

Merton Parish Council, Minutes of the Parish Council

Meeting held on Wednesday 14th September 2020, 7:30pm

via Zoom.

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

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

BUSINESS TRANSACTED

1.9.20 Welcome:

The Chair welcomed everyone to the meeting.

2.9.20 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 FPCSO Sandra Brown as well as apologies from Cllr Scantlebury (work commitment)

Cllr Papworth proposed that apologies from Cllr Scantlebury (work commitment) be approved, seconded Cllr Brown .All in Favour – Motion Carried. (RR2020/030)

3.9.20 Minutes of the Last Meeting:

Cllrs to consider the approval of the Minutes of the extra-ordinary meeting held Wednesday 12th August 2020.

Cllr Knightley proposed that the minutes of the extra-ordinary council meeting held on Monday 12th August 2020 be approved as a true and accurate record with signing to take place once physical meetings resume, seconded Cllr Stacey. 5 in favour, 1 abstention – Motion Carried (RR2020/031)

4.9.20 Declarations of Interest: None.

5.9.20 Public Speaking Time: None.

6.9.20 District / County Councillors & Police Reports.

a) County Cllr Andrew Saywell

County Cllr Saywell had circulated a written report and added that the latest COVID-19 statistics show 1465 confirmed cases in Devon since the beginning of the pandemic, this includes an increase of 36 cases in the last week. Of this total number of cases there have been 65 cases in Torridge District with 2 confirmed cases in the last week, 146 cases in North Devon, with 4 confirmed cases in the last week and 79 cases in West Devon with 2 confirmed cases in the last week.

Cllr Saywell pointed out that it is essential that people continue to follow the core rules of “hands, face & space” by washing hands for 20 second or using hand sanitiser if this is not possible, wearing face covering in enclosed areas and keeping 2 meters apart.

b) District Cllr Richard Wiseman

District Cllr Wiseman was not in attendance and had not submitted a report.

[Cllr Twomey arrived 7.40pm]

c) Police report

FPCSO Brown sent a written report to the Council which the clerk presented.

Period covered: 11/07/2020 – 12/09/2020

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Offence	Recorded crime 11/07/2020 – 12/09/2020	Recorded crime 11/07/2019 – 12/09/2019	Recorded Crime % Difference
Violence without injury	2	0	-
TOTAL	2	0	-

These were recorded as 1 common assault and 1 send indecent image.

Incident Closing Category	Incidents 11/07/2020 – 12/09/2020	Incidents 11/07/2019 – 12/09/2019	Incidents % Difference
Anti-Social Behaviour	1	0	-
Crime Recorded (as above)	2	1	100%
Public Safety (concern for welfare)	1	5	-80%
Transport (road traffic incident)	1	0	-
TOTAL	5	6	-16.7%

7.9.20: Planning

Decisions received from TDC: 1/0543/2020/FUL – Side extension and erection of carport at Northdown Bungalow, Merton, Okehampton, Devon – Application Granted. A copy of the Decision and the Delegated Report can be viewed at <http://www.torridge.gov.uk/planningonline>.

8.9.20 Current Business:

a) Update on Flowerbed in Square (Cllr Papworth)

Cllrs Papworth and Nancekivell reported on the works that they intent to carry out within the current approved quote with the contractor.

b) Website compliance with WCAG 2.0 update (Cllr Knightley)

Clerk & Cllrs thanked Cllr Knightley for all her work in setting up the new website and the Clerk shared the screen showing the new website which is under construction. Cllr Knightley agreed to share a link for Cllrs to explore the new site and test the links before it goes live.

9.9.20 New Business:

a) Traffic & Highways Concerns (Cllr Knightley)

Cllr Knightley raised concerns of lorries entering the village from the Torrington end of the village, Cllrs discussed the matter and Cllr Saywell agreed to look into obtaining the DCC Highways speed data. The Clerk agreed to contact the police and find information of setting up a community speed watch.

b) DALC AGM 7th October to review proxy voting form and appoint a representative (Clerk) – See Agenda Support Document.

Cllrs discussed the item and [Cllr Papworth proposed that the council approve the proxy form as completed at the meeting and that the Clerk attend as the Councils representative, seconded Cllr Twomey. All in Favour – Motion Carried \(RR2020/032\)](#)

c) Expressions of interest in Devon Home Choice Training (Clerk) – See Agenda Support Document.

[Cllr Knightley proposed that an expression of interest for 1 attendees for Devon Home Choice Training be submitted, seconded Cllr Lang. 5 for 2 abstentions – Motion Carried. \(RR2020/033\)](#)

10.9.20 Consultations (Chair):

a) TDC Strategic Plan 2020 – 2023 Consultation – See Agenda Support Document.

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- b) **Devon's Updated Local Flood Risk Management Strategy Consultation – See Agenda Support Document.**
- c) **Government Consultation on Planning for the Future – See Agenda Support Document.**
- d) **Government Consultation on Changes to the Current Planning System – See Agenda Support Document.**

Cllrs to respond as private individuals to all consultations listed if the wish to, the Council will not be responding as a body.

11.9.20 Clerks reports to include:

a) **Approval of Clerks overtime & retrospective salary – as presented at the meeting.**
Cllr Papworth proposed that the Clerks overtime and retrospective salary be approved and paid as presented as PM2021/027, seconded Cllr Brown. All in Favour – Motion Carried (RR2020/034)

b) **To approve the amended schedule of payment of Clerks Salary & pre-booked Holiday from 14.9.20 to 7.3.2021. - To be presented at the meeting.**

Cllr Papworth proposed that the amended schedule of payment of Clerks Salary & pre-booked Holiday from 14.9.20 to 7.3.2021 as presented by the Clerk be approved, seconded Cllr Lang. All in Favour – Motion Carried (RR2020/035)

c) **Re-opening of Play area – Update**

The Clerk reported that the play area has been reopened and that a hand sanitiser station has been installed as well as safety notices.

d) **Update on street name signs.**

The Clerk reported that she has been in touch with TDC and is awaiting a reply, she will continue to chase this matter and report back to Council.

e) **Asset inspection reminder.**

The Clerk reminded those Cllrs who had not carried out their assigned asset inspections and submitted their report to the Clerk that they needed to do so by the 12th of October so that estimates for any works can be obtained and included in the first draft of the 2021-22 budget.

12.9.20 Cllr reports and Items for future agenda's:

- Cllr Stacey asked the holes in the centre of the road in Merton to have works done. Clerk to send link to Cllrs and on the village Facebook page.
- Cllr Nancekivell raised concerns about the gates being left open on the public footpaths. Clerk to forward contact information of public rights of way officer to Cllr Nancekivell.
- Cllr Brown queried if the development site behind the malt scoop has been sold.
- Cllr Papworth reported that the defibrillator has been sent away to be repaired as it is under warranty and a loan unit is currently in place.

13.9.20 Finance: Clerk

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

Cllr Papworth proposed that the financial schedule of payments as presented by the Clerk at the meeting be approved including bank reconciliation, seconded Cllr Knightley. All in Favour – Motion Carried (RR2020/036)

b) **Reminder to Cllrs that items for inclusion in first draft budget 2021-22 should be sent to the Clerk by 26th October 2020.**

14.9.20 Confirmation of next meeting date:

- a) **The next meeting of the council will be on Monday 9th November 2020 at 7.30pm.**
- b) **Guest Speaker from OPCC provisionally booked for November Meeting.**

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

Under section 8b of MPC 001-A (Addendum to Standing Orders – Remote Meetings) each councillor present shall be required to declare that there are no other persons present who are not entitled to be (hearing or seeing), and/or recording the meeting.

a) Resolution to move the Council to Part II

Cllr Twomey proposed that the council move to part II due to the sensitive nature of the item being discussed, seconded Cllr Brown. All in Favour – Motion Carried (RR2020/037)

As per the requirement 8b of MPC 001-A (Addendum to Standing Orders – Remote Meetings) all Cllrs confirmed that they were alone with no other persons present and that they were not recording the meeting, the clerk confirmed that she had stopped recording the meeting.

b) Approval of revised contract to reflect increase in pay scale amount.

c) The Chair returned the meeting to public session.

d) Resolutions on item

Cllr Papworth proposed that the revised contract for the clerk be approved with immediate effect, seconded Cllr Stacey. All in Favour – Motion Carried (RR2020/038)

There being no further business the Chair closed the meeting at 8.58pm

Appendix A:

Pre-authorised payments made since last meeting

Payment Ref	Amount	Payee	Details	Power	Expenditure approval Minutes Ref & RR
PM2021/020	£20.49	Alice Turner	Clerks Expenses July 2020	LGA 1972 S.112	10.7.20 a) RR2020/024
PM2021/023	243.84	Alice Turner	Clerks Salary 13.7.20 - 9.8.20	LGA 1972 S.112	11.3.20 a) RR2019/104
PM2021/025	£304.80	Alice Turner	Clerks Salary 10.8.20 - 13.9.20	LGA 1972 S.112	11.3.20 a) RR2019/104
Total	£569.13				

Payments for authorisation (retrospective approval):

Payment Ref	Amount	Payee	Details	Power
(PM2021/021)	£50.00	B. R. Nancekivell & Son	Weed control at Play Area	LG(MP)A 1976 s.19
(PM2021/022)	£94.84	Steve Jennings	Grass Cutting	Highways Act 1980 S.96
(PM2021/024)	£200.32	Alice Turner	Supplies under Covid-19 Grants	LGA 1972 S.137
PM2021/026	156.79	Alice Turner	Clerks Expenses	LGA 1972 S.111 & S.112
PM2021/027	£71.08	Alice Turner	Retrospective Salary and Overtime payment.	LGA 1972 S.112
TOTAL	£573.03			

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Receipts since last meeting for information:

Payment ref	Payment method	Details	Amount
PR2021/004 - PR2021/013	Bacs	14 x Parking Permits	£14.00
TOTAL			£14.00

Virment between budget headings for approval:

Amount	FROM	TO
£22.00	Grants / Standing Grants	Assets / Play equipment

Monies held as Reserves:

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

Bank Balance 14/09/2020	£13,884.47
Less Payments presented	£227.87
Plus Payments received after Balance date.	£0.00
Less Money held as reserves	£11,386.00
Available Balance	£2,270.60

Bank Reconciliation:Reconciliation Date: 14th September 2020

	AMOUNT	TOTAL
Balance per bank statement as at 31st March 2020:	£12,720.94	£12,720.94
Less: total of Payments	£3,852.29	£8,868.65
Plus: total of Receipts	£5,041.46	£13,910.11
Less: Payments unrepresented from 2019-2020	£25.64	£13,884.47
Bank Total as at 14 th September 2020		£13,884.47

The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:

Cash Book:

Opening Balance 1 April 2020 (box 7 of Accounting statement)	£12,695.30
Add: Receipts in the year to date	£5,041.46
Less: Payments in the year to date	£3,852.29
Closing balance per cash book [receipts and payments book] as at 14th September 2020	£13,884.47

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

Printed Cllr S. Papworth Date: 9th November 2020

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