

# ASHTON UNDER HILL PARISH COUNCIL

## AGENDA – PARISH COUNCIL MEETING: NOV 24

Clerk to the Council: Andy Robinson  
 Email: [clerk.auhparishcouncil@outlook.com](mailto:clerk.auhparishcouncil@outlook.com)  
**To Members of Ashton under Hill Parish Council**

You are duly summoned to attend the Parish Council Meeting of Ashton under Hill Parish Council to be held on:  
**Tuesday 12<sup>th</sup> November 2024, 7.00pm at Ashton under Hill Chapel Hall.**

**1. WELCOME, PRESENT AND APOLOGIES FOR ABSENCE.**

**2. DISPENSATIONS:**

- (I) Cllr Rose 1 year from 13<sup>th</sup> March 2024 Ashton Social Centre (ASC), (discussion and voting rights).
- (II) Cllr Cope 1 year from 13<sup>th</sup> March 2024 Ashton Social Centre (ASC), (discussion and voting rights).
- (III) Cllr Baylis 1 year from 13<sup>th</sup> March 2024 Ashton Social Centre (ASC), (discussion and voting rights).

**3. DECLARATIONS OF INTERESTS:**

- (A) Councillors are reminded of the need to update their register of interests.
- (B) To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.
- (C) To declare any other Disclosable Interests in items on the agenda and their nature.
- (D) Written requests for the council to grant a dispensation (S33 of the Localism Act 2011) are to be with the clerk at least 4 days prior to a meeting.
- (E) Councillors who have declared a Disclosable Pecuniary Interest, or any other Disclosable Interest which falls within the terms of paragraph 12(4)(b) of the code of conduct, must leave the room for the relevant items.
- (F) Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.

**4. THE MEETING WILL BE ADJOURNED FOR PUBLIC QUESTION TIME:**

The time allocated is at the discretion of the council/chairman. Residents are invited to give their views and question the Parish Council on issues on this agenda or raise issues for future consideration at the discretion of the chairman.

**5. APPROVAL OF MINUTES:**

- (I) For the Parish Council Meeting on Tuesday 10<sup>th</sup> September 2024.

**6. CLERK UPDATES & URGENT DECISIONS (DELEGATED AUTHORITY):**

- (I) Delegated authority on items listed under Planning below.
- (II) Budget figures for 2025-26 to be with the Clerk by 15<sup>th</sup> November please.
- (III) Council to note the new Staff Payscale 2024/25.
- (IV) Due to time restrictions in relation to the External Audit Return, it was decided between meetings to display the notice for a minimum of 14 days and to charge a reasonable sum of £10.00 to provide any requested copies of the Annual Governance and Accountability on any requests from members of the public. This remains unchanged from 2023.
- (V) The Clerk has sent a letter to the landowner of land behind the War Memorial, requesting they consider carrying out some maintenance as requested at the previous meeting. To date there has been no response to the letter.
- (VI) The VAS post on The Groaten has now been replaced by highways, we are now awaiting assistance from the manufacturer to carry out the installation of the machine but hope this will be completed very soon.

**7. COUNTY & DISTRICT COUNCILLORS REPORTS.**

**8. PROGRESS REPORTS (given verbally by Councillors / \* if any formal proposals below):**

(A) Social Centre – Cllr DC	(B) Police – Unallocated	(C) Lengthsman – Clerk
(D) Flooding – Unallocated *	(E) Highways & Byways – Cllr SM	(F) Trees – Cllr MW
(G) Footpaths – Cllr MW	(H) War Memorial & Steps NHB – Clerk / Cllr MW (ITEM 11 BELOW).	(I) A46 Cheltenham Rd Safety Improvements – Cllr MW

\*any updates from Cllr Hardman re flooding outside the Chapel.

**9. PLANNING APPLICATION NOTIFICATIONS (lead Cllr Rose):**

<a href="#">W/24/01711/ADV</a>	The Pig Barns, The Groaten	Erection of advertising signs for location and directions (retrospective).	No objection submitted.
<a href="#">W/24/01700/CU</a>	Northfield Farm	Retrospective application for change of use of buildings and land to mixed B8 and B2 uses; storage, maintenance and distribution of machinery and equipment.	No objection submitted.
<a href="#">W/24/01991/LB</a> <a href="#">W/24/01917/HP</a>	Little Thatch, Beckford Road	Single storey side extension.	No objection submitted.

**10. FINANCE:**

Bank balances as at 31<sup>st</sup> October 2024

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## AGENDA – PARISH COUNCIL MEETING: NOV 24

Current account balance	-	<b>£25,924.55</b>
Savings account balance	-	<b>£15,790.77</b>
<b>Total</b>	-	<b>£41,715.32</b>

(I) Proposal to approve the 2<sup>nd</sup> quarter accounts for 2023-24. Accounts circulated to all members prior to the meeting and are available from the Clerk on request.

(II) Proposal to approve the below Receipts and Payments.

### Payments Sep / Oct 2024

Ref	Payee	Description	Date	Amount (£)
1	A Robinson	Clerk Home Office Aug 24	02/09/24	£ 15.00
2	ICO	ICO Annual Membership	05/09/24	£ 35.00
3	WCC Pension Fund	Pension Contributions Aug 24	17/09/24	£ 199.22
4	PATA Payroll	Payroll 2nd Quarter	17/09/24	£ 31.05
5	A Robinson	Clerk Stationary (Printer Ink)	24/09/24	£ 143.61
6	A Robinson	Clerk Home Office Sep 24	30/09/24	£ 15.00
7	A Robinson	Clerk Salary Sep 24	30/09/24	£ 592.99
8	Unity Bank	Service Charge 2nd Quarter	30/09/24	£ 18.00
9	PKF Littlejohn	External Audit 2023-24	09/10/24	£ 252.00
10	HMRC	Jul / Aug / Sep 24	09/10/24	£ 455.49
11	RBL Poppy Appeal	Poppy Wreath 2024	21/10/24	£ 25.00
12	A Robinson	Clerk Salary Oct 24	30/10/24	£ 592.99
13	A Robinson	Clerk Home Office	31/10/24	£ 15.00
14	Unity Bank	Service Charge	31/10/24	£ 5.40

### Receipts Sep / Oct 2024

Ref	Payee	Description	Date	Amount (£)
1	WDC	Precept & Grant Payment 2 of 2	26/09/24	£ 10,374.00
2	Unity Bank	Interest	30/09/24	£ 108.74

#### **11. WAR MEMORIAL STEPS (STONE CHOICE):**

Worcestershire County Council have formally agreed to replace the worn and dangerous steps on the grass verge that lead from Elmley Road to the War Memorial. The County Council are responsible for the steps and are managing and carrying out the work, however they have given the Parish Council the opportunity to have an input on the stone choice to be used. Cllr Wood will display the choices during the meeting and Cllrs will have the opportunity to have their say prior to confirming the preferred choice to Worcestershire County Council.

#### **12. M5 J.9 & A46 (ASHCHURCH) TRANSPORT SCHEME POTENTIAL ROUTE OPTIONS ENGAGEMENT:**

Gloucestershire County Council is running a public engagement exercise from Monday 7<sup>th</sup> October – Monday 2<sup>nd</sup> December 2024 on potential route options for the M5 junction 9 and A46 (Ashchurch) Transport Scheme. Council to discuss proposals and decide on any engagement.

#### **13. DEFIBRILLATOR AND TRAINING RESPONSIBILITIES:**

A member of the community has offered to take responsibility for the Parish Council owned defibrillator and the associated training. Council to discuss and consider approving.

#### **14. ST BARBARA'S CHURCH GRANT REQUEST:**

Council to consider a recent request for funding through a Parish Council Grant. Forms and associated documents have been circulated prior to the meeting and are available from the Clerk on request.

#### **15. CONCLUSION OF AUDIT 2023-24:**

Please note, the conclusion of Audit has been returned to the Clerk from PKF Littlejohn with no concerns raised. The notice was published prior to 30<sup>th</sup> September 2024 as per the regulations.

- (I) Council to note the conclusion of the 2022-23 External Audit.

# ASHTON UNDER HILL PARISH COUNCIL

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### 16. NEW FINANCIAL REGULATIONS:

Council to consider the adoption of new Financial Regulations. These are model financial regulations issued by NALC, adaptations have been made by the Clerk to ensure relevant to this Parish Council. The adapted financial regulations have been circulated to all members and are available from the Clerk on request.

### 17. EQUALITY ACT 2010:

New legislation in October 24 (s.40a Equality Act 2010) places greater responsibilities and legal requirements on Councils, along with Employers, to take proactive steps to prevent Sexual Harassment at work. Council will need to take steps to demonstrate that they are preventing the problem and should draw up a Policy and complete the necessary requirements. Council to consider establishing a committee with delegated responsibility for HR matters to complete this work.

### 18. WILLOW COTTAGE:

A letter to the Monitoring Officer at Wychavon District Council (Meesha Patel), that was agreed at the previous meeting was sent and a response has been provided. Council to provide updates.

### 19. COUNCILLORS REPORTS & ITEMS FOR FUTURE AGENDA:

Councillors may use this opportunity to report minor matters of information not included elsewhere on the Agenda and to raise items for future Agendas. Please note, no formal decisions can be made on anything within this section.

### 20. ANY OTHER CORRESPONDENCE (Data protected edited versions available from the Clerk on request):

- Nothing further of note.

### 21. PROVISIONAL NEXT MEETING (ALWAYS CHECK WEBSITE FOR UPDATES) - Tuesday 14<sup>th</sup> January 2025.

**MEMBERS OF THE PUBLIC / PRESS ARE WELCOME TO ATTEND**  **A Robinson (Clerk to the Council)**