



## Minutes of a meeting of Great Shefford Parish Council held on Monday 13<sup>th</sup> April 2026 at 7.30pm at Great Shefford Village Hall

**Present:** Cllr Steve Bullock, Cllr Paul Carter, Cllr Tony Coard (Chairman),  
Cllr Nick Pearson and Cllr Carol Turner

**In attendance:** Mel Taylor (Parish Clerk)  
West Berkshire District Councillor Clive Hooker  
4 members of public

### **04-2026-01 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs Miranda Armstrong and Jessica Copcutt.

### **04-2026-02 DECLARATIONS OF INTERESTS**

There were no declarations of interest.

### **04-2026-03 MINUTES OF PREVIOUS MEETINGS**

**RESOLVED** to approve the Minutes of the meeting held on 2<sup>nd</sup> March 2026 as a true and accurate record.

### **04-2026-04 OPEN FORUM**

- i. Several residents raised concerns regarding the recent installation of wooden posts adjacent to Public Footpath GTSG/17/1, adjacent to the petrol station on Wantage Road, and the potential impact on access to St Thomas Church and a well-used local walking route should changes be made. The Chairman advised that the Parish Council had contacted West Berkshire Council and had received confirmation that a public footpath order is in place. It was agreed to monitor the situation.
- ii. A resident sought an explanation for the increase in the Parish Council's element of Council Tax for 2026/27. The Chairman explained that, for a period, the precept had not been increased, during which time the cost of providing services had risen, particularly due to ageing play equipment requiring increased maintenance.
- iii. **Report from West Berkshire District Councillor Clive Hooker**  
Cllr Hooker reported as follows:

West Berkshire Council had hosted a Road Safety event for Town and Parish Councillors and Officers which explained the different speed awareness devices available, along with guidance on their siting and use.

Members' Bids 2026/27 are open for applications, with a maximum award of £4,000 and no requirement for matched funding. Cllr Hooker's total funding allocation across his seven Ward Councils is £5,000.

The planning application to modify the covenant associated with the Spring Meadows development will be considered by the Western Area Planning Committee. The Parish Council will be advised of the meeting date. This application must be determined prior to the application for development of the land.

#### **04-2026-05 DEFIBRILLATORS**

Following discussion at past Parish Council meetings, Council considered a formal request from Jane Turton to hand over to the Parish Council responsibility for three defibrillators located in the village; at the Village Hall, in the Telephone Box and at Shefford Woodlands.

Jane had provided a background report in advance which provided background information on the defibrillator project. Jane advised that the units at the Village Hall and at Shefford Woodlands were both 10 years old and in need of replacement. Both units could be replaced at a total cost of £1,490 with this price honoured until the end of September 2026, after which an increase of 20% will apply.

*The Chairman thanked Jane for 10yrs of commitment to the project, and they left the meeting*

**RESOLVED** to approve reimbursement of £158.70 (£132.25 net) to Jane Turton for a pair of replacement defibrillator pads purchased in March 2026, funded from the Village Repairs and Maintenance budget.

#### **04-2026-06 REQUEST FOR FENCE REPAIR NEWBURY ROAD**

Following discussion at the last meeting, it was noted that repair of the fence adjacent to Newbury Road is scheduled for late April/early May, and that the request for a contribution from the adjoining property owner towards the repair cost was declined but have confirmed that they will continue to maintain the adjacent hedge.

#### **04-2026-07 PLANNING APPLICATIONS**

a) The following planning applications were considered:

| Application No. | Address                                    | Details                                                                                                                                                 | Resolved   |
|-----------------|--------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| 26/00526/LBC    | Long Thatch, Wantage Road                  | Installation of broadband telephone line involving small junction box to side of property                                                               | No Comment |
| 26/00568/HOUSE  | Wood View, Baydon Road, Shefford Woodlands | Installation of new access, parking and driveway and replacement of septic tank with new package treatment plant                                        | No Comment |
| 26/00570/REM    | Wood View, Baydon Road, Shefford Woodlands | Application for approval of reserved matters following outline approval 21/02594/OUTD. Matters to be considered: appearance, landscaping, layout, scale | No Comment |

b) The following planning updates 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            |
| 25/02916/HOUSE  | Manor Cottage Shefford Woodlands   | Proposed Two-Storey Rear Extension                                                                                                                           | Approved          | No comment                                                  |
| 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 <sup>th</sup> May 1988 | Awaiting decision | Object – on grounds stated in Minutes of meeting 02.02.2026 |

#### 04-2026-08 FINANCE

##### a) Notice of price increase from Tactical Group

Notice had been received from Tactical Group of an increase in the cost of dog and waste bin emptying and litter picking, effective from 1<sup>st</sup> May 2026. The Council acknowledged the importance of maintaining the current waste management schedule and agreed that, as a result of the price increase, the grass cutting regime would need to be adjusted to ensure the combined costs remain within the budget set in January 2026. Any issues arising would be addressed on a case-by-case basis.

**RESOLVED** to reduce the grass cutting service to accommodate the increased waste management costs.

##### b) Contractual payments for the year 2026/27

**RESOLVED** to approve payment of the following contractual commitments for the financial year 1<sup>st</sup> April 2026 to 31<sup>st</sup> March 2027:

|                |                                                                                                                                                          |                                         |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| Tactical Group | £115.00+VAT per cut, plus £25.02+VAT per pathway vegetation cut back (frequency adjusted to accommodate budget as per minute reference 04-2026-8a above) | Grass cutting contract                  |
| Tactical Group | £309.79+VAT per month (taking minute reference 04-2026-08a above into account)                                                                           | Waste removal & litter picking contract |
| M Taylor       | £482.40 per month                                                                                                                                        | Parish Clerk's monthly salary           |

##### c) Budget Report for the year 2025/26

A budget report for the financial year 1<sup>st</sup> April 2025 – 31<sup>st</sup> March 2026 was noted.

*3 members of public left the meeting*

d) **Bank Mandate – additional signatories**

Council considered appointing additional bank signatories to ensure business continuity in the absence or unavailability of either of the current two approved signatories (Cllr Armstrong and the Parish Clerk), and to improve governance and transparency.

**RESOLVED** to add Cllrs Steve Bullock and Nick Pearson as bank signatories.

**04-2026-09 PLAY EQUIPMENT SURVEY AND REPAIRS**

- a) It was noted that play equipment repairs approved at the last meeting are scheduled to be carried out by Sovereign Play on 13<sup>th</sup> May 2026.
- b) Council approved a project plan for refurbishment and replacement of play equipment at the recreation ground and appointed Cllr Pearson to work with the Parish Clerk on this project.

**04-2026-10 VILLAGE MATTERS**

i. **Traffic calming and speed awareness**

Cllr Bullock reported that Community Speedwatch was currently being deployed on average twice a week. Feedback from the majority of residents was positive. The data collected was vital to support any potential future proposal to reduce speed limits.

**Action: Cllrs Bullock and Coard to assess a hedge obstructing a speed limit sign and to feed back to Cllr Carter who had offered to cut back the overgrowth**

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

A Spring 2026 update from SAGLUV was available on the Parish Council website.

Cllr Coard advised that the next SAGLUV meeting was on Wednesday 15<sup>th</sup> April where Thames Water would provide an update on current and future works.

iii. **Village Events**

**Christmas Tree** - It was agreed that the village Christmas tree should remain at the Village Hall/Social Club. The tree will be delivered during the week commencing 23<sup>rd</sup> November, with the Preschool and Primary School decorating during the week commencing 30<sup>th</sup> November, ahead of the lights switch-on event on Saturday 5<sup>th</sup> December.

**Litter Picking** - it was agreed to encourage and support residents wishing to undertake litter picking independently, and to assess the effectiveness of this approach before organising a formal litter picking event. It was also agreed to encourage participation from Duke of Edinburgh volunteers, Scouts and Guiding groups as part of their volunteering activities.

iv. **Village Communications – Website, Facebook etc**

The Editor of the Parish Newsletter has indicated their intention to step down and is seeking expressions of interest from potential successors. It was agreed that if a successor was not found, the Parish Council would host the information on its website, with two or three months' transition period from the current e-newsletter distribution method.

**v. Planned Road Closure**

Road Names: Lambourn Road Welford and Newbury Road Great Shefford, from its junction with A338 Hungerford Hill to property known as Welford Farm.

Date & Time: 13<sup>th</sup> – 15<sup>th</sup> April 2026, 08:00 – 17:00

Reason for closure: Cleanse and jet the drainage system.

**04-2026-11 COUNCILLORS' BUSINESS**

There were no updates at this time.

**04-2026-12 MATTERS FOR FUTURE CONSIDERATION**

None at this time.

**04-2026-13 DATE OF NEXT MEETING**

Thursday 21<sup>st</sup> May 2026, following the Annual Parish Meeting.

The Chairman closed the meeting at 9.09pm.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_