

# **Merton Parish Council**

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## **Minutes of the Council meeting held on Monday 11<sup>th</sup> July 2022 at 7:30pm at the Clinton Hall, Merton.**

**Cllrs Present:** Steve Papworth (Chair), Brian Stacey, Nigel Lang & Giles Kops.

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

### **BUSINESS TRANSACTED**

#### **1.7.22 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.

#### **2.7.22 Apologies for absence:**

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

The Clerk reported that she had received apologies from Cllr Nancekivell (work), Cllr Twomey (Family commitment) & Cllr Brown (personal reasons).

Cllr Papworth proposed that the apologies from Cllr Nancekivell (work), Cllr Twomey (Family commitment) & Cllr Brown (personal reasons) be approved, seconded Cllr Lang. All in Favour – Motion Carried (RR2022/018)

Apologies were also received from Cllr Andrew Saywell who would be arriving late.

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

Cllrs to consider the approval of the Minutes of the meeting held on the 9<sup>th</sup> May 2022.

Cllr Papworth proposed that the Minutes of the meeting held on 9<sup>th</sup> May 2022 be approved and signed as a true and accurate record, seconded Cllr Stacey. All in Favour – Motion Carried (RR2022/019)

#### **4.7.22 Declarations of Interest: None declared at this time.**

#### **5.7.22 Public Speaking Time: No members of the public present.**

#### **6.7.22 District / County Councillors & Police Reports.**

##### **a) County Cllr Andrew Saywell.**

County Cllr Saywell reported that the proposal to extend double yellow lines has been passed by HATOC, the target for works is by the end of the financial year, but will hopefully be in the autumn rather than March.

The DCC Chief Executive is to retire in August, the County may possibly appoint an interim Chief Exec. The earliest that could appoint Full time Chief Exec. is the end of the Council year.

DCC is currently looking at an approx. £30k overspend at Year End, reserves can cover this year, but this can't continue going forward. The Council will be reviewing how it provides services.

##### **b) District Cllr Richard Wiseman – No report received.**

##### **c) Police report - FPCSO Brown**

No Crimes or incidents were recorded between 10-06-2022 and 09-07-2022.

#### **7.7.22 Council Documents & Policies**

[Cllrs to consider/review the following policies available on the website](#)

- MPC 009 Anti-fraud & Corruption Policy V1.0 R3

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- **MPC 010 Confidential Reporting Policy V1.0 R3**
- **MPC 012 Risk Management Policy V4.0 – Updated version.**

Cllr Stacey proposed that the Council approve and ratify with immediate effect MPC 009 Anti-fraud & Corruption Policy V1.0 R3, MPC 010 Confidential Reporting Policy V1.0 R3 and MPC 012 Risk Management Policy V4.0, seconded Cllr Kops. All in Favour – Motion Carried (RR2022/020)

#### **8.7.22 Current & New Business:**

##### **a) Traffic & Highways Concerns (Chair)**

Cllr Stacey reported that there are still defects in the centre of the road before the garage going out of the village.

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

Deferred to next meeting.

##### **c) Update on Jubilee Celebrations (Chair)**

Cllr Papworth reported that several events were held to celebrate the jubilee and were well received.

##### **d) Update on installation of safety rail on footpath by Garage – Cllr Stacey/Chair.**

No update at this time. The Clerk was asked to look into the conservation area for village.

##### **e) Update on painting of some of the rubbish bins & relocation of Noticeboard to Bus stop in the Square – Cllrs Lang & Papworth.**

Cllr Lang reported that the bin in the square had been repainted.

Cllrs Lang & Papworth to relocate the Noticeboard to the bus shelter in the Square.

##### **f) Discussions on a large Christmas tree in the square for Christmas (Cllr Brown)**

Deferred to next meeting.

##### **g) Update on siting of Post Box in the Square (Chair)**

The Chair reported that the sitting had been agreed but that the installation is still pending.

##### **h) Discussion on proposed electric charging point to be installed at the Clinton hall (Chair/Cllr Kops)**

Cllr Kops reported on the scheme and Cllrs discussed the information which had been circulated. Cllrs raised no objections to the scheme in principle.

##### **i) Discussion on Emptying of Bin in play area (Chair)**

The Chair reported that this has now been done and the Council agreed to continue to monitor the situation.

##### **j) Discussion on servicing of Council Laptop (Clerk)**

The Clerk reported that she has been having issues with the Council Laptop and that it has not been serviced since before she took office in 2019, the Council agreed that she should get quotes and liaise with the Chair.

#### **9.7.22 Clerks reports to include:**

##### **a) Notification of Clerks Annual leave (1wk) 22<sup>nd</sup> to 28<sup>th</sup> August inclusive.**

##### **b) Update on Defibrillator for outside the Hall**

The Clerk reported that the AED Cardiac G5 defibrillator has arrived and is now at the Clinton Hall, she reported that the cabinet is lost in transit and that a claim has been started with the courier, a new cabinet will be ordered.

#### **10.7.22 Finance: Clerk to present documents for this item at the Meeting.**

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

Cllrs received the [financial schedule including bank reconciliation which can be found in Appendix A](#).

Cllr Papworth proposed that the financial schedule including bank reconciliation be approved, seconded Cllr Stacey. All in Favour – Motion Carried (RR2022/021)

**b) Banking Checks for period 09-05-2022 to 10-07-2022.**

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

**c) To receive 1<sup>st</sup> quarter Budget report & Virements.**

Cllr Kops proposed that the 1<sup>st</sup> quarter budget report including virements be approved, seconded Cllr Papworth. All in Favour – Motion Carried (RR2022/022)

**11.7.22 Cllr reports and Items for future agendas: No items raised for future agendas.**

**12.7.22 Confirmation of next meeting date:**

**The next meeting will be on Monday 12<sup>th</sup> September 2022 at 7.30pm in the Clinton Hall.**

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

**13.7.22 Confidential matters (PART II) Public Bodies (Admission to Meetings) Act 1960 s1 (2)**

**a) Resolution required to move the Council into Part II.**

Cllr Papworth proposed that due to the sensitive items to be discussed that the Council move to Part II, seconded Cllr Kops. All in Favour – Motion Carried (RR2022/023)

The Clerk reported that the audio recording had been stopped.

**b) Discussion on proposed revision of Clerks Hours (Chair/Clerk) *Contains sensitive employment information.***

**c) Discussion on revision to Parking Permit Scheme (Clerk) *Contains commercially sensitive information.***

**d) Discussion on request from developer for Parking arrangement and associated fees (Clerk) *Contains commercially sensitive information.***

**e) The Chair to return the meeting to public session to hear resolutions**

- Cllr Papworth proposed that the Council approve a change to the Clerks hours of 4-6hrs/week at her discretion until the September meeting at which point a review will be carried out, seconded Cllr Kops. All in Favour – Motion Carried (RR2022/024)
- Cllr Papworth proposed that the Council approve an increase in the Parking Permit fees for the square to £2 per permit as of September 2022, seconded Cllr Kops. All in Favour – Motion Carried (RR2022/025)
- Cllr Papworth proposed that the Council approve the Contractors for the development behind the Malt Scoop, parking in the square Monday-Friday during the day with 3 monthly reviews to be carried out and authorised the Clerk to draw up and agree a contract with the developer, seconded Cllr Kops. All in Favour – Motion Carried (RR2022/026)

There being no further business the Chair closed the meeting at 9.15pm.

**Appendix A: Financial Schedule and Bank reconciliation.**

**Pre-authorised payments made since last meeting:**

| Payment Ref  | Amount         | Payee        | Details            | Power          | Minutes Ref & RR      |
|--------------|----------------|--------------|--------------------|----------------|-----------------------|
| PM23/014     | £274.98        | Alice Turner | Salary (May 2022)  | LGA 1972 S.112 | 12.5.21 b) RR2021/015 |
| PM23/015     | £163.62        | Alice Turner | Salary (June 2022) | LGA 1972 S.112 | 12.5.21 b) RR2021/015 |
| <b>Total</b> | <b>£438.60</b> |              |                    |                |                       |

**Payments for authorisation (retrospective approval):**

| Payment Ref | Amount | Payee | Details | Power | Funding Source |
|-------------|--------|-------|---------|-------|----------------|
|-------------|--------|-------|---------|-------|----------------|

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|              |                |               |                             |                           |                                         |
|--------------|----------------|---------------|-----------------------------|---------------------------|-----------------------------------------|
| (PM23/013)   | £73.20         | P. Hipkin     | Plants for Flowerbed        | Open Spaces Act 1906 S.10 | Assets/Maint.                           |
| (PM23/016)   | £249.99        | Kompan        | Inspection of Play area     | LG(MP)A 1976 s.19         | Assets/Play area                        |
| (PM23/017)   | £67.90         | S. Jennings   | Grass Cutting & Maint.      | Highways Act 1980 S.96    | R.C/Grass cutting                       |
| (PM23/018)   | £97.34         | S. Jennings   | Grass Cutting & Maint.      | Highways Act 1980 S.96    | R.C/Grass cutting                       |
| (PM23/019)   | £25.00         | DW Decorating | Paint for litter bins       | LGA 1972 S.137            | Assets/Maint.                           |
| PM23/020     | £112.73        | Alice Turner  | Expenses (June & July 2022) | LGA 1972 S.111 & S.112    | SC/costs & SC/Office exp. & SC/Training |
| <b>TOTAL</b> | <b>£626.16</b> |               |                             |                           |                                         |

**Monies held as Reserves (after payments):**

| <b>Amount</b>     | <b>Details</b>                             |
|-------------------|--------------------------------------------|
| £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) |
| <b>£16,526.44</b> | <b>TOTAL</b>                               |

**Bank Situation**

|                                             |                   |
|---------------------------------------------|-------------------|
| <b>Bank Total 11/07/22</b>                  | <b>£20,193.85</b> |
| <b>Less Payments pending</b>                | <b>£112.73</b>    |
| <b>Plus income received after Bank date</b> | <b>£0.00</b>      |
| <b>Less Money held as reserves</b>          | <b>£16,526.44</b> |
| <b>Available Balance</b>                    | <b>£3,554.68</b>  |

**Bank & Cash book Reconciliation: 11<sup>th</sup> July 2022.**

| <b>Bank Reconciliation</b>                        | <b>AMOUNT</b> | <b>TOTAL</b>      |
|---------------------------------------------------|---------------|-------------------|
| Balance per bank statement as of 31st March 2022: | £18,429.23    | £18,429.23        |
| Less: total of Payments                           | £5,255.66     | £13,173.57        |
| Plus: total of Receipts                           | £7,020.28     | £20,193.85        |
| Plus: Payments pending                            | £0.00         | <b>£20,193.85</b> |
| Bank Total as of 11 <sup>th</sup> July 2022       |               | <b>£20,193.85</b> |

|                                                                      |                   |
|----------------------------------------------------------------------|-------------------|
| <u>Cash Book:</u> Opening Balance 01/04/2022                         | £18,429.23        |
| Add: Receipts in the year to date                                    | £7,020.28         |
| Less: Payments in the year to date                                   | £5,255.66         |
| Closing balance per cash book [receipts & payments] as of 11/07/2022 | <b>£20,193.85</b> |

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## **Appendix B: 1<sup>st</sup> Quarter Budget report and virements.**

### **Income:**

| Heading         | 2022/23 Budget  | Income 30-06-22 | Difference      | Notes                                      |
|-----------------|-----------------|-----------------|-----------------|--------------------------------------------|
| Precept         | £13,420.00      | 6710.00         | -6710.00        | 1st half received, 2nd half due end Sept.  |
| Parking Permits | £15.00          | 0.00            | -15.00          | Permits not due until Sept.                |
| Other/grants    | £400.00         | 0.00            | -400.00         | Grass cutting grant not due to end of year |
| <b>TOTAL</b>    | <b>13835.00</b> | <b>6710.00</b>  | <b>-7125.00</b> |                                            |

### **Expenditure:**

| Heading                | 2022/23 Budget   | Expenditure to 30-06-2022 | Difference       | Over/Under/On Budget | NOTES                          |
|------------------------|------------------|---------------------------|------------------|----------------------|--------------------------------|
| <b>STAFF COSTS</b>     | <b>£4,200.00</b> | <b>£1,215.22</b>          | <b>£2,984.78</b> | <b>Under</b>         |                                |
| Salary (& costs)       | £3,700.00        | £1,063.03                 | £2,636.97        | Under                |                                |
| Office Expenses        | £400.00          | £135.19                   | £264.81          | Under                |                                |
| Training               | £100.00          | £17.00                    | £83.00           | Under                |                                |
| <b>ADMIN</b>           | <b>£905.00</b>   | <b>£634.70</b>            | <b>£270.30</b>   | <b>Under</b>         |                                |
| Insurance              | £550.00          | £605.90                   | -£55.90          | Over                 | Virement to Balance            |
| IT                     | £155.00          | £0.00                     | £155.00          | Under                |                                |
| Hall Hire              | £100.00          | £28.80                    | £71.20           | Under                |                                |
| Contingency            | £100.00          | £0.00                     | £100.00          | Under                |                                |
| <b>RUNNING COSTS</b>   | <b>£400.00</b>   | <b>£160.24</b>            | <b>£239.76</b>   | <b>Under</b>         |                                |
| Grass Cutting & Maint. | £400.00          | £160.24                   | £239.76          | Under                |                                |
| <b>PROF. FEES</b>      | <b>£310.00</b>   | <b>£119.00</b>            | <b>£191.00</b>   | <b>Under</b>         |                                |
| Audit                  | £200.00          | £55.00                    | £145.00          | Under                | Vire £55.90 to Admin/Insurance |
| ICO                    | £35.00           | £0.00                     | £35.00           | Under                |                                |
| Subs                   | £75.00           | £64.00                    | £11.00           | Under                |                                |
| <b>ASSETS</b>          | <b>£2,200.00</b> | <b>£294.33</b>            | <b>£1,905.67</b> | <b>Under</b>         |                                |
| Maintenance            | £250.00          | £86.00                    | £164.00          | Under                |                                |
| Purchases              | £500.00          | £0.00                     | £500.00          | Under                |                                |

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|                         |                   |                  |                   |              |  |
|-------------------------|-------------------|------------------|-------------------|--------------|--|
| Defibrillator           | £450.00           | £0.00            | £450.00           | Under        |  |
| Play Equipment          | £1,000.00         | £208.33          | £791.67           | Under        |  |
| <b>GRANTS/DONATIONS</b> | <b>£520.00</b>    | <b>£500.00</b>   | <b>£20.00</b>     | <b>Under</b> |  |
| Standing Grants         | £300.00           | £300.00          | £0.00             | ON           |  |
| Poppy Wreath            | £20.00            | £0.00            | £20.00            | Under        |  |
| Other Grants/Donations  | £200.00           | £200.00          | £0.00             | ON           |  |
| <b>RESERVES</b>         | <b>£5,800.00</b>  | <b>£0.00</b>     | <b>£5,800.00</b>  | <b>Under</b> |  |
| General                 | £500.00           | £0.00            | £500.00           | Under        |  |
| EMR Play Equipment Fund | £4,300.00         | £0.00            | £4,300.00         | Under        |  |
| Precept Contingency     | £1,000.00         | £0.00            | £1,000.00         | Under        |  |
| <b>TOTALS</b>           | <b>£14,335.00</b> | <b>£2,923.49</b> | <b>£11,411.51</b> | <b>Under</b> |  |

**Summary of Virement recommended**

| From               | Amount | To                |
|--------------------|--------|-------------------|
| Prof. Fees / Audit | £55.90 | Admin / Insurance |

*Prepared by Alice Turner R.F.O*

Signed: Steve Papworth Date: 10<sup>th</sup> October 2022

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