Email: clerk@greatsheffordparish.gov.uk

28 October 2026

Members of Great Shefford Parish Council, you are summoned to a Parish Council Meeting on **Monday 02 November 2026** at **7.30pm** at Great Shefford Village Hall, Station Road, Great Shefford, RG17 7DR.

MTaylor
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 interest in any matter to be considered on this agenda.

3. APPOINTMENT OF A VICE CHAIRMAN
To appoint a Vice Chairman of the Parish Council, following the resignation of Cllr Carol Turner.

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 public is limited to 2 minutes.** After this period members of public may only speak when invited to do so. No decisions can be made by the Council during open forum.

ii. To receive a verbal report from District Councillor Clive Hooker.

5. MINUTES OF PREVIOUS MEETINGS
To consider approval of the minutes of the Parish Council meetings held on 06 July 2026 (deferred from the last meeting, pending amendment) and 05 October 2026 as true and accurate records.

6. PLANNING APPLICATIONS
a) To consider the following planning application:

Application No.	Address	Details	Consultee response deadline
26/02127/HOUSE	Brookhouse 4 The Mead	Pitched roof over existing garage and conversion to living accommodation	04 November 2026

b) To note the following planning statuses and updates:

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Wantage Road	Installation of broadband telephone line involving small junction box to side of property	No comment	Withdrawn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

7. FINANCE

a) To note a financial report for the period 01 April 2026 – 31 October 2026.

b) To approve the following payment:

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

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

8. 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, the award of £2,500 provided sufficient funding to replace all 3 units in the parish (the third expires in 2027).

9. PLAY AREA AND RECREATION GROUND

Work is continuing as planned, there are no significant updates to report at this stage.

10. STORAGE

To receive an update on the purchase and siting of a storage container for Parish Council owned equipment (Cllr Armstrong).

11. HIGHWAYS MATTERS

i. Potential review of speed limits

To consider a potential review of speed limits on roads in the parish (Cllr Bullock). The following advice is from West Berkshire Council Portfolio Holder, Cllr Stuart Gourley:

"…in terms of support or evidence we would be looking for, would be things like a parish petition and a motion or vote at a Parish Council meeting to support a proposal. We are happy initially for the parish to identify what roads they would like to see at 20mph and support this with the evidence of community support.

Once this is in place officers can review the proposals and discuss with the Parish Council the art of the possible before moving to formal processes."

ii. Review of Highway Signage

To receive 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.

iii. Potential relocation of school bus stop

To receive 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.

12. WEST BERKSHIRE COUNCIL

The following item was deferred from the September 2026 meeting, pending greater Councillor attendance.

West Berkshire Council has updated its Service Delivery Offers for Town and Parish Councils. These are services that Town and Parish Councils can 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)
- Management of Rural Verges

To consider whether the Parish Council may be interested in any of these opportunities.

13. VILLAGE MATTERS

To consider any updates on the following village matters:

i. Traffic calming and speed awareness (Cllr Bullock)

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

Summer 2026 report provided.

iii. Village Events

Christmas Tree

The Primary School, Under 5's Group and Sports & Social Club have all previously confirmed [with former Councillor, Carol Turner] their involvement in the tree decorating and lights switch on event. The tree will be delivered during the week commencing 23 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.

Councillor/s are needed to oversee delivery and siting of the tree.

iv. Village Maintenance

- Creation of a community maintenance group (Cllr Carter).
- Repainting of gateway infrastructure
- Alleyway from Station Road to the pub – weeding, litter picking

14. COUNCILLORS' BUSINESS

To receive updates from Councillors.

15. MATTERS FOR THE NEXT AGENDA

To receive any matters for the agenda for the next meeting.

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.