



Great Shefford Parish Council

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Minutes from 3 May 2018 the Annual Parish Council Meeting

Present: Cllr S Ackrill (Chairman), Cllr G Knass, Cllr S McCarthy, Cllr B Williams, Cllr P Storey, Cllr E Bell, Clerk K Lloyd, District Cllrs Graham Jones and Gordon Lundie and 1 member of the public

- 1) **Apologies - None**
- 2) **Declarations of Interest on Agenda items - None**
- 3) **To receive nominations and to hold the Election of Chairman**
Cllr Knass, Cllr Bell, and all agreed to nominate Cllr Ackrill to remain as Chairman.
- 4) **Signing of Declaration of Office by the Chairman**
Cllr Ackrill agreed to remain as Chairman and signed the Declaration of Office.
- 5) **To receive nominations and to hold the Election of the Vice Chairman**
No nominations were made for Vice-Chairman.
- 6) **Signing of the Declaration of Office by the Vice Chairman**
No one nominated themselves for Vice-Chairman.
- 7) **Minutes of the Annual Meeting of the Parish - 5 April 2018 to be agreed and signed**
Cllr Williams proposed and Cllr Storey seconded the minutes to be a true representation of the meeting. Cllr Ackrill signed the minutes.

The Clerk passed all Councillors the 'members of interest' forms to register any pecuniary interests since last completing the form, all Councillors signed the forms.

- 8) **Review /Signatory for the new GSAS 10 year agreement from Benash Farm**
The Clerk had previously emailed the new agreement to PC and GSAS. All agreed it was satisfactory and the new agreement was signed by Cllr Ackrill and the Clerk. The Clerk will forward to Carter Jonas and a copy to GSAS once the landlords signatory is obtained.

Clerk

- 9) **Review and Adoption of Parish Council Subcommittees, their Terms of Reference and their Council Representatives-**
 - **Great Shefford Village Fayre** - Cllr Ackrill raised the question if the terms of ref should be signed following no fayre in the last two years. Cllr Knass felt it should be signed so it was ready if a fayre was decided to go ahead at any time, all agreed. Cllr Ackrill signed the terms of ref and Cllr McCarthy agreed to remain as the PC V.Fayre representative and also signed the terms of ref.
 - **Emergency Management Team** – Cllr Ackrill agreed to remain as the EMT representative.

- **GSAS** – Cllr Williams agreed to remain as the representative. The Clerk said in the agreement the allotments require to be inspected by a PC representative twice a year, this is something that should be minuted. The GSAS Chairman was present in the meeting and signed the terms of ref along with Cllr Ackrill.
- **Parish Newsletter** – Cllr Ackrill agreed to remain as representative and signed the terms of Ref.

10) Review and Adoption of the

Complaints procedure
Freedom of Information Requests
Standing Orders
Finance Regulations

All model documents were reviewed by PC. The Clerk commented that an email from BALC had only been received advising on amendments to the BALC Standing Orders template. The Clerk said it was too late to review before this meeting but the Clerk would review the amendments and report back. The Standing Orders could be re-adopted at a later stage if required. Cllr Knass proposed and Cllr Williams seconded all documents to be adopted, Cllr Ackrill signed all the model documents listed above.

Clerk

11) Open Forum

12) Finance

a) Bank Accounts on 12 April 2018

Great Shefford Parish Council	£16,656.05
Recreation Ground Account	£10,221.59

b) Cheques to approve and sign

100368	K.Lloyd Parish Clerk -15.82 increase * +15.00 stamps	£30.82
100369	Valley Community Bus	£100.00
100370	S & S Management Ltd – (litter and grass cutting)	£438.00
100371	FCC – Recycling Ltd	£25.40

*100368 waiting on standing order of £555.00 to be amended to £570.82

The Clerk passed a letter to Barclays instructing the bank to increase the Clerks standing order to £570.82 from 25th May payment. Cllr Ackrill and Cllr Storey signed the letter.

13) Finance Report 2017-18

The Clerk read out the finance report.

We started the year with a balance of £23,835.05

Total Income during the year was £25,858.17 this included the Precept of £16,000 and £1,587.66 Vat refund.

Included in the 'total income' was a CIL Payment of £7,695.51.

£1,000 of this was donated to the Village hall committee for the roof repair, and £6,695.51 to the Flood Alleviation Scheme

Total Expenditure -spent £14,078.07

Excluding- 7'695.51 CIL payment
755.40 VAT paid
250.00 Allotment

Village Maintenance £250.69, a breakdown of:-

£100.00 strimming the Newbury Footpath,

£50 strimming the River Bank,

£75.69 on repairs to the playground litter bin and village green bench,

£25.00 on new Christmas Tree lights.

Playground –along with the £65 inspection fee, the picnic bench was repaired costing £312.85.

Litter/waste an increase of £87 from last year due to 14 payments to FCC recycling for the wheelie bin waste -only 10 payments 2016-17 but overall 24 payments over 2 years.

PCC -£250.00 extra donation was to help with the cost to the tree work in Lime Avenue totalling a donation of £1000.00.

We end this year with a balance of £26,914.24

The budget for 2017-18 was set at £20,126 we are under budget by £6,048.

Budget review

£100 paid to Wantage bus -	budgeted £1,250	(1,150)
No expenditure on S137 allowance	budgeted £2,000.	(2000)
Only £250 on village maintenance	budgeted £750	(500)
No expenditure donation to Youth Club	budgeted £250	(250)
£2,250 spent on Grass Cutting	budgeted £2,700	(450)
£312 in playground	budgeted £1,000	(688)
		(-5038)

The Clerk also gives **Thanks** to all Councillors past and present for their time and efforts while on Council.

Income and Expenditure Great Shefford Parish Council

Y/E 31 st March 2017		Y/E 31 st March 2018
£	Income	£
23,023.31	Bal Brought Forward	23,835.05
16000.00	Precept from WBC	16,000.00
223.16	Council Tax Support Grant	0
£36.99	Country Fayre Donation	0
200.00	Written off Cq 100205	0
0	VAT reclaimed	1,587.66
0	Members Bid	0
0	CIL Payment	£7,695.51
	Defibrillator Electricity Costs	£200.00
250.00	Allotment rents	250.00
0	Insurance Claim for BS	125.00
39,733.46	Total Income	49,693.22

£	Expenditure	£
260.00	Hall Hire/Maintenance	240.00
1422.08	Audit/Insurance/Legal	1381.26
6415.20	Clerks Salary/Exp	6660.35
60.00	Payroll	145.20
693.30	Litter/Waste/recycling	780.16
0	Projects	0
2100.00	Grass Cutting	2250.00
214.23	Subscriptions	240.22
99.49	Playground	377.85
130.00	Donations/Contributions	1050.00
179.65	Post/Phot/Stationery	183.18
0	CIL Payment	6695.51
250.00	Allotments	250.00
493.82	Electricity Cost SEC	419.16
0	S137	0
750.00	Churchyard	1000.00
892.45	Village Maintenance	250.69
1138.71	Wantage Bus	100.00
799.31	VAT	755.40
15,898.24	Total Expenditure	22,778.98
23,835.05	Total Carried Forward	26,914.24

Audit

The Clerk said the new Auditors PKF Littlejohn LLP had now emailed the Annual Governance and Accountability Return (AGAR). The Clerk said the AGAR is now asked to be submitted online. The AGAR deadline requested to be completed and approved with all supporting documents attached was by Monday 11 June 2018. (The previous Auditors Mazars was the beginning of July). Our next PC meeting was Thursday 7th June when the AGAR will be

approved and signed by the Chariman. The Clerk had read the new instructions from the auditors and felt comfortable with the new procedure. The Clerk also mentioned if parishes total gross income and total gross expenditure is below £25,000 the audit is exempt from charges. GSPC was just over this threshold. The charge to GSPC will be £200.00 plus VAT. An administration charge of £40 plus VAT will be incurred for any additional correspondence. The Clerk had contacted the internal auditor and is waiting for a reply on when the accounts can be audited.

Clerk

14) Annual Risk Assessment – (ARA) Sign off 2017/18

The Clerk explained to the newer Councillors the PC Risk Assessment was a document which was kept in the records to show good practice on risk management and is signed by the Chairman and the Clerk each year in the annual meeting. ARA shows a 'risk item', 'summary of control method' and 'who is responsible' (most responsibility falls to the Clerk). The ARA also reminds council to check/inspect on the bus shelter, benches and playground and to list any comments.

Cllr Ackrill said the benches and bus shelter was satisfactory apart from the ongoing playground item of the Activity Trail which is being reviewed (Agenda item 15). The ARA also asks to list any reported accidents on PC land, no accidents had been reported in 2017-18. Cllr Ackrill and the Clerk signed the ARA which will be placed in the 2017/18 file for the auditors. The Clerk said she would update the document to show Salt bins and email PC for their information.

Clerk

15) Playground Activity Trail update

Cllr Ackrill had received a quote from Playdale the day of the meeting for £5,146.85 for 'supply only' and for 2 low swing bars opposed to high bars which would give the option not to have safety surface underneath the swing bars, as this would be below the critical fall height new regulation.

The Clerk had confirmation from CMJ that they were not VAT registered. CMJ had looked into the new regulation and agreed on safety surfacing having to be installed.

However Playground Services thoughts on the new regulation with regard to the swing bars and introducing a safety surface was that the current standard had not changed since installing the original equipment back in 2010 and they felt who had given us this information was just trying to generate additional income. They promised a quote for supply only before our meeting but nothing had been received. After a full discussion more debate and information is required. Cllr Bell raised the question of removing the trail for now; Cllr Ackrill said the pre-school may not be happy to remove the Trail as it is used a lot by the children and to remind ourselves that it was still classed as a moderate risk and not a high risk.

Cllr Ackrill also said he had submitted the Tesco grant application for help towards funds as this was turning into a bigger expense to the parish as originally thought.

The Clerk will chase CMJ /Playground Services for the 'supply only' quote and try and ask for answers to the safety grass. (On-going -Item on June agenda)

Clerk

16) (GDPR) –General Data Protection Regulation

Cllr Storey had previously emailed a document which could be amended to be used for PC. The Clerk reported she had booked herself onto a GDPR course on 9th May in Reading. The Clerk said she had been bombarded with emails on this subject and felt we need to find out what is required from a PC perspective which this course will provide. The Clerk asked Council if they would approve the expenditure and to go halves with Chaddleworth PC on

the cost of the training session of £21.50 (total £43). Cllr Ackrill proposed and all Councillors seconded. The Clerk will report back in the next meeting. **Clerk**

17) Flood Alleviation Scheme

Cllr Ackrill was pleased to report £20,000 was now in the account. Cllr Ackrill reported £10,000 was kindly donated from an ex-resident in the village from a trust in London. Just under £600 was raised from the Quiz night in the Swan on the 20th April which turned into great night with well over 100 people there, Cllr Ackrill on behalf of the Parish would like to give **big thanks to Chandra and all their team in the Swan** for hosting the event and the curry, said by all, was delicious. (Cllr Bell said it was great to see the community coming together to support this scheme and of course also supporting the local pub which all helps in securing the future of our village pub.)

Cllr Ackrill said a number of other donations are coming in and gave **thanks to all those who had donated so far.**

Grants

The SSE Grant worked on by Cllr Ackrill and Cllr Knass was now submitted.

Cllr Ackrill was meeting Gordon Lundie for guidance on a Greenham Common grant application after this meeting which if granted would be match funded.

Cllr Ackrill mentioned a grant from Thames Water and the National Lottery was also being looked at.

This year's members bid application was too going to be proposed by the district Councillors for the Flood Alleviation Scheme.

Events

On the **18th May - 'A Royal Stag and Hen doo in the Swan.**

Ray the postmaster is organising a **Golf Day** at the West Berkshire Golf Course on the **17th August**. A team of 4 cost £45 for an all-day event, including food and refreshments. Please contact Ray for more details.

The next **Community Fundraising Meeting** will be held on Thursday 14th June in the School from 8pm. If you would like to get involved or have any ideas on how to raise money, please pop along.

18) RBL – Discussion on location of a Silent Soldier

After discussion it was agreed to order a silent soldier and have more debate on where he could stand, the Church was still a preferred option but the only concern was it may not be seen enough by the passing public. The Clerk was asked to write to Rev. Miri Keen to ask for PCC thoughts and permission for the silent soldier to be installed near the Church if agreed.

Clerk

19) Councillor Questions and Reports

Cllr Ackrill reported the fence was damaged on the opposite end of the path to the Swan just opposite the bottom of Hungerford Hill. The Clerk was asked to contact Nigel Goldstraw.

Clerk

PC approved Cllr Bell to attend the training session for Fundamental Councillor Training on 17 July in Reading for £43.00 plus Vat.

Clerk

20) Clerks Correspondence

The Clerk asked the Chairman and two authorised signatory's to sign the telephone banking registration form. The form was signed by the Chairman for Barclay's telephone banking registration and signed by Cllr Storey and Cllr Williams for authorisation.

21) Matters for future consideration from Open Forum None

22) Date of next meeting – Thursday 7 June 2018

Close 8.45pm