



Email: clerk@greatsheffordparish.gov.uk

5th May 2025

Members of Great Shefford Parish Council you are summoned to a Parish Council Meeting on Monday 12th May 2025 at 8.30pm (following the Annual Parish Meeting) at Great Shefford Village Hall, Station Road, RG17 7DR.

Mel Taylor
Parish Clerk

AGENDA

1. APOLOGIES FOR ABSENCE

To receive apologies for absence.

2. ELECTION OF CHAIRMAN AND VICE CHAIRMAN

a) To elect a Chairman of the Parish Council for the municipal year 2025/26.

b) To elect a Vice Chairman of the Parish Council for the municipal year 2025/26

The newly elected Chairman and Vice Chairman shall each sign the declaration of acceptance of office.

3. 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.

4. MINUTES OF PREVIOUS PARISH COUNCIL MEETING

To consider approving the minutes of the Parish Council Meeting held on 7th April 2025.

5. OPEN FORUM

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.

6. ANNUAL ADOPTION OF STRATEGIC DOCUMENTS

To confirm adoption of the following documents for the municipal year 2025/26:

- a) Standing Orders
- b) Financial Regulations
- c) Asset Register

7. CALENDAR OF MEETINGS 2025/26

To confirm the calendar of meetings for the municipal year 2025/26 as follows:
2nd June 2025, 7th July 2025, [no meeting in August], 1st September 2025, 6th October 2025, 3rd November 2025, [no meeting in December 2025], 5th January 2026, 2nd February 2026, 2nd March 2026, 6th April 2026 and 11th May 2026.

8. BALC / NALC AFFILIATION 2025/26

To consider renewal of affiliation to the Berkshire Association of Local Councils / National Association of Local Councils for the municipal year 2025/26.

Fees: BALC £164.56, NALC £61.13

9. PLAY AREA COMPLIANCE INSPECTIONS PROGRAMME

To consider an opportunity to sign up to a play area compliance programme provided by Sovereign Play Equipment, at a one-off cost of £399 for 5-years, comprising 2 operational inspections per year. This would complement the existing monthly visual inspections carried out in-house and the annual safety inspection.

10. PLANNING APPLICATIONS

To note the following updates since the last meeting:

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, at time of agenda publication
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, at time of agenda publication
25/00672/NONMAT	3 The Old Railway Station Station Road	Revised windows and door configuration on north and west elevations	Approved	Nil
25/00742/AGRIC	Access track west of East Shefford Farm, footpath 17	To determine if prior approval is required for proposed new road for agricultural or forestry use	Awaiting decision	Nil, at time of agenda publication
25/00888/HOUSE	29 Spring Meadows	Two-storey side extension following demolition of existing conservatory	Awaiting decision	Nil, at time of agenda publication

11. FINANCE

To approve the following payments:

Payee	Amount	Invoice reference / date	Due date	Description
Tactical Facilities Management	£217.01	3366 24.04.2025	24.05.2025	Monthly maintenance – April 2025
Tactical Facilities Management	£253.86	3413 24.04.2025	24.05.2025	Waste removal & Litter Picking – April 2025
Westcotec	£6,103.20	15790-1 15.04.2025		Replacement VAS Wantage Road
M Taylor	£308.61			Parish Clerk's Salary – April 2025
The following payment is subject to the outcome of agenda item number 8 above				
BALC	£225.69	7453 28.04.2025	28.05.2025	Affiliation fee 2025/26

12. COUNCILLORS BUSINESS

To receive any updates from Councillors.

13. MATTERS FOR FUTURE CONSIDERATION

To consider any matters emerging from the Annual Parish Meeting, held immediately prior to this meeting, and any items raised during the Open Forum of this meeting, agenda item 5.

14. DATE OF NEXT MEETING

Monday 2nd June 2025, 7.30pm