



Great Shefford Parish Council

Clerk to The Parish Council: Mrs Kim Lloyd

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**GREAT SHEFFORD MINUTES
MEETING HELD ON 1 APRIL 2021. THIS WAS A REMOTE MEETING.**

Cllr's Present:

Cllr. S. Ackrill (Chair)

Cllr. B. Williams

Cllr. S. McCarthy

Cllr. R. Hale-Power

Cllr. P. Storey

Cllr. L. Freeman

Cllr. E. Tweedie

Parish Clerk: K. Lloyd

5 Members of the Public.

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

1 **APOLOGIES**

No apologies received.

2 **DECLARATIONS OF INTEREST**

Cllr. Storey declared an interest on 21/00111/HOUSE Linden House decision notice. Cllr. Freeman declared an interest on 21/00624/LBC2 & 21/00623/HOUSE Great Shefford House planning application.

3 **MINUTES FROM PREVIOUS PARISH COUNCIL MEETING.**

Councillors **RESOLVED UNANIMOUSLY** to confirm and adopt the Minutes of the Parish Council Meeting held on 4 March 2021.

4 **OPEN FORUM.**

Two members of the public spoke of 20/02245/FUL Swan Inn - Farm Shop in Association with The Great Shefford Public House. Further concerns were raised of the inconsistencies in the planning application, regarding the opening times. Also, the amendments submitted did not address previous concerns of objections raised in the original application.

5 **PLANNING APPLICATIONS RECEIVED**

(Cllr. Freeman left the meeting)

21/00624/LBC2 & 21/00623/HOUSE

Great Shefford House, Church Street - Conversion of existing coach house into ancillary accommodation for main house and construction of machine store in garden.

<http://planning.westberks.gov.uk/rpp/index.asp?caseref=21/00624/LBC2>

Cllr. Ackrill suggested the Councillors do not comment as no visit to the site is allowed due to Covid restrictions and from reviewing the plans, no objections were raised, and there were no further concerns from the Councillors. The Clerk was asked to give no comment.

(Cllr. Freeman returned to the meeting)

21/00558/HOUSE Penny Cottage, Wantage Road - Proposed first floor extension and alterations.
<http://planning.westberks.gov.uk/rpp/index.asp?caseref=21/00558/HOUSE>

The Parish Council again resolved to no comment.

20/02245/FUL Swan Inn - Farm Shop in Association with The Great Shefford Public House.

Additional drawings/amended plans for the above application have been received by the WBC - Amended floor plan and elevations, amended site plan and Business Plan submitted.

<http://planning.westberks.gov.uk/rpp/index.asp?caseref=20/02245/FUL>

Cllr. Ackrill reported that he had asked for clarification on the opening hours from the case officer for this planning application before the meeting but did not get an inclusive answer.

Cllr. Ackrill asked if any of the amendments were sufficient to make the Councillors change their mind from the original application when an objection was determined.

The Councillors felt the main concern still was the increased parking and traffic, the farm shop would have on the village, especially at the weekends when the pub car park can be full.

Cllrs. Freeman and Tweedie said they would like to see what the evidence is on the concerns over parking and traffic issues to understand why this was an issue. They said we should be trying to support local businesses in diversity especially following the difficult year of covid lockdowns.

Cllr. Ackrill said he could understand but reminded the Council that the Councillors need to be guided by policy and not emotion. He said any new development must have sufficient parking onsite, and this application does not meet that policy. The policy Shop.5 is a clear policy that also states;

“It will also encourage the provision and retention of farm shops, provided that they do not adversely affect the vitality of nearby village shops”.

Cllr. Ackrill said with this also in mind, we need to consider what the impact a farm shop may have on our local village shop.

Cllr. Tweedie asked if the applicant was to work with the Parish Council to help alleviate concerns could this help? Cllr. Ackrill reminded Council that himself and the previous vice chairman Cllr. Bell both met with the applicant regarding the original application to address the concerns, but again would be more than happy to meet with the applicant to discuss further and to see if anything could be done.

4 Councillors voted to remain with their previous decision of Objection, 1 Councillor Abstained and 2 Councillors Supported. It was resolved to leave the original comments as an Objection.

21/00383/CERTP The Great Shefford Re. 20/02245/FUL. This application is an application for a Certifiable of Proposed Lawful Development, to establish whether the “Erection of a free-standing kiosk for use as a servery” would be lawful.

The Planners do not ask for comments from a Parish Council on a Certificate of lawful development. After a discussion, it was agreed to give the Parish Councils opinion that this is a material change of use and requires a planning application.

Decision Notice

21/00111/HOUSE Linden House, Shefford Woodlands.

Proposed garage conversion with first floor side extension above. Two-storey rear extension and front extension with open porch. Internal alterations and plant room to side. Render external walls, and new replacement windows. WBC **Granted** permission.

20/02886/COND1 Pheasant Inn, Ermin Street, Shefford Woodlands - Application for approval of details reserved by condition 3 'Schedule of Materials', 5 'Arboriculture Method Statement', 6 'Electric Charging Point', 7 'Construction Method Statement', 9 'Parking/Turning' and 10 'Cycle Storage' of application 20/01444/FULD: Erection of 1 no. managers dwelling and 1 no. three-bedroom staff accommodation dwelling; erection of store; erection of single storey kitchen extension to main building, extension to dining room and internal and external changes to the main building. WBC **Approved** permission.

6 **FINANCE**

Members **RESOLVED UNANIMOUSLY** to confirm the payments for April as shown in Appendix 1. The Cashflow 2020/21 for April was noted. *(All finance documents emailed to members of the Parish Council before the meeting)*

7 **WEST BERKSHIRE LOCAL PLAN REVIEW – SETTLEMENT BOUNDARY REVIEW**

The only amendment of the boundary settlement review that was shown was to open the area which is allocated for future proposed development behind Spring Gardens. The Parish Council has already submitted an objection to the proposed development in the local plan review. All Councillors resolved to no comments on the proposed settlement boundary review as an objection to the proposed development was submitted.

8 **FENCE AT BOTTOM OF HUNGERFORD HILL UPDATE**

The Clerk reported she is still chasing the claim from the vehicle offender's insurance company. The Clerk has contacted highways in WBC regarding an additional Chevron for Great Shefford, who said they would look at the new financial year's budget and let the Clerk know. Cllr. Ackrill reported that the fence is now repaired, and he had erected the parish owned Chevron to the fence.

9 **PLAYGROUND EQUIPMENT QUOTES**

The Clerk had sourced two quotes, which were expensive. It was also reported the tape was taken off the equipment. Cllr. Williams said he would tape it off again and would take a picture for the Parish Council records. Cllr. Ackrill proposed that the work is done in-house by the Councillors to save the Parish over £1,000. Cllr. Williams/Hale-Power agreed. Cllr. Ackrill asked to budget to £250 for the materials to carry out the repair. All **RESOLVED** to this expenditure.

ACTION: Cllr. Williams/Hale-Power/Ackrill

10 **DOG WASTE SIGNAGE**

Following correspondence to the Parish Council on reports of Dog Waste in and around the village. Cllr. Ackrill proposed the Parish Council purchase more signs from Amazon. Cllr. Tweedie suggested purchasing signs with the £1,000 fines penalty. After discussion, it was agreed to buy various signs to post up around the village. The Councillors **RESOLVED** to the expenditure of £30.00 for signage.

ACTION: Cllr. Ackrill

11 **PARISH COUNCIL COMMUNICATION ON SOCIAL MEDIA**

Cllr. Tweedie said on joining the Parish Council she never knew how much great work the Parish Council do and asked the Councillors of their thoughts on ways of how to communicate this to the residents. There is so much that gets done in-house and wondered if the residents knew how much a Parish Council do for their community.

After a full discussion, the Councillors and Clerk agreed and felt it would be good to provide news of the positive work that is done but was unsure of a way of engaging this information to the villagers and how the dialogue would be handled.

It was agreed to add the link of the Minutes to the village Facebook page. The Clerk raised the thoughts of redesigning a new website. A free newsletter to the residents was also discussed, but the cost of printing would need to be found through the precept. (i.e., residents council tax)

The Clerk said as much as posting on Facebook is a good way of communicating, she does get bombarded with Facebook messages from residents. As much as instructions are given to email Parish Council business to the Parish Council email address and not through Facebook messages it just does not happen, and it can be easy to miss messages via Facebook.

Cllr. Tweedie nominated herself to put a proposal together to show options of what the Parish Council could try. Cllr. Tweedie raised the thoughts of fundraising to help with communication tools as in the newsletter printing costs.

The Clerk was asked to make this an agenda item for the next meeting.

ACTION: Cllr. Tweedie

(Cllr. Freeman left the meeting)

12 **FLOOD ALLEVIATION SCHEME**

Cllr. Ackrill reported that the Environmental Agency (EA) are putting together a power point presentation to Thames Water to ask if they could be involved in passing the funds across to the Great Shefford Alleviation Scheme. As previously reported the EA cannot legally pass the funds to a community led scheme, but the funds could go to an authority who could pass the funds on to us. When Cllr. Ackrill previously met a Thames Water representative they could see the benefit of the scheme as it would reduce the ground water entering the sewage system.

The EA are also engaged in conversation with WBC about their possible involvement in delivering the scheme.

13 **REMOTE ANNUAL PARISH MEETING (ASSEMBLY) – 6 MAY 2021 / FACE TO FACE MEETINGS UPDATE**

The Clerk reported that the legislation was not extended to allow for remote meetings after the 7th of May. The government guidelines for holding an Annual Parish Meeting (Assembly) are impossible to host adhering to the Covid guidelines. The next Parish Council meeting is on 6th May, which is the Annual Parish Council Meeting (AGM). As this meeting is before the 7th May it was suggested to host the Annual Parish Meeting on the same day which will follow the Annual Parish Council Meeting. The Clerk will email the community groups to ask if they would like to attend the remote Annual Parish Meeting to provide a report on the last year.

The June Parish Council meeting may be rescheduled to later in the month (possibly 24th) but this is pending the government gateway. A decision to the date of the June meeting will be confirmed in the May meeting.

ACTION: Clerk

(Cllr. Tweedie left the meeting)

14 **COUNCILLORS /CLERK REPORTS.**

Cllr. McCarthy reported concerns on the speed of the Heavy Goods Vehicles through the village.

Cllr. Ackrill had an email regarding the amount of litter in the verges when driving from Great Shefford to East Garston. Cllr. Ackrill reminded Councillors that a litter picking day used to be something that Great Shefford did, but one has not been organised for a while. The litter pick equipment can be ordered from West Berkshire Council. The Clerk was asked to contact WBC to find out when litter picking equipment was available to loan.

If any residents would like to organise a litter pick in the village, please contact the Clerk on the email address or telephone number above for guidance.

ACTION: Clerk

The Clerk had an email to say Covid Testing kits would be available from a mobile unit which would be parked in the village hall car park. No times had been set at time of publishing these minutes, but this would be advertised when known by the village hall committee team.

The Clerk had an email from the Pre-School to ask if the Parish Council could rethink the community garden idea alongside the fence in the recreation ground. The idea was agreed in principle before, but then nothing further was proposed to the Parish Council at that time. Also, this year will be the Pre-School 50th anniversary and they would like to commemorate this by planting a tree in the recreation ground. The Councillors asked for more details on the garden and the exact whereabouts of where the Pre-School were proposing to plant a tree. The concern raised was the future maintenance if responsibility were to change within the pre-school group.

ACTION: Clerk

15 **MATTERS FOR FUTURE CONSIDERATION.**

None.

16 **DATE OF NEXT MEETING.**

The date of the next meeting is Thursday 6 May 2021 starting at the earlier time of 7pm this will be the Annual Parish Council Meeting (AGM) and the Annual Parish Meeting (Assembly) will follow this starting at 8.30pm.

If community groups would like to attend the Annual Parish Meeting on the 6th of May and provide a report, please contact the Clerk on the email or telephone number above.

Appendix 1.

**Statement of Accounts
Accounts for Payment APRIL 2021**

Expenditure brought forward 20-21 £19,875.09

Payments

Cheque No	Payee	Description	Amount
BACS	Carter Jonas	Allotment Field Rent	£ 300.00
BACS	IJ Agricultutal & Equestrian Fencin	Fencing work bottom of Hungerford Road	£ 3,230.33
BACS	Autlea Payroll Services Ltd	Final invoice for Payroll	78.54
BACS	Kim Lloyd	Clerk Salary	
<i>Total Payments this Month</i>			£ 4,271.74

Receipts

Total Receipts £ -