

MERTON PARISH COUNCIL.

Minutes of the Parish Council Meeting
Held on Monday 11th March 2019 at 7.30pm in the Clinton Hall

Parish Councillors Present: Steve Papworth (Chair), Jill Malcolm, Philip Collins, Bill Brown, Robert Nancekivell

Parish Clerk: Alice Turner

Also in attendance: Mr Keith Wharton (member of the public)

BUSINESS TRANSACTED

- 67 **Welcome and address** – The Chair welcomed everyone to the meeting and reported that former Cllr Chris Laughton had passed away, the Chair led a minute's silence the Chair and Councillors send their condolences to Chris's family.
- 68 **Apologies for Absence** – Cllrs Lang, Horner & Scantlebury, District Cllr Wiseman, County Cllr Saywell and PCSO Sandra Brown.
- 69 **Minutes of the Last Meeting** – to consider the approval of the Minutes of the meeting held 14th January 2019.
[It was proposed by Cllr Nancekivell that the minutes of the last meeting be signed as a correct record](#) [Seconded Cllr Collins All in Favour - Motion Carried \(RR2019/001\)](#)
- 70 **Declarations of Interest** – None.
- 71 **Public Speaking Time** – Keith Wharton – Flowerbed on The Square, presented to the council a drawing of suggested landscaping idea, Cllrs discussed this proposed idea. Mr Wharton reported to the Council that he will refurbish the Parish Council noticeboard in better weather by removing and refurbishing before replacing in current location.
Items 74C & 74F were moved up the Agenda at the Chairs discretion.
74) C) Flowerbed on the Square – Cllr Papworth. Chair has contacted W.C.M Plant Hire with regards to digging out roots - action pending.
74) F) Village Notice boards – Cllr Papworth. The Chair suggested that a noticeboard be put on the wall of the Post Office, for public notices and advertisements. The Chair put a proposed design to the Council.
Following discussion [Cllr Collins proposed that a noticeboard as suggested by chair by purchased and put on Post office wall, Seconded Cllr Malcolm All in Favour - Motion Carried. \(RR2019/002\)](#) **Action: Clerk**
Noticeboard for the square is still pending decision.
- 72 **District and County Councillor Reports**
No report received from District Cllr Richard Wiseman.
Andrew Saywell sent a report to the Clerk this was read to Cllrs by the Chair.
“**Merton Mill:** Resurfacing works around Merton Mill have now been completed. I drove through the road recently and it looked to have been done to a high standard, so I hope this issue is now resolved. Any feedback though (good or bad) welcomed.”
Report also covered DCC budget and financial position as well as an update on the North Devon Link Road” full report can be obtained from the Clerk.
Feedback from Cllr Collins regarding Merton Mill –Water is coming up through road, concern that subbase of road will sink again as it has just been resurfaced not strengthened. **Action: Clerk**

MERTON PARISH COUNCIL.

- 73 **Governance Documents** – to consider the approval and ratification of the following documents:
- a) MPC 001 Standing Orders - It was Proposed by Cllr Malcolm that the standing orders version 1.2 be adopted and become Version 2, Seconded Cllr Collins, All in Favour – Motion Carried. (RR2019/003)
 - b) MPC 003 Financial regulations
 - c) MPC 004 Scheme of Delegation
It was Proposed by Cllr Collins that MPC 003 and MPC 004 be deferred to the Annual Meeting, Seconded by Cllr Malcolm All in Favour – Motion Carried. (RR2019/004)
- 74 **Matters Arising From Last Meeting:**
- a) New Footpaths & Bridleways – Cllr Collins
Cllr Collins reported on current situation. Following discussion, it was agreed that Cllr Collins would forward all future information and correspondence that comes in to Clerk and Chair to ensure that the new Council can take it forward. Discussion deferred to next meeting.
New footpath concerns raised by Cllrs, the Chair reported that it is just settling.
 - b) Village Benches – update – Cllr Malcolm
5 options were presented to the Council. Following discussion Cllr Collins Proposed the purchase of 2 Kedel brown benches £478.80 each including VAT with 2x ground anchor kit & delivery charges, Seconded Cllr Malcolm All in Favour – Motion Carried.(RR2019/005)
Action: Clerk to contact Kedel to place order and request an invoice for Cheque payment. To be delivered to Chairman’s Address.
 - c) Flowerbed on The Square – Cllr Papworth – Moved at Chairs discretion
 - d) Highspeed Broadband Failure – Chair reported no broadband issues since last meeting, cable is still down on the ground. Carry to Annual Meeting.
 - e) Clinton Hall Property Valuation – Cllr Collins
Cllr Collins reported that the Clinton Hall committee have agreed to instruct for valuation. The N.F.U will invoice the Parish Council for ½ fee.
 - f) Village Notice board – Cllr Papworth - Moved at Chairs discretion
 - g) Defibrillator – approval to purchase replacement pads– Cllr Papworth
Current set expires 27th May, reserve set expires in August.
Cllr Collins proposed that the Chair purchase 2 sets of pads for the defibrillator, seconded Cllr Malcolm All in Favour – Motion Carried (RR2019/006)
Chair to order 1 set in April and 2nd set in July Chair & Clerk to liaise regards purchase. **Action:** Cllr Papworth & Clerk
- 75 **New Items**
- a) Churchyard Committee – Cllr Collins
Cllr Collins reported that a meeting had been held and that the account balance as of 28th January 2019 was £2222.23p.
The Constitution has been amended from the current membership requirements of 3 Parish Councillors & 3 parochial church council members to 2 Parish Councillors and 2 members nominated by Merton Church Council.
Cllr Collins reminded the council that he is currently treasurer but as he is not standing for re-election at the upcoming council elections so there might be issues in

MERTON PARISH COUNCIL.

handing over the role. Cllr Papworth proposed that Cllr Collins remains in the post of treasurer, seconded Cllr Malcolm – All in Favour – Motion Carried. (RR2019/007)

- b) Retrospective approval for the Clerk to attend Training Course in Exeter on 6th February 2019.
Cllr Malcolm proposed that retrospective approval for the clerk to attend the training course on the 6th February be approved, seconded Cllr Brown. All in Favour – Motion Carried (RR2019/008)
- c) Hatherleigh Market – Letter Circulated to Cllrs with Agenda
Cllr Collins proposed that the Clerk write a letter of support, seconded Cllr Malcolm – All in Favour – Motion Carried (RR2019/009) **Action:** Clerk
- d) Freedom of Merton – Update – Cllr Collins
The Coldstream Guards were given the freedom of the village.
Cllr Collins updated the council on the current situation, Mr P Wright was commissioned for 2 scrolls and only one has been delivered when the second scroll arrives the Council are to pay the £100 which was agreed at the time. Cllr Horner paid for copy of scroll to be printed which has now been framed by Cllr Collins. Chair asked that a vote of thanks to Cllr Collins for framing the scroll be recorded. It was agreed that the Chair would obtain a price for a lockable corner display unit for the Vase, for when the Hall committee have agreed a location for it and the framed scroll. **Action:** Chair.
- e) I.C.O Registration £40 per year – Clerk
The Clerk reported that the Council is not currently registered with the Information Commissioner's Office, it is a legal requirement under GDPR 2018 Cllr Malcolm proposed that the £40 fee be paid and the I.C.O registration be completed, seconded Cllr Papworth. All in Favour – Motion Carried (RR2019/010) **Action:** Clerk
- f) Purchase of Anti-Virus Software for PC Laptop £24.99 – Clerk
The clerk reported that there is currently no anti-virus software installed on the laptop. Cllr Papworth proposed that the Clerk purchase a 1 year 1 device licence for Norton Standard 2019, seconded Cllr Malcolm. All in Favour – Motion Carried (RR2019/011)
- g) Preparing for Audit – DALC course 27th March 2019 – Clerk
Cllr Collins proposed that the Clerk attend the Audit course, seconded Cllr Nancekivell-All in Favour – Motion Carried (RR2019/012)
- h) Creation of dedicated email accounts for Cllrs use.
Following discussion on the councils responsibilities under GDPR 2018 Cllr Malcolm proposed that dedicated email accounts for Councillors be set up by the Clerk, seconded Cllr Brown – All in Favour – Motion Carried (RR2019/013)
Cllr Papworth Proposed that the new email accounts come into force for the new council in May, seconded Cllr Malcolm. All in Favour – Motion Carried (RR2019/014)
Action: Cllr Papworth will look into email accounts on existing domain name. Clerk to implement email accounts in time for May meeting.
- I) Internal Audit – Clerk
The Internal Audit fee for this year will be £200 as last year's external audit figures were over £58,000.
The Clerk suggested that Mrs Melanie Bickell be appointed as this year's Internal Auditor and provided a contract should the council be minded to proceed.

MERTON PARISH COUNCIL.

Cllr Papworth proposed that Mrs Bickell be appointed as Internal Auditor for this year, seconded Cllr Brown. All in Favour – Motion Carried (RR2019/015) The Chair signed the contract.

Action: Clerk to return signed contract and make arrangements for Internal Audit.

J) Consultation – Review of the Reuse Credit Scheme (RCS) – Chair
Cllrs had no comments to make on this consultation.

K) Clerks Contract – To Approve and Sign Contract of Employment
Cllr Papworth proposed that the contract of employment for the Clerk be signed, seconded Cllr Malcolm. All in Favour – Motion Carried (RR2019/016)

Public left

76 Planning

a) 1/0100/2019/FUL - Proposed change of use of caravan from incidental to mixed use allowing occasional holiday letting (no building works involved) - Land Adjacent To Tythecombe Lake Cottages, Limers Lane, Merton, Devon – O.S. Map Ref: (E) 252202 (N) 112688

Parish Council response: No Comment

78 Clerks Reports to include:

- a) Play equipment inspection – Update
Inspection is booked and will take place in March.
- b) Insurance – Laptop location updated.
- c) Approval of Clerks hours for submission to TDC accountancy team – As presented at Parish Council Meeting. Council approved hour's sheet and the Chair signed.
- d) Presentation of sealed envelope to chair containing passwords for emergency use only as covered in the Financial Regulations.
- e) Update on Banking situation
Cllr Collins proposed that the council sign the banking mandate, once it has been amended so that the Clerk can receive statements but is not put on the account as a signatory, seconded Cllr Papworth. All in Favour – Motion Carried (RR2019/017)
- f) Members roles and responsibilities – including representatives on external bodies.
Cllr Papworth – Churchyard, Defibrillator, Liaison with handyman,
Cllr Collins – Churchyard, Clinton hall
Cllr Malcolm – Playground equipment committee
Cllr Brown – Snow warden
- g) Elections 2019 – Update. Chair reported that information had been circulated to Cllrs.
- h) Community Led Housing seminar – March 14th Roundswell Community Centre, Barnstaple (10.30am – 12.30pm). No attendance
- i) Devon's New Housing Need: A Government & Local Authority Perspective. - Sandy Park, Exeter on 21st March 2019 (11am-3pm). No attendance
- j) Traffic Order: Road from New Bridge to Langham Cross, MERTON 17th to 21st May inclusive. Clerk reported that this had been circulated to Cllrs.

78 Councillors' Reports and Items for Future Agenda – each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the Agenda and to raise items for future Agendas.
Cllr Nancekivell raised a queried regarding yellow lines – this was answered by the Chair.

MERTON PARISH COUNCIL.

No future items presented

79

Finance

A) To consider the payments presented by the Clerk at the Parish Council Meeting. **Cllr Papworth proposed that the payments presented by the clerk by approved, seconded Cllr Malcolm. All in Favour – Motion Carried (RR2019/018)**

Payment to	Description	Amount	Power used
Colin Jones Design	Domain name (10yrs) & hosting fee (1yr)	£209.50	LGA 1972 s111
Alice Turner	Expenses (Feb)	£78.31	LGA 1972 s112
Information Commissioner's Office	Registration fee	£40.00	LGA 1972 s111
Zena Tett	Expenses (Feb)	£38.55	LGA 1972 s112
The Clinton Hall Committee/NFU	½ property valuation fee	£420.00	L.G (Misc. Prov.) Act 1976, s.19

B) Review the bank balance.

Balance as of 16th January £15,511.67 – payments presented at this meeting £786.36 once all payments have cleared the account the balance will be £14725.31.

80

Confirmation of Next Meeting Dates –

- a) The next meeting of the Council will be 13th May 2019 at 7.30pm – This will be the Annual Meeting of the Council.
- b) The Annual Parish Meeting will be (date and time to be decided)
Clerk to liaise with suggested guest speaker and Clinton Hall to arrange date and confirm with Chair prior to advertising. **Action:** Clerk

There being no further business the chair closed the meeting at 21.33pm

Signed as a true record:...*S. Papworth***..... (Chair)**

Name: Cllr S Papworth Date:13-05-2019

Original signed minutes retained by Clerk.