



## Great Shefford Parish Council

CLERK TO THE COUNCIL: Mrs Kim Lloyd  
 16 Nodmore, Chaddleworth  
 Berkshire RG20 7ES  
 Tel No.: 07867 310121  
 greatsheffordpc@hotmail.com

|                  |  |  |  |
|------------------|--|--|--|
|                  | <p><b>The minutes of the Great Shefford Parish Council on Thursday 4<sup>th</sup> February 2015.</b></p>   | <p><b>Present</b><br/> <b>Cllr S Ackrill (Vice Chairman)</b><br/> <b>Cllr G Knass</b><br/> <b>Cllr R Howe</b><br/> <b>Cllr M Carter</b><br/> <b>Parish Clerk K Lloyd</b></p> |  |
|                  | <p>7 members of the public present.</p>  |  |  |
| <p><b>1)</b></p> | <p><b>Apologies</b> - Cllr J Carter (Chairman), Cllr G Parsons, Cllr J Winfield.<br/> <i>(Cllr M Carter arrived during the planning item4)</i></p>   |  |  |
| <p><b>2)</b></p> | <p><b>Declarations of Interest on Agenda items</b> – <i>Cllr S Ackrill declared an interest on Cllr M Carter's behalf on the Manor House planning application as Cllr Carter had not yet arrived.</i></p>  |  |  |
| <p><b>3)</b></p> | <p><b>Open Forum – un minuted.</b></p>   |  |  |
| <p><b>4)</b></p> | <p><b>Planning –</b><br/> <b>15/03446 The Manor Road</b>, New Garages linked to the existing barns – Re-submission (Comments were due back 3<sup>rd</sup> Feb, clerk had asked for extension to 5 Feb)<br/>         Cllr S Ackrill visited site and reported back no concerns, the clerk had received a letter from a resident concerning the disturbance of works, a copy had already been sent to WBDC. Cllr S Ackrill reported. they are not going to block the gate just not use it unless deliveries are too big for the other entrance but where possible all works traffic will use the gate by the church. After discussion the PC supports the application.<br/> <b>16/00062 10 Spring Meadows</b> – Replace conservatory with garden room.<br/>         Cllr S Ackrill visited and reported no concerns, the pc supports the application.<br/> <b>16/00052 Breach Copse Lodge</b> – First floor extension to form an additional bedroom. Cllr Winfield visited site and had sent an email of her findings, reporting minor amendments to previous application. Cllr Winfield supports the application, all was in agreement.<br/> <b>15/03374 Lilac Cottage</b> – Restoration and alterations to an existing cottage following a thatch fire including rebuilding first floor and roof structures, changing the roof covering to tiles and other modest alterations.<br/>         No one visited site due to no entry due to fire damage. Cllr S Ackrill raised the question on the roof change from thatch to tiles as Cllr S Ackrill thought it was a listed building, but had no concerns with supporting the application, all agreed.</p> <p style="text-align: center;"><u>Case Studies</u></p> <p><u>Shefford Park Farm-15/02612/CERTP</u>- Construction of basement under original dwelling house. WBDC grants permission.<br/> <u>Shefford Park Farm-15/02621/CERTP</u> – Erection of two single outbuildings associated with the main dwelling house. – WBDC refuses permission.<br/> <u>6 The Mallards – 15/02880/HOUSE</u>- Proposed first floor extension to side over existing utility room to form new en-suite to bedroom, with minor internal alterations for repositioned bedroom door. WBDC grants permission.</p> |  |  |

|                   |   |                 |   |                   |            |  |        |              |   |        |
|-------------------|---|-----------------|---|-------------------|------------|--|--------|--------------|---|--------|
|                   | <p><u>Ford House – 15/02256/HOUSE</u> -Single storey side extension, first floor extension above existing garage and associated works. WBDC grants permission.</p> <p><u>Trindledown Farm – 15/02643/FUL</u> – Erection of a block of five cat pens. WBDC grants permission.</p>  |                 |   |                   |            |  |        |              |   |        |
| 5)                | <p><b>Minutes</b> –The minutes of the meeting of the 3 December 2015 were proposed for adoption by Cllr R Howe and seconded by Cllr M Carter. Cllr S Ackrill signed the minutes.</p>  |                 |   |                   |            |  |        |              |   |        |
| 6a)               | <p><b>Finance – Bank account on 12<sup>th</sup> November 2015</b></p> <table> <tr> <td>Current Account</td> <td>£14,356.84</td> </tr> <tr> <td>Recreation Ground</td> <td>£10,221.59</td> </tr> </table>  | Current Account | £14,356.84                              | Recreation Ground | £10,221.59 | <p>Clerk<br/>Cllr S Ackrill<br/>Cllr G Parsons</p> |        |              |   |        |
| Current Account   | £14,356.84  |                 |   |                   |            |  |        |              |   |        |
| Recreation Ground | £10,221.59  |                 |   |                   |            |  |        |              |   |        |
| b)                | <p>Cheques already approved and signed due to no meeting in January</p> <table border="1"> <tr> <td>100238</td> <td>K.Lloyd Parish Clerk (January payment)</td> <td>£465.04</td> </tr> <tr> <td>100239</td> <td>FCC Recycling Ltd</td> <td>£23.02</td> </tr> <tr> <td>Direct Debit</td> <td>SSE Southern Electric (to be collected on or after 10 Jan 16)</td> <td>£77.11</td> </tr> </table>   | 100238          | K.Lloyd Parish Clerk (January payment)  | £465.04           | 100239     | FCC Recycling Ltd                                  | £23.02 | Direct Debit | SSE Southern Electric (to be collected on or after 10 Jan 16) | £77.11 |
| 100238            | K.Lloyd Parish Clerk (January payment)  | £465.04         |   |                   |            |  |        |              |   |        |
| 100239            | FCC Recycling Ltd   | £23.02          |   |                   |            |  |        |              |   |        |
| Direct Debit      | SSE Southern Electric (to be collected on or after 10 Jan 16)   | £77.11          |   |                   |            |  |        |              |   |        |
| c)                | <p>Cheques to Approve</p> <table border="1"> <tr> <td>100240</td> <td>K.Lloyd Parish Clerk (February Payment)</td> <td>£465.04</td> </tr> <tr> <td>100241</td> <td>FCC Recycling Ltd</td> <td>£23.02</td> </tr> </table> <p>Cllr S Ackrill took cheques and invoices to obtain signatory from Cllr G Parsons, the clerk will collect once signatory obtained.</p>   | 100240          | K.Lloyd Parish Clerk (February Payment) | £465.04           | 100241     | FCC Recycling Ltd                                  | £23.02 |              |   |        |
| 100240            | K.Lloyd Parish Clerk (February Payment)   | £465.04         |   |                   |            |  |        |              |   |        |
| 100241            | FCC Recycling Ltd   | £23.02          |   |                   |            |  |        |              |   |        |
| 7)                | <p><b>Defibrillator Fundraising update.</b></p> <p>Sue Benn (GSDG) reported they had their second committee meeting and are now a group of 6. Donations of £606.10 have been raised so far.</p> <p>30 people attended the open meeting on Monday 18th January to gain ideas on fundraising etc. Mike Frayne, station commander Newbury and Lambourn fire stations lives in the village and has secured free training for our 33 non CPR trained volunteers, to be held in groups of 11. He also attended the open meeting.</p> <p>The quiz night in the village hall is on Friday 12 February at 8pm which is now full with a fundraising target of £300. A coffee morning in March in the village hall is also being proposed.</p> <p>Sue Benn on behalf of everyone says a big thank you to the people of Great Shefford that has kindly contributed towards the defibrillator, through cash donations, raffle prizes and support in getting the information out there, thank you to all. If anyone would like to contribute please get in touch with Sue Benn or any member of the GSDG. The next GSDG meeting is on February 17<sup>th</sup>. Sue Benn also thanked the Country Fayre for the donation of £1700.</p> <p>The clerk had emailed everyone before the meeting informing them unfortunately Great Shefford was not successful on the defibrillator grant because all funding had now been used. However the BHF is doing another round of applications in April this year asking for a donation of £400 per defibrillator. The clerk asked BHF to notify her when the grant is available. The PC and GSDG were all in agreement to submit another grant application in April. Cllr S Ackrill proposed and Cllr G Knass seconded for the clerk to submit as soon as released using the application content that had already been submitted. Great Shefford will then be one of the first applicants as the clerk was informed it is a ‘first come, first served basis’ after having the grant approved.</p> |                 |   |                   |            |  |        |              |   |        |

8)

### Parish Plan Grant - Jane Turton

#### Background :

**Introduction:** The Parish Plan was published in January 2007 following three years of preparation which involved the whole community. At the end of 2009 responsibility was handed over to the Parish Council for the outstanding items, most of which are by nature ongoing, recurring, or long-term.

Action Plan Key Actions: Within the agreed plan, one of the key actions referred to the Village Hall:

Action 13 - to make best use of Great Shefford Village Hall, promote the use of the Village Hall as a community asset. **Review the current facilities and seek funding for desirable improvements if required - noted as a high priority.**

Over the last few years, the Village Hall Committee has been successful in ensuring the Hall is kept to a high standard and ensured increased bookings by both local groups and others.

Completed successful previous projects include:

1. Reestablishment of inner door between Hall and Social Club which has attracted 3/4 joint events annually.
2. New Hall floor, lighting, back door
3. New groups established - e.g. Craft Group, Youth Club, Village Tea Parties

#### **2016 PARISH PLAN GRANTS**

Key criteria : capital costs not revenue, funding can only be granted if the project is identified in the Parish Plan Action Plan, applications need at least 15% of the total cost from other sources, applications should be a minimum of £50 - maximum of £5000, applicants may apply to fund several projects within an application, requirement to be not-for-profit body i.e. charity or voluntary organisation with bank account

Great Shefford Request - under action 13 of the Great Shefford Parish Plan - facilities which need renewing or adding:

1. Outside Noticeboard refresh - new three bay wall mounted noticeboard which will include a) footpath map b) Hall group/events details c) PC information - £2100
2. Defibrillator and cabinet to be placed on wall next to noticeboard (front of Hall) £1380\*

\*this request is eligible within a Parish Plan Grant request.

3. Non-slip safety mats in Hall (3) - £200
4. Kitchen Equipment - replacement of old crockery - a) 100 cups & saucers - £150, 40 mugs - £80, 40 soup bowls - £60
5. Blinds at front of Hall (2) - £200

|    |  |   |
|----|--|---|
|    | <p>TOTAL REQUEST - £4170</p> <p>In terms of match funding which is required - 15% or more of total fund - I have polled the volunteers who have been proactively working on both the Hall and defibrillator projects, total number of hours worked over the last three months - 250 hours - a rate of £6.70 (minimum wage) can be applied = £1675.00 which will be submitted as "in kind", therefore a request will be made for no match funding required</p> <p>Cllr S Ackrill and all of PC thanked Jane for all her work and were very happy for Jane to continue. Jane said she had to put a business plan together following PC agreement. Jane will continue and keep PC up to date on the grant.</p> <p>Linda Bowden mentioned the Parish Plan bank account was still open and had £23.55 in account. The account needs to be closed or new signatories obtained. PC agreed. To be discussed.</p>   |   |
| 9) | <p><b>Country Fayre Report</b></p> <p>Cllr R Howe (Country Fayre Chairman) reported they had their AGM on the 20<sup>th</sup> January and minutes had been circulated. Some of the points discussed.</p> <ul style="list-style-type: none"> <li>• The Country Fayre (CF) will be going ahead this year.</li> <li>• The CF is looking for a Secretary to join the committee ASAP.</li> <li>• £1700 was agreed to donate towards the defibrillator funds.</li> <li>• The GSDG will be involved in the defibrillator fundraising on the CF village walk.</li> <li>• Most events will remain from last year at the CF.</li> </ul> <p>Full minutes of the CF are available from the CF committee or parish clerk.</p> <p>Cllr S Ackrill said he had read the minutes and accounts following the AGM and had found some inconsistencies between the accounts. Cllr S Ackrill had emailed the treasurer before the PC meeting for full accounts, but nothing had been received yet. Cllr R Howe said the treasurer wanted to attend PC meeting but could not make it. After full discussion following Cllr S Ackrill explaining the inconsistencies he had found, and explaining that the CF is a sub-committee of the PC which makes PC accountable for the accounts, it was then agreed that Cllr G Knass would write to the treasurer asking for a full account of expenditure and income. Cllr R Howe said an extraordinary CF meeting will be held to discuss the accounts and to ensure ongoing accuracy.</p> <p>Cllr R Howe mentioned that the signatory of the CF bank account requires updating and explained the treasurer could not withdraw funds from the bank and this could be the reason why funds are not always shown on the bank statements. Cllr R Howe said she would look into updating the authorised signatories; this will enable the treasurer to withdraw funds from the bank account when required.</p> <p>Everyone agreed that all monies should be banked so a transparent account can be shown of all transactions. Cllr S Ackrill and Cllr G Knass proposed a meeting with the treasurer and Cllr R Howe to discuss the accounts and procedures that should be followed, following a letter to the treasurer.</p> <p>Cllr R Howe had the cheque for the Defibrillator fund of £1700, it was discussed and agreed to reconcile all the CF accounts before passing to the GSDG.</p> | <p><b>Cllr R Howe</b><br/> <b>Cllr G Knass</b><br/> <b>Cllr S Ackrill</b></p> |

|     |  |       |
|-----|--|-------|
| 10) | <p><b>Community Garden &amp; Bench (Discussion on how to spend £1404 which has to be used towards improvement to public open space in the village)</b></p> <p>Denise Herrington reported they are still waiting on quotations with specifications of the community garden proposal, once received they will report back.</p> <p><b>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.</b></p>  |       |
| 11) | <p><b>SEEPD Grant Application – Storage</b></p> <p>Storage is still required before submitting the application for a grant of up to £25,000 for emergency equipment. Cllr S Ackrill spoke to a member in the public attending the meeting that said he would speak with Sovereign to ask if they would donate a garage.</p>  |       |
| 12) | <p><b>Noticeboard for outside village hall</b></p> <p>Refer to item 8 Parish Plan Grant.</p>   |       |
| 13) | <p><b>Councillor questions and reports</b></p> <p><b>None</b></p>  |       |
| 14) | <p><b>Correspondence</b></p> <ul style="list-style-type: none"> <li>• The clerk said she had received a letter from West Berkshire Citizens Advice Bureau asking for a donation. After checking the budget; a £50 donation was agreed to donate. The clerk will raise a cheque for the March meeting.</li> <li>• A letter was received from TWEd&amp;m regarding a survey by planning portal content team. The letter was emailed to PC.</li> <li>• An email from Cllr J Winfield was received prior to meeting. Raising 3 points: 1-Pop-Up Gazebo cost and usage - 2 Fayre accounts. 3-Councillor vacancy. The clerk also spoke of Cllr J Winfield resignation from PC, Cllr J Winfield's last meeting will be in April. Cllr J Winfield is advertising the vacancy in Shefford Woodlands.</li> <li>• The clerk mentioned concerns over not having an internal auditor after adverting in the parish newsletter/website. The clerk said she would speak with Chaddleworth auditor to see if he could recommend anyone.</li> <li>• The Royal Berkshire Fire Authority sent a letter showing the new integrated risk management plan for public consultation. The public consultation is now running from 4<sup>th</sup> January 2016 – 4<sup>th</sup> April 2016.</li> <li>• Clean for the Queen initiative information was emailed to the clerk, an initiative to help clean up the UK in advance of HM the Queens 90<sup>th</sup> birthday. Bringing together all the anti-litter organisations from the UK and aims to get people involved in the largest community-inspired action against litter; taken place from 4-6 March.</li> <li>• The clerk received an email from Tom Small ref. <b>Gigaclear</b> event on <b>Thursday 25<sup>th</sup> February in the village hall from 7.30-9.30pm</b>. A service for <b>Superfast Broadband</b> providing a service to the outstanding properties and also will be looking at the rest of the village as part of a commercial opportunity to create some competition and provide an alternative solution to BT. If you would like to attend please register for a ticket on our event page at <a href="http://www.gigaclear.com/events">www.gigaclear.com/events</a> or telephone Tom Small on 07747 273959. Jane</li> </ul> | Clerk |

|     |  |  |
|-----|--|--|
|     | Turton is kindly helping arrange social media and posters.   |  |
| 15) | <b>Matters for future consideration</b><br>2017-18 Budget<br>Defibrillator update<br>Community Garden update<br>SEEPD Grant Application – Storage<br>Parish Assembly<br>Parish Plan bank account<br>Terms of Reference to be discussed ready for AGM in May. |  |
| 16) | <p style="text-align: center;"><b>Date of the Next Meeting –</b><br/>         Thursday 3 March 2015 at 7.40pm<br/>         ALL ARE WELCOME.</p> <p style="text-align: center;">Close at 8.55pm</p>   |  |