Minutes of a meeting of Great Shefford Parish Council held on Monday 05 October 2026 at 7.30pm at Great Shefford Village Hall

Present: Cllr Miranda Armstrong, Cllr Steve Bullock, Cllr Paul Carter, Cllr Nick Pearson
[subsequently Cllr Mark Rees]

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

10-2026-01 APPOINTMENT OF A CHAIR FOR THIS MEETING

In the absence of the Chairman, and with no current Vice Chairman, Councillors considered the appointment of a Chair for this meeting only.

RESOLVED to appoint Cllr Steve Bullock as Chair for this meeting only.

10-2026-02 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Tony Coard and Jessica Copcutt.

District Councillor Clive Hooker had advised that they were unable to attend.

10-2026-03 DECLARATIONS OF INTERESTS

Cllr Armstrong declared a non-pecuniary interest in agenda item number 7a (minute reference 10-2026-07a) as a neighbour of the application property.

Cllr Carter declared a pecuniary interest in agenda item number 7b (minute reference 10-2026-07b) as the owner of land including the old football ground relating to planning applications 25/01800/FULMAJ and 26/00036/MDOPO.

10-2026-04 OPEN FORUM

It was announced that a member of public was audio recording this agenda item

i. A resident read a statement requesting that an alleged comment made by District Councillor Hooker relating to planning application 26/00036/MDOPO (Street Record, Spring Meadows) at the meeting on 06 July 2026 be included in the minutes of that meeting (minute reference 07-2026-12). The resident had previously raised concerns regarding the omission at the meeting on 07 September 2026, and adoption of the 06 July 2026 minutes had subsequently been deferred.

It was confirmed that audio recording had been stopped.

ii. A member of public enquired whether it was possible to upload the map from the ‘old’ website, highlighting the Emergency Management Team areas, to the ‘new’ website.

iii. A member of public advised that Thames Valley Police were seeking feedback on matters that communities would like the Neighbourhood Policing Teams to focus on and it was agreed that speeding was a high priority.

iv. **Report from West Berkshire District Councillor Clive Hooker**
Cllr Hooker was not present.

10-2026-05 MINUTES OF PREVIOUS MEETING

RESOLVED to approve the minutes of the meeting held on 07 September 2026 as a true and accurate record.

Councillors considered the statement read by a member of public during Open Forum, as recorded under minute reference 10-2026-04i above.

Cllr Carter abstained from discussion and voting on this item

RESOLVED that minute reference 07-2026-12 of the draft minutes of the meeting held on 06 July 2026 be amended to add 'The separate application (26/00036/MDOPO) was to be discussed at the Western Area Planning Committee meeting on 19 August 2026 and reported that it was highly likely that the application to remove the covenant would succeed.' and that adoption of those minutes be deferred to the next meeting.

10-2026-06 CO-OPTION OF A PARISH COUNCILLOR

Following the resignation of Carol Turner, West Berkshire Council had confirmed that the Parish Council was able to seek to co-opt to fill the vacancy as no calls for a by-election had been received.
One application had been received and the applicant was invited to present their application to Council.

RESOLVED to co-opt Mark Rees to the Parish Council.

Mark signed the declaration of acceptance of office and took a seat at the Council table, partaking in the remainder of the meeting

10-2026-07 PLANNING APPLICATIONS

a) Council consider the following planning application:
26/02001/HOUSE – Highdown View, Church Street – proposed garage conversion, loft extension with dormer window, façade alterations, solar panel installation, floor plan redesign and all associated works.

Having declared an interest in this agenda item, Cllr Armstrong abstained from discussion and voting

RESOLVED no objection but to request that the solar panels are fitted flush to the roof to reduce the visual impact in the conservation area.

b) The following planning updates/statuses were noted:

Application No.	Address	Details	GSPC response	WBC Status
25/01800/FULMAJ	Land to the west of Spring Meadows	Proposed 16no. dwellings, new access, public open space and landscaping	As per appendix to Minutes of meeting 06.10.2025	Awaiting decision
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 24th May 1988	Object – on grounds stated in Minutes of meeting 02.02.2026	Awaiting decision
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	Nil	Awaiting decision
26/00526/LBC	Long Thatch Wantage Road	Installation of broadband telephone line involving small junction box to side of property	No comment	Awaiting decision
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	No objection	Approved
26/01314/HOUSE	Rose Cottage Shefford Woodlands	Proposed single storey rear/side extension	Nil	Approved
26/01474/HOUSE	Penny Cottage Wantage Road	Proposed First Floor Extension and Alterations	Nil	Awaiting decision
26/01926/CERTE	1 Northfield Cottages Northfield Farm Wantage Road	Conversion of loft space to habitable room with toilet and basin ensuite	Nil	Awaiting decision
26/02002/NONMAT	Wood View Baydon Road Shefford Woodlands	Non-material amendment to planning permission 21/02594/OUTD	Not consulted	Awaiting decision

10-2026-08 FINANCE

a) Council reviewed the External Auditor's notice of conclusion of audit and certificate for the year ended 31 March 2025.

RESOLVED to accept and note the External Auditor's report for the year ended 31 March 2025.

b) A financial report for the period 01 April 2026 – 30 September 2026 was noted.

c) The following payments due and payments made were approved:

Payee	Amount	Invoice reference / date	Due date	Date paid	Description
J Turton	£158.70 (£132.25+VAT)	I294186		21.04.2026	Defibrillator pads
SSE	£122.34 (£116.51+VAT)	IVO4314498		22.04.2026	Street lighting electricity
HMRC	£29.43	n/a		23.04.2026	PAYE
Sovereign Design Play Systems	£812.42 (£677.02+VAT)	152999		30.04.2026	Play area repairs

PJ Akers & AMD Carter	£300.00	1		30.04.2026	Allotment land rent
Fulfords Independent Traders	£881.59	GSPC2		30.04.2026	Fence repair Newbury Road
Fulfords Independent Traders	£605.40	GSPC3		27.05.2026	Fence repair Newbury Road
SSE	£108.36 (£103.20+VAT)	IVO4456720		28.05.2026	Street lighting electricity
Claire Connell	£140.00	2234		01.06.2026	Internal Audit 2025/26
SSE	£103.39 (£98.47+VAT)	IVO4545112		24.06.2026	Street lighting electricity
SSE	£95.63 (£91.08+VAT)	IVO4644741		22.07.2026	Street lighting electricity
HMRC	£248.63	n/a		23.07.2026	PAYE
Cloud Next	£9.58 (£7.99+VAT)	273222		27.07.2026	Annual registration greatshefford.org.uk
ICO	£47.00	14928288		30.07.2026	Data registration 2026/27
SSE	£100.89 (£96.09+VAT)	IVO4753253		28.08.2026	Street lighting electricity
Clear Councils	£1,129.35	LCO02377 25.09.2026	30.09.2026		Insurance Policy 01 Oct 2026 to 30 Sept 2027
Cloud Next	£59.98 (£49.99+VAT)	278841 26.09.2026	25.11.2026		Annual hosting greatsheffordparish.gov.uk

d) Council considered the following requests for funding:

i. Community Speedwatch

To purchase replacement Community Speedwatch signs for the entry gateways to the village.

RESOLVED to purchase 4 Community Speedwatch signs (portrait 600mm x 420mm) at a cost of £49.88 each, funded from the Capital Expenditure budget.

ii. Emergency Management Team

To purchase a First Aid Kit suitable for up to 50 people and a 6m replacement tow rope (to replace the rope loaned to support the village Christmas Tree and damaged). Total estimated cost of £50.00. The items would be stored with the Emergency Management Team's existing equipment.

RESOLVED to approve expenditure estimated at £50.00 for the items stated, funded from the Grants budget.

10-2026-09 PLAY AREA & RECREATION GROUND REFURBISHMENT

Cllr Pearson presented the following summary of the Village Play Area Project questionnaire feedback: There were 66 responses. The largest respondent groups were parents of children aged 5–12, senior residents and parents of under-5's. Almost half of respondents reported using the play area weekly, with the large wooden climbing unit, giant rope swing, open grass area, seating and junior swings identified as the most used features.

Overall condition and safety were rated at an average of 3.7 out of 5, while equipment for teenagers scored significantly lower at 2 out of 5. Preferred new amenities included a zip wire, upgraded climbing/assault course, adult fitness equipment, picnic tables and a skate/BMX area. Emerging themes highlighted the need for more challenging equipment for older children, inclusive accessible play and improved seating and shade.

Offers of help were received from residents for maintenance days (9), project planning (7) and fundraising (7). The most divisive issue concerned whether dogs should be permitted in the recreation ground.

The project would now move to looking at replacement equipment and funding/sponsorship.

10-2026-10 STORAGE

Cllr Armstrong offered to site a Keter storage unit in their barn for storing Parish Council owned equipment. It was agreed to provide Cllr Armstrong with details of the items needing storage to provide an indication of the size of unit required, allowing room for additional equipment to support low-level maintenance to be purchased.

10-2026-11 HIGHWAY SAFETY – HUNGERFORD HILL

Following deferral at the last meeting, Cllr Carter re-presented a proposal to engage with West Berkshire Council regarding overgrowth related safety concerns on Hungerford Hill.

RESOLVED that the Parish Clerk would submit the request to West Berkshire Council, subject to amendment to give more emphasis on the impact of the road narrowing on HGV's and school coaches.

10-2026-12 VILLAGE MATTERS

i. Traffic calming and speed awareness

Cllr Bullock reported that 3 Community Speedwatch sessions had been carried out in September, with 32 vehicles reported to Thames Valley Police. There continued to be a need for more volunteers.

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

Cllr Coard was not present to provide an update.

iii. Village Events

Christmas Tree due to be delivered during the week commencing 23rd November, with the Preschool and Primary School decorating during the week commencing 30th November, ahead of the lights switch-on event on Saturday 5th December.

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.

iv. Community Maintenance

The following maintenance tasks around the village were noted:

- White railings from the pub, over the bridge to station road need cleaning and painting
- The entrance gateways need painting and new speed awareness signs
  The alleyway from the pub to station road needs weeding and litter picking
- The river on station road needs clearing

It was agreed to seek advice from the Lambourn Shed as to how they started and whether Great Shefford could be incorporated into their remit to help establish a local group, with a view to holding a fixed monthly maintenance day with a social at the pub afterwards.

10-2026-13 COUNCILLORS' BUSINESS

Nothing to report.

10-2026-14 MATTERS FOR FUTURE CONSIDERATION

Discussion on the possibility of requesting a speed reduction of the 40mph section of Wantage Road to 30mph and a reduction on side roads from 30mph to 20mph.

10-2026-15 DATE OF NEXT MEETING

Monday 02 November 2026, 7.30pm at Great Shefford Village Hall.

Followed by: Mondays [no meeting in December], 04 January 2027, 01 February 2027, 01 March 2027, 05 April 2027 and May 2027 to be confirmed.

The Chair closed the meeting at 9.10pm.

Signed: _____ Date: _____