

Merton Parish Council

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Minutes of the Council meeting held on Monday 9th May 2022 at 7:30pm at the Clinton Hall, Merton.

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

Also in attendance: Alice Turner (Clerk) & County Cllr Saywell (arrived 7.50pm).
No members of the public attended.

BUSINESS TRANSACTED

1.5.22: 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 once the draft minutes are published.

2.5.22: Election of Chair

Cllr Papworth called for nominations for the office of Chair.

[Cllr Brown proposed that Cllr Papworth be elected as Chair, seconded Cllr Nancekivell](#) , Cllr Papworth accepted the nomination, [All in Favour – Motion Carried \(RR2022/001\)](#) no other nominations were received.

Cllr Papworth signed the declaration of acceptance of office of Chair.

3.5.22 Election of Vice-Chair

Cllr Papworth called for nominations for the office of Vice-Chair.

[Cllr Papworth proposed that Cllr Twomey be elected as Vice Chair, seconded Cllr Brown](#), Cllr accepted the nomination, [All in Favour – Motion Carried \(RR2022/002\)](#) no other nominations were received.

Cllr Twomey signed the declaration of acceptance of office of Vice-Chair.

4.5.22 Apologies for absence:

The Clerk reported that she had received apologies from Cllr Kops (family commitment).

[Cllr Brown proposed that apologies for absence be approved from Cllr Kops \(family commitment\)](#), seconded Cllr Nancekivell. [All in Favour – Motion Carried. \(RR2022/003\)](#)

5.5.22: Minutes of the Last Meeting. [Minutes available on the website.](#)

Cllrs to consider the approval of Minutes of the meeting held Monday 14th March 2022.

[Cllr Papworth proposed that the Minutes of the meeting held on the 14th March 2022 be signed as a true and accurate record, seconded Cllr Twomey.](#) 5 in Favour, 1 abstained – Motion Carried. (RR2022/004)

6.5.22: Declarations of Interest: None at this time

7.5.22: Public Speaking Time: No members of the public present.

8.5.22: District / County Councillors & Police Reports.

a) County Cllr Andrew Saywell

Cllr Saywell gave a report which covered updates on funding, that the A386 is now fully reopened. Cllr Saywell also reported that the speed survey data was corrupted and will be redone.

Cllr Stacey queried road patching in the middle of the road through Merton.

b) District Cllr Richard Wiseman – No report received.

c) Police report - FPCSO Brown – No report received.

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9.5.22 Year End Financial documents. (Clerk)

[All item 9.5.22 documents are available on the website \(meeting documents page\)](#)

- a) **To receive Internal Auditors Report for financial year 2021-22 – Noted by Cllrs.**
- b) **To approve Certificate of Exemption from External Audit for the 2021-2022 year.**
Cllr Papworth proposed that the Council approve the Certificate of Exemption from External Audit for the 2021 – 2022 year, seconded Cllr Nancekivell. All in Favour – Motion Carried (RR2022/005)
- c) **To complete and approve Annual Governance Statement 2021-22.**
Cllr Papworth read out the assertions and Cllrs responded to each point. Cllr Lang proposed that the Council approve the Annual Governance Statement 2021-22 as completed, seconded Cllr Twomey. All in Favour – Motion Carried (RR2022/006)
- d) **To approve Annual Accounting Statement 2021-22 & supporting documents.**
Cllr Lang proposed that the Council approve the Annual Accounting Statement 2021-22 & supporting documents, seconded Cllr Twomey. All in Favour – Motion Carried (RR2022/007)
- e) **Dates for Exercise of Public rights. (1st June 2022 to 14th July 2022) for information.**
Cllrs noted the dates for the Exercise of public rights.
- f) **To receive and approve the Year End 2021-22 Budget report and virements.**
Cllr Twomey proposed that the Council approve the Year End 2021-22 Budget report and virements, seconded Cllr Brown. All in Favour – Motion Carried (RR2022/008)

10.5.22 Council Documents & Policies

Cllrs to consider/review the following policies available on the website (Council Policies page):

- a) [**MPC 001 Standing Orders V4.0 R2**](#)
- b) [**MPC 002 Code of Conduct V2.0 R3**](#)
- c) [**MPC 003 Financial Regulations V3.0 R1**](#)
- d) [**MPC 004 Scheme of Delegation V2.0 R3**](#)

Cllrs discussed the documents and as documents MPC 001, 002, 003, 004 were for annual review with no amendments required Cllrs agreed to review them together.

Cllr Papworth proposed that the following policies be accepted without amendments: MPC 001 Standing Orders V4.0 R2, MPC 002 Code of Conduct V2.0 R3, MPC 003 Financial Regulations V3.0 R1 and MPC 004 Scheme of Delegation V2.0 R3, seconded Cllr Brown. All in Favour – Motion Carried. (RR2022/009)

11.5.22 Annual Review and approval of: (Clerk/Chair)

- a) **Annual Subscription to NALC/DALC £72.34 (£64.00 ex. VAT)**
Cllr Brown proposed that the Annual subscription to DALC/NALC for £72.34 be approved, seconded Cllr Twomey. All in Favour – Motion Carried (RR2022/010)

Power to spend: LGA 1972 s.143 (1)(b) Budget: Prof. Fees/Subs

- b) **Consideration of Grant payments**
£1000 Merton Jubilee Celebrations (*Power to Spend: LGA 1972 S.137 - Budget provision: £300 standing grants, £500 EMR 'precept 2022-23', £200 EMR 'General'*),
Cllr Brown proposed that the pre-approved grant for £1000 for the Merton Parish Celebration of the Platinum Jubilee be paid to the committee, seconded Cllr Nancekivell. All in Favour – Motion Carried (RR2022/011)

Power to spend: LGA 1972 s.137. (Expenditure in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure.)

£100 Plough Arts Centre, £50 North Devon Records Office, £50 Citizens advice (*Power to spend: LGA 1972 s.137 Budget: Grants/other donations*)

Cllr Papworth proposed that the following grants be paid: N.D Records Office £50, Plough Arts Centre £100 & Citizens Advice Bureau £50, seconded Cllr Brown. All in Favour – Motion Carried (RR2022/012)

Power to spend: LGA 1972 s.137. (Expenditure in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure.)

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c) Cllrs roles and membership on external groups (see [Agenda Support Document](#))

Description	Current Councillor in role
Church Yard committee rep(s)	Cllrs Papworth & Stacey
Playground committee rep(s)	Cllrs Twomey & Stacey
Clinton Hall Committee rep(s)	Cllr Brown & Cllr Kops
Defibrillator	Cllr Papworth
Liaison with Handyman/Grass Cutting	Cllr Papworth/Clerk
Snow Warden	Cllr Brown
Asset inspection	All Councillors

Cllr Laura proposed that the Cllrs as discussed be appointed to the roles and memberships, seconded Cllr Lang. All in Favour – Motion Carried (RR2022/013)

d) [Cllrs to review Asset register](#) (or available on the Council audit page on the website)

Cllr Lang that the asset register as presented be approved, seconded Cllr Twomey. All in Favour – Motion Carried (RR2022/014)

e) Asset inspection arrangements (see [Agenda Support Document](#))

Cllrs agreed on which assets to inspect and asked that the Clerk circulate the inspection sheets.

f) Approval of Annual Planner May 2022 - March 2023 as presented at the Meeting.

Cllr Papworth proposed that the Council approve the Annual Planner May 2022 - March 2023 as presented at the Meeting, seconded Cllr Lang. All in Favour – Motion Carried (RR2022/015)

g) To Review and Approve the Council's insurance arrangements - Documents to be presented at the meeting.

Cllr Nancekivell proposed that the Council approve the insurance renewal for £605.90, seconded Cllr Papworth. All in Favour – Motion Carried (RR2022/016)

Power to spend: LGA 1972 S.111 Funding Source: Admin / Insurance

12.5.22: Current & New Business.

a) Traffic & Highways Concerns (Chair)

No items raised.

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

Cllr Nancekivell to obtain quote for consideration.

c) Update on Jubilee Celebrations (Cllr Stacey)

Cllr Stacey gave an overview of the events so far and upcoming.

d) Discussion on installation of safety rail on footpath by Garage (Cllr Stacey/Chair)

Cllr Papworth reported that there was no update at this time.

e) Painting of some of the rubbish bins (Cllr Lang)

Cllr Lang offered to paint and agreed to source the paint.

f) Discussion on receiving of Council documents by email (Cllr Lang)

Cllr Lang raised concerns with accessing the Councillor email accounts, the Clerk agreed to re-issue login information to all Cllrs.

g) Lytch Gate – Porch Roof (Cllr Stacey)

Cllr Papworth reported that he has contacted the minister of the Lytch gate regarding ownership.

Cllr Papworth reported that the Church is looking into the maintenance of this. This is not the responsibility of the Parish Council.

h) Discussions on a large Christmas tree in the square for Christmas (Cllr Brown)

Cllr Brown suggested that the Council contact the Estate regards the installation of a Christmas. Cllr Brown to report back to the next meeting.

13.5.22: Finance (Clerk) 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 \(Appendix A\)](#) and Cllr Papworth proposed that the Council approve the financial schedule as presented, seconded Cllr Twomey. All in Favour – Motion Carried. (RR2022/017)

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b) Banking Checks for period 14-03-2022 to 08-05-2022.

The Banking Checks were carried out by Cllrs Papworth and Lang and all documents were signed.

14.5.22: Clerks Reports:

a) Update on purchasing Defibrillator & installing outside the Hall

The Clerk reported that the Defibrillator had arrived and required setting up, but the cabinet is still pending.

b) Notification of new employment as Clerk & RFO to East Worlington & Spreyton Parish Councils – Noted.

15.5.22 Cllr reports and Items for future agendas:

Cllr Twomey – Reported that recycling is still spilling items out of the lorry.

Cllr Brown – reported that the wildlife group has folded and they will be transferring the remaining funds to the Council for the maintenance of memorial orchard.

16.5.22: Confirmation of the next Council meeting:

The next meeting will be on Monday 11th July 2022 at 7.30pm at The Clinton Hall.

Please note that any changes to meeting dates or venue will be posted on the Website.

There being no further business the Chair closed the meeting at 9pm.

Appendix A: Financial Schedule.

Pre-authorised payments made since last meeting:

Payment Ref	Amount	Payee	Details	Power	Minutes Ref & RR
PM23/001	£319.00	Alice Turner	Clerks Salary (March 2022 & Retro 21-22)	LGA 1972 S.112	12.5.21 b) RR2021/015 & 8.3.22 c) RR2021/058
PM23/002	£275.18	Alice Turner	Salary (April 2022)	LGA 1972 S.112	12.5.21 b) RR2021/015
PM23/003	£1,668.19	Alice Turner	Reimbursement (New Defibrillator)	Public Health Act 1936 s.234	7.1.22 f) RR2021/046
Total	£2,262.37				

Payments for authorisation (retrospective approval):

Payment Ref	Amount	Payee	Details	Power	Funding Source
(PM2022/045)	£35.00	ICO	Annual subscription	LGA 1972 S.111	Prof. fees/ICO
PM23/004	£14.40	Clinton Hall	March Hall Hire	LGA 1972 S.111	Admin/Hall Hire
PM23/005	£72.34	DALC	Annual Membership (NALC & DALC)	LGA 1972 s.143 (1)(b)	Prof. Fees/Subs
PM23/006	£134.22	Alice Turner	Expenses (April & May 2022)	LGA 1972 S.111 & S.112	Staff Costs/Office Exp + Salary & Costs + Prof Fees./Audit

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PM23/007	£14.40	The Clinton Hall	April Hall Hire	LGA 1972 S.111	Admin/Hall Hire
PM23/008	£605.90	Arthur J. Gallagher Insurance	Annual Insurance	LGA 1972 S.111	Admin/Insurance
PM23/009	£1,000.00	Merton Jubilee Planning Group	Donation to Parish Celebration	LGA 1972 S.137	EMR's & Grants/Standing grants
TOTAL	£1,841.26				

Receipts since last meeting for information:

Payment ref	Method	Details	Amount
PR23/001	Bacs	1st half precept	£6,710.00
PR23/002	Bacs	HMRC 2021-2022 VAT Reclaim	£310.28
TOTAL			£7,020.28

Monies held as Reserves (after payments):

Amount	Details
£1,500.00	Election cost (Earmarked Reserve)
£8,000.00	Square Improvements (Earmarked Reserve)
£2,305.62	Defibrillator Fund (Earmarked Reserve)
£636.00	TAP Fund (Earmarked Reserve)
£238.30	Defibrillator Supplies (Earmarked Reserve)
£667.88	Assets Fund (Earmarked Reserve)
£100.00	Hall Hire (Earmarked Reserve)
£2,000.00	Precept Contingency
£750.00	General Reserve
£328.64	Staff Costs & Training (Earmarked Reserve)
£16,526.44	TOTAL

Bank Situation

Bank Total 09/05/22	£23,187.14
Less Payments pending	£1,841.26
Plus receipts Received (if after Bank date)	£0.00
Less Money held as reserves	£16,526.44
Available Balance	£4,819.44

Signed: Steve Papworth Date: 11th July 2022

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