



Great Shefford Parish Council

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GREAT SHEFFORD MINUTES

MEETING HELD ON THURSDAY 4th JUNE 2020. THIS WAS A REMOTE MEETING.

Cllr's Present:

Cllr. S. Ackrill (Chair)

Cllr. E. Bell (Vice-Chair)

Cllr. G. Knass

Cllr. B. Williams

Cllr. S. McCarthy

Cllr. P. Storey

Cllr. R. Hale -Power.

Parish Clerk: K. Lloyd.

Attendance: 9 members of the public present.

The Clerk announced this meeting will be recorded for minute purposes and the recording will be deleted once the minutes are approved.

1 APOLOGIES

Cllr. Hooker, the District Cllr. said he may attend later, but if not sends apologies.

2 DECLARATIONS OF INTEREST

No Declarations of Interest received.

3 MINUTES FROM PREVIOUS PARISH COUNCIL MEETING

Members **RESOLVED UNANIMOUSLY** to confirm and adopt the minutes of the Parish Council meeting held on 5 March 2020.

4 OPEN FORUM

Two members of the public raised objection to the planning application 20/1065/FUL The Swan. Both members of the public firstly wanted to add that they were happy with the pub and pleased to see it back, it was a real asset to the village, but had many concerns about this application. The concerns are reiterated below in the Parish Councils comments to the Planners. (see item 5)

The Postmaster attended the meeting and firstly wanted to publicly record his sincere **THANKS** to the parishioners and all members of the public, on how respectful they have been to each other in the shop, on following the government guidelines in social distancing. It has worked very well. Also, a big Thank you for supporting your Village shop through these unprecedented times.

The postmaster then spoke of the same issues on The Swan planning application that had already been mentioned from the public in attendance on the facts to the traffic problems that already exist in that area. He also felt very strongly that if this application should be granted, then to be seen fair and reasonable that yellow lines would be implemented outside the pub, as like the shop. The yellow lines were implemented outside the shop to give safety to the school children walking to and from school. As the children catch the school bus outside the pub this would need to be considered,

and if this application were approved the Parish Council is asked to make this a future agenda item. The Postmaster also raised to the council that there was a person previously knocked off their bicycle involving a vehicle, outside the pub which just highlights the safety issue in this area being questioned.

5 PLANNING APPLICATIONS RECEIVED.

The following two planning applications was considered.

20/1065/FUL / 20/01047/LBC2 The Swan, Great Shefford.

Proposed timber addition to provide an additional food service kiosk to the garden. Standalone timber kiosk in the car park for breakfast kitchen/servery

<http://planning.westberks.gov.uk/rpp/index.asp?caseref=20/01065/FUL>

Cllr. Ackrill noted to the Councillors, that due to Covid-19 the Councillors are not allowed to visit sites. So, he would have normally recommended not to comment on planning applications. However, as this application is the village pub, all Councillors have obviously visited the Swan before Covid-19 lockdown and felt it can be discussed with an open mind and comments given. All Councillors agreed.

Cllr. Ackrill raised attention to the application form having numerous errors. (As read below). He said the Parish Council would have no choice but to object this planning application for those reasons alone, but suggested Councillors still discuss this application, as if it is rejected on those terms, it would only be re-submitted, and added to a later agenda for discussion. The Councillors agreed.

The members of the Parish Council took into view the concerns from the members of the public in attendance and one letter of objection from another resident received. Each Councillor gave their thoughts to this application, and it was resolved unanimously to Object based on the comments below.

Parish Council members would like to make it known that it does not want to oppose a legitimate business venture, and it would like to support improvements and maintenance to the pub. The owner of the pub has been very welcomed by the villagers and has done a great deal of work to bring a much-loved village pub back to life, which the Parish is grateful. GSPC does not want to facilitate, inadvertently or otherwise, the loss/decline of the pub. The pub is a very important asset to the village. However, GSPC consider there are some inherent weaknesses, safety issues and environmental concerns that have not been fully addressed by this application.

The Parish Council would also like to express that they have no objection to the proposed 'garden structure' on the side of the pub, as long as this is in keeping with the street scene as the pub is a listed building. The particulars to this structure would have to be sympathetic to the character of the building, which would need a different design / material than is mentioned in this application. The proposed garden structure would be an asset to the pub, but it must be in keeping with this.

Grounds for Objection:

1. **SAFETY** is the main concern on the Kiosk proposal. GSPC is concerned that the West Berkshire Council Highways team response has not fully addressed the highways safety elements to this proposal.

The Swan is situated on a blind bend of the A338. GSPC and concerned residents have constant battles with WBC/Highways regarding speeding issues in the village. Attached is a copy of the latest Traffic Survey to show the volume of traffic, including the number of HGVs

/ Commercial vehicles that pass through the village. It is considered that HGV drivers will use this Kiosk, and they will need to park on the road, as there is no room in the car park for HGVs to park. If even 10 % of HGVs / Commercial vehicles as shown on the attached wanted to visit the Kiosk, it would lead to unacceptable traffic safety issues by vehicles parking on the road and adjacent bus stop. They are also likely to remain some time as HGV driving breaks are a minimum of 45 minutes.

Of significant concern is that school children from the ages of 11 years, wait in the car park for both the school bus to John O' Gaunt in Hungerford and the main bus service to schools in Newbury. HGV and other vehicles parking up at school drop off/pick up times is again a traffic safety concern and potential dangerous for the village school children using the bus stop. Add to this the movement of cars around the car park, and that the entrance to the car park is directly adjacent to the bus stop, there will be potential for significant additional traffic movements around the main village school bus stop. This safety concern has not been addressed in the application.

The added congestion of vehicles parking up to visit the Kiosk is also a concern. The application states the Kiosk would take up 1 car park space. GSPC believe it would require more, 2 or 3 spaces (assuming the previously built / removed structure sitting in the car park is planned to be erected again?) eliminating the loss of car park spaces for visitors to the pub itself. The car park is often full in busy periods. This pushes visitors to the pub and the Kiosk to park elsewhere in the village, again causing congestion and hazards to the residents and vehicles passing through the village.

Yellow road lines were implemented around the shop/post office area for the safety of the school children a few years ago. If this application were to be approved, we would request as a minimum that yellow lines would need to be implemented along the road outside the pub. However, this would still not fix the problem of not having enough car park spaces in the pub itself and add to even more congestion and safety concerns around the village.

2. **ENVIRONMENTAL CONCERNS.** Flooding is a potentially significant issue. The pub is in a Flood Risk Zone Area 3 being the highest category and has been flooded out at least twice in the last few years. GSPC noted with some surprise that on the application form (item 15) it is shown as no flooding risk and as such no flood risk assessment has been undertaken and that it also states the pub is not within 20m of a watercourse, when in fact the river Lambourn runs directly alongside the pub. Concerns are also linked to the possibility of contamination of the river. The application suggests mains sewage facilities to serve both the proposed units, but there is no mains for the Kiosk unit, so it is unclear how foul water from the Kiosk would be handled to prevent it contaminating the ditch close by that feeds into the river. The application form states that surface water would be disposed of into the main sewer, with Thames Water having had to be using tankers within the village for the last 10 weeks + to keep the sewers functioning the directing surface water into the sewers is unacceptable GSPC also notes that on the matter of sanitation, there is no toilet facility when the pub is closed.

GSPC asks that the WBC planners also take into account the legitimate worries of noise disturbance from vehicles and cooking smells, concerns about which have been expressed by the residents in close proximity to the car park.

3. **OPENING TIMES.** The proposed opening times of the Kiosk is stated as unknown on the application form. The mention in the design and access statement of it opening at 6am is considered unacceptable to the residents that GSPC has discussed it with.
4. **AWARENESS OF RESIDENTS.** There was no orange notice visible on the property until 1st June. Residents have not been informed of this application through the normal planning process, only through word of mouth, which makes this application non-compliant.

5. **VILLAGE CHARACTER.** It is felt the Kiosk would not be in keeping with the street scene. As mentioned above, the pub is a listed building within an AONB.

7.35pm Cllr. Hooker arrived.

20/01122/HOUSE, Hillside Cottage, Church Street for a proposed garden room/home office.

<http://planning.westberks.gov.uk/rpp/index.asp?caseref=20/01122/HOUSE>

As the Councillors cannot visit site, no comments were made on this application.

Decision Notices.

20/00412/COND1 - Shefford Woodlands House for application for approval of details reserved by Conditions 7 - Materials, 8 - Spoil and 9 - Watching Brief, of planning permission reference 19/02545/HOUSE (Construction of swimming pool) was APPROVED by West Berkshire Council.

6 **SPEED MANAGEMENT FRAMEWORK CONSULTATION**

The link to the survey is <https://www.surveymonkey.co.uk/r/speedmanagementframework>

Deadline is 6th July 2020.

On reviewing this consultation, it steered into a full discussion regarding the ongoing issue of speeding in the village. Cllr. Ackrill reminded members that the last SID (Speed Indication Device) deployment was in October 2019, carried out by Cllrs. Ackrill and Williams. A Traffic Survey by West Berkshire Council was then deployed in February this year. It was thought until the authorities change their threshold for statistics, the traffic data they collect from the village falls below their threshold to implement any enforcement.

The thoughts and questions were then raised by the members of the Parish Council, if a data collecting, flashing face, SID for the A338 could help support with the speeding battle. The Clerk will investigate further and report back in the next meeting. **ACTION: Clerk.**

7 **FINANCE**

Members **RESOLVED UNANIMOUSLY** to confirm the payments for June as shown in Appendix 1.

The Account Balances and the Cashflow for 2020/21 was noted.

Appendix 2 is for information only of payments approved and paid during Covid-19 lockdown when no meetings took place, approvals from the Parish Council was made by email.

The End of account year 2019/20 Summary, Cashflow and Budget was reviewed. A copy of the summary is shown as Appendix 3. If anyone would like to see a copy of the budget, please email the Clerk.

8 **CERTIFICATE OF EXEMPTION 2019/20 PART 2 AGAR.**

The Clerk forwarded the Certificate of Exemption to the Chairman. The members of the Parish Council reviewed and approved. The Chairman signed during the remote meeting and emailed the approved, signed certificate to the Clerk.

9 **PLAYGROUND CLIMBER & PAVILLION**

Following the safety inspection, nothing has happened due to lockdown and the play equipment remains closed and taped off. The Clerk was asked to speak with Denise Herrington from the Preschool to find out what would be a suitable replacement from the Wooden Climber for the children.

The Pavilion repair, Cllr. Ackrill, said to save money he could do this, with an offer of help. Cllr. Ackrill said he would obtain costs for the timber that needs to be replaced and report back in the next meeting. **ACTION: Clerk /Cllr. Ackrill.**

10 FLOOD ALLEVIATION SCHEME

Cllr. Ackrill is still chasing written confirmation that the Environment Agency will allow scheme to be delivered at a local level if the quote is within budget. The last meeting with the Environment Agency was in February, due to the Covid-19 lockdown.

11 CORONAVIRUS SUPPORT VOLUNTEERS

The Parish Council would like to give their sincere **THANKS** to Laura Field and all the volunteers who have pulled together to provide support to those in the village who are vulnerable. The volunteer team have been doing shopping, collecting prescriptions and more when needed. Their kindness and respect have not gone unnoticed in this difficult time. Thank you!

The Parish Council would also like to give **THANKS** to Ray the postmaster, Sarah and the team at the Shop / Post office who has done a marvellous job in keeping our village shop well stocked during lockdown. They had exceeded when bigger supermarkets had failed. Thank you.

12 COUNCILLORS /CLERK REPORTS

The Clerk previously emailed a report to the members of the Parish Council from the school, regarding its opening on the 1st June, as shown as Appendix 4.

The Clerk asked the website administrators for the rights to the Parish Council page on the Great Shefford Website. With the ongoing transparency being a statutory requirement to show financial accounts etc. on the website, the Clerk said its more appropriate for the Clerk to now administrate.

The Clerk proposed to use a new Internal auditor. The proposed new internal auditor has carried out audits on some of the other parish councils that the Clerk works for, and the Clerk highly recommends him. All members of the Parish Council agreed for the Clerk to use him.

13 MATTERS FOR FUTURE CONSIDERATION

No other items raised.

14 DATE OF NEXT MEETING

The date of the next REMOTE meeting is Thursday 2 July 2020 at 7pm.

Meeting ended at 8.40pm.

APPENDIX 1**Statement of Accounts
Accounts for Payment June 2020****Payments**

Cheque No	Payee	Description	Amount
100467	Kim Lloyd	Stamps 12 x 2nd class stamps	£ 7.80
100467	Kim Lloyd	123 Reg for website Domain Renewal	£ 19.19
100468	HALC	BALC and NALC Subscription	£ 222.72
100468	FCC Recycling	Wheelie Bin Collection	£ 39.50
SO	Kim Lloyd	Clerk Salary	
100469	S & S Mangement Services	Grass cutting April/May. Litter Pick	£ 822.00
100470	Kim Lloyd	Payment towards Zoom Licence	£ 23.98
			<u>£ 1,765.69</u>

Receipts

Kim Lloyd	Overpayment of Salary in 2019/20	£ 41.35
Total Receipts		<u>£ 41.35</u>

ACCOUNT BALANCE ON:	12 th May 2020
Great Shefford Parish Council	£20,060.37
Recreation Ground Account	£10,221.59

APPENDIX 2.

**Statement of Accounts
Accounts for Payment May 2020****Payments**

Cheque No	Payee	Description	Amount
100462	West Berkshire Council	Dog Waste Bin Collection	£ 67.50
100463	SEE Contracting Ltd	Street Light Led Replacement	£ 4,503.86
SO	Kim Lloyd	May Salary	
100464	Box of Blue	Website Domain	£ 132.00
100465	FCC Recycling	Wheelie bin Annual Service Charge	£ 39.50
100466	WBDC	Election Contribution for 2019	£ 150.00
SO	SSE Electricity	Street Light Electricity	£ 147.23
			<u>£ 5,670.59</u>

Receipts

BACS	WBDC	Precept	£ 8,000.00
Total Receipts			<u>£ 8,000.00</u>

**Statement of Accounts
Accounts for Payment April 2020****Payments**

Cheque No	Payee	Description	Amount
100458	FCC Recycling	Wheelie bin collection 2 x invoices	£ 64.82
100459	Autela Payroll	Clerk Payroll Qtr 4.	£ 49.75
SO	Kim Lloyd	May Salary	
100460	The Playground Inspection Co	Annual Inspection	£ 81.00
100461	Carter Jones	Allotment Rent	£ 300.00
			<u>£ 1,126.07</u>

Receipts

Total Receipts			<u>£ -</u>
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APPENDIX 3.

End of year Summary to 31/03/2020

We started the year 1 April 2019 with a bank balance of: **£22,577.68**

Total Net Income £16,300
the Precept and Allotment Rent.

VAT Reclaim (not banked at year end) £766.60

Total Gross Income £17,066.60

Total Net Expenditure £15,155.82

Total VAT £766.60

Total Gross Expenditure £15,922.42

2019/20 Budget was set at: £18,221

We end the year underbudget by: -£3,065

The following items were over budget.

Playground Maintenance

Including:

£8.01 Gate Latch.

£360 Pavilion Roof.

£1001.60 Playground Fence.

Total £1,369.61

(budget set at £1,000)

Nothing was budgeted for 'Grit Bins' but spent £155.83 on a Grit bin at £70.83 and Grit Salt at £85.00.

Note. £250.00 is budgeted for Grit Bins 2020/21.

The Grass Cutting is underbudget by: -£1,120.00

We end this year with a **bank balance of:** £22,955.17

VAT Reclaim (not banked at year end) £766.60

Final Year end figure £23,721.77

APPENDIX 4.

Update from Chaddleworth St Andrew's and Shefford C.E. Federated Schools on the wider opening of the school during COVID-19 04.06.20

The school welcomed back just under a third of the children from 1st June onwards as part of a phased return for wider opening. As members of our community will know, the school has been open throughout the lockdown period to the children of critical workers and to vulnerable children (a total of approximately 8 children) each day from 23rd March.

School staff and governors produced a plan in line with government guidelines for the wider opening to ensure the safest possible practice during COVID-19 and the new requirement on schools to invite back children in EYFS, year 1 and year 6 in addition to critical workers and vulnerable children. The school also consulted with parents and the local community.

The school would like to thank the local community for their support and understanding as the new systems have been put in place.

One of the new considerations was how to arrange school drop off and pick up whilst also ensuring social distancing. As a result, the parents no longer park and walk onto site; instead, they drive onto the site and drop off at the playground gate or walk directly from home onto the school site. This system has run very smoothly.

In order to ensure the safety of the children as everyone adapted to the new system, staff cars were parked on Spring Meadows. As a result of the success of the first few days, some staff cars that had been parked on Spring Meadows can now be parked on site thus reducing the number of parked cars on Spring Meadows.

The staff, governors and parents have worked hard to ensure the children's experience at school, although different, is a successful one and feedback has been overwhelmingly positive.

The school is always keen to receive feedback from the local community and would like it to be known that they can contact the school in a variety of ways:

- emailing the school office office@csf.w-berks.sch.uk ,
- ringing on 01488 648657
- using the 'Contact us' form on our website at <http://csfschools.org/contact>