



Ashchurch Rural Parish Council

Minutes of the Parish Council Meeting held on 20 March 2023 at 6.30pm

Venue: The Devereux Centre, Tewkesbury, Gloucestershire.

Present: Cllr. J. Hargreaves (Chairman), A. Brown and D. Garnett and two members of the public.

Attendees: Clerk/RFO, J. Owen, Assistant Clerk L. Beech and Borough Cllr. M. Gore.

20.03.23.1 **To receive and consider apologies for absence and confirm the meeting is quorate**
Apologies were received and accepted from Cllrs. B. Cook, T. Davies and D. Street.
COUNCIL AGREED to authorise Cllr. Street's absence on medical grounds and confirmed that it would not impact on the six-month attendance rule.
Apologies received from County Cllr V. Smith, last attended 23 January 2023.
The Clerk confirmed the meeting was quorate.

20.03.23.2 **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**
Clerk raised an enquiry from a member of the public asking for justification for the recent increase in the Ashchurch Rural Parish Council element of Council Tax.
The **COUNCIL CONFIRMED** that as a result of the Tewkesbury Borough Council (TBC) Boundary Review some 264 dwellings were transferred to Wheatpieces Parish which impacted the D Band figure. Due to this, although the Council only increased the precept by £403.00 it equated to a 25% increase due to the reduction of the tax base. This was completely out of the control of the Council and indeed, the Council fought hard to maintain the dwellings during the Boundary Review consultation period. The Council was mindful to maintain a similar budget to the previous year and indeed, if the 264 dwellings had not been transferred into Wheatpieces Parish, the £403.00 increase would have equated to some 0.6% increase.

A member of the public enquired regarding the Parish Council's future plans to raise TBC's handling of the a bridge over rail (ABoR) with the Overview and Scrutiny Committee. They believed the Overview and Scrutiny Committee should investigate if TBC were negligent in their process and handling of tax payer's money. Clerk to investigate whether such requests can be made by Parish Councils.

20.03.23.3 **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.

20.03.23.4 **To confirm and sign the Minutes of the Parish Council Meeting held on 20 February 2023**
The Minutes of the Parish Council Meeting held on 20 February 2023 which had previously been circulated to all members were **AGREED BY COUNCIL** and signed by the chairman.

- 20.03.23.5 **To receive the Clerk’s Report**
The Clerk’s report had been circulated to members prior to the meeting and its content noted.
- 20.03.23.6 **To receive details of decisions made under delegated authority since the last meeting on 23 February 2023**
None.
- 20.03.23.7 **To receive a report from the Borough Councillor M. Gore (Borough Cllr. J. Evetts has not attended a meeting to date)**
Cllr. Gore confirmed:
- TBC had recalculated the 5 year housing supply at 6.68 years and they are in still in discussion with both Gloucestershire County Council and Cheltenham Borough Council as to how this will progress.
 - TBC had submitted its response to the National Policy Planning Framework consultation and the revision is due in April 2023.
 - TBC had proceeded with offering grants as part of the Historic England’s; High Streets Heritage Action Zone (HSHAZ) scheme for updating shop frontage and regeneration of Tewkesbury town centre.
 - TBC were working with Northway Parish Council and the police to ensure lorries are not parked on Shannon Way due to anti-social and littering issues.
- Cllr D. Garnett enquired if there was any further response or planned actions from TBC regarding the ABoR appeal. Borough Cllr Gore confirmed that she had no further information regarding this and referred members to the TBC website.
- 20.03.23.8 **To receive a report from the County Councillor**
None received.
- 20.03.23.9 **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 provided 2 additional statistics documents which were circulated to members prior to the meeting and noted.
- 20.03.23.10 **Parish Council Procedures - documents circulated prior to the meeting**
- 20.03.23.10a **To adopt a revised Code of Members’ Conduct as per recommendation from Tewkesbury Borough Council**
COUNCIL AGREED to adopt a revised Code of Members’ Conduct as per recommendation from Tewkesbury Borough Council.
- 20.03.23.10b **To adopt the reviewed Dignity at Work/Bullying and Harassment Policy**
COUNCIL AGREED to adopt the reviewed Dignity at Work/Bullying and Harassment Policy.
- 20.03.23.10c **To pass a resolution to sign up to the Civility and Respect Pledge as per recommendation from The National Association of Local Councils, the Society of Local Council Clerks and One Voice Wales**
COUNCIL AGREED to pass a resolution to sign up to the Civility and Respect Pledge as per recommendation from The National Association of Local Councils, the Society of Local Council Clerks and One Voice Wales.
- 20.03.23.11 **Finances – documents circulated prior to the meeting**
- 20.03.23.11a **To approve the February 2023 Payment List/those paid since the last meeting and to note receipts**

COUNCIL APPROVED the March 2023 Payment list and payments since the last meeting of **£1935.62** (See Appendix A)

The following payments were also authorised:

- £297.29 for GAPTC annual subscription
- £24.21 for Annual Parish Meeting expenses
- £45.00 for Competition prizes (1st tranche)
- £441.60 for Grit bins
- £2676.00 for Fiddington Lane defibrillator
- £250.00 for PA Equipment

No Receipts received.

- 20.03.23.11b **To approve invoice from Richard Buxton Solicitors**
COUNCIL APPROVED draft invoice from Richard Buxton Solicitor. Final settlement will be made in due course.
- 20.03.23.11c **To approve the bank reconciliation**
COUNCIL APPROVED the bank reconciliation was approved by Cllr. D. Garnett.
- 20.03.23.11d **To receive the Budget Monitoring Report**
COUNCIL RECEIVED Budget Monitoring Report.
- 20.03.23.11e **To approve the Asset Register**
COUNCIL AGREED for Clerk to add Fiddington Lane defibrillator, new PA equipment and grit bins to the asset register and advise insurance company.
- 20.03.23.11f **To receive the Internal Auditors Report**
COUNCIL RECEIVED Internal Auditors report and noted minor points.
- 20.03.23.12 **To receive an update on the Community Action Event on 11 March 2023**
COUNCIL AGREED Community Action Event was well received within community and saw an increase in attendees on the 2022 Annual Parish Meeting. Chairman expressed his thanks to the Clerks for organising a successful event.
- 20.03.23.13 **To receive an update on the ABoR bridge to nowhere and agree actions**
Nothing further to report at this time.
- 20.03.23.14 **Planning - To consider and agree response to the following:**
- 20.03.23.14a To agree response including S106 requirements to mitigate the development in planning terms to Planning Application No: 22/01320/OUT Residential Development (up to 120 dwellings), associated works including infrastructure, open space and landscaping. Vehicular access from Fiddington Lane. Location: Parcel 5558, Road From Natton To Homedowns, Ashchurch. **Extension granted until 23 March 2023 at the latest**
COUNCIL AGREED to submit an independent traffic analysis report commission by ARPC named 'Land off Fiddington Lane Transport Objection' and submit objections referencing traffic, pedestrian access and road access. ARPC requested S106 contributions to be made to the proposed Community Centre in the planned neighbouring housing estate to mitigate for the residents of the proposed development.
- 20.03.23.14b To agree response to the following planning consultations:
[Application No. 23/00069/FUL](#)
[DESCRIPTION: Demolition of flat roofed double garage and construction of two storey outbuilding to provide garage and garden store and ancillary annex accomodation above](#)

[LOCATION: Carrant House, Aston Carrant Road, Aston-on-carrant](#)

[GRID REF: 394625 234615](#) **Dated 9 March 2023**

COUNCIL AGREED it had no objection provided local residents had been notified and had no objection.

20.03.23.14c [APPLICATION NO: 23/00101/APP](#)

[DESCRIPTION: Detailed Reserved Matters application including Access, Appearance, Landscaping, Layout and Scale for Phase 2 Central Overflow Car Park](#)

[LOCATION: Land South Of The A46 And North Of Tirl Brook, ,](#)

[GRID REF: 392055 233031](#)

Extension granted until 24 March 2023

COUNCIL AGREED no response to be made.

20.03.23.14d [Condition Ref: 23/00003/CONDIS](#)

[Site: Land To The North Of Milnes Covert, Fiddington, Tewkesbury, Gloucestershire,](#)

[Planning Ref: PP-11823986](#)

[Re: Application for approval of details subject to Condition 5 \(Site Wide Masterplan Document\) of planning application ref number 21/00451/OUT](#)

Extension granted until 24 March 2022

COUNCIL AGREED no response to be made.

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

COUNCIL CONFIRMED a face to face meeting had taken place with TBC and that three councillors and Planning Consultant A. Pellegram had attended. **COUNCIL AGREED** the content was neither proper consultation or appropriate and did not allow for feedback to be given.

20.03.23.16 **To receive an update regarding Fiddington traffic survey and agree actions**

COUNCIL CONFIRMED Fiddington traffic survey had been received and would be submitted as per agenda item 20.03.23.14a.

20.03.23.17 **To consider celebrating the coronation of King Charles III on 6 May 2023 and agree actions**

COUNCIL AGREED not to organise a coronation celebration but Clerk to investigate Coronation App regarding volunteering in community.

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

COUNCIL AGREED Clerk to contact Local Highways manager regarding B4079 pot holes and litter issues.

20.03.23.19 **To receive an update from community engagement activities (Welcome Tuesdays, Facebook etc) and agree actions**

- A member of the parish asked for confirmation of how the ARPC Council Tax was agreed / calculated via Facebook. **COUNCIL AGREED** Clerk to response in line with agenda item 20.03.23.2 and confirm budget 2023/24 available on the website. Clerk to publish response on Facebook and website for transparency.
- A member of the parish asked for guidance on requesting speed signs on B4079 at Aston Cross. **COUNCIL AGREED** Clerk to raise this with Local Highways Manager.
- A member of the parish had approached ARPC and asked if they could complete the volunteer element of their Duke of Edinburgh with ARPC.
COUNCIL APPROVED this and **CONFIRMED** that she would support the Clerks with marketing and online engagement.

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

20.03.23.21 **Date of the next meeting: 24th April 2023**

Meeting Closed at 8.10pm

Ashchurch Rural Parish Council

Financial Report 20 March 2023

Payments made since last meeting on 20.2.23	Details	Total
Local Government Pension Scheme	Feb. 23 including employee contrib.	631.11
February 23 salaries	Feb. 23 salaries	2009.56
		2640.67
Payment List for authorisation on 20.3.23		
J K Owen	Clerk's expenses Feb. 23	52.92
L Beech	Assistant Clerk's expenses Feb. 23	29.55
Virgin Media	Mobile phones - Inv. 2390793796	12.00
Microsoft Apps	Monthly fee - Inv. E0500KSDKR	9.48
Tewkesbury Printing Ltd.	Inv. 90340	164.00
Tewkesbury Printing Ltd.	Inv. 90339	64.80
HMRC	Final quarter of year PAYE	959.41
PATA (UK)	Payroll services - 3 months Inv. 22/0825/PPS	61.30
New Docs Ltd.	Inv. ND-01385 March and April 23 Room Hire	142.80
New Docs Ltd.	Inv. ND-01398 June 23 Room Hire	71.40
W. Morrison	Refreshments for Annual Parish Meeting (APM)	34.47
Amazon Market Plae	Name Badges , Foam pads and battery for APM	11.69
Ashchurch Village Hall	Inv No. 06/ARPC Room Hire Dec. 22 and Jan. 23	113.00
Vision ICT Ltd.	Inv 16196 Domain hosting 23/24	208.80
		1935.62
Receipts since last meeting on 20.2.23		
None		0.00
Bank acc. Balances at 6.3.23		
Current Account - Bank Reconciliation 70		38806.07
Deposit Account - No transactions		21908.62
	Closing balance at Unity Trust Bank	60714.69

Signed Date
 Chairman, J. Hargreaves