



Great Shefford Parish Council

Clerk to The Parish Council: Mrs Kim Lloyd

Tel No.: 07867 310121

E-mail: greatsheffordpc@hotmail.com

**GREAT SHEFFORD PARISH COUNCIL
MINUTES FOR THE ANNUAL PARISH COUNCIL MEETING
HELD ON 6 MAY 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

1 member 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**

To receive apologies.

2 **DECLARATIONS OF INTEREST ON AGENDA ITEMS**

No Declarations of Interest declared.

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

Cllr. Ackrill asked if there were any nominations for Chairman. No one came forward. Cllr. Hale-Power proposed and Cllr. Tweedie seconded Cllr. Ackrill to continue as Chairman. Cllr. Ackrill agreed and signed the Declaration of Acceptance of Office.

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

Cllr. Ackrill asked if anyone would like to be Vice Chairman or nominate a Councillor as Vice-Chairman. No one came forward.

5 **MEMBERS INTEREST FORM**

The Chairman will complete a Members of Interest form and forward onto the Clerk. No Councillors declared any amendments to their accepted Members Interest Forms that are on record.

6 **MINUTES FROM PREVIOUS PARISH COUNCIL MEETING**

Councillors **RESOLVED UNANIMOUSLY** to confirm and adopt the Minutes of the Parish Council Meeting held on 1 April 2021.

7 **PUBLIC QUESTIONS**

None.

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>

It was decided to not provide comments as Councillors cannot visit site due to Covid restrictions. The applications were reviewed on the West Berkshire Council planning portal website and no objections were found to be raised on either Planning Applications.

9 **FINANCE**

Members **RESOLVED UNANIMOUSLY** to confirm the payments for May as shown in Appendix 1. The Clerk said FCC Recycling has been emailed asking why their recent invoice is charging for a collection that did not take place, as logged by Cllr. Ackrill.

The Clerk did not send the Cashflow 2020/21 for May.

The end of year finance report and bank reconciliation to 31 March 2021 were reviewed and noted. No further questions were raised.

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

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

The Councillors reviewed and approved the Certificate of Exemption and the Chairman signed.

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

11.1 **Emergency Management Team (EMT)**

Cllr. Ackrill said the village is short of 2 Team Leaders, there is no one for Church Street and Spring Meadows. The EMT is a group of people that are contacted to ask to cascade information from the local authorities. The EMT main point of contact is Cllr. Ackrill, for the local authorities. Cllr. Ackrill then would cascade information to the Team Leaders to inform the residents in their designated areas.

If anyone would like to nominate themselves as EMT Team Leaders, please contact Cllr. Ackrill or the Clerk.

The EMT procedure will be a future agenda item to review and update.

11.2 **Great Shefford Allotment Society (GSAS)** – Cllr. Williams agreed to remain as the GSAS representative.

11.3 **Parish Newsletter** – Cllr. Tweedie was nominated and agreed to be the Parish Newsletter representative.

11.4 **Great Shefford Village Fayre**. Cllr. McCarthy was the representative. Cllr. Ackrill advised we cannot adopt the Terms of Reference as we are not planning a Village Fayre in 2021, but this is something that we could encourage. If anyone would like to volunteer to help and have thoughts on a suitable place to hold the event as the School is now fenced off, please contact the Clerk or one of the Councillors.

All Terms of Reference, apart from the Village Fayre were adopted. These will be signed in the June Meeting when Councillors can meet following the easing of Covid Restrictions.

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**

The Asset Register was reviewed by the Councillors and Clerk. The benches were amended which now shows as correct. The Chevron Signage was added. The Street Light amount was increased due to replacing them with LED. The First Aid Box was out of date and it was decided not to replace. Cllr. Williams proposed and Cllr. Hale-Power seconded. The Asset Register was approved and adopted for 2021.

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

The Clerk reported that the Parish Council was offered £2,200 from the claim submitted to the offenders Insurance company. £2,692 was the overall cost for the repair, excluding the VAT.

14 **PLAYGROUND REPAIR UPDATE**

Cllr. Ackrill reported that this is work in progress.

15 **DOG WASTE SIGNAGE UPDATE**

Cllr. Ackrill had brought the dog fouling signage following the last meetings action which will be reimbursed to him. Cllr. Ackrill asked if anyone knows of an area that requires a sign to please let him know. Cllr. Ackrill said regarding Spring Meadows, the signage already in place had faded. It was noted these signs said West Berkshire Council on them and the Clerk was asked to contact WBC to ask if they have stock of the signs to save the Parish Council buying more.

ACTION: Cllr. Ackrill/Clerk.

16 **PARISH COUNCIL COMMUNICATION ON SOCIAL MEDIA**

Cllr. Tweedie reported that she had spoken to the Parish Newsletter group regarding circulating Parish Council information. The question of the newsletter being a monthly or bi-monthly was discussed. After discussion, the Councillors agreed it would be good to carry on with a monthly newsletter. Cllr. Tweedie said 450 copies is the amount that would be required if a newsletter was provided to each household in the village and then provided the costs for this per month. The reserves that the newsletter group have were also noted. Listening to the figures, Cllr. Ackrill felt that the Parish Council could not fund a monthly free newsletter to be delivered to each household. Advertising was discussed to generate a revenue, but who would do this work? Cllr. Freeman asked if the Parish Council had a budget reserve for the newsletter. Cllr. Ackrill said the Parish Council were asked to pay for the Christmas edition when the parish newsletter group were struggling with funding one year, but it is self-funding and they do make enough funds to provide what they do. The Clerk then gave figures of what another local Parish pay for their newsletter that is delivered free to each household.

Cllr. Tweedie, and the two representatives from the Parish Newsletter group will meet to discuss details of a format for the newsletter and discuss the logistics to distributing the newsletters.

Cllr. Tweedie said she was looking at fundraising options, and ways of creating a new website. It was agreed to make this an agenda item for the next meeting when more research is done.

ACTION: Cllr. Tweedie

17 **FLOOD ALLEVIATION SCHEME**

After chasing, Cllr. Ackrill said he has heard nothing from MP Laura Farris regarding a meeting with West Berkshire Council. Richard Hancock from the Environmental Agency had emailed Cllr. Ackrill to say that Thames Water and West Berkshire Council has been contacted to formally request a meeting, but the EA were still waiting for a response. Mr Hancock said in his email the EA will continue chasing and are very frustrated with the situation.

18 **COUNCILLORS /CLERK REPORTS**

Cllr. Storey reported on the village footpaths root damage which the Clerk had already reported to West Berkshire Council including photographs showing the uneven footpaths. West Berkshire Council did visit site a few months ago, it was then reported that no remedial work was required at that time.

The Clerk said if everyone reports problems on the West Berkshire Council website by using this link it may help raise awareness to the matter. [Report a problem - West Berkshire Council](#)

19 **MATTERS FOR FUTURE CONSIDERATION**

None.

20 **DATE OF NEXT MEETING**

The date of Thursday 24TH June at 7.30pm was confirmed for the next meeting. This will be in the Great Shefford Village Hall.

Following this, Thursday 15th July at 7.30pm was confirmed as the July meeting.

Meeting ended 20:19

APPENDIX 1**Statement of Accounts
Accounts for Payment MAY 2021**

Expenditure brought forward 21-22 £4,271.74

Payments

Cheque No	Payee	Description	Amount
BACS *	FCC Recycling	Wheelie bin	£ 25.22
BACS	S & S Management Services	Mow, strim grass/remove litter	£ 246.00
BACS	BALC	Subscription	£ 221.78
BACS	WBDC	Dog Waste Collection	£ 68.53
SO	Clerk Salary	Clerk Salary - May	
BACS	123 Registration	Website	£ 19.19
BACS	Box of Blue	Website	£ 108.00
Total Payments this Month			£ 1,351.59

** PAID BETWEEN MEETINGS*

Receipts

Total Receipts £ -

Financial Position to date

Balance carried forward 31/03/2021	£ 20,187.07
Income for year 21-22 to date.	£ -
Less payments for year 21-22 to date	£5,623.33
Total including Reserves	£ 14,563.74