

Merton Parish Council

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

Notice is hereby given that a Council meeting will take place on Monday 13th September 2021 at 7:30pm at the Clinton Hall.

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.

Covid-19 Safety Protocol:

- Please don't attend if you have symptoms of Covid-19 or have been told to self-isolate.
- Please use the hand sanitiser provided when entering & exiting the building and respect the personal space of others.
- All members of the public are asked to remain seated while attending the meeting.

An audio recording will be taken from 1.9.21 onwards to assist with taking the Minutes.

AGENDA

1.9.21 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.

2.9.21 Apologies for absence:

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

3.9.21 Minutes of the Last Meeting: [draft minutes can be found on the website.](#)

Cllrs to consider the approval of the Minutes of the virtual meeting held Monday 26th April 2021.

4.9.21 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 any items within their Register of Interests should be updated.

5.9.21 Public Speaking Time:

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

6.9.21 District / County Councillors & Police Reports.

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

7.9.21 Governance Documents & Policies

[Cllrs to review the following documents \(available on the website\):](#)

- a) MPC 014 Data Protection Policy V1.0 R3
- b) MPC 015 Health & Safety V1.0 R3
- c) MPC 016 Lone worker Policy V1.0 R3
- d) MPC 017 Cllr Emails and Own Device Policy V1.0 R3
- e) MPC 018 Removable Media Policy V1.0 R3

8.9.21 Current & New Business:

- a) Traffic & Highways Concerns (Chair)
- b) Drainage Issues with the Square (Cllr Scantlebury)
- c) Secondary contact for DAAT night landing light (Chair)
- d) Update on Contract with Kompan (Clerk)
- e) Discussion on adding verge opposite Garage to Grass cutting schedule. (Chair)
- f) Discussion on ownership and maintenance of the Arch between Church & the Square (Chair)
- g) To discuss possible changes to layout of website as shown at the meeting. (Clerk)

9.9.21 Clerks reports to include:

- a) Reminder to all Cllrs that items for inclusion in the 2022/23 budget need to be submitted no later than 22nd October
- b) Reminder to all Cllrs that Assets inspection reports must be returned to the Clerk no later than the 15th October.

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

- a) To approve financial schedule of payments as presented by the Clerk.
- b) Banking Checks for period 12-07-2021 to 13-09-2021.

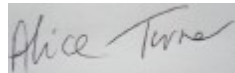
11.9.21 Cllr reports and Items for future agendas:

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.

12.9.21 Confirmation of next meeting date:

The Next meeting will be on Monday 8th November at 7.30pm in the Clinton Hall (subject to Covid regulations/guidance in force at the time).



Alice Turner – Proper Officer

Publication date: 7th September 2021