

Merton Parish Council – Agenda Support Document
Meeting to be held Monday 9th September 2019 at 7.30pm

Agenda Item 10.9.19 (a): Remembrance service attendance and wreath

Email received: Our Parish Council clerk tells me that as you don't have a war memorial in Merton you would like to come and join our service and lay a wreath. We would be very happy for you to do that. We think that we can get you a wreath but if you want to source your own then please do so.

As you may know we changed the format of the service last year and as it seemed to be successful we will be doing it the same way this year. The wreath laying bit will be done as part of the service which is all held outside by the Memorial. We will have a gazebo, or two, to cater for the weather!

Please let me know if you still wish to attend and if you need a wreath.

Kind regards St Petroc's PCC Secretary.

Options for Wreaths:



Type A (7")
£10



Type B (17")
£17



Type C (17")
£18.50



Type D (21")
£15



Type E (17")
£15



Type F (17")
£20



Type G (18")
£50



Type J (17")
£25



Type K (17")
£25



Type L (10")
£12

The following ribbons (in gold letters printed on blue ribbon) can be ordered to be affixed to any standard wreath.

- Lest we Forget
- In Remembrance
- In Loving Memory

If you would like a ribbon to be added, please indicate your choice on your order form. We ask for an additional donation of £2.25 per ribbon.

Agenda Item 10.9.19 (b): Climate Change Network Correspondence

Dear Clerk, We know that many parishes and towns are becoming seriously concerned about the Climate Emergency. I am attaching a letter and a supporting document for the councillors of the councils which you are responsible. I hope you will be able to ensure this is added to the September agenda. Once we have some members of the network we can have a meeting and approach some funders to help us. DALC will also be putting this out on their network. It is a very simple (and free) way to move this issue forward.

CLIMATE EMERGENCY NETWORK (attachments to email on next page)

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Dear Councillors, This email is going the clerks of all parish and town councils within the UNESCO-designated Biosphere Reserve of Northern Devon, all the places whose waters drain to the north coast.

Parish and Town Councils throughout the area are having to face the Climate Emergency. They realise that many of the solutions lie with Districts, with Counties, and with national and international action, but they also feel that local people must be involved at local level. It is time to do something. But what?

One action is a Climate Emergency Report Network. Each parish should appoint a person to report to the parish council every year, and also be one of a network of such reporters from every parish/town in the area. That way we can not only monitor what is happening in our place, but share ideas with others. It is really that simple.

The reporter may be a councillor, but this is not a requirement. They may have some experience in one of the many areas affecting the climate emergency, but certainly not all areas, and they may be supported by others. The report should not be limited to the actions of the Council, as probably many ideas and projects come from local groups and individuals. We are attaching a sheet which lists some of the areas that might be relevant to your patch, but reports will obviously reflect the reporter's interests and the needs of the place.

Once the council has found a volunteer to take on this role—and in many places there will be existing groups very ready to be involved—they should give us a name, phone number and email, so that we can begin forming a network. We imagine that such a network, meeting occasionally on line as well as in reality, could really drive our responses to the Climate Emergency forward.

Biosphere Parish / Town Report

Advice on writing a report, which should be presented annually to the Town/Parish Council and a copy to the Network team.

Three very important caveats:-

A) **Be positive.** This is not the place for criticism of the actions of individuals or companies. It may, however, be a suitable occasion for the local council to praise particular developments or initiatives, whether their own or by local societies or individuals.

B) **This is a bottom-up operation.** Some ideas for the areas you might consider are given below, but there is no set format for these reports, not until you have agreed one among yourselves as you all get to share information and expertise. The value is to give your Council the opportunity to do something valuable in the climate emergency. Concentrate on issues specific to your parish.

C) **Build a team.** You may have real expertise or experience in one or two areas, but not all. Winkle out the other local people with experience who can help, and build a team. Include the young; they have shown how much they care.

Adapting to Climate Change

Energy sources, e.g. wind turbines, photovoltaic, hydro power.

Sea level rise: adaptations, changes expected.

Resilience: coping with major weather events, floods, storms, droughts

Transport use. Bike increases? Electric cars? Car sharing schemes? Public Transport?

Home insulation and other initiatives to reduce carbon in the home

Recycling / reusing / composting, especially plastics. Beach and river cleans.

Farming changes noted locally and perhaps using local NFU and YF?

Cropping changes

Development of organics

Changes in animal husbandry

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Small-holding and hobby farming
Woodland and forestry. New woodland and use of wood. Disease spread.
Hedge laying and development of hedgerow trees.

Bio diversity

Horticulture, Allotment schemes (local Garden Club initiatives?)
Garden boundaries? Accessibility through fences and hedges.
New or lost habitat e.g. ponds.
Lanes, roads and verges
Wildlife changes and records – monitoring of e.g. birds, mammals, insects (inc bees and other pollinators), fish.
Invasive species

People

Public educational initiatives. Both school and adult.
Exhibitions, Lectures.
Money raising for climate and environmental activities.
Local societies and groups.
Issues with tourists and visitors.

Do not ask what the Biosphere can do for you, but what you can do for the Biosphere.

Agenda Item 10.9.19 (d): Invitation to New Cllr/ Cllr refresher course from South Tawton Parish Council

Email Received: Dear Clerks, We have secured a trainer from DALC (Jane Gillard) on Monday 14th October, 6.30-9.30pm, Victory Hall, South Zeal
South Tawton PC will be taking 9 spaces, so we can offer up to 11 other places. Please confirm asap if you have any cllrs wishing to attend and if so do you also require the guide and/or usb stick at additional cost as per below? Allocation will be on first come first served basis.

South Tawton will claim the VAT back and will invoice each council individually less the VAT. Final price will depend on numbers attending and the add-ons as per below
Please let me know asap.

"We can accommodate up to 10 people for £200 + VAT plus mileage; groups of 11-15 are £250 +VAT and groups of 16-20 are £300 +VAT. We won't go over 20 people as we've found this is too difficult for trainers to manage. You will need to supply a venue, flipchart and refreshments. We can supply Good Councillor Guides at £3.49 each and USB sticks with resources for £2 each; let us know if you would want these."

Agenda Item 10.9.19 (e): CPRE Planning Course

CPRE Devon invites you to a special '**planning workshop**' for Devon's town and parish councils on **Tuesday, 15th October 2019, from 10am-1pm at Hatherleigh Community Centre.**

How town and parish councils respond to planning proposals affecting your community, as consultees in the planning process, can significantly influence the outcome. Even though the process seems to be burdened by ever more strategy, policy and jargon, what you say and how you say it can make a real difference to what the local planning authority decides. Perhaps you have recently joined a town or parish council and are unsure what is

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involved in the planning process? Or you have many years' experience, but need to be updated on the very latest plans and policies?

Experienced independent Planning Consultant, Jo Widdecombe, will guide you through the process and explain what's important and will answer your questions.

Free admission for CPRE member organisations (up to 3 people free per member council); non-members £10 per person, including refreshments. Cheques should be made payable to CPRE Devon and sent to us at PO Box 26, Beaworthy, EX21 5XN or if you prefer to pay by a bank transfer let us know and we will provide the account details.

Agenda Item 10.9.19 (f): Proposed waiting restrictions for Merton

EXTRACT related to Merton:

Devon County Council (Various Roads, Torridge) (Waiting Restrictions) Amendment Order

Devon County Council propose to make this under the Road Traffic Regulation Act 1984 to introduce in Torridge:

MERTON: No Waiting at Any Time on a specified length of Road from Lakes Cross to Grange Lane (A386);

Where appropriate there will be the usual exemptions including those in relation to the picking up & setting down of passengers, loading/unloading of goods & disabled persons vehicles.

Draft order, order being amended & statement of reasons at <http://devon.cc/alwrp> from 5th September until 26th September.

Objections & other comments specifying the proposal & the grounds on which they are made must be in writing to the address below or via <http://devon.cc/alwrp> to arrive by **26th September 2019**.

Statement of reasons

The restrictions are being proposed to resolve minor local issues that have been reported to the council and considered as part of the Torridge Highways and Traffic Orders Committee annual local waiting restrictions programme. Specific details of what is proposed at each location can be found within the deposit documents.

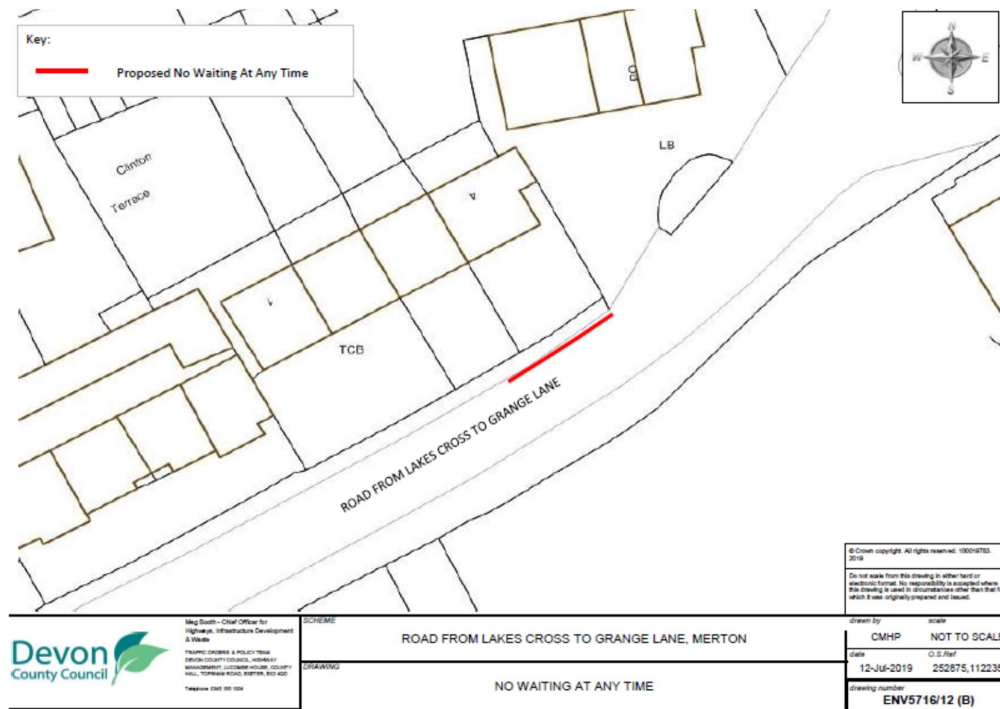
The restrictions are proposed to avoiding danger to persons or other traffic using the road or for preventing the likelihood of any such danger arising, for facilitating the passage on the road or any other road of any class of traffic (including pedestrians) and to preserve/improving the amenities of the area through which the roads run.

Plan Reference	Electoral Division	Location	Parish/Town	County Councillor	Proposals	Statement of reasons
ENV5716/012	Torrington Rural	Road from Lakes Cross to Grange Lane (A386)	Merton	Andrew Saywell	No Waiting at Any Time	To prevent inappropriate and obstructive parking.

No Waiting At Any Time - Road from Lakes Cross to Grange Lane, Merton

The north-west side from the north-eastern property boundary of Nipawn, Clinton Terrace in a south-westerly direction for a distance of 12 metres.

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Agenda Item 11.9.19 (g): SLCC Training Seminar

Don't Miss the New Regulations!

I am pleased to provide you with your local Training Seminar programme, giving you an unrivalled learning opportunity to ensure you are promoting best practice and serving your community to the fullest. Your important training seminar will be coming to China Fleet Country Club, Saltash, Plymouth PL12 6LJ on **Wednesday 13th November 2019**.

Make sure you attend the event:

- ✓ Understand the Website Accessibility Regulations - does your website comply with the requirements? This session will cover what you need to do to comply including manual and automated website testing, publishing an accessibility statement and the important compliance dates.
- ✓ Consider cyber insurance to remain secure, vigilant, and resilient. This session will feature examples of cyber-crime and the risks your council could be exposed to, as well as an overview of cyber insurance and the solutions available.
- ✓ Understand the latest legal advice and information. Put your legal questions to colleagues from Wilkin Chapman LLP, the largest law firm in Lincolnshire and East Yorkshire.
- ✓ Gain practical tips on writing your press release. Learn the essential elements to include in every press release, as well as how to structure your release for maximum effectiveness.

And more...

- ✓ Improve, regenerate or manage change in your community
- ✓ Share good practice with colleagues and learn from their experiences
- ✓ Benefit from a local case study on 'Camelford Projects: initiation, funding, consultation, and most importantly, completion' by Esther Greig and Amanda Lash, Camelford Town Council

Visit www.slcc.co.uk/rtg and register before the 16th October to save £10 – SLCC members pay only £80 + VAT and non-members only £105 + VAT (other discounts are available).

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Agenda Item 11.9.19 (j): Annual Planner

Merton Parish Council Annual Planner

Period covered September 2019 – May Annual Meeting 2020.

Month	Matter	Responsibility	Actions/agenda item
September 2019	- Parish Council Meeting 9th Sept. 7.30pm at Clinton Hall. - Remembrance Wreath	- Clerk & All Cllrs - Clerk	- To include Clerks Salary & Hours Appraisal - Clerk to arrange purchase of Wreath as approved at PCM
October 2019	- Change Cllr Email Passwords - Asset annual inspection report - Items for inclusion in the 2020-21 Budget - Agenda Items from Cllrs - Review salt supplies etc. for the winter.	- Clerk - All Cllrs - All Cllrs - All Cllrs - Cllr Brown & Clerk	- Passwords due to be changed by 3rd Oct. - Cllr to inspect assigned assets and email report on condition and any work that may be required by 31st Oct. - To be submitted to Clerk no later than 25th October. - To be sent to Clerk no later than 31st October - Check Salt supplies and reorder as required.
November 2019	- Agenda to be published 5th Nov. - Parish Council Meeting 11th Nov. 7.30pm at Clinton Hall. - Draft RFO Budget & Precept recommendation	- Clerk & All Cllrs - Clerk & All Cllrs - Clerk	- Cllrs to read agenda and supporting documents - Draft Budget to be presented at PCM
December 2019			
January 2020	- Agenda Items from Cllrs - Agenda to be published 7th Jan. - Parish Council Meeting 13th Jan. 7.30pm at Clinton Hall. - Final draft RFO Budget & Precept recommendation	- All Cllrs - Clerk & All Cllrs - Clerk & All Cllrs - Clerk	- To be sent to Clerk no later than 2nd January. - Cllrs to read agenda and supporting documents - To include Clerks Year End Appraisal - Final Draft Budget & Precept recommendation to be presented at PCM.
February 2020	Agenda Items from Cllrs	All Cllrs	To be sent to Clerk no later than 27th Feb.
March 2020	- Agenda to be published 3rd Mar. - Parish Council Meeting 9th Mar. 7.30pm at Clinton Hall. - Approve appointment of Internal Auditor - Book IA inspection - Agree on guest speaker(s) (if required) for Parish Meeting	- Clerk & All Cllrs - Clerk & All Cllrs - All Cllrs - Clerk/RFO - All Cllrs	- Cllrs to read agenda and supporting documents - To include Clerks Annual Appraisal - Appointment of IA to be approved at PCM - Arrange approved IA to carry out inspection so that report can be received prior to Annual PCM - Clerk to arrange date for Parish meeting with guest speaker and Clinton Hall. Posters to be created to advertise.
April 2020	- Prepare Year End Accounts - Publish Parish Meeting Agenda - Agenda Items from Cllrs	- Clerk/RFO - Clerk - All Cllrs	- Prepare Year and accounts and AGAR with associated documents. Circulate to Cllrs for approval at Annual PCM. - Agenda to be published with 14 clear days' notice for Parish Meeting. - To be sent to Clerk no later than 30th April.
May 2020	- Agenda to be published 5th May. - Annual Parish Council Meeting 11th May. 7.30pm at Clinton Hall.	- Clerk & All Cllrs - Clerk & All Cllrs	- Cllrs to read agenda and supporting documents - Election of Chair and Vice-Chair to take place at this meeting. Completion and signing of AGAR documents. Along with review of Annual Policies and Insurance Cover.