



Email: greatsheffordpc@hotmail.com

29th October 2024

Members of Great Shefford Parish Council you are summoned to a Parish Council Meeting on Monday 4th November 2024 at 7.30pm in the Great Shefford Village Hall, Station Road, RG17 7DR.

Mel Taylor
Locum Clerk to Great Shefford Parish Council

AGENDA

1. CODE OF CONDUCT

Code of conduct guide to meetings

2. APOLOGIES FOR ABSENCE

To receive apologies for absence.

3. DECLARATIONS OF INTEREST

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

4. MINUTES OF PREVIOUS PARISH COUNCIL MEETING

To consider and approve the minutes of the Parish Council Meeting held on 2nd September 2024.

5. OPEN FORUM

*To receive any questions, comments, or representations from the public.
The meeting will be suspended for a maximum of 15 minutes. Each member of the public is limited to 2 minutes. No decisions can be made by the Council during public question time. After this period, the meeting will be resumed, and members of the public may only speak when invited to do so.*

6. CHRISTMAS CAROL SERVICE

To consider a request for funding for brochure printing costs and provision of Public Liability Insurance through the Council's insurance policy for a Christmas Service at St. Thomas'.

7. SIGNAGE AND TRAFFIC

To consider a request from a resident to review village signage and traffic.

8. DEFIBRILLATORS

To consider a proposal for the Parish Council to bring management of defibrillators within the Council.

9. PLANNING APPLICATIONS

To note the following updates since the last meeting:

Application No.	Address	Details	Status (at time of agenda publication)	GSPC response
24/02016/TELE28	2 Ermin Street Shefford Woodlands	Telecommunications Mast	Approved	No comment
24/01172/FUL	Northfield Farm Industrial Estate	Expansion and enhancement of commercial use	Approved	No comment
23/00890/HOUSE	Shefford House Newbury Road	Swimming Pool and pool house	Approved	No comment
21/00623/HOUSE	Great Shefford House Church Street	Bat Survey	Decision awaited	No comment
24/01970/COND	Great Shefford House Church Street	Approval of details reserved by Conditions	Decision awaited	No comment
24/01853/HOUSE	Apple Tree Cottage Station Road	2-storey side extension	Decision awaited	Object ¹
24/02097/LBC	Great Shefford House Church Street	Variation of condition 3 - Schedule of Works of previously approved application 21/00624/LBC2	Decision awaited	Nil at time of publication of agenda

¹ The council are putting in an object stance as we have potential concerns. We feel that more information is needed on the scale of the increase, we are concerned that it may be disproportionate in size for the plot of land it is in. We also have a concern over the windows on the south elevation which would result in a loss of privacy to the neighbouring property, Kabels, and also the house opposite on the other side of the road. We would like more information on the parking.

10. FINANCE

- i. To approve and authorise payments as presented by the RFO.
- ii. To receive updates on the SSE electricity contract.
- iii. To confirm purchase of Remembrance wreath for Remembrance Sunday.
- iv. To confirm use of Community Infrastructure Levy (CIL) receipts to fund replacement fencing work agreed at the last meeting and consider other projects and proposals for use of CIL funds held.
- v. To consider a request from Welford Park Cricket Club for a grant/CIL funding contribution towards the construction of an additional garage to store mowers. The anticipated total project cost £5,000.
- vi. To consider a request from West Berkshire Council for a voluntary contribution to the costs of the West Berkshire library service. Requested contribution: £949.

11. VILLAGE MATTERS

To consider the following matters:

- i. Christmas Tree and Service - date, location etc
- ii. Village Events - including litter picks
- iii. Village Communications - Website, Facebook and coordinated communications
- iv. Update on fence repairs by the Great Shefford
- v. Update on Speed Awareness Scheme and traffic calming measures
- vi. Update on park seating
- vii. Update on playground maintenance, including a report of moss on safety surfacing and overhanging trees. The annual safety inspection report is awaited.
- viii. Update on the Asset of Community Value (ACV) application for The Great Shefford
- ix. Councillor 'Meet & Greet'
- x. Update on production of a flyer and posters for distribution around the village promoting the website etc.

12. COUNCIL EMAIL ADDRESS

To consider the following costs for provision of a '.gov.uk' email address for Parish Council communication:

Domain Name	£50 per annum
Email Mailbox 5gb	£100 per annum
Microsoft 365 licence	£123.60 per annum (optional, dependent on Clerk's facilities))

If agreed to proceed, to consider the email address from the following options:

XXX@greatsheffordparishcouncil.gov.uk

XXX@greatsheffordparish.gov.uk

XXX@greatshefford-pc.gov.uk

13. FLOOD ALLEVIATION SCHEME

i. To receive any updates.

ii. To consider the following proposed funding agreement:

Funds for Public Benefit relating to the improvement of flood defences in Great Shefford, Great Shefford Parish Council accept the sum of £5,397.42 from the Great Shefford Flood Alleviation Association (GSFAA) on the basis the Parish Council will hold the funds appropriately, and when used, they will be used by the Parish Council solely for any works or projects relating to the aim of the GSFAA, which is: "The preservation of human life and property, and for the protection of the environment for the public benefit by seeking to provide, preserve, maintain, restore, and or improve flood defences, protection measures and damage remediation in the parish of Great Shefford, but specifically for the areas surrounding the Great Shefford stream."

14. MHCLG CONSULTATION ON ENABLING REMOTE ACCESS TO MEETINGS

The Ministry of Housing, Communities and Local Government are holding a consultation on enabling remote attendance, and proxy voting at local authority meetings, including parish & town council meetings:

<https://consult.communities.gov.uk/local-government-standards-and-conduct/remote-attendance-and-proxy-voting/>

To consider whether the Parish Council wishes to respond to the consultation.

15. COUNCILLORS BUSINESS

i. To receive updates from Councillors.

ii. To receive an update from District Councillor Clive Hooker:
<https://www.westberks.gov.uk/downlandsparishcouncilreport>

16. MATTERS FOR FUTURE CONSIDERATION

Including items raised during the Open Forum item 4.

17. DATE OF NEXT MEETING Monday 6th January 2025, 7.30pm.

Subsequent meeting dates 2025: 3rd March, 12th May, 7th July, 8th September, 3rd November.