



Email: clerk@greatsheffordparish.gov.uk

26th May 2025

Members of Great Shefford Parish Council you are summoned to a Parish Council Meeting on Monday 2nd June 2025 at 7.30pm in Great Shefford Village Hall, Station Road, 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 approving the minutes of the Parish Council Meeting held on 12th May 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. To receive a report from District Councillor Clive Hooker.

5. ACCOUNTS 2024/25

(a) Internal Auditor's Report

To receive and adopt the Internal Auditor's Report 2024/25.

(b) Parish Council Accounts 2024/25

To receive and approve the following financial papers for the year ended 31st March 2025:

- 1 Financial Report for the year ended 31st March 2025.**

5. ACCOUNTS 2024/25 continued

(b) Parish Council Accounts 2024/25 continued

2 Annual Return for the year ended 31st March 2025:

- i. To confirm certification as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015.
- ii. Annual Governance Statement, including a review of internal controls - Section 1 of the Annual Return
- iii. Accounting Statements - Section 2 of the Annual Return

(c) Confirmation of period of publication of public rights

To confirm that the period for Exercise of Public Rights shall be 1st July 2024 to 9th August 2024 and that notice shall be published on the Parish Council's website and village noticeboard.

6. PLANNING APPLICATIONS

To note the following updates since the last meeting (status correct at the time of publication of the agenda):

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	Awaiting decision	Nil
24/02156/FUL	East Shefford House	Part retrospective installation of solar panel	Approved	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
25/00672/NONMAT	3 The Old Railway Station Station Road	Revised windows and door configuration on north and west elevations	Approved	Nil

7. FINANCE

- i. To approve the following payments:

Payee	Amount	Invoice reference / date	Due date	Description
Tactical Facilities Management	£217.01	SI-3557 26 th May 2025	25 th June 2025	Monthly maintenance – May 2025
Tactical Facilities Management	£253.86	SI-3624 26 th May 2025	25 th June 2025	Waste removal & Litter Picking – May 2025
M Taylor	Awaited			Parish Clerk's Salary – May 2025
C Connell	Awaited			Internal Audit 2024/25

7. FINANCE continued

- ii. To ratify payment of £4,506.24 to Infinity Playgrounds Ltd for remedial repairs to play equipment approved by Council in March 2025 (minute reference 2025-03/19). Payment authorised and processed by Councillors Freeman and Storey to meet payment deadline (29th May 2025).

8. VILLAGE MATTERS

To consider any updates on the following village matters:

- i. Traffic calming and speed awareness
- ii. Flood Alleviation Scheme and SAGLUV (Sewage Action Group for the Lambourn Upper Valley)
- iii. Village Events
- iv. Village Communications – Website, Facebook etc.
- v. Future Councillor 'Meet & Greet'

9. COUNCILLORS BUSINESS

- a) To note that following notice of the casual vacancy for a Parish Councillor, following the resignation of Eunice Tweedie, no request for an election was received by the Returning Officer at West Berkshire Council, therefore the Council is now able to fill the vacancy by co-option and a campaign will commence imminently.
- b) To receive updates from Councillors.

10. MATTERS FOR FUTURE CONSIDERATION

Including items raised during the Open Forum, agenda item 4.

11. DATE OF NEXT MEETING

Monday 7th July 2025, 7.30pm

Subsequent meeting dates 2025/26: 8th September, 6th October, 3rd November, 5th January 2026, 2nd February, 2nd March, 6th April and 11th May.