



## Great Shefford Parish Council

Clerk to The Parish Council: Mrs Kim Lloyd

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3 May 2019

### AGENDA

There is to be an **Annual Parish Council Meeting** on Thursday 9 May 2019 at 7.40pm in the Village Hall.

All are welcome to attend

1. **APOLOGIES RECEIVED.**
2. **DECLARATIONS OF INTEREST ON AGENDA ITEMS.**
3. **NOMINATION AND ELECTION OF CHAIRMAN.**  
Signing the Declaration of Office and Clerk to witness.
4. **NOMINATION AND ELECTION OF VICE CHAIRMAN.**  
Signing the Declaration of Office and Clerk to witness.
5. **DECLARATION OF OFFICE FOR ALL OTHER RE-ELECTED MEMBERS.**  
Signing the Declaration of Office and Clerk to witness.
6. **MEMBERS OF INTEREST FORMS TO BE GIVEN TO COUNCILLORS.**  
Councillors to complete, ready to be handed back to the Clerk in the next meeting
7. **OPEN FORUM- un minuted**
8. **PLANNING APPLICATIONS RECIEVED**  
4 applications to review.

**19/00971/HOUSE** -Oakhanger Park, Shefford Woodlands  
Demolition of outbuilding and construction of replacement outbuilding.  
<http://planning.westberks.gov.uk/rpp/index.asp?caseref=19/00971/HOUSE>

**19/00979/HOUSE** -Oakhanger Park, Shefford Woodlands  
Demolition of swimming pool outbuilding and construction of replacement outbuilding  
<http://planning.westberks.gov.uk/rpp/index.asp?caseref=19/00979/HOUSE>

**19/00825/AGRIC** -Templars, Shefford Woodlands  
Application for prior notification of a proposed extension to a steel portal frame to incorporate drying facilities.  
<http://planning.westberks.gov.uk/rpp/index.asp?caseref=19/00825/AGRIC>  
This is an Agricultural Notification to determine only whether the prior approval of the Authority will be required.

**19/01003/HOUSE** – Grasmere, Wantage Road.  
First floor extensions to rear of the property built off existing single storey extensions.  
<http://planning.westberks.gov.uk/rpp/index.asp?caseref=19/01003/HOUSE>

**9. SUBCOMMITTEES, TERMS OF REFERENCE, COUNCIL REPRESENTATIVES**

To review and adopt

- a Great Shefford Village Fayre
- b Emergency Management Team
- c GSAS
- d Parish Newsletter

**10. ADOPTION OF MODEL DOCUMENTS**

To propose and note any amendments to documents if applicable, and agree to adopt. The Chairman to sign each document.

- a Financial Regulations
- b Standing Orders
- c Freedom of Information Policy
- d Complaints Procedure

**11. MINUTES OF THE LAST MEETING**

Minutes of the meeting of the 7 March 2019 to be agreed, proposed and signed.

**12. FINANCE**

- a) Bank Accounts

Balances on 12 April 2019

Parish Council	£12,377.64
Recreation Ground Account	£10,221.59

- b) Cheques approved in between meetings.

S/O-25/04/19	Kim Lloyd (Parish Clerk)	£570.82
100419	Box of Blue ( Domain)	£108.00
100420	West Berkshire Council (Dog waste bins)	£66.18
100421	Autela Group Ltd	£47.00
100422	FCC Recycling (UK) Ltd	£38.10
100423	Carter Jonas (Allotment Rent)	£300.00
DD-12/04/19	SSE Southern Electricity (Qtr 4)	£127.17

- c) Cheques approved in this meeting.

S/O-25/05/19	Kim Lloyd (Parish Clerk)	<u>£612.17*</u>
100424	For April and May top up to standing order.	£570.82 paid by S/O £82.70 pd by cheque
100425	S & S Management Ltd	£438.00
100426	FCC Recycling (UK) Ltd	£25.40

\*Clerk standing order to be amended from 570.82 to 612.17 following 01/04 increase.  
Letter to Barclays to sign in this meeting to make standing order amendment.

**13. THE CLERKS ANNUAL FINANCE REPORT**

**14. RISK ASSESSMENT REVIEW**

This document is to show good Council record practise and is not statutory.  
To review and Chairman to sign.

**15. FENCE HEDGE**

**16. QUOTES FOR RECREATION GROUND FENCE / PAVILION ROOF REPLACEMENT.**

Cllr's Ackrill and Storey to give update.

**17. STREET LIGHT QUOTES – SOX REPLACEMENT TO LED.**

Clerk to give update.

**18. POTENTIAL FOOTWAY WORKS ON CHURCH STREET**

Email received from WBC concerning expenditure of Section 106 developer's contribution.

**19. FLOOD ALLEVIATION SCHEME**

**20. COUNCILLOR QUESTIONS AND REPORTS.**

**21. CLERK CORRESPONDENCE.**

**22. MATTERS FOR FUTURE CONSIDERATION.**

Items to note following open forum.

**23. DATE OF NEXT MEETING.**

To confirm Thursday 6 June 2019 at 7.40pm.

Close

Welcome to Great Shefford Parish Council, your local council representing your community. All meetings are open to the public. On rare occasions the Councillors can decide to exclude you for reasons of confidentiality. An example of this would be the opening of quotations for a specific project and the subsequent debate on commercial matters.

You do not have the right to speak at this meeting unless invited to do so by the Council. Most Parish Councils enforce this rigidly, however we try to ensure that the agenda normally includes an Open Forum of ten to twenty minutes where you are encouraged to bring matters to the attention of the Council.

Open Forum

The Open Forum does not form part of the Parish Council meeting, will not be minuted and decisions cannot be reached by the Parish Council on subjects raised that are not the published agenda for the meeting. Therefore any item you raise that is not on the agenda may need to be deferred to a later meeting at the Council's discretion. In that way it will become an agenda item and decisions can be made.

The Chairman of the Parish Council Meeting will direct the Open Forum.

Speaking on an Agenda Item

If you wish to speak on a specific agenda item then:

1. You should make yourself known to the Clerk or to the Chairman of the meeting, ideally before it begins.
2. When the item on the agenda on which you wish to speak is reached the Chairman may choose to invite the Council to suspend the meeting to allow you to speak. As the meeting is suspended at this point any comments made will not be minuted.
3. If the Council agrees then you can speak on the item which is concerning you. Please try to be brief: the Council has a lot to get through at most meetings.
4. Once you have made your points the Chairman will ask the Councillors if they wish to ask you any questions and, if they do, you can reply to those questions.

5. The Chairman will then resume the meeting and the Council will then debate the item. You do not have any right to speak during this debate. The only exception would be if a Councillor, through the Chair, wishes to put another question to you. Your Parish Council is there to represent you. Please make use of your Councillors.