

MERTON PARISH COUNCIL

Minutes of the Annual Parish Council Meeting

Held on Monday 13th May 2019 in the Clinton Hall, Merton at 7:30pm.

Parish Councillors Present: Steve Papworth, Jill Malcolm, Bill Brown, Robert Nancekivell
Paul Scantlebury, Laura Twomey & Brian Stacey.

Parish Clerk: Alice Turner

Also in attendance: County Cllr Andrew Saywell

BUSINESS TRANSACTED

1.5.19. Election of Chairman.

Cllr Brown proposed that Cllr Papworth be elected as Chairman, Cllr Papworth accepted the nomination, seconded Cllr Nancekivell, All in Favour – Motion Carried (RR2019/019) no other nominations were received. Cllr Papworth signed the declaration of acceptance of office of Chair.

2.5.19. Election of Vice-Chair.

Cllr Scantlebury proposed that Cllr Brown be elected as Vice-Chair, Cllr Brown accepted the nomination, seconded Cllr Malcolm, All in Favour – Motion Carried (RR2019/020) no other nominations were received. Cllr Brown signed the declaration of acceptance of office of Vice-Chair.

3.5.19. Apologies for absence:

Cllr Lang submitted his apologies to the clerk as he had a family commitment.
It was proposed by Cllr Papworth that the Council accept the apologies from Cllr Lang, seconded Cllr Nancekivell, All in Favour – Motion Carried (RR2019/021)
Apologies were also received from District Cllrs David Hurley and Richard Wiseman

4.5.19. Minutes of the Last Meeting – to consider the approval of the Minutes of:

a) the Annual Meeting held 14th May 2018

Cllr Brown proposed that the minutes of the 14th May 2018 be signed as a correct record, seconded Cllr Nancekivell. All in Favour – Motion Carried (RR2019/022)

b) the meeting held 11th March 2019

Cllr Brown proposed that the minutes of the 11th March 2019 be signed as a correct record, seconded Cllr Scantlebury. All in Favour – Motion Carried (RR2019/023)

5.5.19. Declarations of Interest: No interests were declared.

Cllrs were reminded that their Register of Interests forms must be with the Clerk by the 28th May for copying and submission to TDC.

6.5.19. Public Speaking Time – No Members of the public present.

7.5.19. County Councillor Report.

County Cllr Andrew Saywell expressed his thanks to the Councillors who stood down at the end of the last term of office and is looking forward to working with new council. He also extended his congratulations to District Councillors David Hurley & Richard Wiseman.

Cllr Saywell attended a meeting at Merton Mill with DCC Highways officer Daryl Jagger & former Cllr Collins to look at the water issue on the road. Highways believe

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that there may be a spring under the road which is causing the problems and are hoping to address the situation.

Cllr Saywell reported that the Highways budget for Capital works for Torrington Rural this year will be £1.4 Million which is £300,000 more than last year.

Torrington Rural along with Hatherleigh & Chagford are forming part of new pilot for DCC highways scheme to trial different ways of working

Cllr Papworth thanked Cllr Saywell for his help with the issues with BT regarding Boardband.

8.5.19. Governance Documents & Policies – to consider the approval and ratification of the following documents:

a) MPC 001 Standing Orders

Cllr Scantlebury proposed that Version 3.0 of the Standing orders be approved and ratified with immediate effect, seconded Cllr Malcolm. All in Favour – Motion Carried (RR2019/024)

b) MPC 002 Code of Conduct

Cllr Brown proposed that Version 2.0 of the Code of Conduct be approved and ratified with immediate effect, seconded Cllr Papworth. All in Favour – Motion Carried (RR2019/025)

c) MPC 003 Financial regulations

Cllr Scantlebury proposed that Version 2.0 of the Financial Regulations be approved and ratified with immediate effect, seconded Cllr Twomey. All in Favour – Motion Carried (RR2019/026)

d) MPC 004 Scheme of Delegation

Cllr Scantlebury proposed that Version 1.0 of the Scheme of Delegation be approved and ratified with immediate effect, seconded Cllr Stacey. All in Favour – Motion Carried (RR2019/027)

e) MPC 005 Complaints & Grievances Policy.

Cllr Scantlebury proposed that Version 1.0 of the Complaints & Grievances Policy be approved and ratified with immediate effect, seconded Cllr Nancekivell. All in Favour – Motion Carried (RR2019/028)

f) MPC 006 Data Retention & Disposal Policy

Cllr Scantlebury proposed that Version 1.0 of the Data Retention & Disposal Policy be approved and ratified with immediate effect, seconded Cllr Nancekivell. All in Favour – Motion Carried (RR2019/029)

g) MPC 007 Freedom of Information Policy

Cllr Scantlebury proposed that Version 1.0 of the Freedom of Information Policy be approved and ratified with immediate effect, seconded Cllr Nancekivell. All in Favour – Motion Carried (RR2019/030)

9.5.19. To review and approve the following:

a) Asset Register & arrangements for inspection.

Cllrs agreed to add the defibrillator cabinet to the asset register. Cllrs agreed to inspect assets and report at future meetings.

ACTION: Clerk to update asset register and bring to July meeting for approval.

b) Subscriptions to external bodies: DALC £70.86, TTVS (amount to be confirmed).

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The clerk reported that TTVS have not responded to communications requesting a renewal figure. Cllr Brown proposed that the Annual subscription to DALC for £70.86 be approved, seconded Cllr Scantlebury. All in Favour – Motion Carried (RR2019/031)

- c) Grants – Amounts in Budget: £400 Churchyard Committee, £250 Clinton Hall.
Cllr Scantlebury proposed that the council award £400 to the Churchyard committee to help with maintenance under LGA 1972 S.137, seconded Cllr Nancekivell. All in Favour – Motion Carried (RR2019/032)
Cllr Malcolm proposed that the council award £250 to the Clinton Hall committee to facilitate the printing and publication of the free Merton Monthly Magazine under LGA 1972 S.137, Seconded Cllr Stacey. All in Favour – Motion Carried (RR2019/033)
- d) 2019-20 Meeting dates:
Cllr Papworth proposed that the following meeting dates be approved 8th July, 9th Sept, 11th Nov, 13th Jan 2020, 9th March, 13th May, seconded Cllr Stacey. All in Favour – Motion Carried (RR2019/034)
- e) Cllrs roles and membership on external groups
Cllr Papworth proposed that Cllr Stacey become a representative on the Churchyard Committee, seconded Cllr Malcolm. All in Favour – Motion Carried (RR2019/035)
Cllr Malcolm proposed that Cllr Brown become a representative on the Clinton Hall Committee, seconded Cllr Papworth. All in Favour – Motion Carried (RR2019/036)
Cllr Scantlebury proposed that the other groups be approved as per agenda support document, seconded Cllr Twomey. All in Favour – Motion Carried (RR2019/037)

<u>Description</u>	<u>Councillor in role</u>
Church Yard committee representative(s)	Cllrs Papworth, Stacey
Playground committee representative(s)	Cllr. Malcolm
Clinton Hall Committee representative(s)	Cllr Brown
Defibrillator	Cllr Papworth
Liaison with Handyman	Cllr Papworth
Snow Warden	Cllr Brown
Asset inspection group	ALL CLLRS

10.5.19. To Review and Approve the Council's insurance. – Clerk – Quotes to be presented at the meeting

The Clerk reported that there were issues with the quote received and that she is trying to obtain other quotes. The Clerk asked that the chair call an Extra-ordinary meeting at 6.45pm 20th May 2019 in order to review quotes and approve insurance. The Chair agreed.

11.5.19. Year-end financial documents:

- a) To receive Internal Audit report for financial year 2018-19
Councillors have received the Internal Auditors report for the 2018-19 financial year.
- b) To complete and approve Annual Governance Statement 2018-19
Cllrs discussed the Annual governance statement and completed the document Cllr Malcolm proposed that the Annual Governance Statement 2018-19 be approved as per

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document completed at the meeting, seconded Cllr Scantlebury All in Favour – Motion Carried (RR2019/038)

ACTION: Clerk to ensure Annual Governance Statement 2018-19 is on the website once submitted to external auditor.

- c) To approve Annual Accounting statement 2018-19 & supporting documents.
Cllr Papworth proposed that the Annual Accounting statement 2018-19 & supporting documents which were circulated to Cllrs be approved, seconded Cllr Twomey. All in Favour – Motion Carried (RR2019/039)
- d) To approve dates for Exercise of Public rights. (Monday 3rd June – Friday 12th July)
Cllr Brown proposed that the dates for Exercise of Public rights be set as Monday 3rd June – Friday 12th July, seconded Cllr Twomey. All in Favour – Motion Carried (RR2019/040)
- e) To receive year end budget report. Cllrs received the year end budget report as shown in Appendix A

12.5.19. Matters arising from the last meeting:

- a) New Footpaths & Bridleways – delegation of project to a Cllr - Cllr Papworth
Cllr Scantlebury proposed that the council do not take the matter forward at this time, seconded Cllr Nancekivell. All in Favour – Motion Carried (RR2019/041)
- b) Village Benches- Cllr Papworth reported that the 2 new benches have arrive with ground anchor kit.
ACTION: Cllr Papworth to let Clerk have name of contractors to obtain quotes for installation of the new benches and removal of the old ones.
- c) Flowerbed on The Square – Update on project – Cllr Papworth reported that work is still pending.
ACTION: Cllr Papworth to liaise with Clerk regarding quote from WCM Plant for works and confirmation of Public liability insurance
- d) High-speed Broadband Failure – update - Cllr Papworth update on the current situation and pointed out that there is a current road closure notice for BT to carryout works for underground ducting which may resolve issues.
- e) Clinton Hall Property Valuation –update – Clerk reported that the invoice has been paid and we are now waiting for the report to be sent. **ACTION: Clerk to chase.**
- f) Village Notice Board – update - Cllr Papworth
The noticeboard for the PO wall has been delivered and is awaiting installation. Square noticeboard still pending.
- g) Freedom of Merton – update on cabinet – Cllr Papworth reported that he is liasing with the Clinton Hall and purchase of a cabinet may not be required.

13.5.19. Clerks Reports to include:

- a) Communities together fund: will not be running in 2019-20.
- b) Play equipment inspection report – The full document was circulated to Cllrs. Cllr Malcolm has agreed to look into the task highlighted for the swings in the agenda support document. The Council have noted that the MUGA is not a parish council asset but belongs to the Clinton Hall.
- c) Approval of Clerks hours for submission to TDC accountancy team – As presented at Parish Council Meeting. Cllr Scantlebury proposed that the Clerks hours as presented at the meeting be approved, seconded Cllr Malcolm. All in Favour – Motion Carried (RR2019/042)
- d) Consideration of approval for Clerk to take on payroll responsibilities from TDC.
Cllr Scantlebury proposed that the Clerk takes over payroll responsibilities from TDC, seconded Cllr Malcolm. All in Favour – Motion Carried (RR2019/043)

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- e) Purchase of Anti-Virus Software for PC Laptop – the Clerk reported that Norton Security 2019 has been purchased and installed on the Laptop.
- f) Consideration of approval for Clerk to have read only internet banking access to read & print Statements.
The Clerk reported that this can only happen if the council moves to internet banking. Following discussion [Cllr Scantlebury proposed that the council approve adding the Clerk as a signatory and setting up full access internet banking, seconded Cllr Twomey. All in Favour – Motion Carried \(RR2019/044\)](#)
- g) Declarations of acceptance of office to confirm receipt of forms from all Cllrs.
The Clerk confirmed that she has received Declarations of acceptance of office forms from all Cllrs.
- h) Future DALC training courses resolution required for attendance: (see Agenda support Document for list of courses, times, locations and amounts)
[Cllr Papworth proposed that the Clerk attend the DALC Contracts and Procurement Course on Tuesday 18th June, seconded Cllr Scantlebury. All in Favour – Motion Carried \(RR2019/045\)](#)
- i) Reminder to Cllr that election expenses forms must be returned to TDC by the 31st of May.
- j) Parishioner correspondence regarding Grass Cutting – Cllrs agreed to put this item on the July Agenda.
- k) Planning TDC the Clerk reported that TDC have granted the following application: 1/0100/2019/FUL - Change of use of land for stationing a caravan for both incidental and holiday use. - Land Adjacent To Tythecombe Lake Cottages, Limers Lane, Merton.
- l) Police report – Clerk reported that the annual crime report has been received and circulated to Cllrs.

14.5.19. Councillors' Reports and Items for Future Agenda –

Cllr Twomey requested that issues with Recycling Collections be added to a future agenda.

15.5.19. Finance

- a) To consider the schedule of payments presented by the Clerk at the Meeting.
[Cllr Scantlebury proposed that the financial schedule as presented by the Clerk by approved, seconded Cllr Malcolm. All in Favour – Motion Carried \(RR2019/046\)](#)
- b) Bank reconciliation to be presented at Parish Council meeting – Clerk
The Clerk presented the year end bank reconciliation (Appendix B) and year end bank statement which were signed by the chair as accurate.
- c) Bank Signatories to confirm current and consider additional signatories – Clerk
Cllr Papworth confirmed that signatories are currently: Cllrs Papworth, Malcolm, Brown, Nancekivell & Scantlebury.
[Cllr Scantlebury proposed that former Cllrs Horner and Collins be removed as signatories and that Cllrs Twomey and Stacey be added along with the Clerk, seconded Cllr Malcolm. All in Favour – Motion Carried \(RR2019/047\)](#)

16.5.19 Confirmation of Next Meeting Dates –

- a) The Annual Parish Meeting will be held on Monday 20th May 2019 at 7pm.
- b) The next meeting of the Council will be 8th July 2019 at 7.30pm
- c) Extra-ordinary Parish Council meeting at 6.45pm on Monday 20th May 2019.

There being no further business the Chair closed the meeting at 9.30pm

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

Name: *Cllr S Papworth* Date: 20-05-2019

Original signed minutes retained by Clerk.

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APPENDIX A:

BUDGET 2018/19 Year End Report				
	Budget for	Actual 2018-19	Difference	
Receipts	2018/19			
PRECEPT	£5,000.00	£4,895.00	-£105.00	
Grass Cutting	£370.00	£370.00	£0.00	
TAP Fund	£715.00	£636.00	-£79.00	
Playground Grants	£716.00	£0.00	-£716.00	
Other Grants	£0.00	£0.00	£0.00	
	£6,801.00	£5,901.00	-£900.00	
Unbudgeted receipts				
VH Donation	£0.00	£500.00	£500.00	
Parking Permits	£0.00	£5.00	£5.00	
Vat reclaimed	£0.00	£1,291.75	£1,291.75	
TOTAL unbudgeted		£1,796.75	£1,796.75	
TOTAL receipts	£6,801.00	£7,697.75	£896.75	
	Budget for	Actual Spend	Difference	Notes
PAYMENTS	2018/19	2018-19		
CLERKS SALARY	£2,000	£2,298.60	-£298.60	Over
CLERK EXPENSES	£300	£717.23	-£417.23	Over
EXTERNAL AUDIT	£200	£300.00	-£100.00	Over
INTERNAL AUDIT	£100	£150.00	-£50.00	Over
TRAINING	£50	£40.00	£10.00	Under
HALL HIRE	£70	£86.40	-£16.40	Over
MEMBERSHIP/ SUBSCRIPTIONS	£100	£85.29	£14.71	Under
INSURANCE	£700	£781.74	-£81.74	Over
WEBSITE	£50	£209.50	-£159.50	Over
Village Maintenance/ Grass Cutting	£650	£349.38	£300.62	Under
MISCELLANEOUS ITEMS	£300	£44.10	£255.90	Under
Defibrillator	£1,000	£0.00	£1,000.00	Under
Churchyard Grant	£400	£400.00	£0.00	Under
Clinton Hall Grant	£1,000	£187.50	£812.50	Under
Playground	£0	£100.00	-£100.00	Over
DAAT	£0	£0.00	£0.00	Under
TAP Fund	£715	£0.00	£715.00	Under
	£7,635	£5,750	£1,885.26	Underspent
Unbudgeted Maintainance	£0.00	£3,569.00	-£3,569.00	Over
TOTAL PAYMENTS	£7,635.00	£9,318.74	-£1,683.74	Overspent
	Budget for	Actual 2018-19	Difference	
TOTALS	2018/19			
Receipts	£6,801.00	£7,697.75	£896.75	
Payments	£7,635.00	£9,318.75	-£1,683.74	
BUDGET TOTALS	-£834.00	-£1,621.00	-£786.99	

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APPENDIX B:

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to £ headed “Year ending 31 March 2019” in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a re basis. Please complete the highlighted boxes, remembering that unrepresented cheques should be entered as negative figures.

Name of smaller authority: Merton Parish Council

County area (local councils and parish meetings only): Devon

Financial year ending 31 March 2019

Prepared by (Name and Role): Alice Turner. Clerk & R.F.O

Date: 06/05/2019

	£	£
Balance per bank statements as at 31/3/19:		
Treasurers Account	15,555.3	
account 2		
account 3		
account 4		
[add more accounts if necessary] account 5		
account 6		
account 7		
account 8		
		15,555.3
Petty cash float (if applicable)		-
Less: any unrepresented cheques as at 31/3/19 (enter these as negative numbers)		
Chq Number 357	(40.00)	
item 2		
item 3		
item 4		
[add more lines if necessary] item 5		
item 6		
item 7		
item 8		
		(40.00)
Add: any un-banked cash as at 31/3/19		
		0.00
Net balances as at 31/3/19 (Box 8)		<u>15515.31</u>