



Great Shefford Parish Council

Clerk to The Parish Council: Mrs Kim Lloyd

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GREAT SHEFFORD PARISH COUNCIL MINUTES – 4 NOVEMBER 2021 AT 7.30PM. in the Great Shefford Village Hall, Station Road, RG17 7DR.

Cllr's Present:

Cllr. S. Ackrill (Chair)

Cllr. B. Williams

Cllr. R. Hale-Power

Cllr. E. Tweedie

Cllr. L. Freeman

Parish Clerk: K. Lloyd

2 members of the public.

1 APOLOGIES

Cllrs. P Storey and Cllr S McCarthy sent their apologies.

2 DECLARATIONS OF INTEREST

All Councillors had an interest in item 9 when considering the budget and precept. Cllr. Ackrill had a personal declaration of interest in the grass cutting budget item.

3 MINUTES FROM PREVIOUS PARISH COUNCIL MEETING.

Cllr. Freeman asked for the Clerks email response to the Great Shefford Pub regarding the letter received as noted in 'Item 14 Clerk Correspondence'- Minutes 7 October 2021.

The Clerks response is shown under 'Item 13 - Clerk Correspondence' in these November Mins.

One member of the public in attendance asked for the word 'potential' to be added to item 11 Great Shefford Website in the Minutes of 7 October 2021.

"The member of the public present in the meeting said he was happy for the Clerk to pass this person's details to him to organise the 'potential' hosting provider changeover"

The Clerk will amend the draft minutes.

ACTION: Clerk.

Councillors then **RESOLVED UNANIMOUSLY** to confirm and adopt the Minutes of the Parish Council Meeting held on 7th October 2021.

4 OPEN FORUM.

Two members of the public were present who joined in with the discussions of a proposed new village website. After discussions, It was agreed to investigate a new website in May next year, due to the Clerks commitment of completing the CiLCA course. A resident in the village had kindly offered free website hosting which will be organised when the current hosting provider expires 16/09/2022.

The Clerk announced the meeting was being recorded for minute purposes and the recording would be deleted after the Minutes are approved.

5 **PLANNING APPLICATIONS**

After a full discussion, all Councillors agreed to 'no comments' for the three planning applications shown below.

21/02594/OUTD Wood View, Baydon Road, Shefford Woodlands - Outline application for the construction of a detached two-bedroom dwelling. Matters to be considered: Access
<http://planning.westberks.gov.uk/rpp/index.asp?caseref=21/02594/OUTD>

21/02640/HOUSE - The Old Post House, Shefford Woodlands for proposed rear/side single storey extension, proposed front/side 2 storey extension and porch, new windows.
<http://planning.westberks.gov.uk/rpp/index.asp?caseref=21/02640/HOUSE>

21/02445/OUTD - 15 The Mead, Great Shefford - Detached 3 bed dwelling with parking. Matters to be considered: Access, Layout and Scale.
<http://planning.westberks.gov.uk/rpp/index.asp?caseref=21/02445/OUTD>

Decision Notices

21/01957/HOUSE - 37 Spring Meadows, Great Shefford

1. Fitting of a pitched, and tiled dormer centrally on the front elevation of 37 Spring Meadows.
2. Kitchen and Dining area extension to the rear of the property, single story with a pitched roof.
3. Flat roof, single story extension to the rear side of Garage.

WBC Grants Planning Permission.

21/02266/FUL - Land To The North Of East Shefford Farm, Great Shefford Bridleway 20.

Agricultural farm access track.

WBC Refuses Planning permission.

6 **FINANCE**

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

The CIL payment for the period 1 April 2021 – 30 September 2021 of £7,239.57 was received from WBC. There is a report of CIL payments shown on the Village website found by clicking on the link below. <https://greatshefford.org.uk/parish-council/parish-council-internal-audit-report-2019-2020/>

7 **TREE INSPECTION QUOTES**

Three quotes were sourced as requested in the last meeting.

After consideration, Councillors **RESOLVED UNANIMOUSLY** to confirm to employ EJM Tree Services to carry out the tree inspection in the recreation park.

ACTION: Clerk

8 **REVIEW OF STAFF COMMITTEE**

It was decided to formulate a staff committee as good practice to carry out an annual Clerk Appraisal and consider the Clerks salary increases.

Cllrs. Tweedie, Freeman and Ackrill agreed to form a staff committee. The Staff committee would then make a recommendation to full council to approve staff/salary changes in a Parish Council Meeting. The date of 17/11 at 2pm was arranged to meet to carry out the staff appraisal.

ACTION: Cllrs. Tweedie/Freeman/Ackrill/Clerk

9 **2022-2023 BUDGET**

The Clerk emailed the budget table and end of year Cashflow before the meeting for Councillors to review. The Clerk raised each budget item for consideration from the budget table

Cllr. Expenses / Travel / Training

The Councillors agreed not to add any Councillor expenses but agreed to keep £150 towards Councillor travel expenses.

The Clerk advised adding £200 towards Councillor training, the Councillors agreed.

Dog Waste Bin Collection.

This item was increased to £500. WBC are reviewing their Dog Waste Bin Collection contract in 2022 and this will no doubt increase next year. If private contractors are needed to be employed by Parish Council to empty the villages dog waste bins, this budget item will increase even more.

Donations

The allocated £200 to Newbury Library - £60 to Royal British Legion for the Poppy Wreaths. After further discussion it was then agreed to increase the donations budget item to £500.

Playground Equipment Maintenance.

It was agreed to review this item again in January when the Tree Inspection is carried out in the park to have an idea of costs to any trees that require felling.

Playground new equipment

it was agreed to consider taking the funds for new equipment from the Reserve account. This is to be considered again in January. The question of the vandalised picnic bench in the park following the last meeting was raised. Cllr. Ackrill said he had already repaired this FOC.

Village Equipment Maintenance

£500 was agreed.

Website

This item was considered and because of the plan to have a new village website which will be worked on in 2022, the budget item was increased to £1,000. This budget item may be increased after given it further thought in January.

Wheelie Bin Waste

The Parish Council agreed to move to Grundon from FCC due to issues with FCC Recycling of on-going no collections. On terminating the FCC Recycling contact and moving to Grundon, sadly the service has not really improved with Grundon as no collections has been carried out since chasing. It was discussed to now consider Biffa. The Clerk will make enquires. **ACTION: Clerk**

It was decided to keep the budget at £350.

Newsletter Printing

Cllr. Tweedie asked who pays for the Newsletter printing? Cllr. Ackrill said the newsletter group had always paid for the printing, with the Parish Council contributing towards the December edition to provide a copy to each household. Cllr. Tweedie proposed to add a budget item for future newsletter printing.

After given consideration under Agenda item 11 on this agenda, it was agreed to add £1,000.

The total budget was set at £20,709 – pending the Clerks salary and Tree works in the Playground. It was agreed to add the Precept setting to the December and January meetings.

If anyone would like to see a copy of the budget, please contact the Clerk who can email you a copy.

10 **ROAD SPEED MARKINGS /SPEED SURVEY BOX**

The Clerk reported that WBC will deploy a speed survey box in the village in due course, but Great Shefford are on a waiting list.

The Response from WBC regarding the road markings known as Dragon's Teeth, which are triangular road markings perpendicular to the edge of the carriageway, often used at gateways to give the effect of a road narrowing and are commonly laid in pairs either side of the carriageway or a lane.

WBC said that they have used this form of road marking in the past, but the costs associated to introduce them, in addition to maintaining them, which both require temporary traffic management are significantly prohibitive and are no longer a standard item that they employ.

In addition, there have been no identifiable benefits or improvements to general road safety where these road markings have been employed in the past. Generally, better results have been achieved by using their standard gateway features that consist of speed limit signs, timber gateways (where possible) and roundels on the highway surface. WBC are not prepared to paint this type of road marking on the approaches into Great Shefford as previously assessment of this type of marking in terms of reducing speeds hasn't shown any change whereas their other approach treatment measures have.

A member of the public in attendance emailed Parish Council and raised in the meeting information that she had found regarding a Community Speed Watch scheme which is set to provide communities with equipment and training to monitor speeding in their area. This scheme is run by Thames Valley Police. To find out more you need to register.

Further information on Community Speedwatch Online can be found at: <https://communityspeedwatch.org/FRONT-v2-Home.php>

The Councillors said regarding formulating a group of residents in the village to carry out a speed watch, all agreed this should not be a problem as reducing the speeding along the A338 is a concern for everyone that lives in the village. The member of public will find out more and report back to the Parish Council. The Parish Council Thanked the member of public for raising this to the Parish Council.

11 **PARISH NEWSLETTER**

Cllr. Tweedie reported that an advert was published in the Penny Post and the village Facebook page for a voluntary editor. A person contacted Cllr. Tweedie, who was not local, who quoted between £30-50 to do the editorial work to put the newsletter together if the information was gathered. The printing cost still needs to be clarified with the newsletter group to find out how much reserves they have. The Parish Council agreed to help fund towards the December edition newsletter once they know more about the Newsletter reserves.

It was also agreed to continue advertising for someone local, it was thought even if the village could find someone to gather the information for the newsletter, perhaps then it could be considered to pay for someone to do the editorial work.

It was discussed to add a post to the village Facebook page to ask groups for insertions for the December edition. The deadline for insertions will be confirmed after the meeting.

It was also thought enough people in the village would hopefully help to distribute the December newsletter through people's doors as in previous years.

Moving forward, further thoughts were considered on if more advertising could be sold, which in turn could pay for the printing and editorial work for future editions.

Cllr. Ackrill will give a deadline date to the Environment Agency (EA) for their requested insertion in the December newsletter. Cllr. Tweedie will find out the dates available with the editor before confirming a deadline, and then will add a post to the village Facebook page to capture village community groups attention for insertions. **ACTION: Cllr. Tweedie/Ackrill**

12 **FLOOD ALLEVIATION SCHEME**

Cllr. Ackrill reported that the Environmental Agency (EA) project manager has identified several actions before they can submit the final business case, hopefully submitted this side of Christmas. The EA asked to add an update to the village newsletter. Cllr. Ackrill said he has a meeting with Laura Farris MP in the village to also bring her up to speed on the latest development to make her aware of the finer details of the scheme. **ACTION: Cllr. Ackrill**

13 **COUNCILLORS /CLERK REPORTS.**

RE. Proposed Woodland Area in Hawthorn Way. The Clerk reported she had spoken to the resident who said after continuing chasing she is still waiting to hear from WBC if permission is granted to plant on their land.

Queens Jubilee Celebration 2022 - The Clerk reported that a resident in the village said she would start making enquires to look at helping to organise an event in the village and will report back to the Parish Council early next year.

15/10 Email from West Berkshire Council - Invitation to join them for a West Berkshire **Community Climate Forum** - Wednesday 24th November 12.30pm.

Cllr. Tweedie proposed that the Parish Council go out for Christmas drinks following the December meeting. All agreed. It was agreed to bring the December meeting forward to 7pm.

13/10 – Email response to The Great Shefford Pub from the Clerk following the letter received from the Pub Manager in October.

Dear Mr Dillon,

Thank you for your letter received. We had our Parish Council meeting last Thursday and I raised the question to Council regarding an honesty box situated in the Parish Councils Bus Shelter. The Parish Council had no problems with this if it is not secured to the Bus Shelter. It was also noted during this conversation that when the bus shelter was kindly water pressure cleaned by yourselves a while back, there was a conversation had at that time, regarding adding a wood treatment to the shelter after the clean, which Mr Khan said he would be more than happy to carry out on behalf of the village / Parish Council. Please could this be done sooner rather than later due to the Winter months approaching us. It may end up costing the PC more money if the wood is not treated soon and starts to deteriorate due to the colder weather.

Also, we were chatting about the Christmas Carols this year led by Revd. Miriam Keen. They are going to be held in the Recreation Ground on Monday 20th December. I note your kind offer of social responsibility in the village in your letter and wondered if the Pub would like to supply mulled wine and mince pies for the evening? Sadly, the Parish Council have no additional funding in their budget to pay for this but wondered if this might be something the pub could offer to bring the community together, and perhaps some posters in the pub and around to advertise the event.

We also touched on the Queens Jubilee celebrations next year in June, no plans in action yet, but this might be something the pub could get involved in and help to bring the community together.

14 **MATTERS FOR FUTURE CONSIDERATION.**

Christmas Tree – December
Website – May 2022.

15 **DATE OF NEXT MEETING.**

The date of the next meeting is Thursday 2nd December 2021 at 7pm in the Great Shefford Village Hall.

APPENDIX 1

Statement of Accounts
Accounts for Payment November 2021

Expenditure brought forward 21-22 £9,602.12

Payments

Cheque No	Payee	Description	Amount
SO	Clerk Salary	Clerk Salary	
BACS	Kim Lloyd	Stamps	£ 7.92
BACS	RBL	2 Poppy Wreaths	£ 60.00
BACS	CCB	Membership	£ 40.00
Total Payments this Month			£ 770.79

*** PAID BETWEEN MEETINGS**

Receipts

WBDC	CIL Payment	7239.57
Total Receipts		<u>£ 7,239.57</u>

Financial Position to date

Balance carried forward 31/03/2021	£	20,187.07
Income for year 21-22 to date.	£	26,885.11
Less payments for year 21-22 to date		<u>£10,372.91</u>
Total including Reserves	£	<u><u>36,699.27</u></u>