**

**17.6.24.9.1 Submitted To discuss planning application and agree actions:**

**APPLICATION NO:** 24/00406/FUL

**DESCRIPTION:** Section 73 (minor material amendment) application to vary conditions 2, 4, 5, 7, 9, 11, 16 and 18 of planning permission 21/00259/FUL

**LOCATION:** Claydon Farm, Claydon, Tewkesbury

**GRID REF:** 393520 231386

**SUBMISSION DUE DATE:** 10 JUNE 2024

**PLANNING OFFICER:** Paul Instone

**EXTENSION AGREED UNTIL:** 19 JUNE 2024

**COUNCIL NOTED**

- JBM Solar Projects had gifted £50,000 to ARPC for 'energy saving' measures within the parish
- Amendments were only due to archaeological mitigations

**COUNCIL AGREED** that a response of 'No objection' be submitted.

**17.6.24.9.2 To discuss amendment to planning application 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 Tewkesbury Gloucestershire

**PLANNING OFFICER:** Paul Instone

**EXTENSION AGREED UNTIL:** 19 JUNE 2024

**COUNCIL NOTED**

- There had been a comprehensive review undertaken by Place Services

**COUNCIL AGREED** that a response of 'No comment' be submitted.

**17.6.24.9.3 To discuss amendment to reserved matters application and agree actions:**

**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 Tewkesbury Gloucestershire

**PLANNING OFFICER:** Paul Instone

**EXTENSION AGREED UNTIL:** 19 JUNE 2024

**COUNCIL NOTED** the development was not in Ashchurch Rural Parish.

**COUNCIL AGREED** that a response of 'No comment' be submitted.

- 17.6.24.9.4 To discuss amendment to reserved matters application 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 306 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  
**PLANNING OFFICER:** Paul Instone  
**RESPONSE DEADLINE:** 25 June 2024  
**COUNCIL AGREED** that the following response be submitted:  
Ashchurch Rural Parish Council would like to see that all development within the Parish is of the highest standard offering new residents a great place to live, with well-designed buildings generating attractive street scenes which include tree planting throughout the development and consideration for water gardens to contribute to flood alleviation and wildlife habitats, whilst also creating opportunities for walking, recreation and places to just sit between the green links. We support the recommendations of Place Services, and we would encourage them to be incorporated within the plans before we would be able to support this application.
- 17.6.24.10 To receive update on ARPC becoming charitable trustee of Ashchurch Village Hall and agree actions**  
**COUNCIL CONFIRMED** the transfer legal issues had been resolved and the transfer was imminent. **COUNCIL AGREED** to arrange additional transition meeting to appoint management committee.
- 17.6.24.11 To receive an update on the Garden Town and agree actions**  
**17.6.24.11.1 To receive a report from the Parish Liaison Committee**  
A report had been circulated to members prior to the meeting and the contents noted.
- 17.6.24.11.2 To receive a report from the Oversight Board**  
No meeting held.
- 17.6.24.11.3 To receive a report from the Community Liaison Committee**  
No meeting held.
- 17.6.24.11.4 To receive a report from the Office of Police and Crime Commissioner**  
No meeting held.
- 17.06.24.12 To receive an update on the Neighbourhood Development Plan (NDP) review and agree actions**  
**COUNCIL CONFIRMED:** Gloucestershire Wildlife Trust were continuing with the baseline assessment and a local site visit was planned.
- 17.6.24.13 To consider expenditure items for S106 and CIL monies and agree actions**  
**COUNCIL CONFIRMED** a meeting had been arranged with Tewkesbury Borough Council (TBC) and the Clerk would organise a subsequent meeting to discuss potential ARPC projects.

- 17.6.24.14 To receive the Clerk's Report**  
The Clerk's report had been circulated to members prior to the meeting and its content noted.
- 17.6.24.15 To receive details of decisions made under delegated authority since the last meeting on 20 May 2024**  
None.
- 17.6.24.16 To receive an update on the following Parish Council procedures and resolve to agree actions:**
- 17.6.24.16.1 To approve terms of reference for the Staffing Committee**  
**COUNCIL AGREED** to updated terms of reference for the Staffing Committee.
- 17.6.24.16.2 To update membership of the Staffing Committee**  
**COUNCIL AGREED** that Cllr. S. Mitchell would join the Staffing Committee.

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

- 17.6.24.17.1 To approve the June 2024 Payment List below and record income received:**  
**June 2024 Payment List:**

<b>Payments made since last meeting on 20.5.24</b>		
<b>Payee</b>	<b>Details</b>	<b>Total</b>
Staff	May 2024 salaries	2532.48
Local Gov. Pension Scheme	May 2024 pension incl. employee contributions	826.17
		<b>3358.65</b>
<b>Payment List for authorisation on 17.6.24</b>		
J Owen	Clerk's expenses May 2024	55.70
L Beech	Assistant Clerk's expenses May 2024	31.40
O2	Staff mobile phones May 2024	15.28
Microsoft Apps	Inv. G048409493 monthly fee May 2024	10.32
Avonside PHT (Tewkesbury) Ltd.	Inv. 46 - Taxi vouchers	92.50
Gooch Group Ltd.	Inv. 59430 - Cleaning on 4.6.24	36.34
Vision ITC Ltd.	Inv. 18434 - Email hosting	24.00
Ground Up	Inv. 2859 - April 2024 maintenance	112.44
Ground Up	Inv. 2887 - May 2024 maintenance	111.96
		<b>489.94</b>

**COUNCIL APPROVED** the June 2024 Payment list and payments since the last meeting of £489.94

(See Appendix A)

Receipts of £889.04 from Gloucestershire County Council for Build Back Better grant.

- 17.6.24.17.2 To approve the bank reconciliation including earmarked reserves**  
**COUNCIL APPROVED** the bank reconciliation and was signed by Cllr. Mitchell.
- 17.6.24.17.3 To receive the budget monitoring report**  
**COUNCIL RECIEVED** the Budget Monitoring Report.
- 17.6.24.18 To agree response to Tewkesbury Borough Council public consultation regarding proposed name change**  
**COUNCIL AGREED** not to submit a response to this consultation.

- 17.6.24.19**      **To receive an update on Highway matters and agree actions**  
**COUNCIL AGREED** Clerk to respond to National Highways to offer assistance in engaging land owner.
- 17.6.24.20**      **To receive an update from community engagement activities (Welcome Tuesdays, Facebook etc)**  
None.
- 17.6.24.21**      **To note agenda items for the next Parish Council Meeting**
- Organise engagement with newly or re- elected MP to discuss parish challenges
  - Village Hall Management Committee and clerical support
- 17.6.24.22**      **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)**
- 17.6.24.23**      **To receive an update regarding recruitment**  
**COUNCIL AGREED** Clerk to investigate advertising role on recruitment website.
- 17.6.24.24**      **To receive update on legal advice**  
**COUNCIL AGREED** not to pursue legal advice further and that if such a situation arose again, it would swiftly instigate an in-person meeting with TBC legal department.
- 17.6.24.30**      **Date of next meeting – 15 July 2024**
- End of Meeting: 9.00pm**

APPENDIX A

Ashchurch Rural Parish Council

Financial Report – 17 June 2024

<b>Payments made since last meeting on 20.5.24</b>		
<b>Payee</b>	<b>Details</b>	<b>Total</b>
Staff	May 2024 salaries	2532.48
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		<b>3358.65</b>
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Vision ITC Ltd.	Inv. 18434 - Email hosting	24.00
Ground Up	Inv. 2859 - April 2024 maintenance	112.44
Ground Up	Inv. 2887 - May 2024 maintenance	111.96
	(To be deducted from bank account balance below)	<b>489.94</b>
<b>Receipts since last meeting on 20.5.24</b>		
None		0.00
<b>Reserves at 5.6.24</b>		
Earmarked Reserves		173677.33
General Reserves		61499.08
		<b>235176.41</b>
<b>Bank account balances at 5.6.24</b>		
Current Account	As per Bank Reconciliation No. 85	6362.66
Deposit Account	As per Bank Reconciliation No 36, no activity in May 2024	228813.75
	<b>Closing balance at Unity Trust Bank on 5.6.24</b>	<b>235176.41</b>

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

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