



Great Shefford Parish Council

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	<p>The minutes of the Great Shefford Parish Council on Thursday 3 March 2016.</p>	<p>Present Cllr S Ackrill (Vice Chairman) Cllr G Parsons Cllr J Winfield Cllr R Howe Cllr M Carter Parish Clerk K Lloyd</p>																				
	<p>2 members of the public present.</p>																					
<p>1)</p>	<p>Apologies - Cllr J Carter (Chairman) and Cllr G Knass.</p>																					
<p>2)</p>	<p>Declarations of Interest on Agenda items – None</p>																					
<p>3)</p>	<p>Open Forum – un minuted.</p>																					
<p>4)</p>	<p>Planning –16/00245/HOUSE -The Nook, Wantage Road, RG17 7DA Proposed new two bay garage. New conservatory to kitchen and internal alterations. PC had viewed plans online but had not visited site, therefore no comments made.</p> <p>The clerk had received an email from WBC in ref to Garstonbury Ltd for a licence to be granted under licensing Act 2003. New premises licence to be granted from 11/06/2016 to 12/06/2016 for live music, supply of alcohol, see Ref no 16/00240/LQN for more details. PC had no comments.</p>																					
<p>5)</p>	<p>Minutes –The minutes of the meeting of the 4 February 2016 were proposed for adoption by Cllr R Howe and seconded by Cllr M Carter. Cllr S Ackrill signed the minutes.</p>																					
<p>6a)</p>	<p>Finance – Bank account on 12th March 2016</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 60%;">Current Account</td> <td style="text-align: right;">£13,868.78</td> </tr> <tr> <td>Recreation Ground</td> <td style="text-align: right;">£10,221.59</td> </tr> </table> <p>b) Cheques to approve and sign</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">100242</td> <td style="width: 50%;">K.Lloyd Parish Clerk + Stamps</td> <td style="width: 40%; text-align: right;">£465.04 + 14.04 =£479.08</td> </tr> <tr> <td>100243</td> <td>GS Village Hall (meeting hire)</td> <td style="text-align: right;">£80.00</td> </tr> <tr> <td>100244</td> <td>Citizens Advice Bureau (Donation)</td> <td style="text-align: right;">£50.00</td> </tr> <tr> <td>100245</td> <td>FCC Recycling -2 invoices</td> <td style="text-align: right;">£87.82</td> </tr> <tr> <td></td> <td>Nigel Goldstraw (invoice received with hours)</td> <td style="text-align: right;">*No payment stated.</td> </tr> </table> <p>*Clerk was asked to check hourly rate for Nigel Goldstraw. Clerk will raise cheque for April meeting.</p> <p>Clerk was passed a cheque from Sue Benn for the GSAS rent of £250.00.</p> <p>The clerk said she had submitted a VAT refund for £360.88.</p>			Current Account	£13,868.78	Recreation Ground	£10,221.59	100242	K.Lloyd Parish Clerk + Stamps	£465.04 + 14.04 =£479.08	100243	GS Village Hall (meeting hire)	£80.00	100244	Citizens Advice Bureau (Donation)	£50.00	100245	FCC Recycling -2 invoices	£87.82		Nigel Goldstraw (invoice received with hours)	*No payment stated.
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<p>7)</p>	<p>Defibrillator (Defib) Fundraising update. Sue Benn (GSDG) reported the total funds raised were £3359.00 being £873.00 Donations, £786.00 from the quiz night and £1700 donated from the Country Fayre. Future Fundraising: There will be a coffee morning on Saturday 12th March in the Village</p>																					

Clerk

	<p>Hall. GSDG will also be joining the Country Fayre village walk.</p> <p><u>CPR Training:</u> Some of the 37 that have asked to be trained have already been trained at Newbury Fire Station. The feedback on the training was good.</p> <p>GSDG now have enough funds to provide two defibrillators and asked PC if the group could become a sub-committee and was not sure on where to go from here, the matter of location, installation, maintenance and inspection of the defibrillators was raised. Sue Benn asked if one member of the PC could attend the next GSDG meeting in April. Cllr S Ackrill said when the defib group was first set up it was set up totally independently of the PC and PC is made up of Volunteers, so there is no guarantee that a PC member will volunteer to sit on the defib group or will be available as requested to attend your next meeting. Without either of these the group cannot be a subcommittee of the PC. Sue Benn said they thought they were still working alongside the PC and said it would be easier to be a sub-committee as everything will be covered under PC insurance. Sue said they have been doing their own local research. Of 4 local villages where defib have been installed in the last few months, 3 schemes are through the parish council and only Eastbury is 'out on a limb'. Sue Benn asked if the defibs will be under the PC insurance. The clerk said the defibs come with a 7 year warranty and asked Sue Benn if she had contacted Well Medical (the company who can provide maintenance packages) Sue Benn had not contacted well medical yet. Sue Benn also asked about how on-going training can be co-ordinated and a decision on the exact location of the defibs would have to be reached. Cllr S Ackrill said that was not for PC to answer and GSDG would have to ask the community what their thoughts was on where the best place was to situate the defibs. Cllr S Ackrill said PC are more than happy to support the GSDG but felt members of PC was already volunteered for different things in the village and it would become another job. Cllr J Winfield agreed that PC is happy to support but felt a sub-committee is not required, as PC can't take responsibility. Cllr S Ackrill asked GSDG to write to the clerk to ask for the item of GSDG sub-committee to go onto the next agenda to further discussion and a decision to be made.</p>	
8)	<p>Parish Plan Grant update</p> <p>Clerk read out correspondence received from Jane Turton, Chair of Great Shefford Village Hall.</p> <p>Jane submitted a Parish Plan application (as agreed by the PC in the February meeting) and has received notification that the grant has been approved. Key items to highlight are the cost of a defibrillator (on the Village Hall front wall) - £1380 and funding for a three bay noticeboard - £2100. Residual grant funding will be used to replace safety mats, blinds, kitchen crockery. Jane is currently working with other village colleagues to ensure all the agreed aspects of the grant allocated are completed within six months (as per the terms and conditions of the grant).</p>	

9)	<p>Parish Plan Bank account Clerk read out correspondence received from Jane Turton, Chair of Great Shefford Village Hall.</p> <p>Jane's recommendation is that this account is kept "live" for any future Parish Plan requirements. Jane confirms that she is happy to continue as a signatory if the PC wishes Jane to do so.</p> <p>PC agreed to keep bank account open, as may obtain a grant and refresh parish plan in the future. Clerk was asked to email signatories to ask if still happy to be authorised signatories.</p>	Clerk
10)	<p>Community Garden & Bench (Discussion on how to spend £1404 which has to be used towards improvement to public open space in the village) No reports received.</p> <p>If you are a local landscaper/gardener or this is something you could help with for your community. Please contact the clerk who can put you in touch with the two people that are working on the project.</p>	
11)	<p>Great Shefford Allotment Society Sue Benn (GSAS) reported the new rent of £250 was due 1 April and a cheque had been passed over to the clerk. The 6th April was the AGM in the social club. There was one plot available, if anyone would like to rent the plot, please get in touch with the GSAS. A new chairman will be joining the committee.</p>	
12)	<p>SEEPD Grant Application – Storage Cllr S Ackrill reported that Sovereign had been asked if they would donate a garage for storage but a rent fee of £5.35 a week was quoted. No further storage has been found and Cllr S Ackrill felt the grant was not worth proceeding with as the parish would not have storage to store the equipment. Cllr G Parsons also mentioned the matter of the security of equipment from vandalism. All agreed to not proceed with the grant as it could become more of a financial burden to the parish.</p>	
13)	<p>Bus Service 82 Cllr S Ackrill reported he met with the chairman of Lambourn PC on Monday 2 March following correspondence sent to the clerk concerning WBC withdrawing their 50% subsidy from (Wantage on Wednesdays) Bus service 82. Lambourn PC spoke to Barnes Coaches to discuss the situation and they are willing to continue the service with a small rise from 1st April 2016. Existing price is £109 per day; Barnes coaches will do it for £115 per day. Currently the service is split 50/50 between WBC and the three Berkshire parishes served. The total cost for this year is £6, 435, and is allocated to each parish by the numbers of passengers. Great Shefford contributes 12.9% of passengers a total of £415.06. To keep the bus service going the cost would rise to £745.00 for 2016/17 without WBC subsidy. This is subject to review in future years on monitoring how many users from each parish use the service.</p> <p>The clerk said she had received a email from East Garston PC agreeing to the contribution. After discussion all was in agreement to continue the service. Cllr S Ackrill proposed, Cllr J Winfield and Cllr G Parsons seconded.</p> <p>Clerk to inform other parishes that GS are in agreement. Clerk to submit info for newsletter.</p>	Clerk
14)	<p>Parish Assembly Cllr S Ackrill informed PC that the Parish Assembly is now called the 'Annual Meeting of the Parish' and all that is required is a welcome and report from the chairman, followed</p>	

	<p>with an open forum.</p> <p>It was agreed for the next meeting to start at 7pm to commence usual PC business and the Annual Meeting of the Parish to start at 8pm.</p>	
15)	<p>Terms of Reference ready for Annual Meeting of the Parish.</p> <p>All Terms of Ref was emailed to councillors before meeting from the clerk, all agreed that no amendments was required. Ready to adopt.</p>	
16)	<p>Standing Orders and Financial Regulations ready for Annual Meeting of the Parish.</p> <p>Both docs emailed to councillors before meeting.</p> <p>The clerk informed PC that version 2014 of the financial regulations will be adopted this year. The clerk read out the following changes.</p> <p>2.2 –We need to provide quarterly bank reconciliation statements checked off against the bank statements and this is to be checked and signed by an unauthorised signatory.</p> <p>3. (1-3) – Budget forecast for 3 years – we are doing this.</p> <p>4.7-4.8 – we need to provide regular (qtr.) progress reports on the budget.</p> <p>5.6 And 5.7 –At the beginning of each year we need to submit to council a schedule of regular payments to be made during the year. (i.e. Southern electric, village hall, and me)</p> <p>6.13 back up of files – I need to minute it.</p> <p>All updates are more work for the clerk. Cllr J Winfield asked if the clerk needs more hours. After discussion all councillors agreed to increase the clerk’s hours by one extra hour per week for the extra work to be carried out within the financial regs.</p> <p>Financial Regulations ready to adopt.</p> <p><u>Standing Orders</u> – clerk to add section 31 – ‘Variation, revocation and suspension of standing orders’ back into doc which was missing, than ready to adopt.</p>	Clerk
17)	<p>Country Fayre Report Update</p> <p>Cllr R Howe (Country Fayre Chairman) reported that she, Cllr S Ackrill, Cllr G Knass and the treasurer had a meeting to discuss the accounts following the outcome of the last PC meeting. All accounts were satisfactory. A Country Faryre extraordinary meeting was arranged and the bank account signatories etc. were discussed. A new treasurer (Kim Pearson) has taken over who will update the signatories on the bank account. The youth club and defibrillator cheques have now been cashed.</p>	
18)	<p>Budget for 2017-18</p> <p>Cllr S Ackrill recommended an extra grass cut in March but this was still under budget for 2016-17. The budget for 2015-16 was under budget due to being 2 grass cuts short last year. The clerk’s salary was agreed to increase to align with the (NJC) to the next spinal column point of 27 for 2017-18, and up to point 26 from 1st April 2016.</p> <p>Nigel Goldstraw payment was agreed to increase by £1.00 per hour from 1st April I 2016.</p> <p>The Bus Service contribution was increased to £745.00 following agenda item 13 above.</p> <p>The 2017-18 budget was set at £19,297.24.</p>	
19)	<p>Councillor questions and reports</p> <p>Cllr S Ackrill went to the last flood forum meeting, and reported the plan for the new ditch is a long way off yet due to funding. A representative from the flood forum will come to a PC meeting in the near future to discuss the matter further.</p> <p>Cllr J Winfield asked if Nigel Goldstraw could clean the Shefford Woodlands Telephone Box ready for the defibrillator installation. Clerk to contact Nigel.</p>	Clerk

