



Email: clerk@greatsheffordparish.gov.uk

29th December 2025

Members of Great Shefford Parish Council, you are summoned to a Parish Council Meeting on **Monday 5th January 2026 at 7.30pm** at Great Shefford Village Hall, Station Road, Great Shefford, RG17 7DR.

Mel Taylor
Parish Clerk

AGENDA

1. ELECTION OF A CHAIRMAN

To note that Piers Storey has resigned from his position as Parish Councillor, and to elect a new Chairman of the Parish Council.

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 MEETING

To consider approval of the minutes of the Parish Council meeting held on 3rd November 2025.

5. OPEN FORUM

- i. To receive any questions, comments, or representations from the public. **This agenda item will be for a maximum of 15 minutes. Each member of the public is limited to 2 minutes.** After this period members of the public may only speak when invited to do so. No decisions can be made by the Council during open forum.
- ii. To receive an update on engagement with the proprietor of The Swan pub and West Berkshire Council Highways Officers regarding visibility concerns caused by a fence at the pub, as reported by a resident at the last meeting (Minute reference 2025-11/04ii).
- iii. To receive an update on engagement with the Environment Agency and West Berkshire Council Highways Officers regarding a site visit to discuss risks and potential remedial actions regarding local drainage infrastructure, as reported by a resident at the last meeting (Minute reference 2025-11/04iii).
- iv. To receive a report from District Councillor Clive Hooker.

6. ROAD SAFETY

To note the following updates on engagement with West Berkshire Council Highways Officers regarding the proposed relocation of the school bus stop and highway signage enhancements:

The signage review has been included on the list of schemes to be approved for working on during the financial year 2026/27. Once approval to work on the review has been granted, it will be allocated an appropriate Officer to undertake the review.

The Transport Team, who deal with school transport, have been asked to look into where potential replacement bus stands/stops could be provided to limit the need for pupils to walk to the stop outside the pub and therefore reducing the pedestrian conflict at the junction.

7. PLANNING APPLICATIONS

To note the following planning updates since the last meeting and a continuing log of applications awaiting determination by West Berkshire Council (status and GSPC response correct at the time of publication of the agenda):

Application No.	Address	Details	Status	GSPC response
25/01800/FULMAJ	Land to the west of Spring Meadows	Proposed 16no. dwellings, new access, public open space and landscaping	Awaiting decision	As per appendix to Minutes of meeting 06.10.2025
25/02250/COND	Land East of The Old Post House Newbury Road Shefford Woodlands	Application for approval of details reserved by condition 4 (HMMP) of approved 25/00567/FUL	Approved	Nil
25/02366/COND	Shefford House Newbury Road	Application for approval of details reserved by conditions 3, 6, 7, 8 of approved 24/02716/HOUSE	Part approved (3) Part refused (6, 7, 8)	Nil
25/02450/AGRIC	Land south of Trindledown Farm Wantage Road	Application to determine if prior approval is required for a proposed twin gabled agricultural storage barn	A planning application is required	Nil
25/02689/AGRIC	Land south of Trindledown Farm Wantage Road	Application to determine if prior approval is required for a proposed twin gabled agricultural storage barn	Awaiting decision	Nil
25/02794/FUL	East Shefford House	Installation of an above ground 48 panel solar PV array	Awaiting decision	Nil

8. FINANCE

a) To approve the following payments:

Payee	Amount	Invoice reference / date	Due date	Description
Tactical Facilities Management	£217.01 (£180.84+VAT)	SI-4659 26.11.2025	26.12.2025	Monthly grounds maintenance – November 2025
Tactical Facilities Management	£253.86 (£211.55+VAT)	SI-4716 27.11.2025	27.12.2025	Waste removal & Litter Picking – November 2025
Tactical Facilities Management	£150.00 (£125.00+VAT)	SI-4765 27.11.2025	27.12.2025	Weed treatment of play equipment matting AGREED AT SEPT MEETING (Minute ref 2025-09/11iii)
Tactical Facilities Management	£217.01 (£180.84+VAT)	SI-4825 21.12.2025	20.01.2025	Monthly grounds maintenance – December 2025
Tactical Facilities Management	£253.86 (£211.55+VAT)	SI-4933 22.12.2025	21.01.2025	Waste removal & Litter Picking – December 2025
M Taylor	£482.40		30.11.2025 PAID	Parish Clerk's Salary – November 2025
M Taylor	£482.40		31.12.2025	Parish Clerk's Salary – December 2025

- b) To receive and note a budget report for the period 1st April 2025 – 31st December 2025, including year-end projections.
- c) To consider a request from the Parochial Church Council (PCC) for grant funding to upgrade the lighting in St. Mary's Church.
- d) To consider a request from Welford Park Cricket Club for grant funding towards the purchase of two defibrillators, at a cost of up to £2,000. The application is being processed via The Good Exchange (Application 21128), with a matched funding offer from Greenham Trust. Total funding target remaining: £1,115 (£557.50 with matched funding).
- e) Final consideration and adoption of the 2026/27 budget, and to confirm the precept request for submission to West Berkshire Council.
- f) (i) To receive any updates regarding the long-running dispute with SSE regarding street lighting charges, and
(ii) To consider a quote from Utility Aid for a new contract for an unmetered supply for street lighting.

9. VILLAGE MATTERS

To consider any updates on the following village matters:

- i. Traffic calming and speed awareness, including an analysis conducted by West Berkshire Council on data collected from the speed monitoring device on Wantage Road.
- ii. To note any forthcoming roadwork notifications from West Berkshire Council.
- iii. Village signage.
- iv. Flood Alleviation Scheme and SAGLUV (Sewage Action Group for the Lambourn Upper Valley).
- v. Village Events.

- vi. Village Communications – Website, Facebook etc.
- vii. To consider a request from the Editor of the Parish Newsletter for a formal email domain, following email delivery issues and the subsequent following advice from the newsletter distribution platform:
“We highly recommend sending from your own domain, as sending from free email service providers like Gmail, Hotmail or Yahoo can cause your emails to land in spam or get blocked from the inbox altogether (bounces).”

The Parish Council has a spare email account that could be utilised at no additional cost to the Council. If this proposal is supported, a suggested email address for consideration is: news@greatsheffordparish.gov.uk

10. COUNCILLORS' BUSINESS

To receive updates from Councillors.

11. MATTERS FOR FUTURE CONSIDERATION

To confirm matters for future agendas, including items raised during the Open Forum, agenda item 4.

‘Village Security’ carried forward from July 2025 meeting.

12. DATE OF NEXT MEETING

Monday 2nd February 2026, 7.30pm

Subsequent meeting dates for the municipal year 2025/26: 2nd March 2026, 13th April 2026 and 11th May 2026.