



**Ashchurch Rural Parish Council**  
**Draft Minutes of the Parish Council Meeting**  
**held on 15 July 2024**  
**at 6.30pm**

- Venue:** Ashchurch Village Hall, Ashchurch Road, Ashchurch. GL20 8LA
- Present:** Cllr. T Davies (Chairman), R. Drewitt, D. Garnett, G. Grey, S. Mitchell, I. Parker and B. Wright
- Attendees:** Clerk/RFO, J. Owen, Assistant Clerk L. Beech and four members of the public
- 15.7.24.1** **To receive and consider apologies for absence and confirm the meeting is quorate**  
Apologies received and approved from County Cllr V. Smith and Borough Cllr M. Gore.  
The Clerk confirmed the meeting was quorate.
- 15.7.24.2** **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 there had been vandalism to roadside signage in Claydon. Clerk to liaise with Gloucestershire Highways.
- 15.7.24.3** **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.
- 15.7.24.4** **To confirm and sign the Minutes of the Parish Council Meeting held on 17 June 2024 circulated to members prior to the meeting**  
The minutes of the Parish Council Meeting held on 17 June 2024 which had previously been circulated to all members were **AGREED BY COUNCIL** and signed by the Chairman.
- 15.7.24.5** **To receive a report from Borough Councillor M. Gore (last attended 20 May 2024)**  
None received.
- 15.7.24.6** **To receive a report from Borough Councillor C. Coleman (last attended 22 May 2023)**  
None received.
- 15.7.24.7** **To receive a report from the County Councillor (last attended 17 June 2024)**  
County Cllr. Smith sent a report that had been circulated to members prior to the meeting and contents noted.
- 15.7.24.8** **To receive a report from Tewkesbury Borough Council Digital and Technology Navigator**  
**COUNCIL RECIEVED** report detailing initiative to tackle digital exclusion and barriers to online access. **COUNCIL AGREED** to support the DAISI project which provides local services / support and to arrange suitable community events.
- 15.7.24.9** **Planning:**
- 15.7.24.9.1** **To discuss planning application and agree actions:**

**APPLICATION NO:** 24/00450/APP

**DESCRIPTION:** Reserved Matters application (appearance, layout, scale and landscaping), comprising Part Phase 2 East of Outline planning permission ref: 17/01203/FUL, for the erection of the second phase of a Retail Outlet Centre and associated works.

**LOCATION:** Land South Of The A46 And North Of Tirl Brook, Ashchurch Road, Tewkesbury

**GRID REF:** 392055 233031

**SUBMISSION DUE DATE:** 3 July 2024

**PLANNING OFFICER:** Sarah Smith

**EXTENSION AGREED UNTIL:** Early September

**COUNCIL NOTED**

- Application 24/00452/APP was a duplicate of this application
- Application 24/00450/APP was larger in size and requires a multi storey car park
- Application 24/00452/APP was smaller in size and did not require multi storey car park.
- Multiple applications were necessary to give flexibility to build the retail outlet according to fluctuating market requirements.
- It was believed the market would be buoyant and therefore the original, larger footprint was being progressed.
- A further planning application was expected imminently for an alternative multi storey car park design.

**COUNCIL AGREED** to await the final application before submitting a response.

**15.7.24.9.2 To discuss planning application and agree actions:**

**APPLICATION NO:** 24/00451/APP

**DESCRIPTION:** Reserved Matters application (appearance, layout, scale and landscaping), comprising Part Phase 2 East of Outline planning permission ref.17/01203/FUL, for the erection of a multi-storey car park and associated works (Duplicate application)

**LOCATION:** Land South Of The A46 And North Of Tirl Brook, Ashchurch Road, Tewkesbury

**GRID REF:** 392055 233031

**SUBMISSION DUE DATE:** 3 July 2024

**PLANNING OFFICER:** Sarah Smith

**EXTENSION AGREED UNTIL:** Early September

**COUNCIL NOTED**

- Application 24/00449/APP was a duplicate of this application
- The application for a multi storey building was dependant on applications 24/00450/APP and 24/00452/APP regarding size of retail outlet.
- A further planning application was expected imminently for an alternative multi storey car park design.

**COUNCIL AGREED** to await the final application before submitting a response.

**15.7.24.9.3 To discuss planning application and agree actions:**

**APPLICATION NO:** 24/00449/APP

**DESCRIPTION:** Reserved Matters application (appearance, layout, scale and landscaping), comprising Part Phase 2 East of Outline planning permission ref.17/01203/FUL, for the erection of a multi-storey car park and associated works.

**LOCATION:** Land South Of The A46 And North Of Tirl Brook, Ashchurch Road, Tewkesbury

**GRID REF:** 392055 233031

**SUBMISSION DUE DATE:** 3 July 2024

**PLANNING OFFICER:** Sarah Smith

**EXTENSION AGREED UNTIL:** Early September

**COUNCIL NOTED**

- Application 24/00451/APP was a duplicate of this application
- The application for a multi storey building was dependant on applications 24/00450/APP and 24/00452/APP regarding size of retail outlet.
- A further planning application was expected imminently for an alternative multi storey car park design.

**COUNCIL AGREED** to await the final application before submitting a response.

**15.7.24.9.4 To discuss planning application and agree actions:**

**APPLICATION NO:** 24/00452/APP

**DESCRIPTION:** Reserved Matters application (appearance, layout, scale and landscaping), comprising Part Phase 2 East of Outline planning permission ref. 17/01203/FUL, for the erection of the second phase of a Retail Outlet Centre and associated works

**LOCATION:** Land South Of The A46 And North Of Tirl Brook, Ashchurch Road, Tewkesbury

**GRID REF:** 392055 233031

**SUBMISSION DUE DATE:** 25 July 2024

**PLANNING OFFICER:** Sarah Smith

**EXTENSION AGREED UNTIL:** Early September

**COUNCIL NOTED**

- Application 24/00450/APP was a duplicate of this application
- Application 24/00450/APP was larger in size and requires a multi storey car park
- Application 24/00452/APP was smaller in size and did not require multi storey car park.
- Multiple applications were necessary to give flexibility to build the retail outlet according to fluctuating market requirements.
- It was believed the market would be buoyant and therefore the original, larger footprint was being progressed.
- A further planning application was expected imminently for an alternative multi storey car park design.

**COUNCIL AGREED** to await the final application before submitting a response.

**15.7.24.9.5 To discuss planning application and agree actions:**

**APPLICATION NO:** 24/00514/DEM

**DESCRIPTION:** Prior Notification of Proposed Demolition in respect of the demolition of the existing B501 at MoD Ashchurch.

**LOCATION:** Former MOD Vehicle Depot, Aston Carrant Road, Aston-on-carrant

**GRID REF:** 394049 233947

**SUBMISSION DUE DATE:** 23 July 2024

**PLANNING OFFICER:** Jonny Martin

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

**15.7.24.10 To approve Gloucestershire Wildlife Trust search for notable species in Aston on Carrant at a cost of £152.00**

**COUNCIL APPROVED** costs of £152.00 to Gloucestershire Wildlife Trust for searches of notable species in Aston on Carrant.

**15.7.24.11 To approve cost of £250.00 plus VAT for formal photography of councillors for website update and identification**

**COUNCIL APPROVED** spending of £250.00 plus VAT for formal photography of councillors for website update and identification.

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

**15.7.24.12.1 To approve the July 2024 Payment List below and record income received:  
July 2024 Payment List:**

<b>Payments made since last meeting on 17.6.24</b>		
<b>Payee</b>	<b>Details</b>	<b>Total</b>
Glos. Wildlife Trust	Inv. 13738 - 50% of total cost	5553.00
PATA	Inv. 23/11181/PPS Payroll services April-June 2024	61.65
Tewkesbury Printing	Inv. 95880 - business cards	66.00
HMRC	PAYE for April to June 2024	1571.05
Staff	June 2024 salaries	2352.05
Local Gov. Pension Scheme	June 2024 pension incl. employee contributions	754.37
		<b>10358.12</b>
<b>Payment List for authorisation on 15.7.24</b>		
J Owen	Clerk's expenses June 2024	56.60
L Beech	Assistant Clerk's expenses June 2024	37.98
O2	Staff mobile phones June 2024	15.28
Microsoft Apps	Monthly fee June 2024	10.32
Andrea Pellegram Ltd.	Inv. No. SI-272 NDP support	1371.42
Ashchurch Village Hall	Inv. No. 14/ARPC April/May 2024	331.00
Hypertrade Enterprise Ltd.	Inv. No. 1157 Velocity Speed Gun	177.99
Onyx Shipment	Inv. No. Velocity Speed Gun	177.99
Ground Up	Inv. No. 2960 June maintenance	111.96
		<b>2290.54</b>
<b>Receipts since last meeting on 17.6.24</b>		
None		0.00
<b>Reserves at 3.7.24</b>		
Earmarked Reserves		173677.33
General Reserves		52940.91
		<b>226618.24</b>
<b>Bank account balances at 3.7.24</b>		
Current Account	As per Bank Reconciliation No. 86	6385.64
Deposit Account	As per Bank Reconciliation No 37	220232.60
	<b>Closing balance at Unity Trust Bank on 3.7.24</b>	<b>226618.24</b>

**COUNCIL APPROVED** the July 2024 Payment list and payments since the last meeting of £2290.54  
(See Appendix A)

The following additional payment were also authorised:

- Payment to John Preece & Sons – Invoice No 0842 for £920.40 for grass cutting.
- Payment to Value Products Ltd for £191.52 for Community Speedwatch Signage (funded by Build Back Better grant).
- Payment to KPCM Display Ltd Invoice No. 89195 for £362.56 for Neighbourhood Watch Signage (funded by Build Back Better grant).
- Reimbursement of £89.98 for volunteer cognition.
- Payment to New Docs for £300.00 for Room Hire on 18/07/24.

No receipts recorded

**15.7.24.12.2 To approve the bank reconciliation including earmarked reserves**

**COUNCIL APPROVED** the bank reconciliation and was signed by Cllr. Garnett.

**15.7.24.12.3 To receive the budget monitoring report**

**COUNCIL RECIEVED** the Budget Monitoring Report. **COUNCIL AGREED** Gloucestershire Wildlife Trust consultancy would be funded from Consultancy Reserve.

**15.7.24.13 To receive an update on Ashchurch Village Hall**

**15.7.24.13.1 Transfer to ARPC as Sole Trustee**

**COUNCIL RECEIVED** update from current Village Hall committee confirming the transfer was imminent.

**15.7.24.13.2 Structure for VH Management Committee**

**COUNCIL AGREED** the Village Hall management committee would comprise of:

- Four members of Ashchurch Rural Parish Council
- Two members of the previous Village Hall Committee
- One additional member of the public
- Clerk support from Ashchurch Rural Parish Council (ARPC)

**15.7.24.13.3 VH tender process update**

**COUNCIL CONFIRMED** ARPC would complete the tender process for the building extension once the transfer was complete.

**15.7.24.13.4 Village Hall storage requirements and agree actions**

**COUNCIL AGREED** to defer agenda item until transfer had been completed.

**15.7.24.14 To receive an update on the Neighbourhood Development Plan (NDP) review and agree actions**

**COUNCIL CONFIRMED:** Gloucestershire Wildlife Trust was continuing with the baseline assessment and a local site visit was planned for August.

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

**COUNCIL CONFIRMED** the Gloucestershire County Council Highways Traffic Model was now live and that local planning applications would refer to this.

**15.7.24.15.1 To receive a report from the Parish Liaison Committee**

No meeting held.

**15.7.24.15.2 To receive a report from the Oversight Board**

No meeting held.

**15.7.24.15.3 To receive a report from the Community Liaison Committee**

No meeting held.

**15.7.24.15.4 To receive a report from the Office of Police and Crime Commissioner**

No meeting held.

**15.7.24.16 To consider expenditure items for S106 and CIL monies and agree actions**

**15.7.24.16.1 Photo competition**

**COUNCIL CONFIRMED** the ARPC Wildlife and Landscape Photography Competition had been publicised and some entries had been received.

**15.7.24.16.2 SearchLand software**

Clerk confirmed demo and free trial of Searchland had been arranged to support potential future CIL projects. **COUNCIL AGREED** Clerk to also engage with Land Consultant.

**15.7.24.16.3 GRCC facilitator quote**

Clerk confirmed Gloucestershire Rural Community Council had agreed to facilitate a Parish Priority Plan in principle and was awaiting quote.

**15.7.24.16.4 3D modelling enquiries**

**COUNCIL AGREED** Clerk to investigate 3D modelling of parish to support potential future CIL projects.

**15.7.24.16.5 OS map**

**COUNCIL AGREED** Clerk to purchase Ordinance Survey Map of parish.

**15.7.24.16.6 Environment Agency ref pollution and wet land meadow**

**COUNCIL CONFIRMED** the Environment Agency had suggested it would support ARPC in CIL projects aimed at reducing pollution and / or creating a wet land meadow.

**15.7.24.16.7 PROW upgrades**

**COUNCIL CONFIRMED** ARPC had contacted Tewkesbury Borough Council (TBC) Public Rights of Way (PROW) officer regarding planned PROW upgrades and was awaiting feedback.

**15.7.24.16.8 CIL's monies at TBC**

**COUNCIL CONFIRMED** that TBC CIL monies received by them were spent on strategic projects across Gloucester, Cheltenham and Tewkesbury.

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

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

**15.7.24.18 To receive details of decisions made under delegated authority since the last meeting on 17 June 2024**

None.

**15.7.24.19 To receive an update on Highway matters and agree actions**

**COUNCIL AGREED** Clerk to raise Claydon Lane road maintenance issues with Gloucestershire Highways.

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

Clerk confirmed Welcome Tuesday would not run on 23 July 2024 due to unavoidable circumstances

**15.7.24.21 To discuss Noticeboard maintenance requirements and agree actions**

**COUNCIL AGREED** to purchase new pins/magnets for all noticeboards and Clerk to arrange quotes for the refurbishment of an existing noticeboard for Aston Cross.

**15.7.24.22 To note agenda items for the next Parish Council Meeting**

- Public Right of Way signage within the parish.

**15.7.24.23 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)**

**15.7.24.24 To receive an update regarding recruitment**

**COUNCIL CONFIRMED** applications had been assessed and interviews were to commence imminently.

**15.7.24.25 Date of next meeting – 19 August 2024**

**End of Meeting: 9.00pm**

APPENDIX A

Ashchurch Rural Parish Council

Financial Report – 15 July 2024

<b>Payments made since last meeting on 17.6.24</b>		
<b>Payee</b>	<b>Details</b>	<b>Total</b>
Glos. Wildlife Trust	Inv. 13738 - 50% of total cost	5553.00
PATA	Inv. 23/11181/PPS Payroll services April to June 2024	61.65
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Onyx Shipment	Inv. No. Velocity Speed Gun	177.99
Ground Up	Inv. No. 2960 June maintenance	111.96
	(To be deducted from bank account balance below)	<b>2290.54</b>
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Signed ..... Date .....  
 Chairman