

Merton Parish Council

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Minutes of the Council meeting held on Monday 14th March 2022 at 7:30pm at the Clinton Hall, Merton.

Cllrs Present: Steve Papworth (Chair), Brian Stacey, Laura Twomey (Vice-Chair), Bill Brown, Paul Scantlebury, Giles Kops & Rob Nancekivell.

Also in attendance: Alice Turner (Clerk), FPCSO Brown & County Cllr Saywell. 2 members of the public attended (part).

BUSINESS TRANSACTED

1.3.22 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

2.3.22 Apologies for absence:

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

[Cllr Kops proposed that apologies for absence be approved from Cllr Lang \(prior commitment\), seconded Cllr Brown. All in Favour – Motion Carried. \(RR2021/052\)](#)

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

Cllrs to consider the approval of the Minutes of the meeting held on the 10th January 2022.

[Cllr Papworth proposed that the Minutes of the meeting held on the 10th January 2022 be signed as a true and accurate record, seconded Cllr Stacey. All in Favour – Motion Carried. \(RR2021/053\)](#)

4.3.22 Declarations of Interest:

Cllr Stacey declared a personal interest – 7.3.22 c) as he is a member of the group.

5.3.22 Public Speaking Time: None at this time.

6.3.22 District / County Councillors & Police Reports.

a) County Cllr Andrew Saywell

Cllr Saywell reported that work is still ongoing on the Ukrainian project There is a very good webpage set up on the DCC website explaining what we are doing to welcome refugees from Ukraine, as well as what charities people can support with financial donations. www.devon.gov.uk/ukraine/

Storm Eunice hit and had a detrimental effect on the highways, which took time to resolve. Highways is hoping to be able to reopen New Road, Torrington in April after landslide, which is ahead of schedule.

Budget: Cllr Saywell reported that the Budget for 2022/23 is £629million. We are grateful to the NHS in Devon for the one year only funding of £8 million to support Adult Social Care. The DCC portion of the Council Tax will rise by 2.99%, including 1% additional funding for Adult Social Care. Of the £629 million, 76% of DCC expenditure ends up going on 3% of the Devon population (adult social care and children's services).

Free school meals – over half term meal vouchers were once again provided.

Covid – hospitalisations remain fairly stable.

b) District Cllr Richard Wiseman – Apologies received and report to be circulated.

c) Police report - FPCSO Brown

The Chair welcomed FPCSC Brown who reported that there were no incidents or crimes reported in the last month.

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She reported that Beaford and Winkleigh Garages have been broken into, they are working on catching those responsible.

7.3.22 Current & New Business:

c) Update on Jubilee Celebrations moved at the Chairs discretion (Chair)

The Chair invited the Chair and Vice-Chair of the Jubilee Committee to address the Council.

Fundraising events which are planned: Quiz 26th March and 23rd April Horse racing.

On the Sunday of the Jubilee weekend there will be a big picnic on the football pitch at the Clinton Hall, and they are hoping to fund a strawberry and cream desert.

Thursday – proclamation in the square and a gathering at the hall tbc and a beacon.

Friday – historic treasure hunt through the village.

Saturday – Wall of Hands, a wall on the outside of the Hall which will be used.

The Queens green Canopy is also being worked on as part of the celebrations.

The group is looking to provide a Memento (£3.49/memento) to school children in the parish and the group are looking for a donation from the Council if possible to help fund this and other events during the celebration.

Cllrs discussed the plans and request and [Cllr Scantlebury proposed that the Council donate £1000 to the jubilee group to help fund the events and the provision of the mementos, seconded Cllr Kops. All in Favour – Motion Carried. \(RR2021/054\)](#)

Power to Spend: LGA 1972 S.137 - Budget provision 2022/23: £300 standing grants, £500 EMR 'precept 2022-23', £200 EMR 'General'

a) Traffic & Highways Concerns (Chair)

Cllrs discussed the ongoing highways concerns in the parish.

b) Drainage Issues with the Square (Cllr Scantlebury/Clerk)

Cllr Scantlebury reported he had been unable to get a quote. Cllr Stacey will get contact details for a possible contractor.

c) Update on Jubilee Celebrations (Chair) moved at the Chairs discretion

d) Update on purchasing Defibrillator & installing outside the Hall (Cllr Kops/Clerk)

The Clerk reported that the grant from the Clinton Hall has been paid to the Council.

Action: – Clerk to purchase Cardiac Science G5 Defibrillator and heated cabinet, and arrange for installation.

e) Discussion on installation of safety rail on footpath by Garage – Cllr Stacey.

Cllr Stacey reported that parishioners felt a safety rail was necessary, Cllr Papworth reported that the estate has agreed to remove 1m of verge to allow access, Cllr Papworth to follow up with the Estate and report back at next meeting.

f) Painting of some of the rubbish bins – Cllr Lang – Deferred to next meeting.

g) Discussion on receiving of Council documents by email – Cllr Lang – Deferred to next meeting.

h) Lytch Gate – Porch Roof (Cllr Stacey)

Built in 1892 and the roof is in need of repair. It is not owned by the Parish Council, Cllr Papworth will contact owner and update at next meeting.

i) Request for donation towards maintenance of Petrockstowe Rec. Ground (Clerk)

Cllrs discussed the matter and [Cllr Scantlebury proposed that the Clerk to respond on behalf of the Parish Council that “Although the Council sympathise with the situation faced by Petrockstowe Parish Council, they are currently unable to provide any financial contribution”, seconded Cllr Kops. All in Favour – Motion Carried. \(RR2021/055\)](#)

j) Consideration to amend frequency of Council Policies reviews (Clerk)

[Cllrs reviewed the proposed timetable as shown in Appendix A](#) and Cllr Papworth proposed that the Council agree to amend the frequency of reviewing Council policies in light with the new timetable for May 2022 to end of April 2024, seconded Cllr Scantlebury. All in Favour – Motion Carried. (RR2021/056)

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8.3.22 Clerks reports to include:

a) Update on damaged Bench at top of Beaford Road.

Due to our excess we are unable to claim the cost of repair on via the insurance company. The repair works have been done.

b) Request for Clerk to attend SLCC Regional Training Seminar 25th May 2022 and for the Council to pay up to ¼ of cost which will be £21.25 (£25.50 Inc. VAT)

Cllr Papworth proposed that the Council approve the Clerks attendance at the SLCC Regional Training Seminar 25th May 2022 and for the Council to pay up to ¼ of cost which will be £21.25 (£25.50 Inc. VAT), seconded Cllr Nancekivell. All in Favour – Motion Carried. (RR2021/057)

Power to Spend: LGA 1972 S.111 - Budget provision: Staff Costs/Training

c) Approval of retrospective salary payment in line with national pay scale increase as presented at the meeting.

Cllrs reviewed the document presented by the Clerk and Cllr Scantlebury proposed that the Council approve the retrospective salary payment in line with national pay scale increase as presented, seconded Cllr Twomey. All in Favour – Motion Carried. (RR2021/058)

Power to Spend: LGA 1972 S.111 - Budget provision: Staff Costs/Salary & costs.

d) Notification of Clerks Annual leave (1wk) 2nd to 8th May inclusive.

Out of office will be set up, prior to the Clerk starting her annual leave.

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

a) To approve financial schedule of payments as presented by the Clerk.

Cllrs reviewed the financial schedule of payments as presented by the Clerk (Appendix B) and Cllr Papworth proposed that the Council approve the financial schedule as presented, seconded Cllr Twomey. All in Favour – Motion Carried. (RR2021/059)

b) Banking Checks for period 10-01-2022 to 14-03-2022.

The Banking Checks were carried out by Cllrs Stacey & Kops and all documents were signed.

c) To approve schedule of Clerks Smoothed Salary

Cllrs reviewed the document presented by the Clerk and Cllr Papworth proposed that the schedule of Clerks Salary be approved for payment subject to PAYE deductions, seconded Cllr Nancekivell. All in Favour – Motion Carried. (RR2021/060)

10.3.22 Cllr reports and Items for future agendas:

Cllr Brown asked that discussions on a large Christmas tree in the square for Christmas be put on May Agenda.

11.3.22 Confirmation of next meeting date:

The Annual Parish meeting will be on Monday 11th April 2022 at 7.30pm in the Clinton Hall.

The next meeting will be on Monday 9th May 2022 at 7.30pm in the Clinton Hall – this will be the Annual Parish Council meeting.

Please note that any changes to the meeting date or venue will be updated on the Website.

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

Appendix A: Policy Review Schedule May 2022-April 2024 as approved.

May 2022 – April 2023

Policy Number	Policy Title	Meeting scheduled for Review
MPC/001	Standing Orders	May
MPC/002	Code of Conduct	May
MPC/003	Financial Regulations	May

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MPC/004	Scheme of Delegation	May
MPC/005	Complaints & Grievances Procedure	September
MPC/006	Data Retention & Disposal policy	September
MPC/009	Anti-fraud & Corruption Policy	July
MPC/010	Confidential Reporting Policy	July
MPC/012	Risk Management Policy	July
MPC/013	Internal Financial Control Policy	November
MPC/015	Health & Safety	March
MPC/016	Lone worker Policy	March
MPC/019	Internal Audit Policy	March
MPC/020	Disciplinary Procedure	November
MPC/022	Reserves Policy	November

May 2023 – April 2024

Policy Number	Policy Title	Meeting scheduled for Review
MPC/001	Standing Orders	May
MPC/002	Code of Conduct	May
MPC/003	Financial Regulations	May
MPC/004	Scheme of Delegation	May
MPC/007	Freedom of Information Policy	September
MPC/008	Equality & Diversity Policy	September
MPC/011	Press & Media policy	July
MPC/012	Risk Management Policy	July
MPC/013	Internal Financial Control Policy	November
MPC/014	Data Protection Policy	September
MPC/017	Cllr Emails and Own Device Policy	March
MPC/018	Removable Media Policy	March
MPC/019	Internal Audit Policy	March
MPC/021	Training Policy	November
MPC/022	Reserves Policy	November

Appendix B: Financial Schedule as presented and approved.

Pre-authorised payments made since last meeting:

Payment Ref	Amount	Payee	Details	Power	Minutes Ref & RR
PM2022/041	£85.00	D.A.K. Services	Installation of electrics for Defib at Malt Scoop.	Public Health Act 1936 s.234	7.1.22 f) RR2021/046
PM2022/042	£271.44	Alice Turner	Clerks Salary (Jan 2022)	LGA 1972 S.112	12.5.21 b) RR2021/015
PM2022/043	£271.44	Alice Turner	Clerks Salary (Feb 2022)	LGA 1972 S.112	12.5.21 b) RR2021/015
Total	£627.88				

Payments for authorisation (retrospective approval):

Payment Ref	Amount	Payee	Details	Power	Funding Source
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PM2022/044	£58.50	Alice Turner	Clerks Expenses (Feb & March 2022)	LGA 1972 S.111	Staff Costs/ Office Exp. & Training
TOTAL	£58.50				

Receipts since last meeting for information:

Payment Ref	Method	Details	Amount
PR2022/013	Bacs	Grant from Clinton Hall for new Defib.	£1,320.00
TOTAL			£1,320.00

Monies held as Reserves (after payments):

Amount	Details
£1,500.00	Election cost (Earmarked Reserve)
£8,000.00	Square Improvements (Earmarked Reserve)
£1,824.37	Defibrillator Fund (Earmarked Reserve)
£636.00	TAP Fund (Earmarked Reserve)
£54.37	Defibrillator Supplies (Earmarked Reserve)
£417.88	Assets Fund (Earmarked Reserve)
£100.00	Hall Hire (Earmarked Reserve)
£2,000.00	Precept Contingency
£750.00	General Reserve
£15,282.62	TOTAL

Bank Situation

Bank Total 14/03/2022	£18,522.73
Less Payments pending	£58.50
Plus receipts Received (if after Bank date)	£0.00
Less Money held as reserves	£15,282.62
Available Balance	£3,181.61

Signed as a true record: Steve Papworth

Printed: Cllr. S. Papworth Date: 09/05/2022

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