

Merton Parish Council

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Minutes of the Council meeting held on Monday 13th September 2021 at 7:30pm at the Clinton Hall, Merton.

Cllrs Present: Steve Papworth (Chair), Brian Stacey, Nigel Lang, Laura Twomey.

Also in attendance: Alice Turner (Clerk) & County Cllr Andrew Saywell. No members of the public were physically in attendance District Cllr Hurley attended via Zoom.

BUSINESS TRANSACTED

1.9.21 Welcome:

The Chair welcomed everyone to the meeting and informed them that the meeting was being recorded by the Clerk to assist in the preparation of the minutes. The recording will be deleted once the draft minutes are published on the Website.

2.9.21 Apologies for absence:

The Clerk reported that she had received apologies from Cllr Kops (family commitment), Cllr Brown (work commitment) & Cllr Nancekivell (prior commitment), Cllr Scantlebury (personal reason).

[Cllr Papworth proposed that apologies for absence be approved from Cllr Kops \(family commitment\), Cllr Brown \(work commitment\), Cllr Nancekivell \(prior commitment\) & Cllr Scantlebury \(personal reason\), seconded Cllr Stacey . All in Favour – Motion Carried. \(RR2021/026\)](#)

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

The Clerk apologies for an error on the Agenda minutes for consideration should read “Cllrs to consider the approval of the Minutes of the meeting held Monday 12th July 2021”

[Cllr Twomey proposed that the minutes of the meeting held on Monday 12th July 2021 be signed as a true and accurate record, seconded Cllr Lang. All in favour– Motion Carried. \(RR2021/027\)](#)

4.9.21 Declarations of Interest: None.

5.9.21 Public Speaking Time: None.

6.9.21 District / County Councillors & Police Reports.

a) County Cllr Andrew Saywell

County Saywell reported that DCC mobile testing vans will also double as vaccination vans. Most cases are in the younger age groups with a possible increase in cases is expected when children go back to school. There has been a small reduction in hospitalisation with 139 people in hospital in Devon (was 147) with 14 of those in NDDH.

DCC have passed new package for Children’s social services and DCC are now looking at adult social services.

DCC have submitted a devolution bin on behalf of Team Devon, a package which focuses on affordable housing, skills training and infrastructure.

b) District Cllr Richard Wiseman – Not present and no report received.

District Cllr Hurley was present via zoom and gave the following report:

Leisure Contract

TDC Councillors recently attended another Leisure Workshop and discussed the terms of the contract that the recently convened Leisure Company board would adhere to. Councillors have stating their preference from the 7 names suggested. Voting closed on Monday 13th Sept and the result will be announced shortly.

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Community and Resources Committee

Community and Resources Committee recently discussed a Biosphere Nature Recovery Plan. The Plan can be viewed here: - <https://www.northdevonbiosphere.org.uk/nature-recovery-plan.html> The plan outlines how biodiversity has changed in recent years and sets out a Vision for nature's recovery across Northern Devon by 2030. The Committee were asked to agree to progress the associated actions for Councils that were identified in the report. The recommendations in the report were supported by the committee.

Safeguarding Policy

The TDC Safeguarding Policy has been updated. As a Local Authority, safeguarding responsibilities are to ensure that measures are in place locally to protect and promote the safety and welfare of children, young people and adults. This also includes any services that are contracted to other people or organisations. The Policy was last updated in 2016 and the latest update shows a clear line of accountability and by having staff with the required knowledge and skills to take responsibility for TDC's safeguarding arrangements. The Council has a designated safeguarding team for this purpose. The Policy will be discussed and hopefully approved at the Full Council meeting to be held on 20th September.

TDC and Caddesdown meetings

Torridge Council meetings are being held live at Caddesdown. This is because ventilation of the room is achievable at this location and the Town Hall is completely the opposite. Unfortunately members of the public cannot attend in person unless they wish to speak and address the relevant Committee but meetings can be watched "live" on YouTube.

Homeless Issues

Both N Devon and Torridge District Councils are looking at ways to try and alleviate the local housing crisis. For TDC's part, it has been suggested that an at arm's reach Company be set up with a view to building council houses. This is in the very early stages of discussion. Interestingly the LGA have stated that over the past decade 1.1 million houses have been given planning approval and are yet to be started.

c) Police report - FPCSO Brown – Written Report Received as below:

Crimes Recorded – as below.

Offence	Recorded Crime 11/08/2021 to 10/09/2021	Recorded Crime 11/08/2020 to 10/09/2020	Recorded Crime % Difference
Public Order Offences	1	0	100%
Total	1	0	100%

Incidents Recorded – as below.

Incident closing Category	Recorded Incidents 11/08/2021 to 10/09/2021	Recorded Incidents 11/08/2020 to 10/09/2020	Difference in recorded incidents (%)
Anti-social behaviour	3	0	-
Public Safety	2	1	100%
Transport	1	0	-
TOTAL:	6	1	500%

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**

Cllrs discussed the documents and as documents MPC 014, 015, 016, 017 and 018 were for annual review with no amendments required Cllrs reviewed them together.

Cllr Papworth proposed that the following policies be approved without amendments: MPC 014 Data Protection Policy V1.0 R3, MPC 015 Health & Safety V1.0 R3, MPC 016 Lone worker Policy V1.0 R3, MPC 017 Cllr Emails and Own Device Policy V1.0 R3 & MPC 018 Removable Media Policy V1.0 R3, seconded Cllr Twomey All in Favour – Motion Carried. (RR2021/028)

8.9.21 Current & New Business:

a) Traffic & Highways Concerns (Chair)

Limers lane – Cllr Saywell to check with Highways on the roads status and contact the Clerk. Cllr Papworth report that the new Back Lane sign has been installed.

b) Drainage Issues with the Square (Cllr Scantlebury)

Deferred due to absence of Cllr Scantlebury.

c) Secondary contact for DAAT night landing light (Chair)

Cllrs discussed this matter and Cllr Twomey agreed to be the secondary contact.

d) Update on Contract with Kompan (Clerk)

The Clerk informed the Council the contract had been supplied for 4 inspections per year with full reports and had been approved under delegated authority following consultation with the Chair. The first inspection has been carried out and the reports seem to be more in-depth than previous reports.

Cllr Lang proposed that the Council approve the contract and quote for replacement seat for the swing as identified in the report be approved, seconded Cllr Twomey. All in Favour – Motion Carried. (RR2021/029)

Power: LG(MP)A 1976 s.19.

Funding source: EMR 'Assets fund'

e) Discussion on adding verge opposite Garage to Grass cutting schedule. (Chair)

Cllr Papworth reported that verge opposite Garage is not being cut, following discussion Cllr Papworth proposed that the verge opposite the Garage be added to the Grass cutting schedule, seconded Cllr Twomey All in Favour – Motion Carried. (RR2021/030)

f) Discussion on ownership and maintenance of the Arch between Church & the Square (Chair)

Cllr Papworth reported that this issue had come up following contact from a parishioner. Following discussion the Council agreed to look into ownership of the arch and instructed the Clerk to do a land registry search to see if that offered any insight. To be discussed further at the November Meeting.

g) To discuss possible changes to layout of website as shown at the meeting. (Clerk)

Cllrs reviewed the possible changes and Cllr Papworth proposed that the Clerk be authorised to continue working on the proposed update on the website and to make it live when completed, seconded Cllr Twomey. All in Favour – Motion Carried. (RR2021/031)

9.9.21 Clerks reports:

- 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.
- c) Arrangements for installation of Cigarette bin – Cllr Lang to install & empty as required.

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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.

Cllr Laura proposed that the financial schedule of payments including virements for approval as presented at the Meeting be approved, seconded Cllr Stacey. All in Favour – Motion Carried. (RR2021/032)

b) Banking Checks for period 12-07-2021 to 13-09-2021.

Banking Checks for period 12-07-2021 to 13-09-2021 were carried out by Cllrs Twomey and Lang and the paperwork was signed by both Cllrs.

11.9.21 Cllr reports and Items for future agendas:

Cllr Lang – Add play area to S. Jennings list for weed killing.

Cllr Stacey – reported that the following bins don't seem to be regularly emptied; bin by wooden bus shelter, bin in the Square & bin in the play area.

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).

There being no further business the Chair closed the meeting at 8.40pm.

Appendix A: Financial Schedule including Bank Reconciliation.

Pre-authorised payments made since last meeting:

Payment Ref	Amount	Payee	Details	Power	Expenditure approval Minutes Ref & RR
PM2022/016	£50.00	C.A.B	Grant	LGA 1972 S.137	10.5.21 b) RR2021/010
PM2022/019	£40.50	Alice Turner	Re-imbursement of Training Expenses	LGA 1972 S.111	8.7.21 d) RR2021/021
PM2022/021	£271.44	Alice Turner	Clerks Salary (July 2021)	LGA 1972 S.112	12.5.21 b) RR2021/015
PM2022/023	£271.44	Alice Turner	Clerks Salary (Aug 2021)	LGA 1972 S.112	12.5.21 b) RR2021/015
Total	£633.38				

Payments for authorisation (retrospective approval):

Payment Ref	Amount	Payee	Details	Power	Funding Source
(PM2022/020)	£158.41	Steve Jennings	Grass cutting	Highways Act 1980 S.96	Running Costs/ Grass Cutting
(PM2022/022)	£14.40	Clinton Hall	Hall hire for July Meeting	LGA 1972 S.111	Admin/Hall Hire
PM2022/024	£75.50	Alice Turner	Clerks Expenses (Aug & Sept)	LGA 1972 S.111 & S.137	Staff Costs/Office Exp. & Assets/Purchases & S.137
PM2022/025	150.00	Kompan Ltd	Quarterly Operational Inspection	LG(MP)A 1976 s.19	Assets/ Play equip

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TOTAL due	£225.50				
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Receipts since last meeting for information:

Payment ref	Payment method	Details	Amount
PR2022/002	Bacs	Parking Permits	£4.00
PR2022/003	Bacs	Parking Permits	£3.00
PR2022/004	Bacs	Parking Permit	£1.00
PR2022/005	Bacs	Parking Permit	£1.00
PR2022/006	Bacs	Parking Permits	£2.00
TOTAL			£11.00

Monies held as Reserves (after payments):

Amount	Details
£1,500.00	Election cost (Earmarked Reserve)
£8,000.00	Square Improvements (Earmarked Reserve)
£750.00	Defibrillator Fund (Earmarked Reserve)
£636.00	TAP Fund (Earmarked Reserve)
£300.00	Defibrillator Supplies (Earmarked Reserve)
£1,068.67	Assets Fund (Earmarked Reserve)
£100.00	Hall Hire (Earmarked Reserve)
£1,500.00	Precept Contingency
£750.00	General Reserve
£14,604.67	TOTAL

Virements between budget headings for Authorisation.

Amount	FROM	TO
£68.50	Assets / Maint.	Assets/Play equip.

Bank Situation

Bank Total 13/09/2021	£16,037.72
Less Payments presented	£225.50
Plus receipts Received (if after Balance date)	£0.00
Less Money held as reserves	£14,604.67
Available Balance	£1,207.55

Signed as a true record: Steve Papworth

Printed: Cllr. S. Papworth Date: 8th November 2021

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