



Minutes of a meeting of Great Shefford Parish Council held on Monday 7th July 2025 at 7.30pm at Great Shefford Village Hall

Present: Councillor Piers Storey (Chairman)
Councillors Miranda Armstrong, Tony Coard, Jessica Copcutt,
Louisa Freeman and Carol Turner

In attendance: Mel Taylor (Parish Clerk)
District Councillor Clive Hooker
1 member of public

2025-07/01 APOLOGIES FOR ABSENCE
There were no apologies for absence.

2025-07/02 DECLARATIONS OF INTERESTS
Councillor Turner declared a non-pecuniary interest in agenda item number 8, application 25/01267/CERTP – Apple Tree Cottage, Station Road, as a neighbouring property.

2025-07/03 MINUTES OF PREVIOUS MEETING
RESOLVED to take as read and confirm as accurate the Minutes of the meeting held on 2nd June 2025.

2025-07/04 OPEN FORUM

- i. There were no public questions.
- ii. District Councillor Clive Hooker reported that public meetings were being held to consult on the proposed unitary Ridgeway Council, incorporating West Berkshire Council, Vale of White Horse Council and South Oxfordshire Council, and that 2028 would be the anticipated launch, should the proposal go ahead. Consultations were also ongoing with stakeholders and staff. The future of potential devolved services to town and parish councils under a unitary council was unknown at this stage, but town and parish councils might wish to explore combining services with neighbouring councils.

Councillors thanked Councillor Hooker for his update.

2025-07/05 PEDESTRIAN CROSSING
Following consideration at previous meetings, Council wished to pursue the request to West Berkshire Council for a pedestrian crossing on Wantage Road, by The Swan public house, to aid access to the bus stop. A local resident had been invited to present to council and advised that 20+ children used the bus stop daily for the school bus and this was likely to increase as the number of school aged children in the village increased. The main concern was limited visibility crossing the Wantage Road to the bus stop.

2025-07/05 PEDESTRIAN CROSSING continued

Following previous communication, West Berkshire Council had advised that a crossing could not be installed due to there being no street lighting and the required pedestrian to traffic ratio had not been met.

Data collected from Community Speedwatch surveys confirmed that 120-140 cars per hour travel through the village, and more with accidents or closures of nearby major routes.

The resident offered to seek feedback from a traffic engineer known to them and Councillor Hooker agreed to discuss with the highways team at West Berkshire Council.

Councillors thanked the resident for her input, and she left the meeting.

2025-08/06 HICKSON HEDDGEROWS REWILDING & PLATINUM JUBILEE ORCHARD COMMUNITY GROUP

Council noted a report from the Hickson Hedgerows Rewilding & Platinum Jubilee Orchard Community Group regarding issues with grounds maintenance, with the grass not being cut at the correct time, but it was hoped that this would be addressed with a new contractor, and an update on the Group's achievements in its first three years (appendix I).

2025-08/07 RISK MANAGEMENT

Councillors received a draft Risk Management Strategy 2025/26.

RESOLVED to defer to the next meeting, and to prepare a 'checklist' to ensure all actions were undertaken over the year.

2025-07/08 PLANNING APPLICATIONS

Updates on new planning applications and decisions since the last meeting were noted, as detailed at the end of these minutes.

Councillors Armstrong and Copcutt to conduct a site visit to Apple Tree Cottage, application 25/01267/CERTP, and respond ahead of the deadline.

Councillor Hooker left the meeting

2025-07/09 FINANCE

RESOLVED to approve the following payments:

Payee	Amount	Invoice reference / date	Description
Tactical Facilities Management	£217.01	3790 25.06.2025	Monthly maintenance – June 2025
Tactical Facilities Management	£253.86	3750 25.06.2025	Waste removal & Litter Picking – June 2025
M Taylor	£TBC		Parish Clerk's Salary – May & June 2025 ¹

¹ Due to issues accessing HMRC's PAYE software, the Clerk's salary for May & June 2025 was not available at the time of the meeting. It was agreed to approve the payment, subject to circulation of the Clerk's payslip when processed

2025-07/09 FINANCE continued

RESOLVED to ratify payment of £478.80 (£399+VAT) to Sovereign Design Play Systems Ltd for the compliance package approved by Council in March 2025 (minute reference 2025-03/19). Payment authorised and processed by Councillors Freeman and Storey to meet the discounted payment deadline.

RESOLVED to ratify payment of £300 to Carter Jonas for the annual rent for allotment land for the period 1st April 2025 to 31st March 2026. Payment authorised and processed by Councillors Freeman and Storey to meet the payment deadline.

It was noted that a quote was awaited from the grounds maintenance contractor for maintenance works at the play area and recreation ground.

The Clerk advised the Council's complaint to SSE regarding charges for street lighting had now been assigned a complaint manager and a reference number provided. Communication was slow but the complaint was now being reviewed.

2025-07/10 VILLAGE MATTERS**i. Traffic calming and speed awareness**

Councillor Turner reported that local resident Claire Coard had been instrumental in coordinating more frequent speed monitoring sessions, with support from Councillors Copcutt and Turner and a number of volunteers. The Parish Council expressed its appreciation for all the volunteers involved, who were aiming to carry out speed monitoring twice-a-week. Additional volunteers were still needed. Councillor Armstrong reaffirmed her willingness to undertake training and Councillor Storey would provide a link to the training.

Monitoring would be carried out on National Speed Awareness Day on Friday 11th July, from 7:30am to 8:30am.

During the A34 closure the previous weekend, Speedwatch had recorded 490 vehicles.

Data collected from regular monitoring was crucial and the visible presence of Speedwatch was important for community reassurance and deterrence.

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

There was nothing new to report.

iii. Village Events

Dates of future community litter picks to be confirmed.

No update on the proposed Halloween event.

Councillor Turner pursuing a meeting with the social club to confirm details for the Christmas tree and event. The primary school and Under 5's had confirmed their involvement.

iv. Village Communications – Website, Facebook etc

The new website was work-in-progress.

2025-07/10 VILLAGE MATTERS continued**v. Future Councillor 'Meet & Greet'**

At future village events.

2025-07/11 COUNCILLORS' BUSINESS

- i. Public notice regarding the Parish Councillor vacancy had been published on the website, noticeboard and social media platforms.
- ii. A local resident had approached the Parish Council to express interest in carrying out work around the village as a volunteer day supported by his employer, and it was agreed to arrange for Friday 1st August 2025.
- iii. A local resident had provided the Parish Council with a copy of his response to West Berkshire Council's consultation on bus services, highlighting the lack of services from the village to Hungerford and Wantage.
- iv. The footpath between Station Road and Wantage Road, behind Mill Cottage, had tree roots pushing up the tarmac surface. It was agreed to report to West Berkshire Council.
- v. The dog bin by the petrol station was regularly filling up and it was agreed to check that the frequency of emptying was in line with the contract.

2025-07/12 MATTERS FOR FUTURE CONSIDERATION

- i. Pedestrian Crossing – continue discussion next meeting.
- ii. Village security – future agenda.

2025-07/13 DATE OF NEXT MEETING

Monday 8th September² at 7.30pm.

Subsequent meeting dates for 2025/26: 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 8.55pm.

Signed: _____

Date: _____

² **POST MEETING NOTE: the date of next meeting is now Monday 1st September 2025**

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	Refused	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 at time of meeting
25/01267/CERTP	Apple Tree Cottage, Station Road	Erection of a single storey side extension, 3m (L) and full width of house with pitched roof. Erection of porch canopy	Awaiting decision	Nil at time of meeting