



## Great Shefford Parish Council

Clerk to The Parish Council: Mrs Kim Lloyd

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Members of the Parish Council you are summoned to attend a **REMOTE MEETING of The Annual Parish Council Meeting on Thursday 6<sup>th</sup> May 2021 at 7pm.**

**For Members of the Public wishing to attend, please contact the Clerk on the email or telephone number found above. Anyone wishing to speak in the 'Public Questions' item should let the Clerk know in good time before the meeting to arrange participation.**

### AGENDA

1 **APOLOGIES**

To receive apologies.

2 **DECLARATIONS OF INTEREST ON AGENDA ITEMS**

To receive any Declarations of Interest. Members are reminded they should declare any known interests in any matter to be considered in this agenda.

3 **NOMINATION AND ELECTION OF THE CHAIRMAN FOR FORTHCOMING YEAR**

4 **NOMINATION AND ELECTION OF THE VICE CHAIRMAN FOR FORTHCOMING YEAR**

5 **MEMBERS INTEREST FORM**

The Chairman and Vice Chairman to complete a Members of Interest form and all Councillors to declare any amendments to their accepted Members Interest Forms that are on record.

6 **MINUTES FROM PREVIOUS PARISH COUNCIL MEETING**

To consider the minutes of the meeting held on 1 April 2021.

7 **PUBLIC QUESTIONS**

*To receive any questions, comments, or representations from the public. The meeting will be suspended for a maximum of 15 minutes. Each member of the public is limited to 2 minutes. No decisions can be made by the Council during public question time. After this period, the meeting will be resumed, and members of the public may only speak when invited to do so.*

8 **PLANNING APPLICATIONS RECEIVED**

Two Planning applications to consider.

**21/00804/House The Lea, Church Street** for a single storey rear extension  
<http://planning.westberks.gov.uk/rpp/index.asp?caseref=21/00804/HOUSE>

**21/00918/DEMO - Shefford Valley Stud, Great Shefford Bridleway 20** - To determine if prior approval is required for a proposed: Demolition of Buildings 21 timber stables, tack room, lung pen and horse Walker. <http://planning.westberks.gov.uk/rpp/index.asp?caseref=21/00918/DEMO>

9 **FINANCE**

To approve Payments for May

To review the Cashflow 2020/21 for May

To receive the end of year finance report and bank reconciliation to 31 March 2021.

*(All finance documents emailed to members of the Parish Council before the meeting)*

10 **CERTIFICATE OF EXEMPTION – AGAR 2020/21 Part 2**

The Parish Council to review and approve the Certificate of Exemption and the Chairman to sign.

11 **APPOINTMENT OF COUNCILLORS TO COMMITTEES AND REVIEW OF THEIR TERMS OF REFERENCE.**

11.1 Emergency Management Team

11.2 Great Shefford Allotment Society

11.3 Parish Newsletter

11.4 Great Shefford Village Fayre

To note. Review of the Parish Council's Standard Documents. To consider if any of the Parish Council documents need to be reviewed, replaced, or updated will be deferred to the June meeting when the Parish Council can physically meet, and the standard documents can be signed by the Chairman.

12 **TO APPROVE AND ADOPT THE ASSET REGISTER FOR THE FORTHCOMING YEAR**

13 **FENCE AT BOTTOM OF HUNGERFORD HILL CLAIM UPDATE**

14 **PLAYGROUND REPAIR UPDATE**

15 **DOG WASTE SIGNAGE UPDATE**

16 **PARISH COUNCIL COMMUNICATION ON SOCIAL MEDIA**

17 **FLOOD ALLEVIATION SCHEME**

18 **COUNCILLORS /CLERK REPORTS.**

Any further Councillor Items and Clerk correspondence to raise that are not on the Agenda.

19 **MATTERS FOR FUTURE CONSIDERATION.**

Items raised during the Open Forum item 7.

20 **DATE OF NEXT MEETING.**

To confirm the proposed date of the next meeting on Thursday 24<sup>TH</sup> June at 7.30pm and Thursday 15<sup>th</sup> July at 7.30pm. (no meeting in August) the June meeting will be in the Village hall unless government guidance announces otherwise.

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 a public questions item of a maximum of 10 minutes where you are encouraged to bring matters to the attention of the Council. Each member of the public is limited to 2 minutes.

**Public Questions.**

The public questions 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 public questions.

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 the meeting starts. If the meeting is a remote meeting (zoom) please contact the Clerk before the meeting, the Clerk will send you the link.
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. You have a maximum of 2 minutes.
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.