

ASHTON UNDER HILL PARISH COUNCIL

Clerk to the Council: Andy Robinson
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MINUTES – MAY 2025

From the Annual Parish Council meeting held at 7.15pm on **Tuesday 13th May 2025** at AUH Chapel Hall.

It was fully accessible to the public and press.

Present – Cllr K Rowley (Chairperson), Cllr D Rose (Vice Chairperson), Cllr D Cope, Cllr M Wood, Cllr S Masding, District Cllr Hardman, Andy Robinson (Clerk). 0 members of the public.

1. ELECTION OF CHAIRPERSON AND SIGNING OF ACCEPTANCE TO OFFICE OF CHAIRPERSON:

Cllr Rose proposed to elect Cllr Rowley to the position of Chairperson, Cllr Masding seconded and all voted in favour. Cllr Rowley signed the acceptance of office.

2. ELECTION OF VICE CHAIRPERSON:

Council decided that a Vice Chairperson was not required. Item removed.

3. WELCOME, PRESENT AND APOLOGIES FOR ABSENCE:

The Chair welcomed all present. Apologies from Cllr J Baylis and County Cllr A Hardman.

4. DISPENSATIONS:

- (I) Cllr Rose 1 year from 13th May 2025 Ashton Social Centre (ASC), (discussion and voting rights).
- (II) Cllr Cope 1 year from 13th May 2025 Ashton Social Centre (ASC), (discussion and voting rights).
- (III) Cllr Baylis 1 year from 13th May 2025 Ashton Social Centre (ASC), (discussion and voting rights).

5. DECLARATIONS OF INTEREST REMINDERS:

The Chairperson reminded all members of their responsibilities regarding declarations of interest.

6. PUBLIC QUESTION TIME:

No members of the public.

7. CLERK UPDATES & URGENT DECISIONS (DELEGATED AUTHORITY):

- (I) Delegated authority on items listed under Planning below.
- (II) Clerks annual appraisal is due for completion. **Cllr Masding agreed to complete the appraisal and present to the Council.**
- (III) The new practitioners guide has been published and has set out there will be a new assertion on the AGAR for this financial year (25/26). This is around digital and data compliance. One of the requirements for this is “*every authority must have a generic email account hosted on an authority owned domain*”, for example clerk@ashtonunderhill.gov.uk or clerk@ashtonunderhill.org.uk. The Parish Council’s current email address with Outlook will not meet this requirement. Council should obtain an authority owned domain as soon as possible. **The Clerk will research how this can be achieved and update the Council at the next meeting.**
- (IV) Dispensations – Section 33 2(A) of the Localism Act 2011 allows the Clerk / Proper Officer to grant the dispensation when:
(2) *A relevant authority may grant a dispensation under this section only if, after having had regard to all relevant circumstances, the authority—*
(a) *considers that without the dispensation the number of persons prohibited by section 31(4) from participating in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of the business,*
Therefore the dispensations listed above have been granted by the Clerk between meetings.

8. NO AGENDA ITEM 8.

9. APPROVAL OF MINUTES:

- (I) Cllr Rowley proposed to approve the draft Minutes from the previous meeting of 11th March 2025. Cllr Wood seconded the motion and all voted in favour.

10. COUNTY & DISTRICT COUNCILLORS REPORTS:

County Cllr A Hardman not present.
District Cllr B Hardman - updates provided during Annual Parish Meeting.

11. PROGRESS REPORTS:

- A. Social Centre** – Cllr Cope – ASC meeting to be held next week.
- B. Police** – unallocated, nothing to report.
- C. Lengthsman** – the Clerk stated that the Lengthsman has still not yet submitted any invoices. Council have requested that the Clerk circulate the Lengthsman Job Description.
- D. Flooding** – unallocated, nothing further to report.
- E. Highways & Byways** – Cllr Masding - nothing to report.
- F. Trees** – Cllr Wood proposed to appoint Barton Hyett Associates to complete a formal survey of all the Parish Council owned trees at a cost of £550.00 excl. VAT. Cllr Rose seconded the motion and all voted in favour. Prior to voting, the Clerk confirmed that this proposal complied with the Financial Regulations and that £1,700.00 was in the tree budget for this financial year.
- G. War Memorial & Steps NHB** – still awaiting updates from Barry Barnes at WCC (**the Clerk will chase**).
- H. Long Carrant (A46) Improvements** – All members. Cllr Wood reported that the new signs are now in place and a publicity photoshoot with Dame Harriet Baldwin MP has now taken place. Cllr Wood also reported that Dame Harriet Baldwin was still keen to push for a 40mph speed restriction along this stretch of the A46.

- I. **VAS** – Cllr Rowley. Cllr Rowley updated the Council that the VAS has now been repaired and was very kindly repaired free of charge.

Cllr Wood requested that the missing post box from the layby on Cheltenham Road close to Back Lane is added to the progress reports section of future Agendas.

12. PLANNING APPLICATION NOTIFICATIONS (lead Cllr Rose):

W/25/00429/HP	The White House, Cottons Lane	Proposed utility and porch	No objections submitted.
W/24/01700/CU	Northfield Farm, Elmley Road	Retrospective application for change of use of buildings and land to mixed B8 and B2 uses; storage, maintenance and distribution of machinery and equipment.	Comments previously submitted.

13. FINANCE:

- (I) Cllr Wood proposed to approve the below Receipts and Payments, Cllr Rose seconded and all voted in favour.

Bank balances as at 30th April 2025:

Current account balance	-	£25,009.30
Savings account balance	-	£16,021.99
Total		£41,031.29

Payments Mar / Apr 2025

Ref	Payee	Description	Date	Amount (£)
1	PATA Payroll	Payroll Jan / Feb / Mar 25	14/3/25	£37.35
2	PATA Payroll	Payroll Oct / Nov / Dec 24 + arrears calc	14/3/25	£46.05
3	WCC Pension Fund	Pension Contributions Mar 25	14/3/25	£206.61
4	A Robinson	Clerk Salary Mar 25	28/3/25	£615.09
5	A Robinson	Clerk Home Office Mar 25	31/3/25	£15.00
6	Unity Bank	Bank Service Charge	31/3/25	£6.00
7	Mrs Karen Rowley	Phone Box Expenses (Repair work)	9/4/25	£211.00
8	HMRC	Employer Tax Jan – Mar 25	9/4/25	£545.18
9	A Robinson	Clerk Salary Mar 25	28/4/25	£615.09
10	A Robinson	Clerk Home office Mar 25	30/4/25	£15.00
11	Unity Trust Bank	Bank Service Charge	30/4/25	£6.00

Receipts Mar / Apr 2025

Ref	Payee	Description	Date	Total (£)
1	Wychavon District Council	VE Day Contribution	17/3/25	£250.00
2	Utility Bank	Interest	31/3/25	£110.15
3	Wychavon District Council	Precept Payment 25-26 (1 of 2)	28/4/25	£10,320.00

14. 2024-2025 AUDIT:

- (I) Council received and noted the Internal Auditors report as circulated to all Cllrs.
- (II) Cllr Wood proposed to approve Section 1 of the Annual Governance Statement (page 4 of the AGAR) as circulated to all Cllrs. Cllr Rose seconded and all voted in favour.
- (III) Cllr Wood proposed to approve and sign the accounts, Section 2, Annual Governance Statement (page 5 of the AGAR) as circulated to all Cllrs. Cllr Rose seconded the motion and all voted in favour.
- (IV) Cllr Wood proposed to approve the year end accounts for 2024-25 as circulated to all Cllrs. Cllr Masding seconded the motion and all voted in favour.
- (V) Cllr Rose proposed to agree the suggested dates of publication of documents as Tuesday 3rd June 2025 – Monday 14th July 2025. Cllr Cope seconded the motion and all voted in favour.

15. ASSET REGISTER:

Cllr Wood proposed to remove the Memorial Steps from the Asset Register and then approve the remainder, Cllr Rose seconded the motion and all voted in favour. The Asset register was circulated by the Clerk prior to the meeting and is available from the Clerk on request. The Clerk will remove the Memorial Steps (now that it has been established that they are owned by WCC).

16. CONTRIBUTION TOWARDS CHAPEL HALL FOR PARISH COUNCIL MEETINGS:Doreen simon all

Cllr Cope proposed to increase the annual donation to £150.00 from the Parish Council to the Chapel Hall for allowing the Council to use the hall for their meetings during 2024/25. Cllr Masding seconded the motion and all voted in favour.

17. INSURANCE RENEWAL:

Cllr Masing proposed to renew the Parish Council insurance with Zurich Insurance at the premium of £395.04 (last year the renewal was £437.15). Cllr Rose seconded the motion and all voted in favour.

18. ASHTON UNDER HILL PLAY AREA:

Cllr Rose presented plans to improve Ashton under Hills play area. Cllr Masding proposed that Cllr Rose continues his efforts in this project and to allow the Council to apply for s.106 funding from Bredons Gate. Cllr Wood seconded the motion and all voted in favour.

19. FOOTPATHS ISSUE:

Council have received communication from a Parishioner requesting support for an application to close a public right of way that is rarely used and leads only to the A46. It was resolved that the Council would support this on the basis of health and safety. The Clerk will write to WCC and update the Council.

20. COUNCILLORS REPORTS & ITEMS FOR FUTURE AGENDA'S:

Nothing further.

21. ANY OTHER CORRESPONDENCE (data protection edited versions available from the Clerk on request):

Nothing further of note.

22. PROVISIONAL NEXT MEETING DATE (PLEASE CHECK WEBSITE FOR UPDATES):

Tuesday 8th July 2025.

2105 hours meeting concluded.

Immediately following the meeting Cllr Karen Rowley officially resigned from the Parish Council as both the Chairperson and a member, this was following a period of notice that was given to the Council.

Cllr Rowley thanked everyone for their support over the 10 years that she has served as a Parish Councillor.

Cllr Rowley was presented with a bouquet of flowers that was purchased by contributions from members of the Council.