



Minutes of a meeting of Great Shefford Parish Council held on Monday 5th January 2026 at 7.30pm at Great Shefford Village Hall

Present: Councillors Steve Bullock, Tony Coard, Jessica Copcutt, Louisa Freeman and Carol Turner

In attendance: Mel Taylor (Parish Clerk)
District Councillor Clive Hooker

01-2026-01 ELECTION OF A CHAIRMAN

Following the resignation of Piers Storey as Chairman and a Parish Councillor, Council elected a new Chairman.

RESOLVED to elect Councillor Tony Coard as Chairman of the Parish Council for the remainder of the municipal year 2025/26.

Councillor Coard chaired the meeting from this point

With the new Chairman being the previous Vice Chairman, Council considered the appointment of a new Vice Chairman.

RESOLVED to appoint Councillor Carol Turner as Vice Chairman of the Parish Council for the remainder of the municipal year 2025/26.

01-2026-02 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Miranda Armstrong.

01-2026-03 DECLARATIONS OF INTERESTS

There were no declarations of interest.

01-2026-04 MINUTES OF PREVIOUS MEETINGS

RESOLVED to approve the Minutes of the meeting held on 3rd November 2025 as a true and accurate record.

01-2026-05 OPEN FORUM

- i. There were no members of public present and no questions had been received.
- ii. A response was awaited from West Berkshire Council Highways Officers regarding visibility concerns caused by a fence at The Swan pub, as reported by a resident at the last meeting (Minute reference 2025-11/04ii).
- iii. No progress to report regarding engagement with the Environment Agency and West Berkshire Council Officers regarding a site visit to discuss risks and potential remedial actions relating to local drainage infrastructure, as reported by a resident at the last meeting (Minute reference 2025-11/04iii).

- iv. District Councillor Clive Hooker congratulated Councillors Coard and Turner on their appointment as Chairman and Vice Chairman, and provided the following updates:

Road noise complaint - Shefford Woodlands a complaint from a resident of Shefford Woodlands regarding road noise was being processed by West Berkshire Council as a stage 2 complaint, and Councillor Hooker had discussed the issues with senior Officers. The issues relate to a newly tarmacked section of the B4000 from the junction of the A334 Hungerford Hill to passed the turning to Shefford Woodlands. Complaints regarding highway noise in this area had been ongoing since 2011 but recent resurfacing had heightened the issue.

Spring Meadows planning application as several objections had been submitted, the application will be referred to the Western Area Planning Committee (WAPC). Members of the WAPC will undertake a site visit prior to determining the application.

The Parish Council will be informed of the site visit and will have the opportunity to attend to present its case. Residents may also appoint a representative to attend the site visit.

The Parish Council may attend and speak (for up to five minutes) at the WAPC meeting and there is also provision for one objector to attend and speak, which could be a residents' representative.

Approximately one week's notice of the meeting will be provided.

01-2026-06 ROAD SAFETY

The following updates on engagement with West Berkshire Council Highways Officers regarding the proposed relocation of the school bus stop and highway signage enhancements were noted:

The signage review is included on the list of schemes to be approved for work during the financial year 2026/27. Once approval to work on the review has been granted, it will be allocated an appropriate Officer to undertake the review.

The Transport Team, who deal with school transport, have been asked to look into where potential replacement bus stands/stops could be provided, to limit the need for pupils to walk to the stop outside the pub and therefore reducing the pedestrian conflict at the junction.

01-2026-07 PLANNING APPLICATIONS

The following planning updates were noted:

Application No.	Address	Details	WBC 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
25/02250/COND	Land East of The Old Post House Newbury Road Shefford Woodlands	Application for approval of details reserved by condition 4 (HMMP) of approved 25/00567/FUL	Approved	Nil
25/02366/COND	Shefford House Newbury Road	Application for approval of details reserved by conditions 3, 6, 7, 8 of approved 24/02716/HOUSE	Part approved (3), part refused (6,7,8)	Nil
25/02450/AGRIC	Land south of Trindledown Farm Wantage Road	Application to determine if prior approval is required for a proposed twin gabled agricultural storage barn	A planning application is required	Nil
25/02689/AGRIC	Land south of Trindledown Farm Wantage Road	Application to determine if prior approval is required for a proposed twin gabled agricultural storage barn	Awaiting decision	Nil
25/02794/FUL	East Shefford House	Installation of an above ground 48 panel solar PV array	Awaiting decision	Nil

01-2026-08 FINANCE

RESOLVED to approve the following payments:

Payee	Amount	Invoice reference / date	Due date	Description
Tactical Facilities Management	£217.01 (£180.84+VAT)	SI-4659 26.11.2025	26.12.2025	Monthly grounds maintenance – November 2025
Tactical Facilities Management	£253.86 (£211.55+VAT)	SI-4716 27.11.2025	27.12.2025	Waste removal & Litter Picking – November 2025
Tactical Facilities Management	£150.00 (£125.00+VAT)	SI-4765 27.11.2025	27.12.2025	Weed treatment of play equipment matting AGREED AT SEPT MEETING (Minute ref 2025-09/11iii)
Tactical Facilities Management	£217.01 (£180.84+VAT)	SI-4825 21.12.2025	20.01.2025	Monthly grounds maintenance – December 2025
Tactical Facilities Management	£253.86 (£211.55+VAT)	SI-4933 22.12.2025	21.01.2025	Waste removal & Litter Picking – December 2025
M Taylor	£482.40		30.11.2025 PAID 01.12.25	Parish Clerk's Salary – November 2025
M Taylor	£482.40		31.12.2025 PAID 04.01.25	Parish Clerk's Salary – December 2025

01-2026-08 FINANCE continued

b) A budget report for the period 1st April 2025 – 31st December 2025 was noted.

c) Council considered a supplementary request from the Parochial Church Council (PCC) regarding grant funding for a lighting upgrade at St Mary's Church. As quotations for the lighting upgrade were not yet available, the PCC requested that the Parish Council consider a donation towards heating costs in the current financial year and consider the lighting upgrade application in the next financial year.

RESOLVED to support in principle the PCC's request for funding for heating costs and to enquire whether the PCC could process the application for funding for the lighting upgrade via The Good Exchange to attract matched funding. The funding to be provided in this financial year to be considered further at the next meeting.

d) Council considered a request from Welford Park Cricket Club for grant funding towards the purchase of two defibrillators, at a cost of up to £2,000. The application was being processed via The Good Exchange (Application 21128) as part of a wider proposal, with a matched funding offer from Greenham Trust. Total project funding target remaining: £1,115

RESOLVED to award a grant of £557.50 (matched funded to £1,115) to Welford Park Cricket Club for the purchase of two defibrillators as part of a wider project.

e) Following review at previous meetings, Council gave final consideration to the budget 2026/27.

RESOLVED to adopt the budget 2026/27, as set out in appendix I, and to submit a precept request to West Berkshire Council for £36,000.

f) Written confirmation had been received from SSE that the following credits were due, relating to the ongoing dispute over street lighting charges:

Credit due for MPAN 2000054541574 is £635.69 (before VAT) and will be added as a credit to the Council's SSE account.

Credit due for MPAN 2000054541583 is £685.49 (before VAT) and as there is no live contract (due to the merger of the original two accounts) a credit will be sent. Both credits were awaited.

A quotation from Utility Aid for a new unmetered supply contract for street lighting was considered.

RESOLVED to enter into a three-year agreement with Utility Aid for an unmetered electricity supply from SSE, for street lighting, at an estimated annual cost of £1,349.79 (current estimated annual cost £1,791.99).

01-2026-09 VILLAGE MATTERS**i. Traffic calming and speed awareness**

Councillor Bullock was collecting monthly data reports from the speed monitoring device on Wantage Road and these were being shared with West Berkshire Council.

It was agreed to encourage the Community Speed Watch group to set dates for monitoring in January, February and March.

ii. Forthcoming roadwork notification

There were no notifications of roadworks or highways matters.

iii. Village signage

Nothing at this time.

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

Councillor Freeman reported that relining work at Montbeck remains outstanding, since 2024.

Councillor Hooker left the meeting

v. Village Events

Following an enjoyable Christmas lights switch-on event, it was agreed that the Council would reflect on aims and objectives for future events, explore delivery options, and consider how funding might support a range of village activities.

The next Community Litter Pick would take place on Sunday 25th January 2026, 10.30am – 11.30am.

vi. Village Communications – Website, Facebook etc

It was agreed to include an article on the use of grit bins in the next Parish Newsletter, to highlight that they are provided for residents use on pavements and minor roads.

It was agreed to include a 'What We Do' page on the new website.

vii. Request for a formal email domain for distribution of the Parish Newsletter

Council considered a request from the Editor of the Parish Newsletter for a formal email domain, following email delivery issues and the subsequent following advice from the newsletter distribution platform: *"We highly recommend sending from your own domain, as sending from free email service providers like Gmail, Hotmail or Yahoo can cause your emails to land in spam or get blocked from the inbox altogether (bounces)."*

After careful consideration, Council agreed that the use of a Council .gov.uk email address was not appropriate and should be restricted to Parish Councillors and staff, who were subject to the Council's policies, controls and governance arrangements external use of the Parish Council's email domain could present risks that were beyond its control. that provision of a Parish Council email domain for distribution of the Parish Newsletter could not be supported.

RESOLVED

01-2026-10 COUNCILLORS' BUSINESS

It was agreed that publicity of the Parish Councillor vacancy should include information on what being a Parish Councillor involves.

01-2026-11 MATTERS FOR FUTURE CONSIDERATION

Nothing at this time.

01-2026-12 DATE OF NEXT MEETING

Monday 2nd February 2026, at 7.30pm.

Subsequent meeting dates: 2nd March 2026, 13th April 2026 (*) and 11th May 2026. (*) previously advertised as 6th April, changed to 13th as 6th is Easter Monday Bank Holiday

The Chairman declared the meeting closed at 9.35pm.

Signed: _____

Date: _____