



Email: clerk@greatsheffordparish.gov.uk

28th January 2026

Members of Great Shefford Parish Council, you are summoned to a Parish Council Meeting on **Monday 2nd February 2026 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 MEETING

To consider approval of the minutes of the Parish Council meeting held on 5th January 2026.

4. OPEN FORUM

- i. To receive any questions, comments, or representations from the public. **This agenda item will be for a maximum of 15 minutes. Each member of the public is limited to 2 minutes.** After this period members of the public may only speak when invited to do so. No decisions can be made by the Council during open forum.
- ii. To receive the following update from West Berkshire Council Officers relating to concerns raised by a resident at the November 2025 meeting (Minute reference 2025-11/04ii) regarding visibility over the bridge crossing Wantage Road adjacent to The Swan pub:

It is noted that the existing fence and adjacent lean-to building [at The Swan] partially restrict pedestrian visibility at the crossing point. While this arrangement is not ideal, the structures are located on private land and do not affect forward sight lines for carriageway users. There is no formal mechanism to require removal unless the fence or building is non-compliant with planning regulations or the land is subject to sightline restrictions. The location of the crossing itself also contributes to the visibility issue. Any improvement through removal of the fence would rely on mutual agreement with the landowner.

- iii. To receive a report from District Councillor Clive Hooker.

5. REQUEST FOR FENCE REPAIR NEWBURY ROAD

To note that a request has been received from a resident regarding fence repairs adjacent to Newbury Road. This request is currently being assessed and further consideration may be deferred to the next meeting on 2nd March 2026.

6. PLANNING APPLICATIONS

a) To consider the following planning applications:

Application No.	Address	Details	Response deadline
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 24 th May 1988	4 th February 2026
25/02916/HOUSE	Manor Cottage Shefford Woodlands	Proposed Two-Storey Rear Extension	2 nd February 2026

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

Application No.	Address	Details	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
25/02374/CERTE	Bread Oven Cottage Northfield Farm Wantage Road	Certificate of lawfulness of existing use to confirm that Bread Oven Cottage has been lawfully and continuously occupied as a C3 dwelling since 2008	Approved	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	Refused ¹	Nil
25/02794/FUL	East Shefford House	Installation of an above ground 48 panel solar PV array	Awaiting decision	Nil

¹ The application site forms part of a large, open and undulating field characteristic of the North Wessex Downs National Landscape and landscape designation of WD2: Peasemore Wooded Downland. The proposed barn would be substantial in scale (1,497sqm footprint, 12m ridge height), sited on an exposed corner of the field 25m west of the highway, and immediately adjacent footpath GTSH/2/1. It would cut into the landscape and be isolated from existing buildings in the holding. The barn would therefore be highly conspicuous within the wider landscape and views along the footpath, creating an uncharacteristic sense of enclosure, which together would be detrimental to the sense of openness and scenic beauty of the North Wessex Downs. The siting, design and external appearance of the proposed building is therefore unacceptable. The development is contrary to the National Planning Policy Framework, and Policies SP2 and SP7 and SP8 of the West Berkshire Local Plan 2023-2041.

7. FINANCE

a) To approve the following payments:

Payee	Amount	Invoice reference / date	Due date	Description
Tactical Facilities Management	£217.01 (£180.84+VAT)	SI-5110 26.01.2026	25.02.2026	Monthly grounds maintenance – January 2026
Tactical Facilities Management	£253.86 (£211.55+VAT)	SI-5050 26.01.2026	25.02.2026	Waste removal & Litter Picking – January 2026
M Taylor	£482.40	n/a	31.01.2026	Parish Clerk's Salary – January 2026

b) To note a budget report for the period 1st April 2025 – 31st January 2026, including year-end forecasts.

c) To give further consideration to a request from the Parochial Church Council (PCC) for grant funding towards heating costs at St Mary's Church. At the last meeting it was agreed in principle to support the request.

d) To note that credits due from SSE, relating to the long-running dispute regarding street lighting overcharges, are still awaited and being pursued.

8. IT Policy

To consider adoption of an IT Policy.

The Annual Return has been updated with Assertion 10, and the Parish Council is required to have an adopted IT Policy in order to provide a positive response on the AGAR.

9. 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. Flood Alleviation Scheme and SAGLUV (Sewage Action Group for the Lambourn Upper Valley).
- iv. Village Events.
- v. Village Communications – Website, Facebook etc.

10. COUNCILLORS' BUSINESS

a) To note that notice of the vacancy for a Parish Councillor has been issued. If there are no calls for a by-election, the Parish Council can seek to appoint a Councillor by co-option at the next meeting.

b) To receive updates from Councillors.

11. MATTERS FOR FUTURE CONSIDERATION

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

12. DATE OF NEXT MEETING

Monday 2nd March 2026, 7.30pm

Subsequent meeting dates for the municipal year 2025/26: 13th April 2026 and 11th May 2026.