

MERTON PARISH COUNCIL.

Minutes of the Parish Council Meeting

Held on Monday 9th September 2019 in the Clinton Hall, Merton at 7:30pm.

Parish Councillors Present: Steve Papworth, Jill Malcolm, Brian Stacey, Rob Nancekivell & Nigel Lang.

Parish Clerk: Alice Turner

Also in attendance: County Cllr Andrew Saywell, District Cllr Richard Wiseman and 4 members of the public

BUSINESS TRANSACTED

1.9.19 Welcome: – Chairman of the Parish Council.

2.9.19 Apologies for absence: Resolution required to approve apologies (with reasons) made to the Clerk prior to the meeting.

Cllr Lang proposed that the following apologies from Cllrs be accepted; Cllr Scantlebury – Holiday, Cllr Brown – Holiday, Cllr Twomey – Family Commitment, Seconded by Cllr Malcolm. All in Favour – Motion Carried. (RR2019/065)

District Cllr Hurley also sent his apologies.

3.9.19 Minutes of the Last Meeting – to consider the approval of the Minutes of the meeting held 8th July 2019. Cllr Stacey proposed that the minutes of the meeting held on the 8th of July be signed as a correct record, seconded Cllr Nancekivell. All in Favour – Motion Carried (RR2019/066)

4.9.19 Declarations of Interest: No interests declared.

5.9.19: Guest Speaker – Airband UK – Anna Tansley – Community Ambassador and Colleague Tony.

Airband UK is 10 years old and based in Worcester with a warehouse on the Winkleigh airfield, bringing broadband infrastructure to rural Devon, reducing the digital divide by bringing high speed broadband to underprovided rural areas. Airband UK is a partner of Connecting Devon & Somerset, comprised of Devon County Council and Somerset County Council with funding from Dept. of Digital Cultural and Media Sport (DCMS). The programme funds Airband to put in infrastructure, which is separate to BT, resulting in an independent network of poles, Airband work very sensitively so the network is ‘light on the eye’ within the landscape. The technology is fixed wireless and they are trying to get as maximum coverage as possible with as few masts/poles as possible, providing the ability for people to learn, to connect, to access services and facilities and to help build resilient communities, and hope to have superfast broadband by the end of 2020.

Masts connect with a receiver that is about the size of a 2lt milk bottle and is as unobtrusive as possible on the property.

The technology relies on the line of sight between mast and receiver, but this doesn’t have to be with the naked eye. Masts within 23km are ok for connections. Dense trees present a problem but leaves are not overly problematic.

It does not work on a “daisy chain” approach ensuring that there is not a knock on effect if one point in the chain fails.

For those few residential and business premises they cannot reach, the Government has the rural gigabit programme where people can apply for a voucher for a bespoke solution.

<https://gigabitvoucher.culture.gov.uk/> and additional Government voucher schemes are

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available via <https://airband.co.uk.culture.gov.uk/> The Standard package on wireless is 40mb download, 10mb upload, unlimited for £24.99 per month on a 12-month contract, £99 to £150 installation cost depending upon location. This will also serve most small businesses. To see if Airband is available for your property, go onto the website www.airband.co.uk and enter your postcode.

Anna offered to provide the council with a code which will allow residents a reduction on costs, the Clerk will liaise with Anna to receive code and ensure it is put into Merton Monthly.

6.9.19 Public Speaking Time – No matters raised.

7.9.19 District / County Councillors & Police Reports.

a) County Cllr Andrew Saywell:

Foster Carers: Earlier in the year DCC implemented a new scheme of allowances for Foster Carers/Parents. Initial signs are good – a record number of new families have signed up – 40 households, equating to 67 individual foster carers who will be able to take up to 60 new placements.

Highways meetings are still taking place as part of the “doing what matters” system all roads in the Parish are being driven by the team.

Fire service consultation: County Cllr Saywell put on record that as he is a Member of the Fire Authority he is keeping an open mind and not predetermining the outcome of the consultation.

He shared recent statistics which showed that the Appledore, Woolacombe pumps were ‘off the run’ with Ilfracombe having a minimum crew for one pump and the other ‘off the run’ They are proposing the removal of unavailable appliances in stations in order to reinvest in the fire service.

It’s not about cuts and savings it’s about giving the best cover for the area (by reinvesting.)

b) District Cllr Richard Wiseman – D. Cllr Wiseman reported the TDC are reviewing Local council funding. He also reported that the new Skate Park I Bideford is now open along with a new car park at Westward Ho!

Climate change: TDC have agreed that there is a climate emergency and in response have set up a working group who hope to be carbon neutral by 2030.

Electric vehicle charging points are being put into TDC car parks, these are being supplied by a third party provider.

c) Police report - Not present and no report received.

8.9.19 Council Policies:

a) MPC 013 Internal Financial Control Policy V. 1.0

b) MPC 014 Data Protection Policy V. 1.0

[Cllr Papworth proposed that MPC 013 V.1.0 and MPC V.1.0 be approved and ratified with immediate effect, seconded Cllr Nancekivell. All in Favour – Motion Carried. \(RR2019/067\)](#)

9.9.19 Matters Arising From the July Meetings:

a) **Freedom of Merton** – update on cabinet – Cllr Papworth
Cllr requested that this item be deferred until November meeting.

b) **DALC budget and precept course 8th October** – update – Clerk reported that Winkleigh Parish Council have agreed to pay half of net cost. Clerk has booked her place on the course.

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c) **Devon & Somerset Fire Rescue service - Service Delivery Operating Model** – Council has no comment in this consultation.

d) **Council Paperwork and printing** – Cllr Brown

Cllr Papworth proposed that the Clerk sends all agenda documents to Cllrs email addresses but that Cllr do not print the documents, instead the council will display them on the projector screen at the meeting, seconded Cllr Malcolm. All in Favour – Motion Carried.
(RR2019/068)

e) **Update on installation of benches and work to Flowerbed in the square.** – Clerk reported that she has chased for written quotes and proof of insurances but as of today has not received anything will continue to chase.

10.9.19. New Items

a) **Remembrance service attendance and wreath.** – See Agenda Support Document. Invitation received from St Petroc's PCC Secretary to attend their remembrance service. Cllr Papworth proposed that he attend the Remembrance service and that the Clerk purchase a wreath (type B) as show on agenda support document from the Royal British legion with delivery to Chairs address, seconded Cllr Malcolm. All in Favour – Motion Carried.
(RR2019/069)

b) **Climate Change Network Correspondence** – See Agenda Support Document – Clerk Following discussion Cllrs agreed to reply that the Council is unable to participate at this time.

c) **Children's Play area** – Cllr Papworth reported that he had been contacted by the Chair of the playground group who is having difficulty getting suppliers of the playground surface to fix a reported issue. She has asked if the Council could assist.

ACTION: Clerk to contact playground group Chair and request documentation and find out exactly what the issues are before contacting the supplier to see if the matter can be resolved.

d) **Invitation to New Cllr/ Cllr refresher course from South Tawton PC** – See Agenda Support Document. Cllr Papworth proposed that Cllr Lang can attend the Cllr training held be South Tawton PC if he is available, seconded Cllr Nancekivell. All in Favour – Motion Carried. (RR2019/070)

e) **CPRE Planning Course** – See Agenda Support Document. No Cllrs available to attend

f) **Proposed waiting restrictions for Merton** – See Agenda Support Document. Chair reported on background. Cllrs had no comments to make.

11.9.19 Clerks reports:

a) **Approval of Clerks hours** - to be submitted at the meeting.

2 Records of Clerks hours was presented to the Council. PM2020/023 which covers 5th August to 8th of September and PM2020/024 which covers 9th September to 6th October.

Cllr Stacey proposed that the Council approve the hours on PM2020/023 for payment, seconded Cllr Malcolm. All in Favour – Motion Carried. (RR2019/071)

Cllr Lang proposed that the Council approved the hours on PM2020/024 for payment on the 7th of October, seconded Cllr Malcolm. All in Favour – Motion Carried. (RR2019/072)

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b) Play equipment lease

The Clerk reported on a meeting she had with the council's solicitor regarding the surrender of the play equipment lease. The process would be expensive and the Clerk and solicitor both feel that it would be better if TDC just used the money they offered as part of the surrender to pay the Parish Council to maintain the site for the remainder of the lease.

Action: Clerk to contact TDC and see if they would be agreeable to this plan.

c) Grass cutting correspondence relating to old play area site.

Parishioners had contacted the Clerk raising concerns over the condition of the grass cutting on the site. The grass has currently been cut on the old play area. Cllrs agreed to forward this matter to the Clinton hall and wildlife group for their future consideration.

Action: Clerk to contact Clinton Hall Committee and Wildlife group and inform them of concerns raised.

d) Banking update

The Clerk is still waiting for Cllr Twomey to return her part of the form.

e) "Email Me" list

Clerk suggested that email me list be set up for parishioners who wish to be kept informed of Parish matters such as Council minutes, agenda's, road closures etc. Cllrs agree that the Clerk should put a notice in Merton Monthly to ask interested people to sign up.

Action: Clerk to write notice for Merton Monthly.

f) Interim Internal Audit. Internal: Auditor confirmed that the maximum cost would be £120 with mileage. Clerk felt that in light of last internal Audit report and comments from the External auditor this was advisable to do.

Cllr Papworth proposed that the Clerk book an Interim Internal Audit, seconded Cllr Nancekivell. All in Favour – Motion Carried. (RR2019/073)

g) SLCC Training Seminar – See Agenda Support Document. Clerk requested that the Council consider paying half of the cost plus VAT which will be £40 plus VAT and associated mileage.

Cllr Malcolm proposed that the Council pay £40 plus VAT and associated mileage for the Clerk to attend the SLCC Training Seminar, seconded Cllr Lang. All in Favour – Motion Carried. (RR2019/074)

h) Pensions regulator correspondence update- minuted that the Clerk has received correspondence and will deal with the matter.

i) Web Content Accessibility Guidelines and possible costs – (See Agenda Document 01 Understanding WCAG 2.1). Item was deferred until the Clerk has been on the SLCC training and can provide more information to the Council.

j) Annual Planner – See Agenda Support Document. Cllrs were happy with the document.

k) External Audit: the Clerk reported that the external audit certificate has been received and has been circulated to Cllrs and loaded to the website.

12.9.19 Cllr reports and Items for future agendas: No items raised

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13.9.19 Finance: Clerk

a) Financial schedule of payments presented by the Clerk at the meeting. Including bank reconciliation. (Appendix A)

Clerk reported to Cllrs that money would need to be made available from reserves in order to meet payments until the 2nd half of the precept comes in at the end of September, and that the £70 for TDC expenses was no longer required as the Clerk has taken on payroll.

Cllr Papworth proposed that £1000 of the Square improvements fund be used to cover payment until the 2nd half of precept comes in at end of September and that the £70 TDC expenses be removed from reserves and used in the general balance, seconded Cllr Lang. All in Favour – Motion Carried. (RR2019/075)

Cllr Papworth proposed that the financial schedule of payments be approved as presented by the Clerk, seconded Cllr Lang. All in Favour – Motion Carried. (RR2019/076)

b) Budget update on current financial year presented at the meeting. Minuted (Appendix B).

c) Budget 2020-21 –items for consideration in the draft budget to be submitted to the clerk by 25th October 2019.

14.9.19 Confirmation of next meeting date:

The next meeting of the council will be on Monday 11th November 2019 at 7.30pm.

15.9.19 Confidential matters (PART II) Public Bodies (Admission to Meetings) Act 1960 s1(2)

Cllr Papworth proposed that the Council move to Part II, seconded Cllr Lang, All in Favour – Motion Carried. (RR2019/077)

a) Clerks Appraisal and Salary.

b) Return to public session

c) Resolutions

Cllr Papworth proposed that the Clerks salary be set at LC1 SCP 7 on the NALC salary scale as of the 7th October 2019 with an increase to 6 hours a week to take effect as of 1st April 2020, seconded Cllr Lang All in Favour – Motion Carried. (RR2019/078)

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Appendix A:

Merton Parish Council Financial Schedule Agenda Item 13.9.19 (a)

Meeting date: 9th September 2019

Payments made (pre-authorised) since last meeting 8th July 2019					
Pymt Ref	Amount	Payee	Details	Power	Expenditure approval Minutes Ref & RR
PM2020/020	£280.20	Alice Turner	Clerks Salary 1.7.19-4.8.19 & overtime approved 8.7.19	LGA 1972 S.112	10.7.19 (b) RR2019/059
PM2020/021	£43.20	Jag Signs	Playground signage	Public Health Act 1936 s.164	9.7.19 (c) RR2019/057
	£323.40				

Payments for authorisation				
Pymt Ref	Amount	Payee	Details	Power
PM2020/022	£158.41	Alice Turner	Clerks Expenses	LGA 1972 S.112
PM2020/023	£317.56	Alice Turner	Clerks Salary 5.8.19 - 8.9.19	LGA 1972 S.112
PM2020/024	£149.44	Alice Turner	Clerks Salary 9.9.19 - 6.10.19	LGA 1972 S.112
PM2020/025	£240.00	PKF Littlejohn LLP	External Audit fee	LGA 1972 S.111
TOTAL	£865.41			

Transfer Between Budget Headings for Authorisation.			

RECEIPTS SINCE 8th July 2019

Payment ref	Pymt method	Details	Amount
PR2020/002	dep	Clinton estate over paid VAT and 1x parking fee	£201.00
PR2020/003	bacx	Vat Reclaim from 18-19 financial year.	£632.38
PR2020/004	bacs	1st Quarter Vat recalim	354.66
TOTAL			£1,188.04

Monies held as Reserves

Amount	Details
£1,500	Election cost
£10,000	Square Improvements
£250	Defibrillator replacement
£636	TAP Fund
£70	TDC Expenses
£12,456	TOTAL

Bank Total	£13,153.98
Payments presented	£865.41
Less Money in reserve	£12,456.00
Available Balance	-£167.43

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<u>MERTON PARISH COUNCIL BANK RECONCILIATION</u>		
<u>Reconciliation date 09/09/2019</u>		
		TOTAL
	£	£
Balance per bank statement as at 1st April 2019:	£15,515.31	
Less: total of Payments	£6,049.37	
		£9,465.94
Plus: total of Receipts	£3,688.04	
		£13,153.98
Net balances as at 6th September 2019		£13,153.98
<i>The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:</i>		
CASH BOOK:		
Opening Balance 1 April 2019		15515.31
Add: Receipts in the year to date		£3,688.04
Less: Payments in the year to date		-£6,049.37
Closing balance per cash book [receipts and payments book] as at 6th September 2019		£13,153.98

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Appendix B:

Meeting Date: 9th September 2019 Agenda Item 13.9.19 (b)

BUDGET 2019/20 Approved January 2019				
	Agreed Budget for 2019-20	As at 08-09- 2019	Difference	NOTES
<u>INCOME</u>				
PRECEPT	£5,000.00	£2,500.00	-£2,500.00	1st half received
Grass Cutting	£381.00	£0.00	-£381.00	
TAP Fund	£0.00	£0.00	£0.00	
Village Hall Donation	£0.00	£0.00	£0.00	
VAT Return	£415.07	987.04	£571.97	Last yr and 1st quarter
Other Income	£5.00	£201.00	£196.00	
	£5,801.07	£3,688.04	-£2,113.03	
<u>PAYMENTS</u>				
CLERKS SALARY	£1,800.00	£757.40	£1,042.60	Under
CLERK EXPENSES	£400.00	£172.84	£227.16	Under
EXTERNAL AUDIT	£150.00	£0.00	£150.00	Under
INTERNAL AUDIT	£100.00	£211.05	-£111.05	Over
TRAINING	£100.00	£80.00	£20.00	Under
HALL HIRE	£90.00	£86.40	£3.60	Under
MEMBERSHIP/SUBSCRIPTIONS	£90.00	£61.49	£28.51	Under
INSURANCE				Under (Budget £801 difference transferred to Unbudgeted spending)
	£477.46	£477.46	£0.00	
WEBSITE	£160.00	£0.00	£160.00	Under
Village Maintenance/Grass Cutting	£500.00	£181.16	£318.84	Under
MISCELLANEOUS ITEMS	£100.00	£0.00	£100.00	Under
Defibrillator	£0.00	£23.00	-£23.00	Over
Churchyard Grant	£400.00	£400.00	£0.00	On
Clinton Hall Grant	£250.00	£250.00	£0.00	On
Playground	£100.00	£108.00	-£8.00	Over
UNBUDGETED SPENDING	£323.54	£1,481.94	-£1,158.40	Over
	£5,041.00	£4,290.74	£750.26	
TOTALS	£760.07	-£602.70	-£2,863.29	Over
<u>GENERAL RESERVES</u>				
TAP Fund	£636.00			
TDC Expenses	£70.00			
Square Improvements	£10,000.00			
Defibrillator	£250.00			
Election Costs	£1,500.00			
	£12,456.00			

Signed: S. Papworth. Chair Date: 11-11-19

Original signed document retained by Clerk

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