



Great Shefford Parish Council

Clerk to The Parish Council: Mrs Kim Lloyd

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GREAT SHEFFORD PARISH COUNCIL MINUTES - 24 JUNE 2021 in the Great Shefford Village Hall, Station Road, RG17 7DR.

Cllr's Present:

Cllr. S. Ackrill (Chair)

Cllr. B. Williams

Cllr. S. McCarthy

Cllr. R. Hale-Power

Cllr. P. Storey

Cllr. E. Tweedie

Parish Clerk: K. Lloyd

No members of the public.

1 APOLOGIES

Cllr. Freeman sent apologies.

2 DECLARATIONS OF INTEREST

No Declarations of Interest were raised.

3 MINUTES FROM PREVIOUS PARISH COUNCIL MEETING.

Councillors **RESOLVED UNANIMOUSLY** to confirm and adopt the Minutes of the Parish Council Meeting held on 6 May 2021.

4 OPEN FORUM

None.

5 PLANNING APPLICATIONS

Two planning applications to consider.

21/01413/HOUSE -The Bridge House, Wantage Road for a single storey extension to create study.
<http://planning.westberks.gov.uk/rpp/index.asp?caseref=21/01413/HOUSE>

21/01386/HOUSE 46 Spring Meadows for a Loft Conversion. The proposed loft conversion will not involve a dormer extension. The work will take place within the existing roof space. The proposal includes the installations of 2 x rooflights to the front roof plane and 3 x rooflights to the rear roof plane.
<http://planning.westberks.gov.uk/rpp/index.asp?caseref=21/01386/HOUSE>

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.

Decision Notices

21/00802/COND1 Barn, Fishers Farm, Ermin Street, Shefford Woodland. Application for approval of details reserved by Conditions 3 (Details of timber repairs), 4 (Method Statement), 6 (Schedule of Materials), 7 (Details of existing ironmongery), 9 (Details of existing ironmongery), and 11 (Details of existing ironmongery) of planning permission 20/01771/LBC2 - The restoration and conversion of an existing timber framed barn to provide 2 residential units with associated car parking and landscaping proposals. WBC Approved.

To note: 21/01073/HOUSE - Hey Diddle Diddle, Station Road for a two storey and single storey extensions. WBC did not grant a date extension to this meeting; no comments can be raised.

6 **AUDIT REPORT**

The Audit Report and working Plan was circulated to the Councillors before the meeting. The internal audit was done and reported satisfactory, no further questions were raised. A copy of the report will be published on the Great Shefford Website.

7 **AGAR -ANNUAL GOVERNANCE ACCOUNTBILITY RETURN 2020-2021.**

A) Annual Governance Statement Section 1

B) Accounting Statement Section 2

The Parish Council approved the AGAR and sections 1 and 2 were signed by the Chairman and Clerk, a copy of the AGAR will be published on the website.

8 **PARISH COUNCIL RISK ASSESSMENT 2021-2022**

The Parish Council reviewed and approved the Risk Assessment for 2021-22.

9 **FINANCE**

Members **RESOLVED UNANIMOUSLY** to confirm the payments for June as shown in Appendix 1.

The Cashflow was noted.

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

10 **STANDARD DOCUMENTS**

The Financial Regulations were amended to the new payment process of online payments/banking. In Section, 'Under Instructions for the making of payments' as shown below.

All payments shall be made by internet banking, cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of Council.

All standard documents were reviewed and adopted for the forthcoming year. The Chairman signed the documents.

11 **PLAYGROUND EQUIPMENT QUOTES**

Cllr. Ackrill reported the quotes for the metal legs for the small climbing frame are work in progress and said he will do the work on the frame once the leg posts are obtained.

ACTION: Cllr. Ackrill

12 **PARISH COUNCIL COMMUNCIATION**

Cllr. Tweedie had spoken to the newsletter group regarding a refresh of the newsletters format, distribution, and cost. It was considered to publish a free newsletter every two months. The newsletter group were discussing the options of selling advertising space in the newsletter to generate an income. It was discussed on how to distribute a newsletter to each household in the village if the newsletter was distributed at no cost. A larger precept could be considered when discussing the budget in November /December for 2022-23 but this required further discussion.

Cllr Tweedie will also research into a new website for the village. The Clerk said someone in the village had kindly offered to provide the hosting of the website for free.

ACTION: Cllr. Tweedie

13 **VILLAGE LITTER PICK**

The Clerk said West Berkshire Council are now loaning the litter pick equipment and need a few weeks' notice to book the equipment out. It was agreed to defer this agenda item to the September meeting to then arrange a litter pick date after the summer holidays.

14 **FLOOD ALLEVIATION SCHEME**

Cllr. Ackrill reported this is still ongoing, still no response from MP Laura Farris or West Berkshire Council (WBC) regarding a round table meeting with all parties to consider the management of funds to allow this work to be carried out by the community. Cllr. Ackrill had been discussing it with Cllr. Clive Hooker, our Ward Councillor and now Chairman of West Berkshire Council. Cllr. Ackrill is continually trying to find a solution with all parties concerned.

ACTION: Cllr. Ackrill

15 **COUNCILLORS /CLERK REPORTS.**

Cllr. Power-Hale said the village footpaths are getting worse regarding the under growth of tree roots. The Clerk said as advised in the last meeting, this problem has been reported twice to WBC who had visited site and said no immediate action will be taken but will be considered for the future. The Clerk noted some residents had mentioned the uneven footpaths on the Village Facebook page too.

The Clerk said if everyone reports problems on the West Berkshire Council website by using this link below or going to www.westberks.gov.uk -report a problem, this may help raise awareness to the matter.

Report a problem – <https://citizen.westberks.gov.uk/reportaproblem>

Cllr. Power-hale reported that the wall by the church is still not repaired, the Clerk will contact WBC.

ACTION: Clerk

Cllr. Ackrill raised the email received from a resident regarding the possibility of planting some trees on the grassed area at the bottom of Hawthorne Way/Blakeney Fields and the square patch of grass at the top of the Mead where it joins Hawthorne Way. A small woodland area possibly for a post lockdown memory planting, platinum jubilee planting or just a community project was suggested. The Clerk was asked to contact WBC in the first instance to find out if this could be given permission.

ACTION: Clerk

16 **MATTERS FOR FUTURE CONSIDERATION**

None.

17 **DATE OF NEXT MEETING.**

The date of the next meeting was agreed to postpone to Thursday 15th July 2021 at 7.30pm in the Great Shefford Village Hall.

Meeting closed. 8.45pm.

APPENDIX 1

**Statement of Accounts
Accounts for Payment JUNE 2021**

Expenditure brought forward 21-22 £5,623.33

Payments

Cheque No	Payee	Description	Amount
BACS	FCC Recycling	Wheelie bin	£ 13.76
BACS	S & S Management Services	Mow, strim grass/remove litter	£ 684.00
SO	Clerk Salary	Clerk Salary - June	
BACS	Kim Lloyd (SLCC)	Shared cost for CiLCA Course	£ 82.00
BACS	FCC Recycling	Wheelie bin	£ 27.52
Total Payments this Month			£ 1,470.15

*** PAID BETWEEN MEETINGS**

Receipts

17.05.2021	XS Direct Insurance	Fence Insurance Claim	2200
11.05.2021	WBDC	Precept 1st Payment	£ 8,000.00
Total Receipts			<u>£ 10,200.00</u>

Financial Position to date

Balance carried forward 31/03/2021	£ 20,187.07
Income for year 21-22 to date.	£ 10,200.00
Less payments for year 21-22 to date	£7,093.48
Total including Reserves	<u>£ 23,293.59</u>