



Email: clerk@greatsheffordparish.gov.uk

25th February 2025

Members of Great Shefford Parish Council you are summoned to a Parish Council Meeting on Monday 3rd March 2025 at 7.30pm in Great Shefford Village Hall, Station Road, RG17 7DR.

Mel Taylor
Locum Clerk to Great Shefford Parish Council

AGENDA

1. CODE OF CONDUCT

Councillors and all those present are reminded that this meeting will be conducted in line with the Council's Code of Conduct, details of which are published on the Council's website.

2. APOLOGIES FOR ABSENCE

To receive apologies for absence.

3. DECLARATIONS OF INTEREST

To receive any Declarations of Interest. Members are reminded they should declare any known interests in any matter to be considered in this agenda.

4. MINUTES OF PREVIOUS PARISH COUNCIL MEETING

To consider approving the minutes of the Parish Council Meeting held on 6th January 2025.

5. OPEN FORUM

- i. To receive any questions, comments, or representations from the public. **The meeting will be suspended for a maximum of 15 minutes. Each member of the public is limited to 2 minutes.** No decisions can be made by the Council during public question time. After this period, the meeting will be resumed, and members of the public may only speak when invited to do so.
- ii. To receive an update from District Councillor Clive Hooker.

6. SERVICE DELIVERY OFFERS FOR TOWN AND PARISH COUNCILS

Following consideration at the last meeting, to note that no information has been received regarding dog or litter bins in the parish that are maintained by West Berkshire Council, it is therefore presumed that there are no bins.

Further information is awaited on the possibility of hosting a regular 'pop-up library' and will be reported to a future meeting of the Parish Council for consideration.

7. NUISANCE AND OBSTRUCTION - OVERHANGING VEGETATION

To consider a proposal from West Berkshire Council for the Parish Council to provide assistance in relation to vegetation overhanging the highway from private property.

West Berkshire District Council would consent to a Parish/ Town Council to administer the sending of letters, in the form approved by the Council, relating to nuisance and obstruction, in particular overhanging vegetation, with the exception that any formal or final notices must be served by West Berkshire Council, this function being reserved to the principal authority pursuant to the highways legislation.

Holybrook Parish Council successfully took on this process in April 2022.

8. TRAFFIC CALMING AND SPEED AWARENESS

- i. The Parish Council's application via Cllr Clive Hooker for Members' Bid funding for a replacement Vehicle Activated Sign has received an award of £2,232 (a little less than the £3,266 applied for). The total project cost is £4,666, thereby requiring the Parish Council to contribute £2,434, which can be funded from CIL contributions. **Council is asked if it wishes to accept the grant award and thereby agree to contribute £2,434 towards the purchase and installation.**
- ii. To receive any updates on the Speed Awareness Scheme.
- iii. To give further consideration to enhanced village signage and traffic calming measures.

9. PLANNING APPLICATIONS

To note the following updates since the last meeting:

Application No.	Address	Details	Status (at time of agenda publication)	GSPC response
24/02716/HOUSE	Shefford House Newbury Road	Relocation of swimming pool	Awaiting Decision	Nil at time of agenda publication
24/02156/FUL	East Shefford House	Part retrospective installation of solar panel	Awaiting Decision	Nil at time of agenda publication

24/02566/COND	Northfield Farm Industrial Estate Wantage Road	Approval of details reserved by Condition 3 (CEMP) of planning permission 24/01172/FUL	Approved	Nil
23/02975/FUL	Mount Pleasant Wantage Road	Two storey rear extension, single storey side extension, replacement ancillary buildings	Approved	Support
24/02355/FUL	Land at 15 The Mead	New 3 bedroom dwelling	Withdrawn	Support
24/01903/HOUSE	Rowan House Wantage Road	Proposed single-storey side and rear extension with associated alterations and proposed detached car port	Awaiting decision	Nil, at time of agenda publication
24/02724/HOUSE	3 The Old Railway Station Station Road	Demolition of existing porch and erection of single storey porch, replacement windows/alterations	Approved	Nil, at time of agenda publication

10. FINANCE

- i. To approve and authorise payments as presented by the RFO.
- ii. To note that multiple communication has been sent to SSE regarding the incorrect contract charges and no response has been received to date. The Clerk will now pursue via a formal complaint process.

11. RECRUITMENT OF A PARISH CLERK

To consider a draft job description and consider delegating authority to the Chair and Vice Chair to recruit and appoint a permanent Parish Clerk.

12. PROPOSED NEW WEBSITE

To consider a proposal to commission a new Parish Council website to support and enhance local information sharing and communication.

13. VILLAGE MATTERS

To consider any updates on the following village matters:

- i. Village Events
- ii. Village Communications - Website, Facebook and coordinated communications, including production of a flyer and posters for distribution around the village promoting the website etc.
- iii. Update on the Asset of Community Value (ACV) application for The Great Shefford
- iv. Future Councillor 'Meet & Greet'

14. **FLOOD ALLEVIATION SCHEME and SAGLUV (Sewage Action Group for the Lambourn Upper Valley)**
To receive any updates.
15. **COUNCILLORS BUSINESS**
To receive updates from Councillors.
16. **MATTERS FOR FUTURE CONSIDERATION**
Including items raised during the Open Forum, agenda item 5.
17. **PLAY AREA & RECREATION GROUND REPAIRS AND MAINTENANCE**
To receive the annual play area inspection report (to be considered further under agenda item number 20).
18. **DATE OF NEXT MEETING Monday 7th April 2025, 7.30pm.**
Subsequent meeting dates 2025: 12th May, 2nd June, 7th July, 8th September, 6th October and 3rd November.
19. **EXCLUSION OF PRESS AND PUBLIC**
To resolve that, in view of the commercially sensitive nature of the business to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they be instructed to withdraw.
20. **PLAY AREA & RECREATION GROUND REPAIRS AND MAINTENANCE**
To consider costs for repairs highlighted in the annual inspection report and confirm repairs to be undertaken.