



Minutes of a meeting of Great Shefford Parish Council held on Monday 01 June 2026 at 7.30pm at Great Shefford Village Hall

Present: Cllr Miranda Armstrong, Cllr Steve Bullock, Cllr Paul Carter,
Cllr Tony Coard (Chairman), Cllr Jessica Copcutt, Cllr Nick Pearson and
Cllr Carol Turner

In attendance: Mel Taylor (Parish Clerk)
4 members of public

06-2026-01 APOLOGIES FOR ABSENCE

There were no apologies for absence, all Councillors present.

06-2026-02 DECLARATIONS OF INTERESTS

There were no declarations of interest.

06-2026-03 MINUTES OF PREVIOUS MEETINGS

RESOLVED to approve the Minutes of the meeting held on 21 May 2026 as a true and accurate record.

06-2026-04 OPEN FORUM

- i. A resident advised that they regularly cut back a hedge in Spring Meadows that encroaches onto the footpath. They agreed to speak to the owner to confirm that they were content for the hedge to be cut back. If no response received, the Parish Council could issue a letter requesting the owner to maintain. The resident also reported that a footpath to the allotments was overgrown and they were happy to trim. The Chairman agreed to take a look at the footpath.

Cllr Armstrong joined the meeting

- ii. **Report from West Berkshire District Councillor Clive Hooker**

Cllr Hooker was not present and therefore there was no District Councillor report.

06-2026-05 REQUEST FOR FENCE REPAIR NEWBURY ROAD

It was noted that remedial repairs to the fence adjacent to Newbury Road were complete, at a total cost of £1,486.99.

06-2026-06 STANDING ORDERS, FINANCIAL REGULATIONS, RISK MANAGEMENT & ASSET REGISTER 2026/27

Cllr Armstrong offered to carry out a physical check of the village assets listed on the Asset Register, and Cllr Pearson and the Parish Clerk to undertake a physical check of the play area and recreation ground assets, for adoption at a future meeting.

RESOLVED to adopt the Standing Orders, Financial Regulations, Risk Management Strategy and Risk Assessment for 2026/27, as presented.

06-2026-07 PLANNING APPLICATIONS

a) The following planning updates/status were noted:

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
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	No comment submitted
26/00526/LBC	Long Thatch Wantage Road	Installation of broadband telephone line involving small junction box to side of property	Awaiting decision	No comment
26/00568/HOUSE	Wood View Baydon Road Shefford Woodlands	Installation of new access, parking and driveway and replacement septic tank with new package treatment plant	Awaiting decision	No comment
26/00570/REM	Wood View Baydon Road Shefford Woodlands	Approval of Reserved Matters following outline approval 21/02594/OUTD	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

06-2026-08 FINANCE

RESOLVED to approve and adopt the Internal Auditor's Report for the financial year 2025/26.

RESOLVED to approve the Annual Governance Statement for financial year 2025/26.

RESOLVED to approve the Accounting Statements for financial year 2025/26.

RESOLVED to approve the proposed dates for the exercise of public rights as Wednesday 03 June 2026 to Tuesday 14 July 2026.

06-2026-09 PLAY AREA & RECREATION GROUND REFURBISHMENT

Cllr Pearson reported that, along with the Parish Clerk, an initial walkabout of the play equipment and recreation ground had been conducted. Costs were being obtained for remedial repairs, for consideration at a future meeting. Cllr Pearson had drafted a residents' survey which would be reviewed by the Parish Clerk and circulated to Councillors for feedback. The survey would be available online and hardcopy.

06-2026-10 VILLAGE MATTERS**i. Traffic calming and speed awareness**

Cllr Bullock confirmed that, as a minimum of three volunteers were needed at each Speedwatch session, more volunteers were needed. The handheld device was defective and in need of repair or replacement. The Police Officer who coordinates the Speedwatch Scheme had been informed.

Action: Parish Clerk to put call out on Facebook and website for more volunteers

ii. Flood Alleviation Scheme and SAGLUV (Sewage Action Group for the Lambourn Upper Valley)

No updates to report. Not aware of any issues in Great Shefford.

iii. Village Events

The Primary School, Under 5's Group and Sports & Social Club had all confirmed their involvement in the Christmas tree decorating and lights switch on event.

Cllr Turner to look at dates for the next community litter pick.

iv. Village Communications – Website, Facebook, Parish Newsletter etc

With the current Editor of the Parish Newsletter standing down, it was agreed to host more information on the Parish Council website. A local resident had offered to provide information to the Parish Clerk for uploading to the website. It was agreed that the Parish Council should promote its work more on social media and website.

06-2026-11 COUNCILLORS' BUSINESS

Cllr Copcutt had inspected the telephone box at Shefford Woodlands, that houses a defibrillator, and advised that it needed sanding down and repainting.

Following a request from a member of public at the meeting on 21 May, it was agreed to contact the lead of the Emergency Management Team for an update on the status of the group.

Cllr Coard reported that the lead of Hickson Hedgerow had made contact to express concern that a five-year funding agreement with West Berkshire Council expires next year and would like to ask if the Parish Council could provide support with activities. Cllr Coard advised them to contact the Parish Council as matters arise.

06-2026-12 MATTERS FOR FUTURE CONSIDERATION

Nothing currently.

06-2026-13 DATE OF NEXT MEETING

Monday 06 July 2026, 7.30pm, at Great Shefford Village Hall, followed by:

Mondays [no meeting in August], 07 September 2026, 05 October 2026, 02 November 2026, [no meeting in December], 04 January 2027, 01 February 2027, 01 March 2027, 05 April 2027 and May 2027 to be confirmed.

The Chairman closed the meeting at 8.13pm.

Signed: _____

Date: _____