



## Ashchurch Rural Parish Council

### Minutes of the Parish Council Meeting held on 23 January 2023 at 6.30pm

**Venue:** The Devereux Centre, Tewkesbury, Gloucestershire. GL20 5GJ

**Present:** Cllr. J. Hargreaves (Chairman), B. Cook, T. Davies and D. Garnett.

**Attendees:** Clerk/RFO, J. Owen, Assistant Clerk L. Beech, County Cllr. V. Smith, Borough Cllr. M. Gore and three members of the public.

- 23.01.23.1 **To receive and consider apologies for absence and confirm the meeting is quorate**  
Apologies were received and accepted from Cllrs. A. Brown, D. Street and G. Shurmer. **COUNCIL AGREED** to authorise Cllr. Street's absence on medical grounds and confirmed that it would not impact on the six-month attendance rule.  
The Clerk confirmed the meeting was quorate.
- 23.01.23.2 **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 provided marketing information from Persimmon Homes detailing the new housing development near Fiddington would be named Fiddington Fields. They raised concerns regarding it not having a separate identity to the original hamlet of Fiddington.
- The Chairman of Pamington Residents Association (PRA) raised the issue of dog bins, to be discussed under agenda item 21
  - A member of the public enquired regarding the Parish Council's future plans for community meeting spaces and asked if the unused rectory was a potential development opportunity. Members advised this would need to be raised with the Parochial Church Council
- 23.01.23.3 **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**  
None declared.
- 23.01.23.4 **To confirm and sign the Minutes of the Parish Council Meeting held on 19 December 2022**  
The Minutes of the Parish Council Meeting held on 19 December 2022 which had previously been circulated to all members were **AGREED BY COUNCIL** and signed by the Chairman.
- 23.01.23.5 **To receive the Clerk's Report**  
The Clerk's report had been circulated to members prior to the meeting and its content noted.
- 23.01.23.6 **To receive details of decisions made under delegated authority since the last meeting on 19 December 2022**  
None.

23.01.23.7 **To receive a report from the Borough Councillor M. Gore (Borough Cllr. J. Evetts has not attended a meeting to date)**

Cllr. Gore made the following points;

- The 5 year housing land supply would be recalculated to include previously designated Gloucestershire County and Cheltenham Borough Councils supply which was positive
- The National Planning Policy Framework (NPPF) revision had commenced and TBC have been asked to provide feedback, it was expected to be adopted in April 2023
- Tewkesbury Borough Council (TBC) have continued working with Historic England's; High Streets Heritage Action Zone (HSHAZ) scheme in the regeneration of Tewkesbury town centre. Areas of improvement include improved visitor signage, alleyways (including lighting) and investment in traditional skills via partnerships with local schools
- There were two community funds currently available to local groups; the Warm Spaces Fund and the Community Food Project Fund
- Social events in Tewkesbury were discussed and the benefits of attracting visitors to the area

23.01.23.8 **To receive a report from the County Councillor**

County Cllr. Smith's (CC Smith) report had been circulated to members prior to the meeting and made the following points;

- Gloucestershire County Council (GCC) continue work with National Highways to monitor the A46 traffic levels
- The consultation for the M5 J9 project is planned for summer 2023 and is likely to consider two route options
- GGC Highways have successfully gritted the county during the recent cold weather
- The GCC budget, due to be finalised on 15 February 2023, with an expected 4.9% increase
- The Local Highways manager met with local farmland owner and successful resolved a drainage issue
- Members raised issue of no road signage near motorway, only road markings, and CC Smith confirmed it was in process

23.01.23.9 **To receive a report from the Police Community Support Officer**

Clerk created parish specific crime statistics using police crime website and circulated to members prior to the meeting. Police Community Support Officer (PCSO) provided two additional statistics documents which were circulated to members prior to the meeting and noted.

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

23.01.23.10a **To approve the January 2023 Payment List/those paid since the last meeting and to note receipts**

**COUNCIL APPROVED** the January 2023 Payment list and payments since the last meeting of **£716.15** (See Appendix A)

The following payments were also authorised: £18.17

- £58.80 to Gooch Ltd for one off clean of Aston Cross bus shelter
- £36.32 to Gooch Ltd for regular 3 monthly clean of two parish bus shelters

23.01.23.10b **To approve the bank reconciliation**

**COUNCIL APPROVED** the bank reconciliation was approved by Cllr. D. Garnett.

- 23.01.23.10c **To receive the Budget Monitoring Report**  
**COUNCIL RECEIVED** the Budget Monitoring Report.
- 23.01.23.10d **To approve Edge IT support for year-end procedure at a cost of £140.00 plus VAT**  
**COUNCIL APPROVED** payment of £140.00 plus VAT for Edge IT support for year-end procedure.
- 23.01.23.10e **To appoint an Internal Auditor and agree actions**  
**COUNCIL AGREED** to appoint Gloucestershire Association of Parish and Town Councils as internal auditor at a cost of £245.00.
- 23.01.23.11 **Parish Council Procedures — documents circulated prior to the meeting:**
- 23.01.23.11a **To adopt the draft Internal Control Procedure Policy and agree actions**  
**COUNCIL ADOPTED** Internal Control Procedure Policy.
- 23.01.23.11b **To adopt the draft Open Media Policy and agree actions**  
**COUNCIL ADOPTED** the Open Media Policy.
- 23.01.23.12 **To receive the Finance and General Purposes Committee Meeting Minutes from 19 December 2022**  
**COUNCIL RECEIVED** Finance and General Purposes Committee Meeting Minutes.
- 23.01.23.13 **To receive an update on the Community Engagement Event on 11 March 2023 and actions**  
**COUNCIL CONFIRMED** Community Action Event was booked for 11 March 2023 at Ashchurch Village Hall and would include Annual Parish Meeting. Clerk will engage with local community, PCSO and arrange speakers.
- 23.01.23.14 **To discuss the upcoming newsletter and agree actions**  
**COUNCIL AGREED** a single sheet (double sided) A4 newsletter to be published at the end of February to promote the Community Action Event.
- 23.01.23.15 **To receive an update on Community Speedwatch and agree actions**  
**COUNCIL AGREED** Clerk to submit application to Community Speedwatch Fund for mobile vehicle activated sign or Community Speedwatch camera, Road Safety Officer support and wheely bin stickers.
- 23.01.23.16 **To discuss Community Food Project Fund options/application and agree actions**  
**COUNCIL CONSIDERED** providing healthy cookery lessons to provide food and education to local residents but agreed not to proceed currently. Clerk to investigate need and demand for this type of scheme as a potential future project.
- 23.01.23.17 **Planning - To consider and agree response to the following:**
- 23.01.23.17a **To agree response to the following planning application:**  
[Application No: 22/01328/FUL](#)  
[Proposal: Erection of workshop.](#)  
[Location: Court Cottage Pamington Lane Pamington Tewkesbury Gloucestershire GL20 8LX](#)
- COUNCIL AGREED** to submit a comment of 'No Objection.'
- 23.01.23.17b **To receive an update on extension for comment request Planning Application No: [22/01320/OUT](#) and agree actions** (final submission date 24 February 2023)  
**COUNCIL CONFIRMED** it would submit a response by 24 February 2023.

- 23.01.23.17c **To receive an update on concern raised regarding potential work on flood plain at New Dawn development Planning Application No: 14/00343/OUT**  
**COUNCIL CONFIRMED** awaiting feedback from TBC Planning department and the planning enforcement officer.
- 23.01.23.18 **To receive an update on AAS6 bridleway and the cycle route proposed by Gloucester County Council, and agree actions**  
**COUNCIL AGREED** to check planning outlines; PROW enhancements of bridleways AAS6 and AWC8 and includes the formation of new connections between them.
- 23.01.23.19 **To receive an update on parish defibrillators and agree actions**  
**COUNCIL APPROVED** Clerk to place order for replacement defibrillator pads as required at a cost of £49.00 plus VAT and delivery.  
**COUNCIL ACKNOWLEDGED** existing defibrillator at Ashchurch Village Hall was currently out of service and being assessed under warranty.
- 23.01.23.20 **To discuss the installation of a litter bin at the Fiddington Lane/Walton Cardiff Lane site and agree actions**  
**COUNCIL AGREED** to install a litter bin at the junction of Fiddington Lane and Walton Cardiff Lane. Clerk to source quotes.
- 23.01.23.21 **To receive an update on the dog bins for Pamington and Barleyfields and agree actions**  
The PRA letter of recommendation regarding current and future dog bin provisions had been circulated to members prior to the meeting and its content noted.  
**COUNCIL AGREED** Clerk to organise three dog bin provisions within a budget of £550.00.
- 23.01.23.22 **To receive an update on the provision of grit bins in the Barleyfields estate and agree actions**  
**COUNCIL AGREED** to provide required grit bins in the Barleyfields estate. Clerk to liaise with community to ascertain preferred locations.
- 23.01.23.23 **To receive an update regarding Fiddington traffic survey and agree actions**  
**COUNCIL CONFIRMED** Fiddington traffic survey had been completed and was awaiting report.
- 23.01.23.24 **To receive an update on Highway matters and agree actions**  
Clerk provided following updates from Local Highways Manager:
- Assessment of B4079 road surface - confirmed no assessment to be arranged due to varying factors causing accidents and that this may be reassessed in the new financial year
  - Flood Warning Signs - had been pushed back until February 2023
  - Fiddington Bridge Repairs - work had been undertaken and Gloucestershire Highways would continue to monitor the site and liaise with contractors
- ARPC raised the issue of A46 tail backs with National Highways – although no response had been received, there appeared to have been changes made as traffic queues had eased
- 23.01.23.26 **To note agenda items for the next Parish Council Meeting**
- Garden Town Update
  - Internal Control Procedure Policy
- 23.01.23.27 **Date of the next meeting:** 20 February 2023

Meeting Closed at 8.45pm

APPENDIX A

Ashchurch Rural Parish Council  
Financial Report 23 January 2023

<b>Payments made since last meeting on 19.12.22 0 paid on 16.1.23 so not included in Bank Rec. details below</b>	<b>Details</b>	<b>Total</b>
Edge IT Ltd.	Software fee 2023/24	408.00
The Safe Shop Ltd.	Parish Council post box for Village Hall	99.95
		<b>507.95</b>
<b>Payment List for authorisation on 23.1.23</b>		
J K Owen	Clerk's expenses Dec. 22	42.93
L Beech	Assistant Clerk's expenses Dec. 22	22.20
Virgin Media	Mobile phones - Inv. 2388373006 6.1.23	13.59
Microsoft Apps	Monthly fee - Inv. E0500KSDKR	9.48
Glos. Ass. Parish and Town Councils	Clerk's Training - 2 sessions	60.00
Community Action Suffolk	Website hosting annual fee	60.00
		<b>208.20</b>
<b>Receipts since last meeting on 19.12.22</b>		
Gloucestershire County Council	Verge maintenance	<b>2703.04</b>
<b>Bank acc. Balances at 13.1.23</b>		
Current Account - Bank Reconciliation 67		47756.36
Deposit Account - Bank Reconciliation 25		21908.62
	<b>Closing balance at Unity Trust Bank</b>	<b>69664.98</b>

Signed ..... Date .....  
Chairman, J. Hargreaves