Minutes of a meeting of Great Shefford Parish Council held on Monday 02 November 2026 at 7.30pm at Great Shefford Village Hall

Present: Cllr Steve Bullock, Cllr Tony Coard, Cllr Nick Pearson and Cllr Mark Rees

In attendance: Mel Taylor (Parish Clerk)
2 members of public

11-2026-01 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Miranda Armstrong, Cllr Paul Carter and Cllr Jessica Copcutt.

District Councillor Clive Hooker had advised that they were unable to attend due to a clash of meetings.

11-2026-02 DECLARATIONS OF INTERESTS

Cllr Rees declared a non-pecuniary interest in agenda item number 6b, application 26/00429/HOUSE as a friend of the applicant.

11-2026-03 APPOINTMENT OF A VICE CHAIRMAN

RESOLVED to appoint Cllr Steve Bullock as Vice Chairman of the Parish Council, following the resignation of the former Vice Chairman, Carol Turner.

11-2026-04 OPEN FORUM

i. A resident reported that at the Western Area Planning Committee meeting held the previous week, at which the Spring Meadows covenant application was considered, it had been suggested that it was unclear whether the Parish Council had objected to the proposal. Cllr Coard advised that the Parish Council had made its position clear to West Berkshire Council and had formally submitted an objection.
ACTION: Parish Clerk to liaise with District Councillor Hooker regarding the reported comment

ii. The organiser of Shefford Craft Group (SCG), present at the meeting, reported that a coffee morning held in aid of MacMillan and other Breast Cancer Charities, had been well supported, raising £480. Thanks were recorded to everyone who supported the event. The Chairman congratulated SCG.

iii. A member of public expressed concern regarding the inconsistency of the Parish Newsletter and the impact this was having on the promotion of local information and events, particularly in the lead-up to the Christmas period.

iv. Report from West Berkshire District Councillor Clive Hooker
Cllr Hooker was not present.

11-2026-05 MINUTES OF PREVIOUS MEETINGS

RESOLVED to approve the minutes of the meetings held on 06 July 2026 (deferred from the previous meeting, pending amendment) and 05 October 2026, as true and accurate records.

11-2026-06 PLANNING APPLICATIONS

a) Council consider the following planning application:
26/02127/HOUSE – Brookhouse, 4 The Mead – pitched roof over existing garage and conversion to living accommodation.

RESOLVED to confirm the Parish Council's response via email, following an assessment of the application.
Post meeting note: Councillors agreed via email 'No Objection'.

b) The following planning updates/statuses were noted:

Application No.	Address	Details	GSPC response	WBC Status
25/01800/FULMAJ	Land to the west of Spring Meadows	Proposed 16no. dwellings, new access, public open space and landscaping	As per appendix to Minutes of meeting 06.10.2025	Awaiting decision
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 24th May 1988	Object – on grounds stated in Minutes of meeting 02.02.2026	Awaiting decision
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	Nil	Awaiting decision
26/00526/LBC	Long Thatch Wantage Road	Installation of broadband telephone line involving small junction box to side of property	No comment	Withdrawn
26/01474/HOUSE	Penny Cottage Wantage Road	Proposed First Floor Extension and Alterations	Nil	Awaiting decision
26/01926/CERTE	1 Northfield Cottages Northfield Farm Wantage Road	Conversion of loft space to habitable room with toilet and basin ensuite	Nil	Awaiting decision
26/02001/HOUSE	Highdown View Church Street	Proposed garage conversion, loft extension with dormer window, façade alterations, solar panel installation, floor plan redesign and all associated work	No objection but to request that the solar panels are fitted flush to the roof to reduce the visual impact in the conservation area	Awaiting decision
26/02002/NONMAT	Wood View Baydon Road Shefford Woodlands	Non-material amendment to planning permission 21/02594/OUTD	Not consulted	Approved
26/02039/COND	Wood View Baydon Road Shefford Woodlands	Application for approval of details reserved by conditions 3 and 4 of planning permission 26/00568/HOUSE	Not consulted	Awaiting decision
26/02110/COND	Wood View Baydon Road Shefford Woodlands	Application for approval of details reserved by conditions 6, 7, 8, 10 and 11 of outline planning permission 21/02594/OUTD	Not consulted	Awaiting decision

11-2026-07 FINANCE

a) A financial report for the period 01 April 2026 – 31 October 2026 was noted.

b) The following payment due was approved:

Payee	Amount	Invoice reference / date	Due date	Date paid	Description
Cloud Next	£60.00 (£50.00+VAT)	279476 05.10.2026	05.12.2026		Greatsheffordparish.gov.uk domain annual renewal

c) Councillors were invited to put forward suggestions of projects, initiatives and expenditure items for inclusion in the draft budget 2027/28.

11-2026-08 DEFIBRILLATORS

Following agreement at the Parish Council meeting in May 2026 to apply for a West Berkshire Council Members' Bid to fund the purchase of 2 replacement defibrillators that were nearing expiry, it was noted that the award of £2,500 had provided sufficient funding to replace all 3 units in the parish (the third unit expiring in 2027).

11-2026-09 PLAY AREA & RECREATION GROUND REFURBISHMENT

It was noted that work was continuing as planned, with no significant update to report at this stage.

11-2026-10 STORAGE

A member of public, present at the meeting, advised that there was equipment (bunting, cups, ropes etc) from the past Country Fair, believed to be owned by the Parish Council, stored in the container in the Village Hall car park. It was understood that these items were provided for the Fair rather than being Parish Council property, however, the Parish Council would remove if required to.

Cllr Rees advised that the former Parish Council Chairman still had the Council's tug-of-war rope.

ACTION: Cllr Rees to obtain and store the tug-of-war rope until the Parish Council's storage container is purchased

11-2026-11 HIGHWAYS MATTERS

i. Potential review of speed limits

Cllr Bullock advised that the Community Speedwatch Group planned to meet to consider a potential review of speed limits on roads in the parish.

ii. Review of Highway Signage

Council noted the following update from West Berkshire Council Highways Officers following the Parish Council's request for a review of highway signage in the parish:

"An assessment of existing signs and road markings on the main roads has been completed. The review found that all required signage is in place and compliant with the minimum standards for driver information.

A further review is now being undertaken to identify opportunities to enhance the visibility and effectiveness of existing signs, particularly those relating to speed limits, to improve the information provided to drivers. Officers expect this work to take a few weeks, after which any recommended improvements will be reported for consideration and potential future implementation."

ACTION: Cllr Coard to provide the Parish Clerk with a log and photos of highway signage believed to not be compliant, for reporting to West Berkshire Council

iii. Potential relocation of school bus stop

Council noted the following update from West Berkshire Council Highways Officers following the Parish Council's request that the school bus stop be relocated following safety concerns:

"Following an assessment by the Transport Team, it has been concluded that there are no suitable alternative locations for the bus stop and its current position remains the preferred option."

Officers also reiterated that, due to the existing road layout, there are no practicable measures available to improve the pedestrian crossing point in the area of the junction with Church Street and The Swan public house.

11-2026-12 WEST BERKSHIRE COUNCIL

Council noted that 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 enhancement of existing services, including: **installation of Vehicle Activated Signs and School Flashing Signs**, installation of cycle shelters, installation of cycle parking, providing additional library opening hours, providing Pop-up Libraries or Community Bookshelf, **installation and maintenance of Bus Shelters**, above statutory duty gully cleansing, above statutory duty ditch clearance, converting street lights to LED, street light adoption and maintenance, **highway sign cleaning**, improvement of existing or installation of new footways, installation of CCTV for fly-tipping deterrence, transfer of playgrounds and open spaces, transfer of dog poo bins, visual tree surveys and reports (minimum of 20 parishes required) and **management of rural verges**.

It was agreed that the services highlighted above may be of interest for future consideration.

11-2026-13 VILLAGE MATTERS

i. Traffic calming and speed awareness

Cllr Bullock reported that 40% of vehicles recorded on the Speed Indicator Device on Wantage Road during October 2026 were over the speed limit, with the highest speed recorded at 75mph.

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

A copy of the Summer 2026 report had been circulated and was available on the Parish Council website.

iii. Village Events

Christmas Tree

The Primary School, Under 5's Group and Sports & Social Club had all confirmed their involvement in the tree decorating and lights switch on event. The tree was scheduled to be delivered on 27 November, with the Preschool and Primary School decorating during the week commencing 30 November, ahead of the lights switch-on event on Saturday 05 December.

RESOLVED to approve expenditure of up to £120 to purchase a new base for the Christmas tree.

ACTION: Cllr Coard to purchase a new base for the Christmas Tree and to liaise with the Sports & Social Club regarding siting of the Christmas tree.

iv. Village Maintenance

Cllr Rees had produced draft posters seeking to recruit volunteers to form a community maintenance group.

It was agreed to follow activities such as litter picking with a social meet at the pub.

A member of public, present at the meeting, suggested siting litter picking stations in 2 or 3 areas of the parish, containing litter pickers and bags for parishioners to access.

ACTION: Cllr Coard to research suitable cabinets

11-2026-14 COUNCILLORS' BUSINESS

Cllr Coard reported that the litter bin provided by West Berkshire Council, in front of the Village Hall, had been removed due to damage but, as yet, had not been replaced.

ACTION: Parish Clerk to request a replacement bin from West Berkshire Council

Cllr Coard advised that repainting of play equipment at the recreation ground was still outstanding and the base of the wooden shelter required attention.

11-2026-15 MATTERS FOR THE NEXT AGENDA

- Budget 2027/28 (Parish Clerk)
- Automatic Community Speedwatch Camera (Cllr Bullock)
- Schedule/Plan for establishing a Village Maintenance volunteer group (Cllr Rees)

11-2026-16 DATE OF NEXT MEETING

Monday 04 January 2027, 7.30pm at Great Shefford Village Hall.

Followed by: Mondays 01 February 2027, 01 March 2027, 05 April 2027 and May 2027 to be confirmed.

The Chairman closed the meeting at 9.10pm.

Signed: _____ Date: _____