



Email: clerk@greatsheffordparish.gov.uk

28th October 2025

Members of Great Shefford Parish Council, you are summoned to a Parish Council Meeting on **Monday 3rd November 2025 at 7.30pm** at Great Shefford Village Hall, Station Road, Great Shefford, RG17 7DR.

Mel Taylor
Parish Clerk

AGENDA

1. APOLOGIES FOR ABSENCE

To receive apologies for absence.

2. 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.

3. MINUTES OF PREVIOUS PARISH COUNCIL MEETING

To consider approval of the minutes of the Parish Council Meeting held on 6th October 2025.

4. OPEN FORUM

- i. 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.
- ii. A request has been received from a resident to consider their concerns regarding closed board fencing at The Great Shefford pub and its impact on highway sight lines.
- iii. A request has been received from a resident to consider their communication with the Environment Agency regarding local flood/drainage infrastructure.
- iv. To receive a report from District Councillor Clive Hooker.

5. PEDESTRIAN CROSSING

At the last meeting it was agreed to request that West Berkshire Council assess potential relocation of the school bus stop, and improvements and enhancements to road and highway signage. A potential alternative location for a pedestrian crossing has subsequently been suggested, and Council is asked to consider if it wishes to include this in the request to West Berkshire Council.

6. PLANNING APPLICATIONS

To note planning updates since the last meeting (Status and GSPC response correct at the time of publication of the agenda) and a continuing log of applications awaiting determination by West Berkshire Council:

Application No.	Address	Details	Status	GSPC response
25/01601/FUL & 25/01602/LBC	Swan Inn Newbury Road	Alterations and renovations to the existing building, demolition and single-storey replacement of part. Associated external works	Approved	Support
25/01742/HOUSE	Winterbourne Cottage, Wantage Road	Rear extension	Approved	Nil
25/01800/FULMAJ	Land to the west of Spring Meadows	Proposed 16no. dwellings, new access, public open space and landscaping	Awaiting decision	As per Minutes of previous meeting
25/01876/FUL	Pheasant Inn, Ermin Street, Shefford Woodlands	Erection of new metal frame retractable roof pergola	Approved	Nil

7. FINANCE

a) To approve the following payments:

Payee	Amount	Invoice reference / date	Due date	Description
Tactical Facilities Management	£253.86 (£211.55+VAT)	SI-4467 26.10.2025	25.11.2025	Waste removal & Litter Picking – October 2025
Tactical Facilities Management	£217.01 (£180.84+VAT)	SI-4512 26.10.2025	25.11.2025	Monthly grounds maintenance – October 2025
Tactical Facilities Management	£510.00 (£425+VAT)	SI-4423 20.10.2025	19.11.2025	Play park repairs and hedge cutting
Cloud Next	£59.98 (£49.99+VAT)	254185 26.09.2025	25.11.2025	Annual hosting cost of greatsheffordparish.gov.uk for emails and website
Cloud Next	£60.00 (£50.00+VAT)	254754 05.10.2025	05.12.2025	Annual cost of ownership of domain greatsheffordparish.gov.uk
Great Shefford Village Hall	£150.00	06.10.2025	not stated	Hall hire for Council meetings April-Oct 2025 (6 @ £25)
Infinity Playgrounds	£2,566 (£2,155+VAT)	INV-01701 30.10.2025	13.11.2025	Play Area repairs
M Taylor	£468.60		31.10.2025	Parish Clerk's Salary – October 2025

b) To receive and note a budget report for the period 1st April 2025 – 31st October 2025.

c) To consider any projects Councillors wish to undertake in 2026/27 and whether funding provision is required in the draft budget.

- d) To consider a second draft budget 2026/27, and 3-year estimations, for review ahead of adoption at the next meeting of Council on 5th January 2026.
- e) (i) To receive any updates regarding the long-running dispute with SSE regarding street lighting charges, and
(ii) a quote from Utility Aid for a new contract for an unmetered supply for street lighting.
- f) To consider a funding request from the Editor of Great Shefford Parish News to produce a hardcopy Christmas edition. The edition aims to support and promote community organisations and activities, following concerns that falling engagement may be due to a lack of awareness. It is proposed that the inside front and back covers include contact details of local businesses and organisations, to serve as a community reference throughout 2026.

A quote has been obtained for the preparation and printing of 450 A5 copies (28 pages, full colour):

90gsm paper – £397 (+VAT) OR
100gsm paper – £445 (+VAT)
PLUS getting the newsletter 'print ready' = £60

There is £500 available in the Printing/Newsletter budget.

- g) To note that an application for a Members' Bid grant from West Berkshire District Councillor Clive Hooker, for repairs and maintenance of the play area / recreation ground, has been successful with an award of £2,571.

8. PARISH COUNCIL POSTAL ADDRESS

The Trustees of Great Shefford Village Hall have kindly agreed that the Parish Council may use the village hall as its postal address and have requested upgrade of the current postbox on the hall exterior.

To agree expenditure of up to £50 for purchase of a new postbox and to consider whether installation can be carried out in-house or outsourced to a contractor.

9. WEST BERKSHIRE COUNCIL SERVICE DELIVERY OPPORTUNITIES

To receive an updated programme of service delivery offers from West Berkshire Council and to consider whether to explore any of the opportunities.

10. VILLAGE MATTERS

To consider any updates on the following village matters:

- i. Traffic calming and speed awareness
- ii. To note any forthcoming roadwork notifications from West Berkshire Council
- iii. Village signage
- iv. Flood Alleviation Scheme and SAGLUV (Sewage Action Group for the Lambourn Upper Valley)
- v. Village Events
- vi. Village Communications – Website, Facebook etc.
- vii. To note that 1,500 bulbs received from North Wessex Downs Landscape Trust, were planted at the recreation ground on Tuesday 21st October.

11. COUNCILLORS' BUSINESS

To receive updates from Councillors.

12. MATTERS FOR FUTURE CONSIDERATION

To confirm matters for future agendas, including items raised during the Open Forum, agenda item 4.

'Village Security' carried forward from July 2025 meeting.

13. DATE OF NEXT MEETING

Monday 5th January 2026, 7.30pm

Subsequent meeting dates for the municipal year 2025/26: 2nd February 2026, 2nd March 2026, 13th April 2026 and 11th May 2026.