



**Minutes of a meeting of Great Shefford Parish Council
held on Monday 12th May 2025 at 9.20pm
(following the Annual Parish Meeting)
at Great Shefford Village Hall**

Present: Councillors Tony Coard, Jessica Copcutt, Louisa Freeman, Piers Storey and Carol Turner

In attendance: Mel Taylor (Parish Clerk)

2025-05/01 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Miranda Armstrong.

2025-05/02 ELECTION OF CHAIRMAN AND VICE CHAIRMAN

RESOLVED

that Councillor Piers Storey be elected Chairman of Great Shefford Parish Council and Councillor Tony Coard be elected Vice Chairman of Great Shefford Parish Council for the municipal year 2025/26 [it was acknowledged that Councillor Storey may resign from the Council before the end of the municipal year].

2025-05/03 DECLARATIONS OF INTERESTS

There were no declarations of interests.

2025-05/04 MINUTES OF PREVIOUS MEETING

RESOLVED

to take as read and confirm as accurate the Minutes of the meeting held on 7th April 2025.

2025-05/05 OPEN FORUM

There were no members of public present and District Councillor Hooker had presented his annual report to the Annual Parish Meeting that preceded this meeting.

There were no matters arising from the Annual Parish Meeting that required consideration by the Parish Council.

2025-05/06 ANNUAL ADOPTION OF STRATEGIC DOCUMENTS

RESOLVED

to adopt the following documents, as presented:

- i. Standing Orders
- ii. Financial Regulations
- iii. Asset Register

2025-05/07 CALENDAR OF MEETINGS 2025/26

RESOLVED

to confirm the calendar of meetings for the municipal year 2025/26 as follows:
2nd June 2025, 7th July 2025, 1st September 2025, 6th October 2025,
3rd November 2025, 5th January 2026, 2nd February 2026, 2nd March 2026,
6th April 2026 and 11th May 2026, commencing at 7.30pm at Great Shefford Village Hall.

2025-05/08 BALC / NALC AFFILIATION 2025/26

RESOLVED not to renew affiliation to the Berkshire Association of Local Councils and the National Association of Local Councils for the year 2025/26.

2025-05/09 PLAY AREA COMPLIANCE INSPECTIONS PROGRAMME

Councillors considered details of Sovereign Play Equipment's play area compliance programme, at a one-off cost of £399 for 5-years, comprising 2 operational inspections per year.

Following complaints of dog's being exercised in the recreation ground, it was agreed to review and potentially increase signage.

RESOLVED to sign up to Sovereign Play Equipment's compliance programme at a cost of £399 for 5-years, to complement the existing monthly visual inspections and annual safety inspection.

2025-05/10 PLANNING APPLICATIONS

Updates on new planning applications and decisions since the last meeting were noted, as per appendix I to these minutes.

2025-05/11 FINANCE

It was agreed to update the bank mandate, to add Councillor Armstrong and the Parish Clerk and to remove former Councillor Eunice Tweedie. It was also agreed to pursue a formal complaint against SSE regarding overcharges. Budget reports would be presented to future meetings.

RESOLVED to approve the following payments:

Payee	Amount	Invoice reference / date	Description
Tactical Facilities Management	£217.01	3366 24.04.2025	Monthly maintenance – April 2025
Tactical Facilities Management	£253.86	3413 24.04.2025	Waste removal & Litter Picking – April 2025
Westcotec	£6,103.20	15790-1 15.04.2025	Replacement VAS Wantage Road
M Taylor	£308.61		Parish Clerk's Salary – April 2025

2025-05/12 COUNCILLORS' BUSINESS

Councillor Turner discussed the village Christmas tree for 2025 and it was agreed that this should again be sited at the social club, which had been a success in 2024. It was proposed that the tree would be delivered and erected around 21st November 2025, with a 'lights switch on event' in the first week of December. The likely cost for the tree, new lights and decorations would be £250 and it was agreed to review budget availability.

2025-05/13 MATTERS FOR FUTURE CONSIDERATION

Speed Awareness Group – Councillor Copcutt to advise on dates for scheduled data collection activities.

2025-05/14 DATE OF NEXT MEETING

Monday 2nd June 2025 at 7.30pm.

Subsequent meeting dates for 2025/26: 7th July, 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 9.57pm.

Signed: _____

Date: _____

Appendix I

Application No.	Address	Details	Status (at time of agenda publication)	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
25/00742/AGRIC	Access track west of East Shefford Farm, footpath 17	To determine if prior approval is required for proposed new road for agricultural or forestry use	Awaiting decision	Nil
25/00888/HOUSE	29 Spring Meadows	Two-storey side extension following demolition of existing conservatory	Awaiting decision	Nil