



Ashchurch Rural Parish Council
Minutes of the Parish Council Meeting
held on 18 December 2023
at 6.30pm

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

Present: Cllr. T Davies (Chairman), R. Drewitt, D. Garnett, G. Grey, S. Mitchell and I. Parker.

Attendees: Clerk/RFO, J. Owen, Assistant Clerk L. Beech and one member of the public.

18.12.23.1 **To receive and approve apologies for absence and confirm the meeting is quorate**

Apologies received from Cllr B. Cook, County Councillor Vernon Smith and Borough Councillor M. Gore.
The Clerk confirmed the meeting was quorate.

18.12.23.2 **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**

An Ashchurch Village Hall (AVH) committee member provided an update on progression of AVH planned extension, explaining:

- The drainage issues had been resolved
- Due to time taken to resolve drainage issue the quote for works had increased, causing a £60,000 shortfall
- The AVH committee were liaising with Tewkesbury Borough Council (TBC) community funding officer to investigate funding opportunities
- Work would not commence unless funding was in place
- If funds were not secured work, the extension would not be built and all secured S106 funding would be returned to TBC

COUNCIL AGREED Clerk to add to agenda for next meeting

18.12.23.3 **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 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

18.12.23.4 **To confirm and sign the Minutes of the Parish Council Meetings held on 20 November 2023 circulated to members prior to the meeting**

The minutes of the Parish Council Meeting held on 20 November 2023 which had previously been circulated to all members were **AGREED BY COUNCIL** and signed by the Chairman

18.12.23.5 **To receive a report from Borough Councillor M. Gore (last attended 20 November 2023)**

None received

- 18.12.23.6 **To receive a report from Borough Councillor C. Coleman (last attended 22 May 2023)**
None received
- 18.12.23.7 **To receive a report from the County Councillor (last attended 20 November 2023)**
County Cllr. Smith's report had been circulated to members prior to the meeting.
- 18.12.23.8 **To receive an update on the Garden Town and agree actions**
COUNCIL CONFIRMED the upcoming Governance Oversight Board would include a presentation from North Ashchurch Consortium and that Ashchurch Rural Parish Council (ARPC) representatives would raise questions regarding the A46 solution
- 18.12.23.9 **To receive an update on the Neighbourhood Development Plan review and agree actions**
COUNCIL CONFIRMED ARPC had liaised with Gloucestershire Wildlife Trust (GWT) to ascertain options available to support NDP Review including costings
- 18.12.23.9.1 **To consider proposal from Gloucestershire Wildlife Trust to provide consultancy support to the NDP Review**
COUNCIL AGREED to purchase the gold consultancy package at a cost of £7655.00 to support the NDP Review. Clerk to request clarification regarding cost of additional survey options
- 18.12.23.10 **To receive the Clerk's Report**
The Clerk's report had been circulated to members prior to the meeting and its content noted
- 18.12.23.11 **To received details of decisions made under delegated authority since the last meeting on 20 November 2023**
COUNCIL AGREED to submit a comment of 'No Comment' to **Planning Application: 23/00059/CONDIS.**
DESCRIPTION: Application for approval of details subject to conditions 14 (Biodiversity Plan), 15 (LEMP), 16 (Lighting Scheme), 27 (Construction Method Statement), 30 (Surface Water Drainage Works), 32 (SUDS) of the planning application ref number 17/00520/OUT in respect of Parcel H2
LOCATION: Land To The South Of The Tirl Brook, Natton (Parcel H2), Ashchurch
- 18.12.23.12 **Finances – documents circulated prior to the meeting**
- 12.1 **To approve the December 2023 Payment List below and record income received:**
- | | | |
|---------------------------------|---|----------------|
| HMRC | PAYE October to December 2023 | 1555.62 |
| Local Government Pension Scheme | November 23, including employee contributions | 968.19 |
| Staff | December 23 salaries | 2809.69 |
| PATA (UK) | October-December 23 payroll | 91.30 |
| L Beech | Assistant Clerk's expenses November 23 | 36.30 |
| J Owen | Clerk's expenses November 23 | 44.63 |
| O2 | Mobile phones - November 23 | 14.06 |
| Ashchurch Village Hall | Room hire, October/November 23 | 178.00 |
| Microsoft Apps | Monthly fee - October 23 | 10.32 |
| | | 5708.11 |
- COUNCIL APPROVED** the December 2023 Payment list and payments since the last meeting of £5708.11 (See Appendix A)

The following payments were also authorised:

£36.34 to Gooch Group for bus stop cleaning

12.2 To approve the bank reconciliation

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

12.3 To receive 2023/24 budget preparation information and agree actions

COUNCIL RECIEVED the draft budget preparation information and **AGREED** to add to the agenda for the next parish council meeting

12.4 To approve additional payment to Edge Limited for £237.00 plus VAT as receipts have exceeded the band covered by the current package

COUNCIL APPROVED the additional payment to Edge Limited for £237.00 plus VAT

18.12.23.13 To consider changing the venue for Parish Council Meetings and agree actions

COUNCIL AGREED to change venue for Parish Council meetings from the Devereaux Centre, Tewkesbury to Ashchurch Village Hall, Ashchurch, GL20 8JY. Clerk to give due notice and arrange new venue to commence in April 2024

18.12.23.14 Planning:

18.12.23.14.1 To receive the draft minutes of the Planning Sub-committee and agree actions regarding the following:

18.12.23.14.2 Appeal Notification:

APPLICATION NO: 21/01013/FUL

DESCRIPTION: Erection of 10 no. dwellings, garages, construction of internal estate road, formation of parking areas and gardens/amenity space

LOCATION: Lunn Cottage, Aston Cross, Tewkesbury. GL20 8LP

Response to be submitted by: 3 January 2024

COUNCIL AGREED TO ACCEPT RECOMMENDATION from Planning Sub-committee to resubmit the response to 23/00661/FUL (a duplicate application) and to make additional points regarding:

- No integration with the Garden Town proposal
- Location lacks sustainability
- Conditions that should be enforced if the appeal was granted

18.12.23.14.3 APPLICATION NO: 23/00965/FUL

DESCRIPTION: Full Planning Application for the conversion and extension of an existing outbuilding for use as a residential annex, including associated operational development and enlargement of residential curtilage (resubmission)

LOCATION: The Threshing Barn, Walton Cardiff Lane, Tewkesbury

GRID REF: 390897 232293

Response to be submitted by: N/A

COUNCIL AGREED TO ACCEPT RECOMMENDATION from Planning Sub-committee to respond to TBC highlighting that in ARPC's opinion criterion b of policy V1 does not apply to this application because the building has never been used for equestrian purposes, only storage. Therefore, ARPC are happy that there will be no loss of amenity in this instance.

- 18.12.23.15 **To consider the purchase of a printer for Assistant Clerk and agree actions**
COUNCIL AUTHORISED purchase of a printer suitable for poster printing up to the value of £500.00. Clerk to investigate further and purchase
- 18.12.23.16 **To consider the purchase of projector and agree actions**
COUNCIL AGREED the purchase a projector for community engagement events at a cost of £100.00. **COUNCIL AUTHORISED** for payment to be added to December 2023 payment list
- 18.12.23.17 **To receive an update on the provision of grit bins in the Parish and agree actions**
Clerk confirmed:
- Despite TBC agreement, Gloucestershire County Council would not allow installation of grit bins on Barleyfields roads until they are adopted (expected end 2024 / early 2025)
 - The bins previously purchased (February 2023) were being stored
 - A request for grit bins in Claydon and Pamington had been received
- COUNCIL AGREED** to re-assign grit bins purchased for Barleyfields to Claydon and Pamington Lane sites and purchase new grit bins for Barleyfields at time of road adoption
- 18.12.23.18 **To discuss the need for a litter bin in Fiddington and agree actions**
Clerk explained three requests for litter bins in the Fiddington Lane area had been received. **COUNCIL AGREED** to purchase a new dual use litter and dog waste bin, to be installed at the junction of Fiddington Lane with Walton Cardiff Lane. Clerk to arrange quotations and add to next agenda
- 18.12.23.19 **To discuss the Barleyfields dog bins and agree actions**
Having received multiple complaints about an overflowing dog bin at Barleyfields play park **COUNCIL AGREED** to contact Barleyfields management company to request they empty this as a matter of urgency on public health grounds
- 18.12.23.20 **To consider expenditure items for S106 and CIL monies and agree actions**
COUNCIL AGREED CIL monies should be used for larger and / or longer term projects and funding for smaller, short term projects should be funded from the revenue budget.
Clerk to add the following to the next agenda:
- Purchase of Community Speedwatch and Neighbour Watch signage for Pamington and Fiddington (to include post installation where needed)
 - Arrange quotes for wooden village gateway signs for defining and preserving community identities
 - Arrange quote for replacement of damaged Pamington road sign
- 18.12.23.21 **To receive an update on Highway matters and agree actions**
Cllr. Drewitt confirmed a successful meeting with the Local Highways Manager to discuss the B4079 and Pamington Lane had taken place. He confirmed discussions regarding:
- Danger of B4079: Local Highways manager was liaising with the Police Road Safety team, however no action could be taken without statistics to prove the danger of the road. Therefore, all accidents need to be reported (including retrospectively where possible) to police

- Future Development Impacts: Realignment of B4079 and/or speed limit reduction was unlikely by GCC Highways however, could be requested of any housing developer who's development added significant traffic to the road
- B4079 Road Surface: GCC had no immediate plans to resurface as it did not meet threshold, however, the deep pot holes at the junction with Pamington Lane would be addressed

A copy of the complaint response received from National Highways was distributed prior to the meeting. **COUNCIL AGREED** Clerk to respond explaining disappointment at lack of professional courtesy and to write to local MP to stress importance of pedestrian safety in the A46 solution and to highlight National Highways lack of engagement with local community

- 18.12.23.22 **To consider the website including responsibilities for updates and agree actions**
COUNCIL AGREED website content needed to be updated including Councillor photographs and contact details. Clerk to organise
- 18.12.23.23 **To receive an update from community engagement activities (Welcome Tuesdays, Facebook etc)**
Clerk provided feedback from member of the public regarding the recent Garden Town (GT) engagement event, stating there was a lack of information regarding GT plans which restricted the ability to provide feedback. A lack of clarity as to who were Councillors and who were from Cratus / TBC was also noted. **COUNCIL AGREED** to purchase lanyards with identity cards. Clerk to arrange
- 18.12.23.24 **To note agenda items for the next Parish Council Meeting**
- Fiddington litter bin
 - Pamington road signage
 - Community Speedwatch and Neighbourhood watch signage
 - Grass cutting and maintenance for A46 and St Nicholas Church
 - Village gateway signage
 - Litter picking volunteering
 - Ashchurch Village Hall support for extension
- 18.12.23.25 **In view of the confidential nature, Council is 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)**
- 18.12.23.26 **To discuss current level of Clerical Support and agree actions**
Current workload of both Clerk and Assistant Clerk was assessed. **COUNCIL AGREED** there was need for additional administration support equating to 5 hours per week for the Assistant Clerk (to be reviewed quarterly)
- 18.12.23.27 **To approve salary increment for the Clerk in recognition of achieving qualification**
COUNCIL APPROVED salary increment for the Clerk in line with employment contract
- 18.12.23.28 **Date of next meeting – 22 January 2024**
End of meeting: 9.25pm

APPENDIX A

Ashchurch Rural Parish Council
Financial Report – 18 December 2023

Payments made since last meeting on 20.11.23	Details	Total
Staff	November 23 salaries	1973.89
Local Government Pension Scheme	November 23, including employee contributions	622.84
		2596.73
Payment List for authorisation on 18.12.23		
HMRC	PAYE October to December 2023	1555.62
Local Government Pension Scheme	November 2023, including employee contribution	968.19
Staff	December 2023 salaries	2809.69
PATA (UK)	October-December 2023 payroll	91.30
L Beech	Assistant Clerk's expenses November 2023	36.30
J Owen	Clerk's expenses November 2023	44.63
O2	Mobile phones - November 2023	14.06
Ashchurch Village Hall	Room hire, October/November 2023	178.00
Microsoft Apps	Monthly fee - October 23	10.32
	(To be deducted from bank account balance below)	5708.11
Receipts since last meeting on 20.11.23		
None	None	0.00
Bank account balances at 8.12.23		
Current Account	Bank Reconciliation No. 79	17129.64
Deposit Account	Bank Reconciliations No. 30 and 31	127285.74
	Closing balance at Unity Trust Bank on 8.12.23	144415.38

Signed Date
 Chairman