



## Great Shefford Parish Council

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Minutes of the Meeting of Great Shefford Parish Council Annual General Meeting held on Thursday 1 <sup>st</sup> May 2014 at 7.40pm		Present Cllr Benn(Chair), Cllr Ackrill, Cllr Parsons, Cllr Knass, Cllr Winfield and Parish Clerk S Ackrill
	2 members of the Public were present	Action
1)	<b>Apologies: Cllr Carter and Cllr Whiting</b>	
1)	<b>Declarations of Interest on Agenda items</b> – Cllr Ackrill declared an interest in item 14 Recreation Ground.	
2) 3)	<b>Nomination of Chairman</b> – Cllr Winfield proposed Cllr Benn remain as chairman this was seconded by Cllr Knass – all in agreement Cllr Benn signed a new Declaration of Office	
4) 5)	<b>Nomination of Vice Chairman</b> – Cllr Knass nominated Cllr Ackrill this was seconded by Cllr Parsons – all in agreement – Cllr Ackrill signed his Declaration of Office	
6)	<b>Minutes</b> – the minutes of the meeting of the Parish Meeting 10 <sup>th</sup> April 2014 were proposed for adoption by Cllr Knass and seconded by Cllr Ackrill	
7)	<p><b>Review and adoption of Sub Committees</b></p> <p>The Country Fayre, Emergency Management Team, GSAS and The Parish Newsletter were all proposed for adoption as sub committees of the Parish Council, along with their Terms of Reference for all except the Emergency Group by Cllr Knass and seconded by Cllr Parsons.</p> <p>Cllrs Whiting and Carter were proposed as Parish Council Representatives on the Country Fayre Committee. Proposed by Cllr Knass and seconded by Cllr Ackrill.</p> <p>Cllr Benn was proposed as the representative on the Emergency Group by Cllr Parsons and seconded by Cllr Ackrill</p> <p>The GSAS Allotment Representative was proposed as Cllr Benn by Cllr Knass and seconded by Cllr Parsons.</p> <p>The Parish News representative is Cllr Carter proposed by Cllr Ackrill and seconded by Cllr Parsons.</p> <p>Cllr Benn will draw up new Terms of Reference for the Village Emergency Team and present to the Councillors for discussion.</p>	Cllr Benn
8)	<p><b>Review and adoption of</b></p> <ul style="list-style-type: none"> <li>-Complaints Procedure</li> <li>-Freedom of Information Request Policy</li> </ul>	

	<p>-Standing Orders -Finance Regulations</p> <p>These were proposed for adoption by Cllr Ackrill and seconded by Cllr Benn</p>																									
9)	<p><b>Review of Insurance and Asset Register</b></p> <p>Clerk had spoken to the insurance company – no idea of premium yet - understandable – but would like a meeting nearer September to check Asset / Safety Checks etc. Came and Company now insures with Aviva and Hiscocks both of whom offer long term agreements if required we can discuss benefits at the meeting.</p> <p>Asset register had been circulated to councillors and the new Bus Shelter had been added to it.</p>																									
10)	<p><b>Open Forum</b> – David Liddiard offered the Parish help to look back over old maps and see how the water used to run through the village</p>																									
11)	<p><b>Finance –</b></p> <p><b>Cheques</b></p> <table border="1"> <tr> <td>100138</td> <td>S &amp; S Ackrill</td> <td>£325.00</td> </tr> <tr> <td>100139</td> <td>S Benn</td> <td>£10.87</td> </tr> <tr> <td>100140</td> <td>Steve Ackrill - pump collection</td> <td>£50.40</td> </tr> <tr> <td>100141</td> <td>Sandi Ackrill -postage</td> <td>£13.10</td> </tr> <tr> <td>100142</td> <td>Sue Cottrell book keeping</td> <td>£75.00</td> </tr> <tr> <td>100143</td> <td>FCC</td> <td>£21.50</td> </tr> </table> <table border="1"> <tr> <td>Douglas Tonks /Clerk</td> <td>£430.31</td> </tr> </table> <table border="1"> <tr> <td><b>Current Account</b></td> <td><b>16,366.13</b></td> </tr> <tr> <td><b>Recreation Ground</b></td> <td><b>14,509.59</b></td> </tr> </table> <p>b) <b>Audit Update</b> – books are with the internal auditor – all looks fine and the clerk will pick them up in time for the next meeting.</p> <p>c) <b>Safety Inspection</b> – booked with the Play Inspection Company – to happen during May.</p> <p>d) <b>Risk Report</b> for 2013/14 was signed off by the clerk and chair</p>	100138	S & S Ackrill	£325.00	100139	S Benn	£10.87	100140	Steve Ackrill - pump collection	£50.40	100141	Sandi Ackrill -postage	£13.10	100142	Sue Cottrell book keeping	£75.00	100143	FCC	£21.50	Douglas Tonks /Clerk	£430.31	<b>Current Account</b>	<b>16,366.13</b>	<b>Recreation Ground</b>	<b>14,509.59</b>	Cllr Ackrill
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12)	<p><b>Planning –</b></p> <p><b>14/00880/HOUSE Hab 1 Station Road</b> – kitchen extension into existing conservatory, additional en suite to rear bedroom and fitting out of garage attic into living space – Cllr Benn had visited the property and following discussion it was agreed to support the application.</p> <p><b>14/00786/HOUSE</b> - Elm Cottage, single storey re extension –Cllrs Benn and Carter had visited - following discussion it was agreed to support this application</p> <p><b>Toffrek - Proposed Planning</b> - single dwelling to the left of property - following a long discussion it was noted that the councillors agreed that both water courses are now main river and that they think the Ordnance</p>	Clerk																								

	<p>Survey may be incorrect on this, which concurs with WBC comments, a house on that site would not look out of place and that if the property design met EA guidance with building requirements in a flood zone – in principal they could see no objection - clerk was asked to write to owner of Tofrek and give our views.</p> <p><b>Bomar</b> – Replacement gates – following discussion it was agreed to support this application</p> <p><b>14/00459/HOUSE</b> – Gable House Newbury Road – Installation of solar PV panels mounted on lean to shed – Cllrs Carter and Benn had visited this property and cannot foresee any issues – following discussion it was agreed to support the application</p>	<b>clerk</b>
13)	<p><b>Flooding Forum and Emergency Management team –</b>  Next meeting of the Lambourn Valley Flood Forum is the 17<sup>th</sup> July – at the recent meeting the agencies gave a debrief, there was no time to go through the Action plan, there was in-depth discussion about the relevant flood issues and questions regarding the funding for the feasibility scheme, C Clark said he would have an update at the next meeting. It was agreed that we should request a meeting with District Councillor Lundie, Stuart Clark and the EA before this time  Cllr Knass suggested we send some comments and an update to the forum.</p>	<b>Cllr Knass</b>
14)	<p><b>Recreation Ground (Cllr Ackrill stood down from the meeting)</b>  We have received a further amended quote from Playground services with breakdown of the Labour and the materials for the Safety Surface, Cllr Parson asked what the depth of the Tiger mulch would be and the clerk will ask.  Cllr Knass will check the grants we have will be ok to use for Tiger Mulch surface and not the grass as originally planned. Subject to the depth being suitable it was proposed that Playground Services are offered the contract to replace the surface area for £13,288 S Ackrill is able to remove the existing wood surround and mulch for a price of £1050.00  In comparison to the other grant of £2000 by Cllr Knass and seconded by Cllr Winfield.  Clerk will do the order prior to the next meeting after checking the depth of the mulch.  (Cllr Ackrill returned to the meeting)</p>	<b>Clerk</b>
15)	<p><b>Personnel Committee</b> – the Chair proposed the Council form sub group to look after the Employment side of the Council responsibilities - the clerks contract, hours and a pay along with the other issues which go with being an employer – Cllrs Winfield and Parsons agreed to take this role and would meet with the clerk soon.</p>	<b>Cllr Parsons &amp; Cllr Winfield</b>
	<p><i>Cllr Parsons gave his apologies and left the meeting at 9.20pm before the next item</i></p>	
16)	<p><b>Village Matters raised at the Parish Assembly</b>  The speeding/ traffic issues raised will be part of the Parish Plan.</p>	

	<p>The grass verges would also be part of the plan</p> <p>The dog fouling would be reported to the Dog Warden</p> <p>Safety issues/concerns regarding children playing in the immediate vicinity of the shop would be an agenda item</p> <p>The council were unsure of a solution regarding cars parking in Station Road to use the Recreation Ground.</p> <p>Mirror – useful to have one someone beside track when crossing near the petrol station – Parish Plan</p>	
17)	<p><b>GSAS</b> – Allotment update – AGM was 23<sup>rd</sup> April, Paul Farrant has taken over as Chairman – all plots are let and there is still a waiting list.</p>	
18)	<p><b>Country Fayre – Sunday 20<sup>th</sup> July</b></p> <p>Village Walk 2pm Bank Holiday</p> <p>14<sup>th</sup> June Football Fun Day at the recreation ground</p> <p>Fayre this year is WW1 theme – taking bookings for stalls.</p>	
19)	<p><b>Matters for Future Consideration</b></p> <p>Clerk and Chair would contact David Liddiard and except his offer of a meeting</p>	<p><b>Clerk</b> <b>CLlr Benn</b></p>
20)	<p><b>CLlr Questions</b></p> <p>CLlr Ackrill said he had had an offer of sandbags for the village but they were already full following debate it was agreed we would have difficulty storing them and they would deteriorate over time. Thank you though.</p> <p><b>Sign</b> on the corner of Church Street has been damaged – clerk will report</p> <p><b>VAS</b> not working properly clerk will report</p>	
21)	<p><b>Correspondence</b></p> <p>BALC Newsletter</p> <p>M4 Closures read out</p> <p>Survey on its way regarding Gypsy Traveller sites</p> <p>Highways Drainage survey – clerk asked to complete</p> <p>Rural Crime report in confidence 0800 555111</p>	
22)	<p><b>Date of next meeting – 5<sup>th</sup> June 2014 7.40pm</b></p> <p><b>Meeting closed 10.00pm</b></p>	

Signed and date
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