



Email: clerk@greatsheffordparish.gov.uk

01 September 2026

Members of Great Shefford Parish Council, you are summoned to a Parish Council Meeting on **Monday 07 September 2026** at **7.30pm** at Great Shefford Village Hall, Station Road, Great Shefford, RG17 7DR.

MTaylor
Mel Taylor
Parish Clerk

AGENDA

1. APOLOGIES FOR ABSENCE

To receive apologies for absence.

2. DECLARATIONS OF INTEREST

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

3. 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 public is limited to 2 minutes.** After this period members of public may only speak when invited to do so. No decisions can be made by the Council during open forum.

ii. To receive a report from District Councillor Clive Hooker.

4. MINUTES OF PREVIOUS MEETING

To consider adoption of the minutes of the Parish Council meeting held on 06 July 2026.

5. GREAT SHEFFORD EMERGENCY MANAGEMENT TEAM

To receive an update from David Blundell on the Great Shefford Emergency Management Team.

6. VACANCY FOR A PARISH COUNCILLOR

To note that Carol Turner has resigned as a Parish Councillor due to an impending move away from the village, resulting in a vacancy on the Council. West Berkshire Council has been informed of the vacancy and, should no call for a by-election be received, the Parish Council will seek to fill the vacancy by co-option at its meeting on 05 October 2026.

7. PLANNING APPLICATIONS

To note the following planning updates/statuses:

Application No.	Address	Details	WBC 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
26/00036/MDOPO	Street Record Spring Meadows	Modification of planning obligation on approved application 87/30084/ADD – the seventh schedule section F of legal agreement dated 24 th May 1988	Awaiting decision	Object – on grounds stated in Minutes of meeting 02.02.2026
26/00429/HOUSE	7 River Way	Carport to be built adjacent to main dwelling. First and ground floor extension, interior alterations, new driveway entrance and drop kerb, solar panels	Awaiting decision	Nil
26/00526/LBC	Long Thatch Wantage Road	Installation of broadband telephone line involving small junction box to side of property	Awaiting decision	No comment
26/00864/FUL	Barn adjacent to Silos at Coldridge Copse	Proposed steel portal framed building extension for commercial use under class B8 storage and distribution	Awaiting decision	No objection
26/01314/HOUSE	Rose Cottage Shefford Woodlands	Proposed single storey rear/side extension	Awaiting decision	Nil
26/01407/CERTP Certificate of Lawfulness	Downside Wantage Road	Existing rear conservatory to be demolished. New rear extension	Approved	Not consulted
26/01474/HOUSE	Penny Cottage Wantage Road	Proposed First Floor Extension and Alterations	Awaiting decision	Nil

8. FINANCE

a) To note a financial report for the period 01 April 2026 – 31 August 2026.

b) To note that agreement has been reached on the 2026/27 pay award for employees on local government 'Green Book' contracts, at 3.3%, backdated to 01 April 2026, and that the revised rate of pay and backdated payment were included in the Parish Clerk's salary payment for August 2026.

9. PLAY AREA & RECREATION GROUND

To receive an update on the play area and recreation ground refurbishment project (Cllr Pearson).

10. STORAGE

To receive an update on potential storage options for Parish Council owned equipment (Cllr Armstrong).

11. GREAT SHEFFORD VILLAGE HALL

- a) Notification has been received of an increase in the cost of hall hirer for Parish Council meetings with effect from September 2026. The cost of hire will increase from £22.00 to £27.50 per scheduled meeting, with additional hire charged at £13.75 per hour.
- b) The Village Hall Committee has advised of a vacancy for a Parish Council representative on the Committee. To consider whether Council wishes to appoint a representative.

12. HIGHWAY SAFETY – HUNGERFORD HILL

To consider approving engagement with West Berkshire Council about vegetation related safety concerns on Hungerford Hill (Cllr Carter).

13. WEST BERKSHIRE COUNCIL

- a) To note the response submitted to West Berkshire Council in reply to its West Berkshire Local Plan scoping consultation.
- b) To note that West Berkshire Council has updated its Service Delivery Offers for Town and Parish Councils. These are services that Town and Parish Councils can either take over or fund enhancement of existing services, including:
 - Installation of Vehicle Activated Signs and School Flashing Signs
 - Installation of Cycle Shelters
 - Installation of Cycle Parking
 - Providing additional Library Opening Hours
 - Providing Pop-Up Libraries or Community Bookshelf
 - Installation and Maintenance of Bus Shelters
 - Above statutory duty Gully Cleansing
 - Above statutory duty Ditch Clearance
 - Converting Street Lights to LED
 - Street Light Adoption and Maintenance
 - Highway Sign Cleaning
 - Improvement of existing or installation of new Footways
 - Installation of CCTV for Fly-tipping Deterrence
 - Transfer of Playgrounds and Open Spaces
 - Transfer of Dog Poo Bins
 - Visual Tree Surveys and Reports (minimum of 20 parishes required)
 - Management of Rural VergesTo consider whether the Parish Council may be interested in any of these opportunities.
- c) To note that West Berkshire is consulting on its Winter Service Plan for 2026/27. There are no proposed amendments to the 2025/26 Plan.

14. VILLAGE MATTERS

To consider any updates on the following village matters:

- i. **Traffic calming and speed awareness**
- ii. **Flood Alleviation Scheme and SAGLUV (Sewage Action Group for the Lambourn Upper Valley)**
- iii. **Village Events**
- iv. **Village Communications – Website, Facebook etc**
- v. **Community Maintenance**
Following a successful working group on 09 August, supported by Lambourn Junction, to consider how the Parish Council can support establishment of a regular group in Great Shefford.

15. COUNCILLORS' BUSINESS

To receive updates from Councillors.

16. MATTERS FOR FUTURE CONSIDERATION

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

17. DATE OF NEXT MEETING

Monday 05 October 2026, 7.30pm at Great Shefford Village Hall.

Followed by 02 November 2026, 04 January 2027, 01 February 2027, 01 March 2027, 05 April 2027 and May 2027 to be confirmed.

18. EXCLUSION OF PRESS & PUBLIC

To resolve that, under the Public Bodies (Admissions to Meetings) Act 1960, the press and public be excluded from the meeting for the following items due to the confidential nature of the business to be transacted.

a) Confidential Matter 1

To consider a confidential proposal relating to the potential management and responsibility of an asset.

b) Confidential Matter 2

To consider a confidential proposal relating to management arrangements of a community initiative.