



Great Shefford Parish Council

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

	The minutes of the Great Shefford Parish Council Meeting on Thursday 14 July 2016.	Present Cllr J Carter (Chairman) Cllr S Ackrill (Vice Chairman) Cllr J Winfield Cllr G Knass Cllr M Carter Parish Clerk K Lloyd														
	3 members of the public present.															
1)	Apologies -Cllr R Howe.															
2)	Declarations of Interest on Agenda items – None															
3)	Open Forum (time limit at Chairman’s discretion)															
4)	Planning 16/01460/HOUSE -Braemar Cottage –To change flat roof on existing extension to match original property. Replace felt to existing roof and reslate using existing and reclaimed slate. Re-render property to match existing cottage and insert new window to front elevation. No councillors were available to visit site. No comments to WBDC. <u>WBDC Officers Report.</u> 16/01347 1 The Mead –WBDC Grants planning permission to remove existing utility room & replace with two-storey side extension.															
5)	Planning Application procedure Cllr G Knass had previously emailed the Clerk to ask if an extension could be given to each application when the deadline was due before the next PC meeting. All councillors agreed this was a good idea. The Clerk will now ask for an extension date on all applications for the deadline to be moved after the following PC meeting to give time for councillors to visit site and to allow the public, who may have concerns, to attend the PC meeting. The Clerk will report back if any problems occur following this procedure with WBDC.															
6)	Minutes The minutes of the meeting of the 9 June 2016 was proposed for adoption by Cllr J Winfield and seconded by Cllr S Ackrill, the Chairman Cllr J Carter signed the minutes.															
7)	Finance a) Bank Accounts on 10 June 2016 <table border="1" data-bbox="159 1724 1324 1825"> <tr> <td>Great Shefford Parish Council</td> <td>£18,112.81</td> </tr> <tr> <td>Recreation Ground Account</td> <td>£10,221.59</td> </tr> </table> b) Cheques to Approve <table border="1" data-bbox="159 1848 1324 2004"> <tr> <td>100266</td> <td>K.Lloyd Parish Clerk (£530.65 wage + £11.43 paper & postage)</td> <td>£542.08</td> </tr> <tr> <td>100267</td> <td>S & S Management Ltd – (litter and grass cutting)</td> <td>£414.00</td> </tr> <tr> <td>100268</td> <td>SSE Contracting Ltd (the mead light)</td> <td>£113.29</td> </tr> </table>		Great Shefford Parish Council	£18,112.81	Recreation Ground Account	£10,221.59	100266	K.Lloyd Parish Clerk (£530.65 wage + £11.43 paper & postage)	£542.08	100267	S & S Management Ltd – (litter and grass cutting)	£414.00	100268	SSE Contracting Ltd (the mead light)	£113.29	
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	100269	FCC Recycling Ltd	£24.40	
	DD	SSE Southern Electric (DD on 15 July)	£76.49	
	100270	Nigel Goldstraw – (work to kiosk)	£150.20	
	100271	Box of Blue (domain name renewal)	£30.00	
	100272	The Play Inspection Company	£75.00	
	100273	Mrs J Winfield (payment for the Villager of year frame)	£80.00	
8)	Clerk Payroll			Clerk
	<p>The Clerk (as previously emailed to PC) reported the payment for a payroll company would be £10.00 per month rising to £12.85 per month in October/November 2017 following the pension regulator legislation. There would be a further £30.00 set up fee for Nest Pension scheme, obviously this would not be charged if it was not required. There would also be a one off payment of £30.00 for the set-up of the payroll. The Clerk reported she had contacted three Payroll companies and they all did not give contracts or TOC. Following the problems with Douglass Tonks (previous payroll company) it was felt by Cllr S Ackrill that a contract would need to be supplied before employing a payroll company. The Clerk said after speaking with Autela Payroll Services (the Clerks selected company as recommended by local clerks and the most competitive) that they would put some terms and conditions or a contract together by our next PC meeting. Awaiting contract before continuing.</p>			
9)	Parish Council Laptop following transparency code			Clerk Cllr S Ackrill
	<p>The Clerk had reported that on looking into a grant for a website for another parish from NALC it was brought to her attention from Jayne Kirk at BALC that all parishes should have their own laptop and not be using the Clerks home computer. The Clerk asked if PC wanted the clerk to apply for a grant for one including the software and hard drive. Cllr S Ackrill had concerns of extra expense to the parish if the clerk was to have a laptop, the payments of upgrading software and repairs/replacement to the laptop was raised. Cllr S Ackrill also said the Clerk's expenses paid were to cover an office set up at home. Cllr S Ackrill read out the previous Clerks contract stating <i>"The council will pay an agreed sum to take into account the use of a computer and consumables, fax space, lighting, heating and electricity due to working from private premises of the clerk"</i>. The Clerk was happy to continue with working from her own personal computer and to receive the expenses; the Clerk then raised the point that she had no contract. PC said this needed to be actioned, the Clerk said she would contact BALC for a template of their current Clerks contract that the PC and Clerk could review.</p> <p>The matter of a laptop was than discussed. The only problem that was recognised with the Clerk working on their personal computer was if a Clerk resigned and refused to give back the electronic data. This situation recently occurred following feedback from Jayne Kirk at BALC which was why now every parish should have their own laptop which would be the property of the PC. Cllr Ackrill said a Clerk could delete everything on a laptop before giving it back to PC, so could not see the purpose of a laptop. After full discussion the option of I-Cloud was discussed a backup system that could be used with a protected password that the Chairman had access too. The Clerk said she had contacted Jayne Kirk again at BALC to ask if using a laptop was going to become a statutory requirement, but had heard nothing back, when the Clerk hears back from Jayne the Clerk will discuss the option of I Cloud etc.</p>			
10)	Defibrillator Group update			
	<p>Jane Turton attended the meeting and was invited to talk. Jayne was delighted to announce that the parish have now raised enough funds to purchase three defibrillators - the first of which has</p>			

	<p>now been installed on the front wall of the Village Hall. The second defibrillator will be installed in Shefford Woodlands (telephone box) and the third one will be in the Spring Meadows area (exact location to be confirmed).</p> <p>On behalf of the GSDG without your help and support none of this would have been achievable so swiftly. A combination of donations, fundraising events and various grants has meant we have been able to complete the financial aspect of the project within the first six months of the year. We would also like to thank everyone who has taken the time to attend the recent training sessions, kindly organised free of charge by Newbury Fire Service.</p> <p>With our sincere thanks to everyone in helping us achieve our goal.</p> <p>Training: The next defibrillator training will take place in Gt Shefford Village Hall on Sat 17 Sept 9.15 for 9.30 start. Coffee/tea and cakes after (around 11am).Trainer Dick Tracy, Southern Ambulance Service. Places need to be booked through Sue Benn if anyone wishes to attend.</p> <p>The parish council also gave there thanks on behalf of the parish to the GSDG for all their hard work in achieving this project, they have done an incredible task in raising the funds and coordinating the training, right through to the end of the installation of the defibrillators.</p> <p style="text-align: center;">Much appreciation and thanks goes out to the Great Shefford Defibrillator Group Jane Turton, Sue Benn, Teresa Penny and Tim Price-Walker Well done and Thank you!</p>	
11)	<p>Villager of the year award Cllr J Winfield purchased the frame and passed to Cllr J Carter who would get it engraved. The receipt was passed to the clerk from Cllr Winfield for payment. .</p>	
12)	<p>Community Garden / Village Bench (Discussion on how to spend £1404.00 which has to be used towards improvement to public open space in the village) The Clerk reported Denise Harrington emailed to say she had a contractor interested and was waiting on a quote, Denise will report back in the next meeting. The Clerk mentioned an email was received from ‘The Conservation Volunteers’ who was offering help with development on local community greenspaces. The Clerk said she would forward to Denise Harrington.</p> <p>Cllr S Ackrill mentioned the posts around the playground may need digging up and replacing or repairing depending on the design of the community garden. Something to consider when discussing the garden.</p>	Clerk
13)	<p>Trees in The Mead update The Clerk reported the Grounds Maintenance Team at WBDC said they would add this location to the 2016/2017 Winter tree planting list which is discussed in October with a view to planting in December.</p>	
14)	<p>Traffic Mirror along Wantage Road The Clerk reported that Highways at WBDC said the erection of mirrors are no longer authorised as they can present a potential hazard to road users. This follows advice from DfT to all Highways Authorities. This is because pedestrians/drivers may misjudge the image they see in roadside mirrors as a result of condensation, dazzle or distortion and have difficulty in accurately estimating distances due to the distorted view they give. It may be permissible to erect a mirror opposite a property provided that it is not on the public highway, the landowner agrees to the mirror being installed and any necessary planning permission has been sought, but any mirrors which are considered to cause a hazard may be removed by the highway authority. There would</p>	

	<p>be a need to consider any liability issues even if the mirror was to be erected off highway, but our planning officers can clarify that for you should you decide to apply for planning permission The project engineer at highways said he was not sure whether such an application would be approved, however PC should contact them on their generic email address of planapps@westberks.gov.uk for advice. PC did not wish to take it further at this time.</p>	
15)	<p>White Village Entrance Gates repaint The Clerk reported Traffic Management and Road Safety at WBDC do not have the funds for this financial year and as a consequence have to focus their resources on safety issues and works that will benefit the majority of drivers, rather than aesthetics. The TMRS said they were happy for the PC to carry out the works, after discussion Cllr J Carter proposed and Cllr S Ackrill seconded the Clerk to ask Nigel Goldstraw if he would paint the gates.</p>	Clerk
16)	<p>Speed Indicator Device (Cllr S Ackrill and Cllr M Carter were willing to be trained in SID as agreed in the last meeting) The clerk had emailed a date around for training on SIDS through WBDC, no councillors could make this date, the clerk was asked if any other dates will be available, the clerk will report back.</p>	Clerk
17)	<p>Social Media for GSPC business This item maybe discussed at a later date if requested. No action at this time.</p>	
18)	<p>Cllr Questions and reports Cllr J Winfield expressed her thanks to Nigel Goldstraw for his good work on preparing the Telephone Kiosk in Shefford Woodlands ready for the installation of the defibrillator. Cllr S Ackrill raised the matter of the Activity Trail item in the playground after reviewing the playground inspection report which was previously emailed to PC from the Clerk following the playground inspection on 7 July. Cllr S Ackrill had looked at the item and felt at this time it was not a major issue but Cllr S Ackrill will monitor for any further deterioration. (Cllr S Ackrill had passed the Clerk the Playground Inspection sheets from April 2016 onwards) Cllr S Ackrill also said the football nets need replacing due to damage, the clerk was asked to obtain quotes for full size football nets. It was discussed the funds could come out of the Country Fayre funds, to be advised from Cllr R Howe. Cllr J Winfield asked the Clerk to ask Nigel Goldstraw for a noticeboard to be made for Shefford Woodlands to display the footpath map.</p>	Clerk Clerk
19)	<p>Correspondence Playground Inspection carried out on 7 July and report received and emailed to PC– (discussed above item 18.) A letter was received from 3 The Mead in reference to Sewage, after discussion, the clerk was asked to write to Thames Water and Cllr G Knass suggested bringing the matter up at the next Flood Forum meeting in Sept / October. One of the members of public in the meeting also knew someone at TW and said they would make them aware of the problem.</p>	Clerk
	<p>Thank you and farewell Great Shefford Parish Council would like to say a Thank you to Cllr J Carter for all he has done while on council over the last 4 years and the last year being our Chariman. He will be sorely missed by all the councillors and by the villagers of Great Shefford. We all wish Jim and his family all the best for the future as they are off to pastures new very soon. The parish council thanked Cllr G Parsons that recently resigned from parish council due to work commitments. A Thank you to Glen too for all his hard work while on council.</p>	

20)	Matters for future consideration None from open forum	
21)	Date of Next Meeting – Thursday 8 September at 7.40pm	

Close 8.30pm

8.30pm
This Meeting followed for Co-option of potential new councillors and nominations from councillors for new Chairman from council following Cllr J Carter's resignation.
<p>1) Potential new Councillors for Co-option</p> <p>The Clerk reported that no candidates came forward through the Returning Officer at WBDC, therefore co-option was offered.</p> <p>Piers Storey and Bryan Williams application was received by the Clerk. Cllr S Ackrill proposed both candidates to join and Cllr G Knass and Cllr J Winfield seconded.</p> <p>2) Signing of Declarations of Office for new Councillors Piers Storey and Bryan Williams both signed the Dec of Office and the Clerk witnessed.</p> <p>3) Nominations from councillors for a new Chairman who is already a councillor Cllr J Winfield proposed Cllr S Ackrill to be Chairman and Cllr G Knass seconded this.</p> <p>4) Signing of Declarations by new Chairman Cllr S Ackrill signed the Chairman Dec of Office and the Clerk witnessed.</p> <p style="text-align: center;">Close of meeting.8.40pm</p>