



Minutes of a meeting of Great Shefford Parish Council held on Monday 2nd June 2025 at 7.30pm at Great Shefford Village Hall

Present: Councillor Piers Storey (Chairman)
Councillors Miranda Armstrong, Tony Coard, Jessica Copcutt,
Louisa Freeman, and Carol Turner

In attendance: Mel Taylor (Parish Clerk)

2025-06/01 APOLOGIES FOR ABSENCE

There were no apologies for absence.

2025-06/02 DECLARATIONS OF INTERESTS

There were no declarations of interests.

2025-06/03 MINUTES OF PREVIOUS MEETING

RESOLVED to take as read and confirm as accurate the Minutes of the meeting held on 12th May 2025.

2025-06/04 OPEN FORUM

- i. There were no members of public present.
- ii. District Councillor Clive Hooker was not able to attend the meeting.

2025-06/05 ACCOUNTS 2024/25

(a) Internal Auditor's Report

RESOLVED to adopt the Internal Auditor's Report 2024/25 (appendix I).

(b) Parish Council Accounts 2024/25

1 Financial Report for the year ended 31st March 2025

RESOLVED to adopt the financial papers for the year ended 31st March 2025 (appendix II).

2 Annual Return for the year ended 31st March 2025

RESOLVED to confirm certification as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015 (appendix III).

RESOLVED to adopt the Annual Governance Statement - Section 1 of the Annual Return (appendix III).

RESOLVED to adopt the Accounting Statements - Section 2 of the Annual Return (appendix III).

(c) Confirmation of period of publication of public rights

RESOLVED to confirm that the period for Exercise of Public Rights shall be 1st July 2025 to 9th August 2025 and that notice shall be published on the Parish Council's website and village noticeboard.

2025-06/06 PLANNING APPLICATIONS

Updates on new planning applications and decisions since the last meeting were noted, as detailed at the end of these minutes. Councillor Copcutt advised that a revised application had been submitted in relation to 'Land east of The Old Post House, Newbury Road, Shefford Woodlands'.

2025-06/07 FINANCE

RESOLVED to approve the following payments:

Payee	Amount	Invoice reference / date	Description
Tactical Facilities Management	£217.01	3557 26.05.2025	Monthly maintenance – May 2025
Tactical Facilities Management	£253.86	3624 26.05.2025	Waste removal & Litter Picking – May 2025
C Connell	£130.00	2137 30.05.2025	Internal Audit 2024/25
M Taylor	£TBC		Parish Clerk's Salary – May 2025 ¹

RESOLVED to ratify payment of £4,506.24 to Infinity Playgrounds Ltd for remedial repairs to play equipment approved by Council in March 2025 (minute reference 2025-03/19). Payment authorised and processed by Councillors Freeman and Storey to meet payment deadline of 29th May 2025.

2025-06/08 VILLAGE MATTERS**a) Traffic calming and speed awareness**

It was felt that there had been a significant reduction in the number of speed monitoring sessions being conducted and Councillor Copcutt would suggest some dates and times to the Speedwatch group. Councillor Armstrong offered to undertake training to become a Speedwatch volunteer.

Councillor Coard to complete the requested site survey questionnaire ahead of installation of the replacement Vehicle Activated Sign on the Wantage Road.

Councillor Freeman was continuing to pursue installation of a pedestrian crossing to aid access to the bus stop. Councillors were disappointed that the request had to be determined on a 'child versus traffic' ratio rather than a safety issue. The question of whether the A338 should have street lighting had also been raised.

b) Dog signage – recreation ground

It was agreed to purchase 4 x new signs to discourage dogs from the recreation ground.

¹ Due to issues accessing HMRC's PAYE software, the Clerk's salary for May 2025 was not available at the time of the meeting. It was agreed to approve the payment, subject to circulation of the Clerk's payslip when processed

2025-06/08 VILLAGE MATTERS continued**c) Flood Alleviation Scheme and SAGLUV (Sewage Action Group for the Lambourn Upper Valley)**

The Flood Alleviation construction work was complete and Lambourn Valley Flood Forum had sent a note of appreciation. It was agreed that Councillor Freeman continue to represent the Parish Council on the SAGLUV group, with Councillor Coard also attending meetings.

An update from SAGLUV was imminent and would be published on the website.

d) Village Events**i. Community Litter Picking**

Attendance at the community litter pick on Sunday 1st June had been low but it was acknowledged that this had clashed with the Church Service (held on the 1st Sunday of each month). It was agreed to reassess dates of future community litter pickers and revise as necessary. Potentially working with Girlguiding/Scouting groups for badge work.

Lots of dog foul had been present and it was agreed to put up posters to encourage dog walkers to clear up after their pet, potentially working with schools to design a poster. Additional bins may be considered in the future.

ii. Christmas Tree

All dates for the Christmas tree and lights switch-on had been agreed as follows:

Friday 21st November	Tree delivered
Saturday 22 nd November	Tree erected
Week of 24 th November	Tree decorated
Saturday 29 th November	Turning on of the lights event

It was agreed to seek sponsorship for the Christmas tree.

iii. Halloween

Councillor Turner suggested a Halloween event to follow Trick or Treating. Details to be considered further, but potentially a barbeque and hot chocolate. Could include litter picking and speed awareness activities. Council was supportive of the event.

iv. Hymns and Pimms, St Thomas' Church

A reminder of Hymns and Pimms event at St Thomas' Church, East Shefford on 14th June, 2pm – 4pm.

e) Village Communications – Website, Facebook etc

The Parish Council's branding guidelines to be incorporated into the design of the new website.

Any communication for the village Facebook page to be sent to the Clerk for upload from the Parish Council's profile.

2025-06/08 VILLAGE MATTERS continued**f) Future Councillor 'Meet & Greet'**

Community litter picking activities and proposed Halloween event, as above.

2025-06/09 COUNCILLORS' BUSINESS

It was noted that following notice of the casual vacancy for a Parish Councillor, following the resignation of Eunice Tweedie, as the Returning Officer at West Berkshire Council had not received any requests for an election, the Parish Council was free to fill the vacancy by co-option.

2025-06/10 MATTERS FOR FUTURE CONSIDERATION

No matters were raised.

2025-06/11 DATE OF NEXT MEETING

Monday 7th July 2025 at 7.30pm.

Subsequent meeting dates for 2025/26: 8th September, 6th October, 3rd November, 5th January, 2nd February, 2nd March, 6th April and 11th May.

There being no further business, the Chairman declared the meeting closed at 8.47pm.

Signed: _____

Date: _____

Application No.	Address	Details	Status (at time of meeting)	GSPC response
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
24/02156/FUL	East Shefford House	Part retrospective installation of solar panel	Approved	Nil
25/00567/FUL	Land East of The Old Post House Newbury Road Shefford Woodlands	Erection of an Agricultural Barn with storage	Awaiting decision	Nil
25/00672/NONMAT	3 The Old Railway Station Station Road	Revised windows and door configuration on north and west elevations	Approved	Nil