



Ashchurch Rural Parish Council
Draft Minutes of the Parish Council Meeting
held on 19 August 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, Borough Cllr M. Gore and three members of the public.

19.8.24.1 To receive and consider apologies for absence and confirm the meeting is quorate
Apologies received from County Councillor V. Smith.
The Clerk confirmed the meeting was quorate.

19.8.24.2 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
Two members of the public explained they were concerned about speeding through Fiddington Lane and asked Ashchurch Rural Parish Council (ARPC) to investigate traffic calming measures such as VAS and reducing the speed limit to 30mph (similar to upcoming changes further down lane.)

19.8.24.3 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.

19.8.24.4 To confirm and sign the Minutes of the Parish Council Meeting held on 15 July 2024 circulated to members prior to the meeting
The minutes of the Parish Council Meeting held on 15 July 2024 which had previously been circulated to all members were **AGREED BY COUNCIL** and signed by the Chairman.

19.8.24.5 To receive a report from Borough Councillor M. Gore (last attended 20 May 2024)
Councillor Gore explained:

- Central government had released the new compulsory housing number requirements which equated to:
 - An additional 14% in Tewkesbury.
 - An increase of 54% in Cheltenham. It was noted this could negatively affect Tewkesbury should Cheltenham be unable to accommodate the increase.
 - An increase of 81% in the Forest of Dean - which could impact the M50 corridor close to Tewkesbury.
- Tewkesbury Borough Council (TBC) had published information regarding a second application for the bridge over rail between Northway and land north of the Ministry of Defence site in Aston Cross. Cllr. Gore confirmed local developers would apply for planning permission but that TBC would fund and

build the bridge using central government grants. TBC await the planning application.

- The TBC name change project was ongoing and would be funded from reallocated budget.
- The first equine traffic lighted crossing in the county, would be installed on the public right of way (PROW) in the new Bloor development.

19.8.24.6 To receive a report from Borough Councillor C. Coleman (last attended 22 May 2023)
Borough Cllr. C. Coleman had been personally invited but no response had been received.

19.8.24.7 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.

19.8.24.8 Planning:

19.2.24.8.1 To discuss planning application and agree actions:

APPLICATION NO: 23/01206/FTP

DESCRIPTION: Amendment to Footpath AB

LOCATION: Land Behind Newton Cottages Ashchurch Road Tewkesbury, Gloucestershire

SUBMISSION DUE DATE: 8 August 2024

PLANNING OFFICER: James Stanley

EXTENSION AGREED UNTIL: 23 August 2024 (TBC)

COUNCIL NOTED

- ARPC had submitted 'No Comment' to previous planning application and changes appeared minimal
- PROW signage is very poor across the parish

COUNCIL AGREED to submit comment: 'Please ensure that appropriate PROW directional signs are positioned in suitable locations and are clearly visible showing the route in BOTH Directions.' and include a detailed map.

19.8.24.8.2 To discuss planning application and agree actions:

APPLICATION NO: 24/00537/FUL

DESCRIPTION: Erection of a self build dwelling with associated landscaping and parking

LOCATION: Part Parcel 1354, Aston Cross, Tewkesbury

GRID REF: 394220 233554

SUBMISSION DUE DATE: 2 August 2024

PLANNING OFFICER: James Stanley

EXTENSION AGREED UNTIL: 20 August 2024 (TBC)

COUNCIL AGREED to submit a comment stating 'The NPPF and TBC Plan encourages the opportunity for self-build homes. For this application we would request that the submitted reports are thoroughly interrogated to ensure that the concerns of neighbouring residents are addressed including suitability of access road including safety concerns, wildlife, traffic impact, parking of construction vehicles, ground levels for driveway and disposal of excavated soil.'

19.8.24.8.3 To receive an update on planning applications and agree actions:

APPLICATION NO: 24/00450/APP, 24/00451/APP, 24/00449/APP, 24/00452/APP

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

SUBMISSION DUE DATE: N/A

PLANNING OFFICER: Sarah Smith

EXTENSION AGREED UNTIL: Early September 2024

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

19.8.24.9 Finances – documents circulated prior to the meeting

**19.8.24.9.1 To approve the August Payment List below and record income received:
August 2024 Payment List:**

Payments made since last meeting on 15.7.24		
Payee	Details	Total
John Preece & Sons	Inv. No.0842	920.40
Value Products Ltd.	Inv. No.4131405	191.52
KPCM Display Ltd.	Inv. No. 89195	310.67
Booker Ltd.	Inv. No. 0455063	89.98
SafetySigns4Less	Inv. No. 4130823	28.80
Staff	July 2024 salaries	2351.85
Local Gov. Pension Scheme	July 2024 pension incl. employee contributions	754.37
		4647.59
Payment List for authorisation on 19.8.24		
J Owen	Clerk's expenses July 2024	56.60
L Beech	Assistant Clerk's expenses July 2024	35.45
O2	Staff mobile phones July 2024	15.28
PKF Littlejohn	External Audit Inv. No. SB20240269	504.00
Ashchurch Village Hall	Inv. No. 15/ARPC Room Hire July 2024	293.00
OS Maps	Local OS Maps	49.97
Microsoft Apps	Monthly fee July 2024	10.32
Ground Up	Inv. No. 3012 July 2024 maintenance	111.96
		1076.58
Receipts		
Interest	Deposit Account received on 30.6.24	1418.85
GCC	Build Back Better Grant received on 14.6.24	889.04
		2307.89

COUNCIL APPROVED the August 2024 Payment list and payments since the last meeting of £1076.58
(See Appendix A)

Receipts recorded of £1418.85 for Interest from Deposit Account and £889.04 for grant from Build Back Better fund.

19.8.24.9.2 To approve the bank reconciliation including earmarked reserves

COUNCIL APPROVED the bank reconciliation and was signed by Cllr. G. Grey.

19.8.24.9.3 To receive the budget monitoring report

COUNCIL RECIEVED the Budget Monitoring Report.

COUNCIL AGREED Clerk to assess how best to allocate interest payments with the budget.

19.8.24.9.4 To receive the External Auditors Report from PKF Littlejohn

COUNCIL RECIEVED the External Auditors Report from PKF Littlejohn and **CONFIRMED** there were no issues raised. Clerk to ensure it would be added to the website along with Notice of Conclusion of Audit.

- 19.8.24.10 Ashchurch Village Hall – documents circulated prior to the meeting**
COUNCIL RECEIVED update from current Village Hall committee confirming there had been some minor updates requested to the contract but that the transfer was imminent. It was agreed the following would be submitted;
- An inventory, treasurers report and copy of insurance.
 - A statement to confirm trustees are not aware of any issues (structural or financial).
- 19.8.24.10.1 To approve signing of the Deed of Retirement and Appointment of New Trustees between Ashchurch Rural Parish Council and Ashchurch Village Hall Trustees, subject to standing order 23(a). This states any deed required by law can be signed by any two Ashchurch Rural Parish Councillors on behalf of the Council and the Proper Officer shall witness their signatures**
COUNCIL AGREED to facilitate an extraordinary meeting once the updated deed was available.
- 19.8.24.10.2 To consider how ARPC will proceed with the building works for the extension and agree actions**
COUNCIL AGREED to invite quotes from quantity surveyors to manage tender process for Village Hall extension.
- 19.8.24.10.3 To establish a Village Hall Management Committee (VHMC), consider Terms of Reference and agree actions**
COUNCIL AGREED
- That the Village Hall Management Committee (VHMC) would only have operational level control and that all other decisions would be referred the ARPC Village Hall Trustee meetings.
 - ARPC would hold separate Village Hall Trustee meetings to the ARPC meetings to ensure strategic management of the Village Hall.
 - The VHMC would require a minimum of two ARPC Councillors.
- 19.8.24.11 To receive an update on the Neighbourhood Development Plan (NDP) review and agree actions**
COUNCIL CONFIRMED the Gloucestershire Wildlife Trust had completed the walkover survey.
- 19.8.24.12 To receive an update on the Garden Town and agree actions**
- 19.8.24.12.1 To receive a report from the Parish Liaison Committee**
No meeting held. Next meeting due on 2 September 2024.
- 19.8.24.12.2 To receive a report from the Oversight Board**
No meeting held.
- 19.8.24.12.3 To receive a report from the Community Liaison Committee**
No meeting held.
- 19.8.24.12.4 To receive a report from the Office of Police and Crime Commissioner**
No meeting held.
- 19.8.24.13 To consider expenditure items for S106 and CIL monies and agree actions**
- 19.8.24.13.1 Photo competition**

COUNCIL CONFIRMED the ARPC Wildlife and Landscape Photography Competition had been publicised and some entries had been received. Clerk to advertise to wider audience via social media. Closing date 6 September 2024, prize giving 21 September 2024.

19.8.24.13.2 SearchLand software

Clerk confirmed a free trial of Searchland had been arranged to support potential future CIL projects and a meeting with a Land Consultant had been facilitated. **COUNCIL AGREED** to add assessment of options to agenda for September.

19.8.24.13.3 Gloucestershire Rural Community Council (GRCC) facilitator quote

COUNCIL APPROVED Gloucestershire Rural Community Council (GRCC) quote to facilitate a Parish Priority Plan of £450.00 per day plus VAT and mileage expenses. **COUNCIL CONFIRMED** GRCC to contribute 1.5 days non-charged time as matched funding,

19.8.24.13.4 3D modelling enquiries

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

19.8.24.13.5 OS map

Clerk confirmed two Ordnance Survey Maps of the parish and surrounding areas had been purchased.

19.8.24.13.6 Environment Agency ref pollution and wet land meadow

COUNCIL CONFIRMED the Environment Agency had suggested it would support ARPC in CIL projects however no further action had been undertaken.

19.8.24.13.7 Public Rights of Way (PROW) upgrades

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

19.8.24.13.8 CIL's monies at Tewkesbury Borough Council (TBC)

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

19.8.24.14 To receive the Clerk's Report

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

19.8.24.15 To receive details of decisions made under delegated authority since the last meeting on 15 July 2024 2024

A response of 'No Comment' was submitted on 1 August 2024 regarding:

APPLICATION NO: 24/00542/OHL

DESCRIPTION: Installation of overhead lines.

LOCATION: Claydon Farm, Claydon, Tewkesbury

GRID REF: 393520 231386

SUBMISSION DUE DATE: 13 August

PLANNING OFFICER: Paul Instone

EXTENSION AGREED UNTIL: Not possible due to statutory deadlines

COUNCIL NOTED: ARPC had previously submitted a comment of 'No Comment' for a very similar application (23/01125/OHL).

19.8.24.16 To receive an update on Highway matters and agree actions

COUNCIL AGREED Clerk to liaise with Gloucestershire County Council (GCC) regarding Fiddington Lane speed limit and missing yellow box on A46.

- 19.8.24.17** **To receive an update from community engagement activities (Welcome Tuesdays, Facebook etc)**
Clerk read a request from a member of the public regarding providing allotments in the Ashchurch area including two possible sites.
COUNCIL CONFIRMED the two plots that had been suggested were unlikely to be suitable as they were not believed to be owned by ARPC or private owners. **COUNCIL CONFIRMED** allotments were due to be provided in the parish with new developments with a timescale of 3 - 5 years.
- 19.8.24.18** **To discuss speed issues experienced in Fiddington Lane and agree actions**
COUNCIL AGREED Clerk to investigate issues further and liaise with GCC Highways regarding traffic calming.
- 19.8.24.19** **To discuss parish Public Rights of Way PROW and agree actions**
COUNCIL AGREED to focus on one right of way and liaise with TBC PROW team to ensure repairs are made.
- 19.8.24.20** **To note agenda items for the next Parish Council**
None.
- 19.8.24.21** **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)**
- 19.8.24.22** **To receive an update regarding recruitment**
COUNCIL CONFIRMED interviews had been completed however no suitable candidate had been appointed.
- 19.8.24.23** **Date of next meeting – 16 September 2024**
- End of Meeting: 8.50pm**

APPENDIX A

Ashchurch Rural Parish Council

Financial Report – 19 August 2024 REPORT

Payments made since last meeting on 15.7.24		
Payee	Details	Total
John Preece & Sons	Inv. No.0842	920.40
Value Products Ltd.	Inv. No.4131405	191.52
KPCM Display Ltd.	Inv. No. 89195	310.67
Booker Ltd.	Inv. No. 0455063	89.98
SafetySigns4Less	Inv. No. 4130823	28.80
Staff	July 2024 salaries	2351.85
Local Gov. Pension Scheme	Junly 2024 pension incl. employee contributions	754.37
		4647.59
Payment List for authorisation on 19.8.24		
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PKF Littlejohn	External Audit Inv. No. SB20240269	504.00
Ashchurch Village Hall	Inv. No. 15/ARPC Room Hire July 2024	293.00
OS Maps	Local OS Maps	49.97
Microsoft Apps	Monthly fee July 2024	10.32
Ground Up	Inv. No. 3012 July 2024 maintenance	111.96
	(To be deducted from bank account balance below)	1076.58
Receipts		
Interest	Deposit Account received on 30.6.24	1418.85
GCC	Build Back Better Grant received on 14.6.24	889.04
		2307.89
Reserves at 5.8.24		
Earmarked Reserves		169170.06
General Reserves		47461.24
		216631.30
Bank account balances at 5.8.24		
Current Account	As per Bank Reconciliation No. 87	4207.51
Deposit Account	As per Bank Reconciliation No. 38	215232.60
	Closing balance at Unity Trust Bank on 5.8.24	219440.11

Signed Date
Chairman