



Minutes of a meeting of Great Shefford Parish Council held on Monday 07 September 2026 at 7.30pm at Great Shefford Village Hall

Present: Cllr Steve Bullock, Cllr Paul Carter, Cllr Tony Coard (Chairman)

In attendance: Mel Taylor (Parish Clerk)
West Berkshire District Councillor Clive Hooker
Village Emergency Liaison Officer (Great Shefford Emergency Management Team)
5 members of public

09-2026-01 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Jessica Copcutt and Nick Pearson.

09-2026-02 DECLARATIONS OF INTERESTS

Cllr Carter declared a pecuniary interest in agenda item number 7 (minute reference 09-2026-07) as the owner of land including the old football ground relating to planning applications 25/01800/FULMAJ and 26/00036/MDOPO.

09-2026-03 OPEN FORUM

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

- i. A member of public expressed concern that an alleged comment made by District Councillor Hooker at the last meeting, relating to planning application 26/00036/MDOPO – Street Record, Spring Meadows, had not been recorded in the minutes of that meeting.
The Chairman advised that this would be considered at the next meeting when more Councillors were present.

Following this discussion, it was confirmed that the audio recording had been stopped.

- ii. A member of public enquired whether further information could be provided on the two matters listed on the agenda for discussion in closed session. The Parish Clerk advised that additional details could not be shared at this stage, but any information that could be released would be included in the meeting minutes.
- iii. The lead from Hickson Hedgerows advised that the minutes of the Parish Council meeting in June 2026 mentioned a funding agreement between Hickson Hedgerows and West Berkshire Council, it was clarified that the agreement included the Parish Council and set out responsibilities. The Parish Council agreed to enter into the agreement at its meeting in February 2022.

- iv. Shefford Craft Group would be hosting a MacMillan Coffee Morning on Monday 02 November 2026, 10am – 12pm.
- v. **Report from West Berkshire District Councillor Clive Hooker**
Cllr Hooker advised that the government had announced early that day that Local Government Reorganisation had been paused and the future of the proposed Ridgeway Council was unclear. Local elections would proceed as planned in May 2027.

09-2026-04 MINUTES OF PREVIOUS MEETING

Approval of the Minutes of the meeting held on 06 July 2026 was deferred to the next meeting, pending consideration of the matter raised in Open Forum (minute reference 09-2026-03i).

09-2026-05 GREAT SHEFFORD EMERGENCY MANAGEMENT TEAM

The Village Emergency Liaison Officer of the Great Shefford Emergency Management Team (EMT) provided Council with an overview of the role of the EMT and confirmed that the group remained active and last met approximately six months ago to update area teams and volunteer contact details. The team continued to operate through six area groups, although the Black Team (Shefford Woodlands) was currently without a leader, and the Orange (Spring Meadows / Blakeney Fields) and Purple (Church Street / Newbury Road / The Mallards / Hunters Meadow / Scholars Close / East Shefford) Teams had members but no formal leaders. Pools of supporting volunteers were also in place, including nine first-aid volunteers, thirteen equipment and night call-out volunteers, and around twenty-seven cascade households. With the flood alleviation scheme now complete, the likelihood of major activation had reduced, but the contact cascade and volunteer arrangements were maintained.

It was suggested that greater publicity of the scheme was needed.

Councillors thanked the Liaison Officer for the update

09-2026-06 VACANCY FOR A PARISH COUNCILLOR

It was noted that Carol Turner had resigned as a Parish Councillor due to impending relocation away from the village, resulting in a vacancy on the Council. West Berkshire Council had been informed of the vacancy and, should there be no call for a by-election, the Parish Council would seek to fill the vacancy by co-option at its meeting on 05 October 2026.

Councillors recorded thanks to Carol who had contributed a lot to the Parish and would be greatly missed.

09-2026-07 PLANNING APPLICATIONS

The following planning updates/statuses 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	Nil
26/00526/LBC	Long Thatch Wantage Road	Installation of broadband telephone line involving small junction box to side of property	Awaiting decision	No comment
26/00864/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
26/01314/HOUSE	Rose Cottage Shefford Woodlands	Proposed single storey rear/side extension	Awaiting decision	Nil
26/01407/CERTP Certificate of Lawfulness	Downside Wantage Road	Existing rear conservatory to be demolished. New rear extension	Approved	Not consulted
26/01474/HOUSE	Penny Cottage Wantage Road	Proposed First Floor Extension and Alterations	Awaiting decision	Nil

09-2026-08 FINANCE

- a) A financial report for the period 01 April 2026 – 31 August 2026 was noted.
- b) It was noted that agreement had been reached on the 2026/27 pay award for employees on local government 'Green Book' contracts, at 3.3%, backdated to 01 April 2026, and that the revised rate of pay and backdated payment were included in the Parish Clerk's salary payment for August 2026.

09-2026-09 PLAY AREA & RECREATION GROUND REFURBISHMENT

The Parish Clerk advised that a survey to gather feedback from residents on the play area and recreation ground had closed the previous evening, following six-weeks consultation. 66 responses had been received, and these would be processed and presented to the next meeting.

09-2026-10 STORAGE

In the absence of Cllr Armstrong there was no update on potential storage options for Parish Council owned equipment.

09-2026-11 GREAT SHEFFORD VILLAGE HALL

a) It was noted that the Village Hall Committee had advised of an increase in the cost of hall hire for Parish Council meetings with effect from September 2026. The cost of hire would increase from £22.00 to £27.50 per scheduled meeting, with additional hire charged at £13.75 per hour.

b) The Village Hall Committee had advised of a vacancy for a Parish Council representative on the Committee.

It was agreed that this item be deferred to the next meeting, pending greater Councillor attendance

09-2026-12 HIGHWAY SAFETY – HUNGERFORD HILL

Cllr Carter presented a proposal to engage with West Berkshire Council regarding overgrowth related safety concerns on Hungerford Hill.

It was agreed that this item be deferred to the next meeting, pending greater Councillor attendance

09-2026-13 WEST BERKSHIRE COUNCIL

a) The Parish Council's response to West Berkshire Council's West Berkshire Local Plan scoping consultation was noted.

b) West Berkshire Council had updated its Service Delivery Offers for Town and Parish Councils. These were services that Town and Parish Councils could either take over or fund the enhancement of existing services.

It was agreed that this item be deferred to the next meeting, pending greater Councillor attendance

c) It was noted that West Berkshire Council was consulting on its Winter Service Plan for 2026/27. There were no proposed amendments to the 2025/26 Plan.

09-2026-14 VILLAGE MATTERS**i. Traffic calming and speed awareness**

Cllr Bullock reported that Community Speedwatch monitoring had been quiet, with 6 deployments since the last report to Council in July. The highest recorded speed continued to be 70mph, 45% of vehicles exceeded the 30mph limit. 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 reported that SAGLUV continued to engage with Thames Water and lining work was currently being undertaken.

iii. Village Events

MacMillan Coffee Morning, 02 November, 10am – 12pm, hosted by the Craft Group.

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

There was nothing to report.

v. Community Maintenance

Following a successful working group on 09 August, supported by The Lambourn Shed, Council considered how the Parish Council could encourage a regular group in Great Shefford.

Action: Cllrs Carter and Coard to carry out a walkabout and compile a list of tasks, to then recruit local volunteers to assist

Councillor Hooker left the meeting

09-2026-15 COUNCILLORS' BUSINESS

Nothing to report.

09-2026-16 MATTERS FOR FUTURE CONSIDERATION

Nothing currently.

09-2026-17 DATE OF NEXT MEETING

Monday 05 October 2026, 7.30pm at Great Shefford Village Hall.

Followed by: Mondays 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.

09-2026-18 EXCLUSION OF PRESS & PUBLIC

RESOLVED

that, under the Public Bodies (Admissions to Meetings) Act 1960, the press and public be excluded from the meeting for the following items due to the confidential nature of the business to be transacted.

a) Confidential Matter 1

Council considered a suggestion to approach West Berkshire Council to seek the transfer of ownership of the land managed by Hickson Hedgerows & Orchard from West Berkshire Council to the Parish Council.

RESOLVED not to pursue the suggestion at this time.

b) Confidential Matter 2

Council considered feedback regarding the management arrangements of a community initiative and it was agreed to invite the lead of the initiative to an informal meeting.

The Chairman closed the meeting at 8.59pm.

Signed: _____

Date: _____