

UFTON NERVET PARISH COUNCIL
MINUTES OF THE MEETING HELD
IN THE SULHAMSTEAD & UFTON NERVET
VILLAGE HALL ON WEDNESDAY 9th MAY, 2018

Present: Mr D Hannington Chairman
Mr G Godwin
Mr N Bagshaw
Mrs P Chopping

In Attendance: Mrs F Jones Clerk

1 Apologies for absence

Mr D Brown
Mr G Jones
District Councillor G Bridgman
District Councillor M Lock

2 Declarations of Interest by Councillors

There were no declarations of interest.

3 Public Forum

Mrs Frannie Hornblow presented on behalf of the charity SUN-E, a request for a donation of £250 towards a skip to dispose of rubbish after the village fete. Mrs Chopping suggested that a few additional avenues be explored before the Council made a decision.

4 Minutes of the last meeting held on 10 January, 2018

The minutes had been circulated, were agreed as correct and they were signed by the Chairman.

5 Matters arising from the last meeting of 10 January, 2018

Speed Indicator Device

No progress had been made with obtaining a SID machine. Councillor Godwin agreed to contact Cheryl Evans at West Berkshire Council to find out the latest situation. District Councillor Bridgman had previously asked to be copied into the emails and would help follow up. **Action: Councillor Godwin**

6 Reports from the West Berkshire Councillors

Reports from both Councillors had been circulated.

7 Planning Matters

There were none

8 Highways Matters

There had been two complaints from residents in Shortheath Lane about speeding. It was agreed that when a SID machine could be obtained that Shortheath Lane would be added to the roads which should be assessed. **Action: Councillor Godwin**

9 Finance

a) Payments for consideration

i. Fiona Jones	Clerk's Salary	£261.69
ii. Fiona Jones	Clerk's Expenses	£11.74
iii. Bob Hirst	Grass Cutting	£46.00

b) Risk Assessment

The risk assessment had been reviewed and updated. The adoption of the revised risk assessment was proposed by Councillor Hannington, seconded by Councillor Godwin and was unanimously agreed by the Council.

c) Certificate of Exemption from External Audit

Under new rules, Councils with income or expenditure not exceeding £25,000 could exempt themselves from External Audit. As the Council fell into this category, Councillor Godwin proposed that the Council declare themselves exempt. Councillor Bagshaw seconded the motion and it was unanimously agreed by the Council. The Chairman signed the certificate for the Clerk to submit to the External Auditor. **Action: Clerk**

d) Approval of the Accounting Statement 2017/18

The Accounting Statement had been circulated to the Council and the approval of it was proposed by Councillor Godwin. Councillor Chopping seconded the motion and it was unanimously agreed by the Council. The Clerk and the Chairman signed the page on the Annual Return.

e) Annual Governance Statement 2017/18

The Annual Governance Statement was reviewed by the Council and the Chairman proposed that he sign to say that the Council agreed with all of the statements. The motion was seconded by Councillor Bagshaw and unanimously agreed by the council. The Clerk and the Chairman signed the relevant page on the Annual Return.

10 GDPR

The Clerk and Councillor Bagshaw had attended a training course on GDPR and they briefed the Council on the steps that it would be necessary for the Council to take to become compliant. It was necessary to appoint a Data Protection Officer (DPO) to advise the Council, so Councillor Bagshaw proposed that the Council used the DPO provided by BALC. This motion was seconded by Councillor Godwin and the annual charge of £40 was unanimously agreed by the Council. **Action: Clerk**

In addition, there was a legal requirement to register with Information Commissioner's Office at an annual cost of £35. This was proposed by Councillor Bagshaw, seconded by Councillor Hannington and unanimously agreed by the Council. **Action: Clerk**

Other work that needed to be undertaken included creating a Privacy Statement and carrying out an audit of existing files and paperwork with a view to removing out of date information. Councillor Bagshaw and the Clerk agreed to carry out these tasks. **Action: Councillor Bagshaw and Clerk**

11 Items Raised by Councillors

Councillor Godwin had been strimming the grass in the playground. It was suggested that West Berkshire Council be contacted to see if they would still be cutting the grass now that the Parish Council had leased the land. **Action: Clerk**

As an alternative it was suggested that a quote was obtained from the current contractor, Bob Hirst. **Action: Clerk**

12 Correspondence

The Council had received a thank you letter from the Ufton Nerve Scouts for the donation it had made in March.

13 Any Other Business

Nothing else was raised and the meeting was closed.

14 Date of the next meeting

Wednesday 26th September, 2018 at 7.45pm in the Sulhamstead and Ufton Nerve Village Hall.

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Chairman Date