



Email: clerk@greatsheffordparish.gov.uk

26th August 2025

Members of Great Shefford Parish Council, you are summoned to a Parish Council Meeting on **Monday 1st September 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 and adoption of the minutes of the Parish Council Meeting held on 7th July 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.
- iii. A request has been received from a local resident to 'raise awareness of residents' responsibilities not to cause nuisance or pollution from bonfires'.

There are no laws against having a bonfire but there are laws about causing a nuisance. There are no set times in law which specify when burning may or may not take place. Smoke, or the smell of smoke from bonfires, can cause a statutory nuisance.

continued

When having a bonfire make sure you:

- only burn dry material
- never burn household rubbish, rubber types, or anything containing plastic, foam or paint
- never use old engine oil, methylated spirits or petrol to light the fire or encourage it to burn
- avoid lighting a fire in unsuitable weather conditions - smoke hangs in the air on damp, still days and in the evening - if it is windy, smoke may be blown into neighbours' gardens and across roads

Further advice can be found at:

<https://publicprotectionpartnership.org.uk/smoke-and-bonfires/> and
<https://www.gov.uk/garden-bonfires-rules>

5. COUNCILLOR CLIVE HOOKER – MEMBERS' BID

To note that Councillor Clive Hooker, West Berkshire District Councillor, is inviting applications for Members' Bid funding to support community projects. Applications may be made for up to 60% of the total project cost, with the Parish Council required to contribute the remaining 40%.

To confirm the Parish Council's application for the installation of a Vehicle Activated Sign on Hungerford Hill, to replace the unit previously removed as faulty.

6. CO-OPTION OF A PARISH COUNCILLOR

To consider application(s) for co-option to the Parish Council to fill the current Parish Councillor vacancy.

The applicant(s) will be invited to address the Council for up to five minutes each. If required, the Council may resolve to exclude members of the press and public for a brief period to discuss the merits of candidate(s). The vote on co-option will be conducted in open session.

7. PEDESTRIAN CROSSING

To give further consideration to a request to West Berkshire Council for a pedestrian crossing to facilitate access to the bus stop.

Update from West Berkshire Council Highways Officer, Gareth Dowding:

"The proposal for a zebra crossing was discussed with the Portfolio Holder and we have been asked to investigate additional pedestrian warning signs first before looking at a crossing assessment.

I believe the main reason for this is because a zebra crossing with Great Shefford would require street lighting to be provided, which has its own additional issues."

8. RISK MANAGEMENT

To review a draft Risk Management Strategy and Risk Assessment and consider adoption.

9. PLANNING APPLICATIONS

To note the following planning updates since the last meeting (Status and GSPC response correct at the time of publication of the agenda):

Application No.	Address	Details	Status	GSPC response
25/00567/FUL	Land East of The Old Post House Newbury Road Shefford Woodlands	Erection of an Agricultural Barn with storage	Approved	Nil
25/01267/CERTP	Apple Tree Cottage, Station Road	Erection of a single storey side extension, 3m (L) and full width of house with pitched roof. Erection of porch canopy	Split decision Porch – lawful permitted development Single storey extension – planning permission required	Nil
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	Awaiting decision	** see below
25/01631/COND	Shefford House Newbury Road	Approval of details reserved by condition 5 biodiversity, 9 CEMP and 10 LEMP of planning permission 24/02716/HOUSE	Awaiting decision	Nil
25/01642/AGRIC	Newtown Lodge Farm Shefford Woodlands	To determine if prior approval is required for a proposed steel portal framed general purpose building	Awaiting decision	Nil
25/01738/PIP	Land west of Barndown House Baydon Road Shefford Woodlands	Permission in principle for residential development (including demolition of existing buildings) comprising the erection of a minimum of 2 and maximum of 2 dwellings	Awaiting decision	Nil

** The Parish Council fully support this application and are looking forward to having the community bought together again in their local, which has been an integral part of the village for years.

10. FINANCE

- i. To approve the following payments:

Payee	Amount	Invoice reference / date	Due date	Description
Tactical Facilities Management	£253.86 (£211.55 + VAT)	SI-3916 24.07.2025	23.08.2025	Waste removal & Litter Picking – July 2025
Tactical Facilities Management	£217.01 (£180.84 + VAT)	SI-3993 24.07.2025	23.08.2025	Monthly grounds maintenance – July 2025
Tactical Facilities Management	£217.01 (£180.84 + VAT)	SI-4097 24.08.2025	23.09.2025	Monthly grounds maintenance – August 2025
Tactical Facilities Management	£253.86 (£211.55 + VAT)	SI-4169 24.08.2025	23.09.2025	Waste removal & Litter Picking – August 2025
Westcotec	£6,103.20 (£5,086 + VAT)	17017 22.07.2025	19.08.2025	Speed Indicator Device – installed on Wantage Road. £2,232 to be reclaimed from WBC for Members' Bid award
M Taylor	£43.47			Parish Clerk's expenses reimbursement
M Taylor	£658.60			Parish Clerk's Salary – August 2025 (inc Income Tax reimbursement of £176.20)

- ii. To ratify payment of £1,297.26 to M Taylor for the Parish Clerk's Salary for May, June & July 2025. Payment authorised and processed by Councillors Armstrong and Freeman. Delay in payment due to HMRC PAYE registration procedure.
- iii. To note that the National Joint Council for Local Government Services (NJC) has reached agreement on rates of pay applicable from 1st April 2025 to 31st March 2026. In accordance with the terms of the Parish Clerk's contract of employment, the award has been implemented, increasing the rate for LC1 SCP17 from £15.58 per hour to £16.08 per hour.
- iv. To receive and note a budget report for the period 1st April 2025 – 31st August 2025.
- v. To review quotes for renewal of the Parish Council's insurance, current policy due to expire on 30th September 2025.
- vi. To receive any updates regarding the long-running dispute with SSE regarding street lighting charges.

11. PLAY AREA AND RECREATION GROUND REPAIRS & MAINTENANCE

- i. To receive and note the first Sovereign Compliance Report following an inspection on 14th July 2025.
- ii. To consider a report from the Parish Clerk regarding repairs and maintenance.
- iii. To note that instruction has been issued to Tactical Facilities Management to undertake weed removal around the safety surfacing of play equipment at a cost of £125, to be funded from the 'grounds maintenance reactive' budget.

12. 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

To consider the following costs:

Dog Foul Signage		
'off the shelf' – aluminum	8" x 12"	£5.82 each + postage at £4.99
Bespoke – aluminum	A4	£174 for 2 fitting at £98 (optional)
Bespoke – correx	A4	£118 for 2 fitting at £98 (optional)
Not recommended by supplier	A3	£139 for 2 fitting at £98 (optional)

- iv. To receive a report on the Community Clean Up Day held on Friday 1st August 2025
- v. Flood Alleviation Scheme and SAGLUV (Sewage Action Group for the Lambourn Upper Valley)
- vi. Village Events
- vii. Village Communications – Website, Facebook etc.
- viii. Future Councillor 'Meet & Greet'

13. COUNCILLORS' BUSINESS

- a) To note that concern regarding tree roots pushing up the surface of the footpath linking Station Road and Wantage Road, behind Mill Cottage, reported at the last meeting, was reported to West Berkshire Council and the following response was received:
"We have inspected your enquiry and have assessed that no further action is required at this time. Reported defects that do not meet our investigatory levels are not forgotten and can be recorded on our system for possible future works. We continue to check highway condition during planned safety inspections to ensure that defects have not worsened to the point where they now pose a hazard to highway users."
- b) To receive updates from Councillors.

14. MATTERS FOR FUTURE CONSIDERATION

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

15. DATE OF NEXT MEETING

Monday 6th October 2025, 7.30pm

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