



## Ashchurch Rural Parish Council

### Minutes of the Parish Council Meeting held on 22 May 2023 at 6.30pm

- Venue:** The Devereux Centre, Tewkesbury, Gloucestershire
- Present:** Cllr. J. Hargreaves (Chairman), B. Cook, T. Davies, R. Drewitt, D. Garnett, G. Grey, S. Mitchell and I. Parker
- Attendees:** Clerk/RFO, J. Owen, Assistant Clerk L. Beech, Borough Cllr. C. Coleman and two members of the public
- 22.5.23.1 **To elect Chairman and Vice-Chairman, including signing Acceptance of Office forms**  
Cllr. T. Davies was nominated as Chairman by Cllr. D. Garnett, seconded by Cllr. R. Drewitt. Cllr. D. Garnett was nominated as Vice-Chairman by Cllr. T. Davies, seconded by G. Grey. Acceptance of Office forms signed.
- 22.5.23.2 **To receive and approve apologies for absence and confirm the meeting is quorate**  
Apologies received from Borough Cllr. M. Gore (last attended 20 March 2023) and County Cllr. V. Smith (last attended 23 January 2023).  
The Clerk confirmed the meeting was quorate.
- 22.5.23.3 **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 confirmed that they had submitted a formal complaint to Tewkesbury Borough Council (TBC) and the Overview and Scrutiny Committee at TBC to investigate the handling of a bridge over rail (ABoR) and establish if they were negligent in their process and handling of tax payer's money.
- 22.5.23.4 **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 declared.
- 22.5.23.5 **To confirm and sign the Minutes of the Parish Council Meetings held on 24 April 2023 circulated to members prior to the meeting**  
The Minutes of the Parish Council Meeting held on 24 April 2023 which had previously been circulated to all members were **AGREED BY COUNCIL** and signed by the chairman.
- 22.5.23.6 **To receive the Clerk's Report**  
The Clerk's report had been circulated to members prior to the meeting and its content noted.
- 22.5.23.7 **To received details of decisions made under delegated authority since the last meeting on 24 April 2023**

None.

22.5.23.8 **To receive a report from the Borough Councillor (Cllr. Gore last attended 20 March 2023)**

No report received from Cllr. Gore.

Cllr. C. Coleman introduced himself as a new Tewkesbury Borough Councillor. He explained he was keen to work with ARPC on local matters of importance and support the Council in their work.

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

None received.

22.5.23.10 **To confirm that the Parish Council meets the eligibility criteria to exercise the General Power of Competence and resolve to adopt the power**

**CLERK CONFIRMED** as all members had been elected and the council had a qualified clerk ARPC met the eligibility criteria to exercise the General Power of Competence. The **COUNCIL RESOLVED** to adopt the General Power of Competence.

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

22.5.23.11.a **To approve the May 2023 Payment List/those paid since the last meeting and to note receipts**

**COUNCIL APPROVED** the May 2023 Payment list and payments since the last meeting of **£1347.21** (See Appendix A)

The following payments were also authorised:

- £19.56 for meeting sundries

22.5.23.11.b **To approve the bank reconciliation**

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

22.5.23.11.c **To receive the Budget Monitoring Report**

**COUNCIL RECIEVED** the Budget Monitoring Report.

22.5.23.11.d **To approve the annual accounts and bank reconciliation for Year End 31 March 2023**

**COUNCIL APPROVED** the annual accounts and bank reconciliation for Year End 31 March 2023.

22.5.23.11.e **To approve updated Asset Register**

**COUNCIL APPROVED** updated Asset Register, value of £53914.24.

22.5.23.11.f **To approve the Annual Governance Statement 2022-23 (AGAR Section 1) for external auditors, PKF Littlejohn**

**COUNCIL APPROVED** the Annual Governance Statement 2022-23 (AGAR Section 1) for external auditors, PKF Littlejohn and was signed by the Chairman.

22.5.23.11.g **To approve the Accounting Statement 2023 (AGAR Section 2) for external auditors, PKF Littlejohn**

**COUNCIL APPROVED** the Accounting Statement 2023 (AGAR Section 2) for external auditors, PKF Littlejohn and was signed by the Chairman.

22.5.23.11.h **To agree dates for the Exercise of Public Rights to Inspect the Draft Accounts**

**COUNCIL AGREED** the dates for the Exercise of Public Rights to Inspect the Draft Accounts will be 5 June to 14 July.

- 22.5.23.11.i **To review Unity Bank Account signatories and agree actions**  
**COUNCIL AGREED** Cllr. Michell and Cllr. Drewitt would be added as additional bank signatories.
- 22.5.23.12 **To receive an update on the following Parish Council procedures and resolve to agree actions:**
- 22.5.23.12.a **To review subscriptions to other bodies**  
**COUNCIL AGREED** subscriptions as per the budget to;
- Society of Local Council Clerks (SLCC)
  - Campaign to Protect Rural England (CPRE)
  - Information Commissioner’s Office (ICO)
  - Local Council Award Scheme Application (LCAS)
  - Gloucestershire Association of Parish and Town Councils (GAPTC)
- 22.5.23.12.b **To review the Risk Strategy and Management Policy**  
**COUNCIL AGREED** Cllr. Drewitt to review document for Council to approve at July meeting.
- 22.5.23.12.c **To review the Complaints Policy and agree actions**  
**COUNCIL APPROVED** the Complaints Policy.
- 22.5.23.12.d **To review the Grants and Donations Policy**  
**COUNCIL APPROVED** the Grants and Donations Policy.
- 22.5.23.12.e **To consider Schedule of Policies with proposed renewal dates**  
**COUNCIL APPROVED** Schedule of Policies.
- 22.5.23.12.f **To confirm arrangements for insurance cover in respect of all insured risks**  
**COUNCIL CONFIRMED** BHIB insurance policy cover until November 2023.
- 22.5.23.12.g **To approve Parish Council Meeting dates for 2023/24**  
**COUNCIL APPROVED** Parish Council Meeting dates for 2023/24.
- 22.5.23.12.h **To agree appointment of Councillors to existing committees**  
**COUNCIL AGREED** that Cllrs R. Drewitt, D. Garnett, G. Grey and S. Michell would be members of the Finance and General Purposes Committee and the Chairman, Cllrs D. Garnett and I. Parker would be members of the Staffing Sub-committee.
- 22.5.23.12.i **To review delegation arrangements to the Clerk, committees and sub-committees**  
**COUNCIL AGREED** the Scheme of Delegation.
- 22.5.23.12.j **To approve monthly payment of staff salaries throughout the year based on regular core hours, any extra hours to be authorised at the following meeting and be paid in arrears.**  
**COUNCIL APPROVED** payment of staff salaries throughout the year based on regular core hours, any extra hours to be authorised at the following meeting and be paid in arrears.
- 22.5.23.13 **Planning - To consider and agree response to the following:**
- 22.5.23.13.a **[APPLICATION NO: 23/00228/FUL](#)**  
**[DESCRIPTION: Retention of building to use as office/storage/therapy suite/sensory area/relaxation and games area in association with adjacent dwellinghouse \(Use Class C3\(b\)\) known as Claydon House Farm, external alterations to the building, and](#)**

[change of use of land to residential garden area associated with Claydon House Farm \(part retrospective\)](#)

**LOCATION:** [Claydon House Farm , Claydon, Tewkesbury](#)

**GRID REF:** 393366 231299

**Response to be submitted by: 24<sup>th</sup> May 2023**

**COUNCIL AGREED** to submit a response of:

Ashchurch Rural Parish Council strongly object to the principle of retrospective planning applications. However, so long as the site remains a dedicated Childrens' care facility, the Parish Council has no objections but suggest a condition is added with regard to limiting future change of use.

- 22.5.23.13.d **APPLICATION NO:** [23/00323/FUL](#)  
**APPLICANTS NAME** [Mr & Mrs Fowler](#)  
**PROPOSAL.** [Demolition of existing conservatory and erection of a two storey side extension. Erection of a single storey front and side extension and erection of a raised patio.](#)  
**LOCATION:** [55 Tirl Bank Way Newtown Tewkesbury Gloucestershire GL20 8ES](#)  
**GRID REFERENCE** [232646 390576](#)  
**COUNCIL AGREED** to submit response stating ARPC are unable to comment as relevant plans were not available.
- 22.5.23.13.c **Pre-application Public Consultation – Land west of Fiddington Lane, Ashchurch, Tewkesbury. Outline application for a residential development of up to 30 dwellings and associated works including infrastructure, open space and landscaping, with vehicular access from the A46(T) on land to the west of Fiddington Lane, Ashchurch, Tewkesbury.**  
**COUNCIL AGREED** to submit response ARPC are disappointed to see additional building in Natton on land west of Fiddington Lane. It is particularly concerned with regard to the additional traffic on the A46 which is already at capacity.
- 22.5.23.14 **To consider expenditure items for S106 and CIL monies and agree actions**  
**COUNCIL AGREED** to explore potential future projects. Clerk to add to agenda for next meeting.
- 22.5.23.15 **To receive an update on the Neighbourhood Development Plan review and agree actions**  
**COUNCIL AGREED** to invite Planning Consultant A. Pellegram to explain the next steps of the Neighbourhood Development Plan Review.
- 22.5.23.16 **To consider response to Gloucestershire County Council Boundary Review closing date 5 June 2023 – visit link for full details:** <https://www.lgbce.org.uk/all-reviews/gloucestershire-0>  
**COUNCIL AGREED** Clerk to draft response and distribute to members for approval.
- 22.5.23.17 **To receive an update on the Judicial Review including to approve the final legal fees/re-distribution of funds and agree actions**  
**COUNCIL CONFIRMED** they were liaising with relevant local councils and await responses.
- 22.5.23.18 **To receive an update on the Garden Town including Draft Strategic Framework Plan and agree actions**  
**COUNCIL CONFIRMED** The Garden Town had been paused by TBC and await further updates.

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

The clerk discussed:

- the issue of a broken bin on B4079 **COUNCIL AGREED** to add to next agenda
- Gloucestershire Highways (GCC) have re-raised a work order to install a flood sign at both ends of Walton Cardiff Lane. Awaiting confirmation of date of work
- Potential community speed watch sites are being drafted. **COUNCIL AGREED** Clerk to continue liaising with community speed watch officer regarding suitability

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

Clerk discussed:

- A persistent dog fouling issue in Barleyfields. Clerk to monitor
- A resident raised the issue of lack of integrated highways policy with no seeming link between traffic levels and new housing developments
- The PCSO visited the Welcome Tuesday session along with a representative from TwoRivers Housing. The PCSO was keen to promote the Neighbourhood Alert system

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

- Update on Aston Cross bridge repairs
- Potential s106 projects
- Discuss the replacement of a bin on B4079
- Update on judicial review
- Community Pathway Group
- Business card for Councillors

22.5.23.22 **Date of next meeting:** 19 June 2023

Meeting Closed at 9.20pm

APPENDIX A

**Ashchurch Rural Parish Council  
Financial Report  
22 May 2023**

<b>Payments made since last meeting on 24.4.23</b>	<b>Details</b>	<b>Total</b>
X 2 Connect Ltd	Inv 32610 - Telephone box refurb. sundries	139.80
Local Government Pension Scheme	April 23 including employee contrib.	622.84
Staff	April 23 salaries	1974.09
		<b>2736.73</b>
<b>Payment List for authorisation on 22.5.23</b>		
J K Owen	Clerk's expenses April 23	32.73
L Beech	Assistant Clerk's expenses April 23	9.60
Virgin Media	Mobile phones - Inv. 2397833726	14.06
Microsoft Apps	Monthly fee - Inv. E0500N5G2I	9.48
Jeremy Brookes	Inv. 2170 - May 23 Grounds Maintenance	1245.00
Gooch Group	Inv. 53653 - 2 bus shelters cleaned 4.4.23	36.34
	(To be deducted from bank account balance below)	<b>1347.21</b>
<b>Receipts since last meeting on 24.4.23</b>		
Tewkesbury Borough Council	50% of precept 23-24	35250.00
		<b>35250.00</b>
<b>Bank acc. Balances at 16.5.23</b>		
Current Account	As per Bank Reconciliation No. 72	65243.46
Deposit Account	As per End of Year bank Reconciliation	22011.44
	<b>Closing balance at Unity Trust Bank</b>	<b>87254.90</b>

Signed ..... Date .....  
Chairman, T. Davies

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