



Clerk to The Parish Council: Mrs Kim Lloyd
Tel No.: 07867 310121
E-mail: greatsheffordpc@hotmail.com

**GREAT SHEFFORD PARISH COUNCIL
MINUTES – 7th APRIL 2022 AT 7.30PM.
in the Great Shefford Village Hall, Station Road, RG17 7DR.**

Cllr's Present:

Cllr. S. Ackrill (Chair)

Cllr. B. Williams

Cllr. P. Storey

Parish Clerk: K. Lloyd

4 members of the public.

The Chairman announced that the Clerk is recording the meeting and the recording will be deleted once the minutes are approved in the following meeting.

1 APOLOGIES

Cllrs. S. Laws, E. Tweedie, L. Freeman, R. Hale-Power.

2 DECLARATIONS OF INTEREST

No Declarations of Interest were raised.

3 MINUTES FROM PREVIOUS PARISH COUNCIL MEETING.

Councillors then **RESOLVED UNANIMOUSLY** to confirm and adopt the Minutes of the Parish Council Meeting held on 3 March 2022.

4 OPEN FORUM.

Mrs Bowden apologised for an error in the latest Parish Newsletter regarding the Great Shefford pub being granted their planning application for a Farm Shop. This application is still pending approval from West Berkshire Council and the Parish Council have received no confirmation to date of their decision.

A member of the public reported that four emails of support had been received regarding having Fitness Equipment in the Recreation Park, also it was said that residents had verbally shown to be supportive.

A sign needs re-fixing by the bridge, the Councillors said they would look at this.

5 PLANNING APPLICATIONS

Two planning applications was considered.

22/00544/HOUSE & 22/00545/LBC2 - The Manor House, Church Street - swimming pool within the house garden. <http://planning.westberks.gov.uk/rpp/index.asp?caseref=22/00544/HOUSE>
<http://planning.westberks.gov.uk/rpp/index.asp?caseref=22/00545/LBC2>

22/00802/HOUSE The Old Post House, Newbury Road, Shefford Woodlands - Proposed side extension. <http://planning.westberks.gov.uk/rpp/index.asp?caseref=22/00802/HOUSE>

The Councillors present had no objections regarding the two planning applications for consideration but agreed to provide no comments as no Councillors had visited site and had only reviewed online.

Decision Notices

22/00195/HOUSE Shefford Park Farm, Great Shefford Erection of pool house, creation of swimming pool and construction of garden wall. West Berkshire Council granted permission.
The Swan

6 **FINANCE**

Members **RESOLVED UNANIMOUSLY** to confirm the payments for April as shown below.

**Statement of Accounts
Accounts for Payment April 2022**

| Payments | | | | |
|-----------------|-------------------------|--|---|--------|
| Cheque No | Payee | Description | | Amount |
| SO | Clerk Salary | Clerk Salary | | |
| BACS | Clerk Salary backdated | Clerk salary inflation rate (just published from 01/04/21) | | |
| BACS | Northwest Publishing UK | Newsletter Editorial | £ | 50.00 |
| BACS | Carter Jonas | Allotment Rent | £ | 300.00 |
| BACS | WBC | Litter and Dog waste collection | £ | 68.93 |
| BACS | Foxes Tree Services Ltd | Tree Felling in Recreation Ground | £ | 612.00 |
| BACS | Biffa | Wheelie Bin waste collection | £ | 26.40 |
| DD | SSE | Street Light Electricity | £ | 252.98 |
| | | | | |
| Receipts | | | | |
| Cq | GS Newsletter Group | Newsletter bank balance transferred. | £ | 992.03 |

The Clerk introduced the Budget vs Expenditure table for the new account year as shown in Appendix 1. The Clerk said this table will be updated and reviewed every month and provide an account of how much the Council have spent of their running budget. This will replace the Cashflow. The finance section will now consist of three documents being.

Finance Sheet - showing payments to be approved and income for the month.

Budget vs Expenditure – a record of the budget expenditure

Account Summary – which will show the balance in each bank account.

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

Cllr. Ackrill confirmed the Clerks salary had been approved by Parish Council to increase to one spinal point on the National Joint Council salary scales following the Clerks appraisal.

7 **CONSTRUCTION OF ACCESS GATE – SPRING MEADOWS**

The Parish Council received several emails from Spring Meadows residents regarding the recent construction to the field access. After a discussion it was agreed to contact West Berkshire Council enforcement to investigate further. It is not Parish Council land, and the Parish Council cannot get involved with neighbourhood disputes. If it is a used as a fire route for the school as mentioned in some correspondence, this would also be for the school to investigate with the landowner.

ACTION: Clerk

8 **QUEENS JUBILEE WEEKEND CELEBRATIONS – 2-5 JUNE 2022**

Jane Turton in attendance provided an update to the Parish Council.

A second update was provided to the April digital Parish News, highlights included a final list of events being planned for groups in the village.

Starting with an evening prior to the main Jubilee long weekend, the Shefford Ladies Group are organising a Platinum Pudding and Prosecco evening on Thursday, May 19th.

During the long weekend, there are so many choices of activities – Twenty20 Cricket Match, Live Music & BBQ as well as a gala dinner at The Great Shefford pub. Flowers and music at St Mary's, Junk Jamboree at the School, cream teas at the Manor as well as many other projects being planned.

The Great Shefford Pub has kindly sponsored the Jubilee programme which has helped the budget. Jane would like to Thank Paul Gell who has helped with the design of the programme which is currently at the printers and will be distributed to all households in the Parish next week. Jane's project plan had always been to ensure villagers are aware of the main plans just ahead of Easter, so they have the opportunity to save the dates in their diaries.

The Big Jubilee Lunch which is being held on Sunday June 5th at the recreation ground will most likely be the largest event for the community. The Social Club have offered to have an external bar at the event (they will provide a license) – this does mean that we need to provide two toilets on site. Jane had been seeking quotes, most companies have no availability due to a high demand during that timeframe but had found one which needs confirming this week. The cost for toilets is £200+VAT (similar figure provided by another company).

The Parish Council discussed the Jubilee budget, the Clerk reminded Council that £700 was saved from the Parish Insurance in 2021-22 budget due to sourcing a cheaper provider.

After a discussion it was proposed and agreed to donate £500 towards the Jubilee event.

A separate discussion regarding providing commemorative coins to the parish children was resolved to not follow up because of no updated Census available to inform us how many children live in the Parish, and due to the shipment difficulties for delivery of the coins to actually make it in time now for the event could be problematic.

The Parish Council gave big Thanks to Jane Turton on behalf of the whole Parish for all her work on this event, and to all the groups pulling together.

9 **RECREATION GROUND EQUIPMENT REPAIRS – GIANT ROPE /SINGLE BASKET SWING**

This item will be carried over to the May agenda. Cllr. Storey is continuing to pursue timber provider quotes.

ACTION: Cllr. Storey

10 **RECREATION GROUND FITNESS EQUIPMENT**

The Councillors present were supportive of the project. The Clerk had emailed some quotes to gauge the cost. It was suggested the Parish Council can contribute towards it but could not pay for the project as does not have the funds.

The Clerk suggested to the member of public proposing the project to contact Greenham Trust to apply for funding. The Parish Council would need to look at which area in the recreation ground the equipment could go. The Parish Council spoke about ways of fundraising to the member of the public, and the Clerk will try and find a contact in one of the other parishes that had fitness equipment installed through fundraising.

The Clerk suggested that the question could be asked by the member of public proposing at the Annual Parish Meeting if the Parish would like to see fitness equipment in the park. **ACTION: Clerk**

11 **STATION ROAD SIGNAGE**

The Clerk was asked to source a sign that reads 'SLOW DOWN -CHILDREN' for Station Road. The Councillors looked at where the sign could go before the meeting and there is a lamp post where it could be erected too, which is believed to be parish owned.

ACTION: Clerk

12 **ANNUAL PARISH MEETING (ASSEMBLY) THURSDAY 28TH APRIL 2022**

The Clerk reported five speakers had confirmed to provide a talk being, Cllr. Ackrill for the Parish Council, Mrs Stephenson, Headteacher from the School, Mrs Herrington for the Under 5s, Mrs Turton for the Jubilee event and Richard Hancock from the Environmental Agency. The Clerk will continue to pursue for community displays. **ACTION: Clerk**

13 **FLOOD ALLEVIATION SCHEME**

Cllr. Ackrill said there is nothing to report at this stage, but the Environmental Agency will be present during the Annual Parish Meeting to provide an update to everyone.

14 **CLERK REPORT**

19/03 Email from a member of the Craft Club regarding putting up large flowers around the village for the Jubilee.

17/03 Email from WBC. Invitation to join our West Berkshire Parish Climate Forum: Wednesday 27 April 12.30pm

22/03 Email from WBC regarding a survey on separate food waste collections service

24/03 Email from PKF Littlejohn Auditors– 2021/22 AGAR external auditor instructions.

29/03 Email from Clive Hooker regarding Lambourn Valley Trail, a cycle path from Lambourn to Great Shefford.

15 **COUNCILLORS**

Cllr. Storey was approached from a resident regarding a proposal for a footpath to go around the recreation ground, he had asked the resident to come along to a Parish Council meeting to raise the idea with the Parish Council. Cllr. Ackrill said it all comes down to cost.

16 **MATTERS FOR FUTURE CONSIDERATION.**

Fitness Equipment.

Recreation Ground Equipment repairs to Giant Rope and Single Swing Basket.

17 **DATE OF NEXT MEETING.**

The next meeting will be the Annual Parish Meeting (Assembly) on Thursday 28th April starting at 8pm.

The date of the next Parish Council (Annual Meeting) is Thursday 5TH May 2022 at 7.30pm in the Great Shefford Village Hall.

APPENDIX 1

GREAT SHEFFORD PARISH COUNCIL

Budget 2022/2023

| Receipts | <i>To Date</i> | Budget 2022/2023 |
|---------------------|----------------|-----------------------------|
| | £ | £ |
| Precept | £ - | £ 18,000 |
| Bank Interest | £ - | £ - |
| Member Bid | £ - | |
| CIL funding | £ - | £ - |
| VAT reclaim 2020/21 | £ - | |
| Total | £ - | £ 18,000 |

| Payments | <i>YTD</i> | Budget |
|---|------------|---------------|
| | £ | £ |
| <u>Salaries</u> | | |
| Salary | | |
| Pension | | £ - |
| <u>General Office & Administration</u> | | |
| Clerk Expenses | £ - | |
| Councillor Travel Expenses | £ - | £ 150.00 |
| Postage and Stationery | £ - | £ 35.00 |
| Subscriptions and Training | £ - | £ 580.00 |
| Parish Insurance | £ - | £ 800.00 |
| Newsletter | £ 50.00 | £ 1,000.00 |
| Hire of Halls | £ - | £ 270.00 |
| Website | £ - | £ 1,000.00 |
| | | |
| Audit | £ - | £ 50.00 |
| GDPR registration | £ - | £ 35.00 |
| | | |
| <u>Open Spaces</u> | | |
| Churchyard Maintenance | £ - | £ 750.00 |
| Allotments | £ 300.00 | £ 300.00 |
| Grass Cutting | £ - | £ 2,880.00 |
| Playground Inspection | £ - | £ 85.00 |
| Recreation Park | £ 510.00 | £ 1,000.00 |
| Dog/Litter Waste Bins | £ 57.44 | £ 500.00 |
| Playground Litter Pick | £ - | £ 270.00 |
| Wheelie Bin Waste | £ 22.00 | £ 350.00 |
| Street Lights Electricity | £ 240.94 | £ 600.00 |
| Grit Bins | £ - | £ 100.00 |
| Village Repairs Budget | £ - | £ 500.00 |
| | | |
| Donations | £ - | £ 500.00 |
| | | |
| By Elections | £ - | £ 1,000.00 |
| VAT spend | £ 129.93 | £ - |

| Reserved Funds | | Budget |
|-------------------------------------|-----|---------------|
| Playground Capital Replacement Fund | | £ 12,221.59 |
| Newsletter Fund | | £ 992.03 |
| CIL | £ - | £ 7,239.57 |