



Great Shefford Parish Council

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Minutes from Thursday 11 January 2018

Present: Cllr S Ackrill (Chairman) Cllr G Knass, Cllr S McCarthy, Cllr Williams, Cllr Storey and the Clerk K. Lloyd and 2 members of the public.

- 1) **Apologies**
- 2) **Declarations of Interest** – on agenda items
- 3) **Open Forum** (time limit at Chairman’s discretion)
- 4) **Planning**
 - 17/03241/House -10 Spring Meadows** – To erect PVCU dark woodgrain conservatory to the side of the property. –After discussion it was agreed to support this application.
 - 17/103326/House – Wickfield Farm House** – Proposed oak timber framed garage with loft room above.
 - 17/03264/House – Wickfield Farm House** – Conversion of existing outbuilding to granny annexe. Cllr Ackrill, Cllr Williams and Cllr Knass visited Wickfield Farm House and after discussion it was agreed to support both applications.

Henley Farm - Section 31(6) Highways Act 1980

Declaration received that they have dedicated no additional public rights of way over their land since the receipt of the statement and plan in October.

(If an elector would like to view the plan showing land affected and statement, please email the Clerk)

The Clerk reported no prior correspondence had been received concerning Henley Farm.

- 5) **Minutes** 2 November 2017- to be agreed and signed - Cllr McCarthy proposed and Cllr Knass seconded the minutes to be a correct representation of the meeting, Cllr Ackrill signed the minutes.

6) **Finance**

a) Bank Accounts on 12 December 2018

Great Shefford Parish Council	£19,319.20
Recreation Ground Account	£10,221.59

b) Cheques already approved in between meetings (due to no December meeting)

100348	K Lloyd Parish Clerk	£554.98
100349	Nigel Goldstraw	£79.83
100350	S & S Management Services Ltd	£414.00
100351	The Play Inspection Company – (annual inspection)	£78.00
100352	SSE Contracting Ltd (light repair)	£150.88

100353	Autela Payroll Services	£38.40
100354	FCC Recycling (UK) Ltd	£24.40

c) Cheques to be approved in this meeting.

100355	K.Lloyd Parish Clerk	£554.98
100356	Mr S Ackrill (payment for Christmas tree lights)	£25.00
100357	FCC Recycling (UK) Ltd	£24.40
DD	SSE Southern Electric	£75.00

7) Flood Alleviation Scheme

After the last fundraising open meeting, Cllr Ackrill reported the grant submitted to Scottish and Southern Electricity (SSE) had been unsuccessful. SSE did say to apply again later this year when the grant is next available. Cllr Ackrill said another application will be submitted. Cllr Ackrill reported the Bore Holes are now in the field and ground water levels will be monitored probably up to this summer. They will then determinate the results on the best solution forward. Work could start in spring /summer 2019 but all funding would need to be in place, including the Parishes £80,000. Cllr Ackrill said they would wait for the funds if not reached by next spring. Cllr Ackrill has submitted an application for charity status on behalf of the Great Shefford Flood Alleviation Association to the Charities Commission which if granted will not only allow personal donations to be "gift aided" but would also open new avenues/make future grant applications easier.

One member of the public asked the question 'what the donations would be spent on if the target could not be reached. Cllr Knass and Cllr Ackrill said it is something to be discussed as donations could not be returned.

25th January is the next Fundraising Open Meeting at the School.

10th March is a Fundraising Quiz to be held at the Social Club but if numbers are high possibly in the village hall. The shop will be selling tickets in due course.

The Clerk asked if the flood scheme was up to date in the Parish Plan as grants appear to have more strength when part of the Parish Plan. Cllr Knass said it is documented in the Parish Plan but is something that could be looked into. The whole Parish Plan would need an update.

Cllr Ackrill said it is for the electors to propose an update the Parish Plan and the last time PC asked the community for a Parish Plan refresher, no volunteers came forward.

8) Christmas tree discussion following the tree events of 2017

Cllr Ackrill reported on the sad events of the Christmas tree being pulled down over the Christmas festivities. It was reported that two people from CCTV footage was seen pulling the tree over on the second occasion. It was thought they may have not been from the village. Cllr Ackrill asked what the best solution was for this year's Christmas tree erection as the amount of effort and time put into the tree by all and then to have it pulled down needs a solution to try and stop this from happening again. It had been discussed before to plant a tree, the thoughts were the tree would be too small the first few years and then would become too big. Cllr Ackrill said a larger hole with a concrete sleeve installed to make this year's tree more secure could be a solution. After discussion all agreed, the amount of £50.00 was proposed by Cllr Ackrill to cover the materials required, Cllr Storey also proposed and Cllr Williams seconded. Cllr Ackrill said he would purchase the materials and let PC know when works will be carried out for anyone that would like to help prepare the hole etc.

Thanks were given to Cllr Ackrill, Cllr Williams and Cllr Storey for all their efforts in collecting, erecting the tree and the Christmas tree lights last year.

9) Playground Inspection Report

The Clerk had previously emailed the inspection report to PC following the inspection on 16 November. All items were low risk apart from the Activity Trail which had a moderate risk due to timber rot. The Clerk said they had used a contractor in Chaddleworth for their playground that she recommended and could ask for a quote. After discussion it was agreed for the Clerk to obtain a quote for replacement and also thoughts were given to contact the pre-school to ask if the pre-school children use the Activity Trail, or is there an alternative they would like to discuss. The Clerk will contact the pre-school and the contractor for a quote. **Clerk**

Cllr Ackrill also reported the hedges around the recreation park need cutting; Cllr Ackrill asked the Clerk to check how much was spent around 3 years ago for reference and Cllr Ackrill will obtain a quote for the hedge cutting. **Clerk & Cllr Ackrill**

10) Cllr Questions and reports

Cllr Williams reported a 45 gallon drum must have been left from the contractors following the road works in Miller Field, the Clerk was asked to contact WBC to have it removed. **Clerk**

Cllr Ackrill reported a resident had a concern that Shefford Park Farm may carry out some works digging across Huggs Ditch where possibly archaeological remains to an ancient monument could be disturbed. After a discussion the Clerk was asked to contact WBC planners /archaeological team to make them aware of the concerns raised to PC. **Clerk**

Cllr Ackrill reported in November he met with '4 Global' a Technical Sports Consultancy (a government initiative project) who was visiting all recreation grounds to find out what facilities they had. The information is added to a register and will help the Council protect the quality of playing pitches over the next 10 – 15 years and support local schools/ clubs to identify shortfalls in provision that will help support future funding bids.

11) Clerk Correspondence

The Clerk reported a response was received following a concern from a resident about the footpath on the Great Shefford Farm could be used for access to the residential property. The Planning Services Team Manager from WBC confirmed the owners of the land have improved an existing agricultural track for which planning permission is not required. And they have been made fully aware that it can only be used for agricultural purposes.

The Clerk previously sent an email to PC asking if the Parish would like to donate to the West Berkshire Library Service following previous correspondence. Cllr Ackrill said following the advice given by BALC who we subscribe to for advice and guidance in government matters, BALC had said it was not sure of the legality of Parishes making contributions even though the Library Services do not agree with BALC it was again felt by PC to follow BALC guidance. No donation will be given in this financial year.

The Clerk asked if a Parish Assembly now called Annual Parish Meeting was to be run this year. The Annual Parish Meeting was a meeting of the Parish where electors can contribute to the agenda and celebrate local activities and debate current issues in the community, no format prescribed. The Annual Parish Meeting would take place on 5th April. After a full discussion it was agreed to contact local community groups to find out if they would like to attend and have a stand to cascade their group activities to the community. Cllr Ackrill will email the Clerk some local community contact details and the Clerk will contact to find out if this is something the community would like to do. If anyone would like to discuss further, please contact the Clerk.

Cllr Ackrill & Clerk

The Clerk reported Jane Turton had reported in November the 3rd Defibrillator was now in place in Blakeley Field. **Thanks were given to Jane Turton and all involved.**

The Clerk reported the Simple Authority Form (SSF) that was submitted to Barclays to give the Clerk authority to speak with the bank had not worked. On highlighting the need for this form from Barclays, the Clerk reported at first this form was not recognised by members of the Barclays staff. The Clerk sent the bank a copy of the form but was told it was not on file and perhaps this was due to the SSF now being revised /updated.

The Clerk asked PC if they would like the Clerk to re-submit the SSF again or the question of updating the mandate to include the Clerk as an authorised signatory. (Not to sign cheques only to be authorised to deal with bank matters) After discussion it was agreed to submit the revised SSF. The Clerk will bring the completed form to the next meeting for signatory.

The Clerk also asked Cllr Ackrill for a standing order (SO) to be set up for her salary as previously minuted/approved. Cllr Ackrill will contact Barclays. The SO will be set up for payment on the 25th of every month, prior to the payment approved in the meeting in the first Thursday of the month.

Clerk & Cllr Ackrill

The Clerk raised matter of the report from The Planning Inspectorate following the appeal decision for Wessex Saw Mill. The appeal is allowed and planning permission is granted. Cllr Ackrill said there is nothing we can do at this time until we have heard more, The Clerk reported the Chaddleworth Chairman had asked the question on if anything more could be done and was waiting for a reply from WBC. - Nothing further to report at this time.

12) Matters for future consideration

A resident had raised the concerns of shooting near to his house and it was causing a disruption to him. The Clerk was asked to contact the shoot to ask if they could email the Clerk the dates/times of the shoots so the Clerk could cascade the information to the Parish Newsletter.

Clerk

**Close of meeting 8.45pm
Next meeting Thursday 1 February 2018**
