

MERTON PARISH COUNCIL.

Merton Parish Council, Minutes of the Parish Council Meeting held on Monday 13th July 2020, 7:30pm via Zoom.

Parish Councillors Present: Steve Papworth (Chair), Bill Brown (Vice-Chair), Sarah Knightley, Brian Stacey, Laura Twomey, & Rob Nancekivell.

Also in attendance: Alice Turner (Clerk) & County Cllr Andrew Saywell.
No members of the public were in attendance.

BUSINESS TRANSACTED

1.7.20 Welcome:

Cllr Papworth welcomed everybody to the meeting and gave an overview of how the meeting would work.

2.7.20 Apologies for absence:

Resolution required to approve apologies (with reasons) made to the Clerk prior to the meeting. Including retrospective approve for absence for Cllr Twomey (connection issues) for the meeting held 8th June 2020.

The Clerk reported that she had received apologies from Cllr Scantlebury (work commitment). PCSO Sandra Brown and District Cllr Wiseman both sent their apologies.

Cllr Twomey proposed that apologies for this meeting be approved for Cllr Scantlebury (work commitment) and retrospective approval for absence be granted for Cllr Twomey (connection issues for the Extra-ordinary meeting on the 8th June 2020, seconded Cllr Knightley. All in Favour – Motion Carried (RR2020/018)

3.7.20 Minutes of the Last Meeting –

To consider the approval of the Minutes of the Extra-Ordinary meeting held 8th June 2020.

Cllr Knightley proposed that the minutes of the Extra-ordinary meeting held on the 8th of June 2020 be approved as a true and accurate record with the signing to take place at the first available face to face meeting, seconded Cllr Papworth. All in Favour – Motion Carried (RR2020/019)

4.7.20 Declarations of Interest: None

5.7.20 Public Speaking Time: None

6.7.20 District / County Councillors & Police Reports.

a) County Cllr Andrew Saywell – SEE RECORDING

County Cllr Saywell reported that in the DCC area (Devon minus Plymouth and Torbay) that there are currently had 1203 recorded Covid-19 cases, in this figure there have been 53 in Torridge District and 71 in West Devon these statistics now include historical non hospital positive test (government Pillar 2 statistics) results and are not new cases. There have been 5 new cases recorded in Torridge 2 on the 1st of July and 3 on the 9th of July although the cases on the 9th of July were as a result of routine testing i.e. testing of key worker rather than people presenting with symptoms and it has been confirmed that this is not an outbreak Cllr Saywell also reported that DCC have published their Local Outbreak Management Plan which will be used to contain any local outbreaks if there are any, this will be defined as 2 or more confirmed cases in a community in separate households.

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Cllr Saywell reported that issue with the road surface in Merton which was identified at the last meeting has been reported and some works have been carried out, he will continue to push for more repairs or patching to be carried out.

b) District Cllr Richard Wiseman

District Cllr Wiseman sent the following report via the Clerk.

Discretionary Business Grant Fund

A fund of £1.29 M is available. Torridge have received 244 applications and 151 applications have already been approved paying out £600,000.

- Grants can be from £1000 to £25,000. It is aimed at small or micro businesses
- For businesses that have no rates assessment. But may have rent
- Trading before 11 march 2020
- Has been adversely affected
- Market traders
- Bed and Breakfast
- Fewer than 560 employees

The last tranche of this money is available from this week.

Other

Toilets and playparks are now to open, with Covid guidance.

From Saturday Westward Ho! Toll road will be contactless payment Cash can be used but contactless is preferred, carpark has been expanded. We have had some teething problems this weekend caused by the level of demand, but these are now being sorted out.

It is planned that swimming Pools will be allowed to open on the 25th July there are difficult issues around distancing but we should have guidance and procedures in place by then.

c) Police report:

PCSO Sandra Brown sent the following report via the Clerk:

Crimes Recorded: 10/06/2020 to 09/07/2020

Offence	Recorded Crime 10/06/2020 to 09/07/2020	Recorded Crime 10/06/2019 to 09/07/2019	Recorded Crime % Difference
Violence without injury	0	1	-100.0%
Total	0	1	-100.0%

Incidents Recorded: 10/06/2020 to 09/07/2020

Incident Closing Category	Incidents 10/06/2020 to 09/07/2020	Incidents 10/06/2019 to 09/07/2019	Incidents % Difference
Anti-Social Behaviour	0	1	-100.0%
Crime Recorded	0	1	-100.0%
Public Safety	1	4	-75.0%
Transport	0	1	-100.0%
Total	1	7	-85.7%

7.7.20 Governance Documents & Policies

To consider the approval and ratification of the following documents (Circulated to Cllrs & available from the Clerk):

- a) MPC 014 Data Protection Policy V1.0 R1
- b) MPC 015 Health & Safety Policy V1.0 R1
- c) MPC 016 Lone Worker Policy V1.0 R1
- d) MPC 017 Cllr Email & Own Device Policy V1.0 R1
- e) MPC 018 Removable Media Policy V1.0 R1

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f) MPC 020 Disciplinary Procedure V1.0 R1

g) MPC 021 Training Policy V1.0 R1

Cllr Papworth proposed that the following documents be approved and ratified with immediate effect; MPC 014 Data Protection Policy V1.0 R1, MPC 015 Health & Safety Policy V1.0 R1, MPC 016 Lone Worker Policy V1.0 R1, MPC 017 Cllr Email & Own Device Policy V1.0 R1, MPC 018 Removable media Policy V1.0 R1 and MPC 021 Training Policy V1.0 R1, seconded Cllr Brown. All in Favour – Motion Carried (RR2020/020)

8.7.20 Current New Items of business

a) Cllr Advocate to the OPCC (Office of Police & Crime Commissioner), to consider request (See Agenda Support Document). – Chair / Clerk

Cllr Papworth proposed that the Clerk represent Merton Parish Council as the Advocate to the Office of Police & Crime Commissioner, seconded Cllr Stacey All in Favour – Motion Carried (RR2020/021)

b) Play equipment inspection report – (See Agenda Support Document) – Clerk

Following discussion Cllrs requested that Clerk obtain quotes from Kompan and other playground fitters for maintenance of assets as well as forward the relevant pages of the ROSPA report for the MUGA to the Clinton Hall as it is believed to be their asset.

c) Proposed re-opening of the Playground (see Agenda Support Document) – Chair & Clerk

Following discuss it was agreed that the Clerk would contact the Playground Committee and ask them to carry out a COVID risk assessment and report back to the Council, who would call an Extra-ordinary meeting to discuss the findings before agreeing on a way forward.

d) Consideration of a bin at Jubilee Copse – Cllr Brown

The Clerk reported that she had contacted TDC and that a regular waste bin would cost £300 including VAT, this cost covers fitting, maintenance and emptying of the bin by TDC. A dog waste bin would cost £142.94 including VAT and also covers fitting, maintenance and emptying of the bin by TDC.

Cllr Brown proposed that the council approve the purchase of a regular waste bin at Jubilee Copse for a cost of £300 including VAT, seconded Cllr Twomey. All in Favour – Motion Carried (RR2020/022)

e) To receive and consider revised Council planner July 2020 – January 2021 (See Agenda Support Document) – Clerk

Cllrs received the Council planner and had no comments or issues.

f) Merton Monthly Update – Chair / Clerk

The Chair gave a report on the history of the Merton Monthly and reported that the Merton Village Facebook page is well used. The Chair asked the Council if they wished to continue supporting the printing of the Merton Monthly. Following discussions Cllr Papworth proposed that the Council is not minded to financially support the printing of the Merton Monthly magazine at this time, seconded Cllr Knightley. All in Favour – Motion Carried (RR2020/023)

9.7.20 Clerks reports to include:

a) Change of Clerks Annual Leave for information.

Due to exercise of public rights the Clerks Annual leave has moved from 24th August – 6th Sept back to 27th July to 9th August inclusive.

b) Update on work to Flowerbed in the square.

The Clerk reported that the contractor has submitted a written quote which has been approved and a copy of his public liability insurance.

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Cllr Nancekivell reported that the contractor had been in contact to arrange works, and raised concerns that some people would like the rose in the middle to remain, he wanted to know what the council wished to do.

Cllrs discussed the matter and the Chair agreed to contact a local gardener for advice on replanting and an idea on costs and bring that back to a future meeting before any works were carried out.

10.7.20 Finance: Clerk

- a) To approve financial schedule of payments as presented by the Clerk at the meeting. (See Appendix A)**

Cllr Knightley proposed that the financial schedule of payments as presented by the Clerk at the meeting be approved, seconded Cllr Twomey. All in Favour – Motion Carried (RR2020/024)

- b) To received 1st quarter budget report (see Appendix B)**

Cllrs received the 1st quarter budget report, the R.F.O informed Cllrs that the unbudgeted spending was due to the COVID-19 pandemic and was taken from COVID-19 Grants received from TDC & DCC. There are not causes for concern at this time.

Cllr Papworth proposed that the 1st quarter budget report be accepted, seconded Cllr Brown. All in Favour – Motion Carried (RR2020/025)

11.7.20 Cllr reports and Items for future agenda's:

Cllr Knightley requested that speeding matters be put on the September agenda.

12.7.20 Confirmation of next meeting date:

The next meeting of the council will be on Monday 14th September 2020 at 7.30pm, venue to be confirmed.

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

- a) Resolution required to move the Council into Part II.**

Cllr Papworth proposed that the Council move to Part II due to the commercially sensitive nature of the item being discussed, seconded Cllr Nancekivell. All in Favour – Motion Carried (RR2020/026)

- b) Website Accessibility Regulations & Website Compliance – Clerk**

To consider quotes and action required.

- c) The Chair returned the meeting to public session.**

- d) Resolution(s) on item.**

Cllr Knightley agreed to look at WCAG 2.0 regulations and discuss with Cllr Papworth before bringing recommendations to an Extra-ordinary meeting in August.

There being no further items the Chairman declared the meeting closed at 9pm

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Appendix A: Financial Schedule

Pre-authorised payments made since last meeting

Payment Ref	Amount	Payee	Details	Power	Expenditure approval Minutes Ref & RR
PM2021/014	£117.16	Alice Turner	Clerks Expenses April - June	LGA 1972 S.112 & S.137	9.6.20 a) RR2020/014
PM2021/015	£150.00	Melanie Bickell	Internal Audit 2019-20	LGA 1972 S.111	9.6.20 a) RR2020/014
PM2021/017	£50.00	SW Heritage Trust	ND Records Office Grant	LGA 1972 S.137	10.5.20 c) RR2020/006
PM2021/018	£100.00	Alice Turner	Plough Arts Grant - Re-imbursement	LGA 1972 S.137	10.5.20 c) RR2020/006
PM2021/019	£304.80	Alice Turner	Clerks Salary 8.6.20 to 12.7.20	LGA 1972 S.112	11.3.20 a) RR2019/104
Total	£721.96				

Payments for authorisation (retrospective approval):

Payment Ref	Amount	Payee	Details	Power
(PM2021/016)	£116.12	S. Jennings	Grass Cutting	Highways Act 1980 S.96
PM2021/020	£20.49	Alice Turner	Clerks Expenses	LGA 1972 S.112
TOTAL	£136.61			

Receipts since last meeting for information:

Payment ref	Payment method	Details	Amount
PR2021/003	bacs	COVID-19 (Small Grant) Prompt Action Fund	£495.00
TOTAL			£495.00

Monies held as Reserves:

Amount	Details
£1,500	Election cost
£8,000	Square Improvements
£500	Defibrillator replacement
£636	TAP Fund
£500	Precept Contingency
£250.00	General Reserve
£11,386	TOTAL

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Bank Total 13/07/2020	£14,784.76
Less Payments presented (excludes retrospective)	£20.49
Plus Payments Received (if after Balance date)	£0.00
Less Money held as reserves	£11,386.00
Available Balance	£3,378.27

Appendix B: 1st quarter Budget report.

INCOME	Budget			
	2020/21 Budget	Actual Income 30-06- 2020	Diff.	Notes
Precept	£8000.00	£4000.00	-4000.00	
Parking Permits	£8.00	£0.00	-8.00	
Other / grants	£392.00	£912.08	£520.08	£912.08 COVID-19 Grants from TDC & DCC
TOTAL	£8400.00	£4912.08	£-3487.92	

General Note: Precept set at £8000 with £2000 released from reserves to offset the Budget.

<u>Heading</u>	2020/21 Budget	Actual expenditure to 30-06- 2020	Difference	Over / Under / On Budget	NOTES
STAFF COSTS	£4,100.00	£855.01	£3,244.99	UNDER	
Clerk Salary & costs	£3,600.00	£786.01	£2,813.99	UNDER	
Office Expenses	£400.00	£54.00	£346.00	UNDER	
Training	£100.00	£15.00	£85.00	UNDER	
ADMINISTRATION	£1,375.00	£511.10	£863.90	UNDER	
Insurance	£500.00	£490.28	£9.72	UNDER	
Website	£650.00	£0.00	£650.00	UNDER	
Hall Hire	£100.00	£0.00	£100.00	UNDER	
Norton Anti-virus	£25.00	£20.82	£4.18	UNDER	
Contingency	£100.00	£0.00	£100.00	UNDER	
RUNNING COSTS	£350.00	£162.71	£187.29	UNDER	
Grass Cutting & Village Maintenance	£350.00	£162.71	£187.29	UNDER	
PROFESSIONAL FEES	£460.00	£212.00	£248.00	UNDER	
Audit internal & external	£350.00	£150.00	£200.00	UNDER	
Data Protection Registration	£40.00	£0.00	£40.00	UNDER	

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Subscriptions/Memberships	£70.00	£62.00	£8.00	UNDER	
ASSETS	£1,900.00	£322.00	£1,578.00	UNDER	
Maintenance	£500.00	£0.00	£500.00	UNDER	
Purchases	£950.00	£0.00	£950.00	UNDER	
Defibrillator	£350.00	£250.00	£100.00	UNDER	£250 added to Reserve for replacement
Play Equipment	£100.00	£72.00	£28.00	UNDER	
GRANTS /DONATIONS	£720.00	£467.00	£253.00	UNDER	
Standing Grants (Churchyard/Clinton Hall)	£550.00	£300.00	£250.00	UNDER	Churchyard £300/ Clinton Hall £250
Poppy Wreath	£20.00	£17.00	£3.00	UNDER	
Other Grants/Donations	£150.00	£150.00	£0.00	ON	Plough £100/ ND Records Office £50
Reserves	£1,500.00	£750.00	£750.00	UNDER	
General	£500.00	£250.00	£250.00	UNDER	£250 added to reserve from 1st instalment of precept
Precept Contingency	£1,000.00	£500.00	£500.00	UNDER	£500 added to reserve from 1st instalment of precept
Unbudgeted Spending	£0.00	£269.25	-£269.25	OVER	
Unbudgeted Spending	0	£269.25	-£269.25	OVER	money taken from COVID-19 Grants
TOTALS	£10,405.00	£3,279.82	£7,125.18	UNDER	

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

Printed Cllr. S. Papworth Date: 12th August 2020