

**UFTON NERVET PARISH COUNCIL**  
**MINUTES OF THE MEETING HELD**  
**IN THE SULHAMSTEAD & UFTON NERVET**  
**VILLAGE HALL ON TUESDAY 16th April, 2019**

**Present:** Mr D Hannington (Chairman)  
Mr D Brown  
Mr G Godwin  
Mr N Bagshaw  
Mr G Jones

**In Attendance:** Mrs F Jones Clerk

**1. Apologies for absence**

Mrs P Chopping

**2. Declarations of Interest by Councillors**

There were no declarations of interest.

**3. Public Forum**

4. No members of the public were present.

**5. Approval of the Minutes**

The minutes from the meetings of 20th March and 16th April, 2019 were approved and signed by the Chairman as a true record.

**6. Matters Arising from the Minutes**

**Ancient Church in Field near Green Farm**

The Clerk had contacted Edward Crookes at Englefield again and he informed her the Estate would be consulting with Historic England.

**GDPR**

Councillor Bagshaw had completed the task of sorting through all old paperwork. A meeting was agreed between the Clerk and Councillor Bagshaw to discuss the record of retention schedule, on 4 June. **Action: Councillor Bagshaw and Clerk**

**New Bench**

Councillor Godwin had made a very handsome rustic bench to replace the one on Ufton Green. The Chairman thanked him for his hard work and Councillor Godwin undertook to make a small bench for the playpark.

**Playpark Repairs**

The Clerk had investigated the cost of installing additional grass matting under the baby swings. As they were quite a low cost of £26.39, it was agreed that the Clerk would order one and either Councillor Godwin or Councillor Jones would fit it. **Action: Clerk**

**7. Report from the West Berkshire Councillor**

A new District Councillor, Ross Mackinnon, had been elected but was not present at the meeting.

**8. Planning Matters**

There were none.

## 9. Highway Matters

The Clerk had reported the potholes at the end of Island Farm Road to West Berkshire Council.

## 10. Playpark and Maintenance Contract

The auditor had previously raised that the Council needed a Playground Maintenance Policy. The Clerk undertook to draft something and present at the next meeting for approval.

### Action : Clerk

The new Maintenance Contract had been signed and the new contractor had started. Councillor Godwin informed the Council that he would be away for 6 weeks, so it was agreed that Councillor Jones would undertake the playpark inspections in his absence. **Action: Councillor Jones**

## 11. Finance

### a. Payments

The following payments were approved:

Clerk's Salary	£261.69
Auditing Solutions	£108.00
BALC Subscription	£73.70
HGS Sherfield	£99.00

### b. Review of Budget and Spending

The budget was reviewed, and Councillor Jones undertook to modify the spreadsheet to show spending to date vs budget. **Action: Councillor Jones**  
It was also agreed that assets needed to be depreciated so Councillor Jones undertook to look into this. **Action: Councillor Jones**

## 12. Signing and Approval of the Annual Governance and Accountability Return 2018/19

- The Council discussed the review of effectiveness of the system of internal control and was able to positively answer all of the statements on the Annual Governance Statement.
- The Annual Governance Statement for 2018/19 was unanimously approved by the Council and signed by the Chairman and the Clerk.
- The Council unanimously approved the Accounting Statements for 2018/19 and they were signed by the Clerk and the Chairman.

## 13. Update on GDPR

See under minute 6 - Matters Arising

## 14. Items Raised by Councillors

There were none.

## 15. Any Other Business

### Internal Audit Report

The Clerk had circulated the Internal Audit Report. No issues had arisen from the audit and no actions were required. Councillor Godwin proposed that the report be accepted by the Council which was seconded by Councillor Jones and unanimously approved by the Council.

### Risk Assessment

The Clerk highlighted that the Council needed to undertake an annual review of the Risk Assessment. Councillor Jones undertook to carry this out and present to the Council at the next meeting. **Action: Councillor Jones**

**Date of the next meeting**

**Wednesday 25<sup>th</sup> September, 2019 at 7.45pm in the Sulhamstead and Ufton Nervet Village Hall.**

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Chairman Date