

MERTON PARISH COUNCIL.

Minutes of the Parish Council Meeting

Held on Monday 13th January 2020 in the Clinton Hall, Merton at 7:30pm.

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

Parish Clerk: Alice Turner

Also in attendance: County Cllr Andrew Saywell

BUSINESS TRANSACTED

1.1.20 Welcome: – Cllr Papworth welcomed everyone and called the meeting to order.

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

The Clerk reported that she had received apologies from Cllrs Brown (holiday) & Scantlebury (holiday). Apologies were also received from PCSO Brown & District Cllr Wiseman who has a TDC council meeting to attend

Cllr Lang proposed that the apologies from Cllrs Brown (holiday) and Scantlebury (holiday) be approved, seconded Cllr Papworth. All in Favour. Motion Carried (RR2019/088)

3.1.20 Minutes of the Last Meeting – to consider the approval of the Minutes of the meeting held 11th November 2019.

Cllr Lang proposed that the minutes of the meeting held on Monday 11th November 2019 be signed as a true and accurate record, seconded Cllr Nancekivell. All in Favour. Motion Carried (RR2019/089)

4.1.20 Declarations of Interest: No Interests declared.

5.1.20 Public Speaking Time – NONE

6.1.20 District / County Councillors & Police Reports.

a) County Cllr Andrew Saywell

DCC: is currently working on the budget for next financial year the settlement from central government was as expected. More information to follow at the next meeting.

DCC have introduced a new on street parking permit scheme for NHS workers and carers so they can park on single or double yellow lines for up to 1 hour if no alternative parking is available.

Highways: Andrew Saywell reported that he had good meeting with doing what matters team, overall Highways priorities and Parish Councils priorities generally seems to agree with each other, drainage schemes seem a priority in both cases.

Devolution and future of Local government: the Government is likely to want to push through reorganisation of local government. The Government are quite keen on having Elected Mayors. While they may work well for urban/metropolitan areas – it is unclear whether they will work for rural counties. Alongside this, there may well be a clear push for unitarization, abolishing the existing two-tier system and having a single unitary authority. What that authority will be remains to be seen. Time will tell what will happen – more will come through when the Government publishes its Devolution White Paper, expected to be later this year.

Changes to fire service: As you will have seen on the news, the Fire Authority approved revised proposals following the Safer Together consultation, with only 2 stations closed

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(Budleigh Salterton and Topsham). Topsham is being relocated to Clyst St George and Middlemoor, while the crew at Budleigh will transfer to Exmouth station which is only 5 minutes away. The main changes approved was though a new payment system – payment by availability – for on-call firefighters. A new shift system for wholtime firefighters will also be implemented which will free up staff to crew the ‘roving appliances’ and carry out prevention and safety work. Going forward, the Service will continue to review the availability of stations however problems are more likely to be addressed at a local level rather than pan Devon and Somerset. E.g. looking to re-locate stations.

Merton Highways Matters: Merton’s Double yellow lines hopefully going to be done by the end of the financial year.

b) District Cllrs Richard Wiseman: Apologised as has to attend a TDC council meeting – No report received.

c) Police report: PCSO Sandra Brown emailed the following report.
14-12-19 to 10-01-20

Offence	Recorded Crime 14/12/2019 to 10/01/2020	Recorded Crime 14/12/2018 to 10/01/2019	Recorded Crime % Difference
Total	0	0	-

Incident Closing Category	Incidents - 14/12/2019 to 10/01/2020	Incidents - 14/12/2018 to 10/01/2019	Incidents % Difference
Transport	1	2	-50.0%
Total	1	2	-50.0%

(Minor traffic incident)

7.1.20 Matters Arising From the November Meeting:

a) Freedom of Merton – update on cabinet – Cllr Papworth reported the search for a cabinet is still on going.

b) Glow in the dark defibrillator signs – Clerk

The Clerk reported that the sign had arrive and needed putting up. Cllr Papworth agreed to do this.

c) Update on work to Flowerbed in the square. – Clerk/Chair

Clerk reported that she has left messages for the contractor to get back to her with a written quote and copy of Public liability insurance but has still not had anything. Council requested that she continue to chase the matter.

d) Filing Cabinet currently stored at Clinton Hall – Clerk

Cllrs agreed to get the filing cabinet down after the meeting and help to load it into Clerks car.

e) Bus shelter in square and report on damaged bench – Cllr Lang/Clerk

Cllr Lang reported that he has removed the damaged bench within two weeks of November meeting and swept out the bus shelter.

f) Weekly Planning list and ‘for your information’ emails – Cllr Papworth/Clerk

Following discussions [Cllr Papworth proposed that the Clerk stop sending out planning list emails when there are no applications listed for Merton, seconded Cllr Malcolm. All in Favour. Motion Carried \(RR2019/090\)](#)

8.1.20 New Items

a) Torridge River restoration Project – Councillor had no comment to make.

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b) Consultation on DALC new governing documents. (See doc. “Agenda Item 8.1.20b DALC_Memorandum_of_articles_DRAFT”) – Councillors had no comment to make.

c) Nominations for Royal Garden Party 27th May 2020 (deadline 29th January) – No nominations received.

d) TDC review of Polling Districts and Polling Places. (See 4 Agenda Documents “Agenda item 8.1.20d – ”) – Councillors had no comment to make.

e) Signing of DCC annual grass cutting contract –

Cllr Papworth proposed that the annual grass cutting contract with DCC be signed for the 2020-21 year, seconded Cllr Twomey. All in Favour. Motion Carried (RR2019/091)

9.1.20 Clerks reports:

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

Cllr Lang proposed that the Clerk’s hours as submitted on sheets PM2020/036 and PM2020/037 be approved for payment as listed on the respective sheets, seconded Cllr Twomey. All in Favour. Motion Carried (RR2019/092)

b) Forwarding of Emails

The Clerk asked Cllrs which newsletter/for information emails they wished to receive. Cllrs requested that the Rural Bulleting and highways emails be send but that others only be sent if the Clerk deemed them as relevant or important.

Cllr Papworth asked Cllrs to check emails at least once a week.

c) Annual Parish Meeting – Suggested Dates and Guest Speaker. Must be held between 1/3/20 – 1/6/20.

Cllrs agreed to hold the Annual Parish meeting on Monday 27th April 2020 at 7.30pm. **Action – Clerk to book conference room at the Clinton Hall.**

Guest Speaker: County Cllr Saywell suggested a lady from the Alzheimer’s Society, Cllrs agreed that this was a good idea and Cllr Saywell agreed to forward her contact details to the Clerk.

d) Mr Harrison, Communications and Engagement Officer at the Office of the Police and Crime Commissioner offer to attend and give short presentation of work of the OPCC.

The Clerk reported that an email has been received from Mr Mick Harrison, Communications and Engagement Officer at the Office of the Police and Crime Commissioner (OPCC), advising that he will be available to attend Town and Parish Council meetings to deliver short presentations and take questions and answers about the work of the OPCC.

Cllrs agreed to invite him to a Council meeting preferably in March to give a 15-20 minute talk.

e) Recycling issue on the A386 south of Ryles Corner.

Cllr Papworth gave Cllrs background on the situation and the Clerk informed Cllrs that she had received an email on the 8th of January from TDC Waste and Recycling Support as follows:

“We were contacted by some residents in Merton on Monday. Our team were sent to the area yesterday to investigate. We did find some fly tipped recycling materials as well as loose debris along the roadside. The team cleared the materials during their visit. We have spoken to our operatives that service this area and put in place operational measures to ensure that our vehicles are not contributing to any further debris.”

f) Playground issues: The Clerk reported that she has finally been able to get hold of someone from Kompan. The matter has been put ‘under investigation’. She is waiting to hear

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back as to when an engineer can review the situation and find the best way of remedying the issues highlighted.

10.1.20 Cllr reports and Items for future agenda's: None

11.1.20 Finance: Clerk

a) To approve financial schedule of payments as presented by the Clerk at the meeting. (See Appendix A: Financial Schedule and Bank reconciliation)

Cllr Lang proposed that the Financial Schedule and Bank reconciliation as presented by the Clerk at the meeting be approved, seconded Cllr Nancekivell. All in Favour. Motion Carried (RR2019/093)

b) Budget 2020-21 – To approve budget and agree precept request (Documents circulated to Cllrs and available from the Clerk)

Following discussion Cllr Papworth proposed that no grants be given to the CAB or OCDTG, that a grant of £50 be given to the ND records office, and therefore a budget of £10,405.00 be set for the 2020-21 financial year, with a precept request of £8000 being approved and £2000 to be removed from the earmarked Square improvements fund and put into the general funds, seconded Cllr Malcolm. All in Favour. Motion Carried (RR2019/094)

Action: Clerk to write summery report on budget for approval at March meeting and submit Precept request to TDC.

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

Cllr Papworth proposed that the meeting move to Part II as it contains information covered under GDPR and of commercial sensitivity, seconded Cllr Lang. All in Favour. Motion Carried (RR2019/095)

- a) Website accessibility regulations and new Website. To Receive Quotes
- b) Parking Concerns (contains data covered by GDPR) – Cllr Papworth
- c) Parishioner correspondence – Access to Council Land (contains data covered by GDPR) – Cllr Papworth
- d) The Chair return to public session
- e) Resolutions on items a – c.
 - a) Deferred decision on website to March meeting.
 - b) Monitor situation and see if still an issue at March meeting.
 - c) Cllr Malcolm proposed that the Clerk respond to the letter received saying that the new Council is happy to allow access but reserves the right to review the matter in the future. The Clerk is also to include planning officer report on the Councils response to the original application, seconded Cllr Papworth. . All in Favour. Motion Carried (RR2019/096)

12.1.20 Confirmation of next meeting date:

The next meeting of the council will be on Monday 9th March 2020 at 7.30pm.

The Chair closed the meeting at 9.28pm

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Appendix A: Financial Schedule and Bank reconciliation:

Merton Parish Council Financial Schedule

Agenda Item 11.1.20(a)

Meeting date: 13th January 2020.

Payments made (pre-authorised) since last meeting 11th November 2019					
Pymt Ref	Amount	Payee	Details	Power	Expenditure approval Minutes Ref & RR
PM2020/027	£111.26	Alice Turner	Clerks Expenses	LGA 1972 S.112	13.11.19 (a) RR2019/086
PM2020/028	£320.04	Alice Turner	Clerks Salary 7.10.19 - 10.11.19	LGA 1972 S.112	13.11.19 (a) RR2019/086
PM2020/029	£162.56	Alice Turner	Clerks Salary 11.11.19 - 8.12.19	LGA 1972 S.112	13.11.19 (a) RR2019/086
PM2020/030	£323.79	TDC	Clerks Salary 1.4.19 - 30.9.19	LGA 1972 S.112	13.11.19 (a) RR2019/086
PM2020/031	£61.92	Steve Jennings	Grass Cutting	Highways Act 1980 S.96	13.11.19 (a) RR2019/086
PM2020/032	£131.38	Melanie Bickell	Interim Internal Audit	A&A Regs 2011/817	13.11.19 (a) RR2019/086
PM2020/033	£51.49	DALC	Budget & Precept Training	LGA 1972 S.112	13.11.19 (a) RR2019/086
PM2020/034	£96.00	SLCC Enterprises LTD	Training Seminar	LGA 1972 S.112	13.11.19 (a) RR2019/086
PM2020/035	£350.00	Colin Newell	Instalation of Benches and removal of old.	LG(MP)A 1976 S.19	14.7.19 (b) RR2019/063
	£1,608.44				

Payments for authorisation				
Pymt Ref	Amount	Payee	Details	Power
PM2020/036	£274.32	Alice Turner	Salary 9.12.19 - 12.01.20	LGA 1972 S.112
PM2020/037	£162.56	Alice Turner	Salary 13.01.20 - 09.02.20	LGA 1972 S.112
PM2020/038	£143.51	Alice Turner	Clerks Expenses	LGA 1972 S.112
PM2020/039				
TOTAL	£580.39			

Transfer Between Budget Headings for Authorisation.		

RECEIPTS SINCE 11th November 2019

Payment ref	Pymt method	Details	Amount
PR2020/014	bacs	Invoice 001 From Winkleigh Parish Council	£20.00
PR2020/015	Dep	Invoice 002 from Drewsteignton Parish Council	£40.00
PR2020/016	bacs	Invoice 003 from DCC highways (grass cutting grant)	£381.00
TOTAL			£441.00

Monies held as Reserves

Amount	Details
£1,500	Election cost
£10,000	Square Improvements
£250	Defibrillator replacement
£636	TAP Fund
£12,386	TOTAL

13/01/2020	Bank Total	£13,618.13
	Payments presented	£580.39
	Less Money in resev	£12,386.00
	Avaliable Balance	£651.74

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<u>MERTON PARISH COUNCIL BANK RECONCILIATION</u>		
<u>Reconciliation date 31st December 2019</u>		
		TOTAL
	£	£
Balance per bank statement as at 1st April 2019:	£15,515.31	
Less: total of Payments	£8,540.22	
		£6,975.09
Plus: total of Receipts	£6,643.04	
		£13,618.13
Net balances as at 31st December 2019		£13,618.13
<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		£6,643.04
Less: Payments in the year to date		-£8,540.22
Closing balance per cash book [receipts and payments book] as at 31st December 2019		£13,618.13

Signed as a true record: S. Papworth Chair/Vice-Chair

Printed S. Papworth Date: 9th March 2020

Original sign copy held by the Clerk.

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