

Merton Parish Council

Clerks details: Alice Turner 01837 83484 / clerk.mertonparishcouncildevon@gmail.com

Notice is hereby given that a meeting of Merton Parish Council will take place on Monday 8th March 2021 at 7:30pm via Zoom.

The virtual meeting room will be open from 7.10pm.

This meeting is being held virtually in accordance with The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020.

All Councillors are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted as set out hereunder.

All members of the public are welcome to attend. If you wish to speak during Public Speaking please contact the Clerk by 5pm on the day of the meeting or use the private chat function when admitted to the meeting.

Login Information:

[Click Here to Join the Meeting](#)

www.zoom.us Meeting ID: 831 3916 7300 Passcode: 706943

Attend by phone: +353 1 653 3895 Ireland (Fees may apply) Find your local number:

<https://us02web.zoom.us/j/keqSm2L5aU> (Meeting ID & Passcode as above)

Please note that the meeting is recorded by the Clerk to facilitate the taking of minutes, recording will begin when the Chair formally opens the meeting (agenda item 1.3.21)

AGENDA

1.3.21 Welcome:

Chair to open meeting and explain how the meeting will work, including a reminder that the meeting is recorded by the Clerk to assist in the preparation of the minutes.

2.3.21 Apologies for absence:

Resolution required to approve apologies (with reasons) made to the Clerk prior to the meeting.

3.3.21 Minutes of the Last Meeting:

Cllrs to consider the approval of the Minutes of the virtual meeting held Monday 11th January 2021.

4.3.21 Declarations of Interest:

Councillors are invited to declare any interests they may have in any items to be considered at this meeting, including the nature of the interest. They are also reminded to consider whether in the light of recent activities any items within their Register of Interests should be updated.

5.3.21 Public Speaking Time:

Members of the public are invited to speak on issues on this Agenda, raise issues for future consideration, or other matters which the council has some control over during this item on the Agenda. Members of the public may not speak during other items of Parish Council business unless invited to do so at the chair's discretion.

6.3.21 District / County Councillors & Police Reports.

- a) County Cllr Andrew Saywell
- b) District Cllr Richard Wiseman
- c) Police report - FPCSO Brown

7.3.21 Governance Documents & Policies

Cllrs to review the following documents (circulated to Cllrs and available from the Clerk):

- a) **MPC 005 Complaints & Grievances Procedure V 1.0 R2**
- b) **MPC 006 Data Retention & Disposal policy V 1.0 R2**
- c) **MPC 007 Freedom of Information Policy V 1.0 R2**
- d) **MPC 008 Equality & Diversity Policy V 1.0 R2**
- e) **MPC 009 Anti-fraud & Corruption Policy V 1.0 R2**
- f) **MPC 010 Confidential Reporting Policy V 1.0 R2**
- g) **MPC 011 Press & Media policy V 1.0 R2**
- h) **Annual Planner March 2021 – March 2022**

8.3.21 Current Business:

- a) **Update on Flowerbed in Square (Cllrs Papworth/Nancekivell)**
- b) **Traffic & Highways Concerns (Chair)**
- c) **Drainage Issues with the Square (Chair/Clerk)**
- d) **Concerns over Post Office (Chair)**
- e) **Appointment of internal Auditor for 2021-22 (including year-end 2020-21) (Clerk)**
Cllrs to consider appointment of Mrs Melanie Bickell as Internal Auditor for the 2021-22 year (including year-end 2020-21).
- f) **Retrospective approval of DCC Grass cutting contract 2021-22 (Clerk)**

9.3.21 Clerks reports:

- a) **Update on Additional Employment.**
As per the terms of Employment contract Council is to be informed of any additional employment undertaken by the Clerk.
- b) **I.C.O Renewal – to inform Cllrs that as a Direct Debit has been set up this will be automatic at the end of March.**
- c) **To approve request from Wayne Mansfield (contractor) to use the £200 fee for the flowerbed as follows: £100 to be used on purchase of plants for flowerbed & £100 donation to DAAT.**
- d) **Norton Anti-virus subscription.**
Cllrs to consider approval of the Clerk purchasing of this 5-device licence and splitting cost with the Clerks other Councils, the cost to the Council would be £10.21 rather than £24.99.
- e) **To inform Cllrs that the Annual inspection of the Play equipment has been booked.**

10.3.21 Cllr reports and Items for future agendas:

Councillors are requested to use this opportunity to report minor matters of information not included elsewhere on the Agenda and to raise items for future Agendas.

Cllrs are respectfully reminded that this is not an opportunity for debate or decision making.

11.3.21 Finance: Clerk to present documents for this item at the Meeting.

- a) **To receive and approve financial schedule of payments and bank reconciliation as presented.**

13.3.21 Confirmation of next meeting date:

Cllrs to consider moving the Annual Parish Council meeting from the 10th to the 4th of May to enable it to be held via Zoom.

Alice Turner

Alice Turner – Proper Officer & R.F.O

Publication date: 2nd March 2021