

Merton Parish Council

www.mertondevon.com /01837 83484 / clerk.mertonparishcouncildevon@gmail.com

Notice is hereby given that an Extra-Ordinary Parish Council meeting will take place on Monday 12th June 2023 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.

AGENDA

Audio recording maybe in progress from 1.6.23 to assist with taking the Minutes.

1.6.23 Welcome:

Chair to open meeting and inform the meeting if a recording is being taken to assist in the preparation of the minutes, the recording will be deleted once the Minutes are drafted.

2.6.23 Apologies for absence:

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

3.6.23 Co-option Vacancies (Clerk)

Cllrs to consider candidates who have completed the required [Co-option form](#) and have been confirmed as eligible to stand prior the Meeting.

4.6.23 Minutes of the Last Meeting (Chair): [draft minutes on the website from 08-06-23.](#)

Cllrs to consider the approval of the Minutes of the meeting held on 30th March 2023 & 10th May 2023 – Annual Council Meeting.

5.6.23 Declarations of Interest:

Cllrs to declare any interests they may have in items on this agenda, including the nature of the interest. Cllrs are reminded of their responsibility to keep their Register of Interests updated.

6.6.23 Public Speaking Time:

Members of the public are invited to speak on issues on this Agenda, or on other matters which the council has some control over. Members of the public may not speak during other items. Any items raised will not be discussed at this meeting but may be added to the next Agenda.

7.6.23 District / County Councillors Reports.

a) County Cllr Andrew Saywell.

Including update on Bus Services 315, 345 and 377 from 5th June 2023. [From 5th June 2023 services 315, 345 and 377 will be replaced by services 5A, 5B and 5C, operated by Stagecoach. All services will leave from Exeter Bus Station. The new timetables, updated to 23rd May can be found using this link.](#)

b) District Cllrs: Cllr Cheryl Cottle-Hunkin & Cllr Chris Wheatley

8.6.23 New Planning Application for consideration (Chair)

Enter the planning application number at <https://publicaccess.torridge.gov.uk/online-applications/> to view the documents.

- a) 1/0372/2023/FULM Application for reserved matters (appearance, landscaping and layout) pursuant to permission 1/0728/2014/OUT (Amended Drawings and Drainage) (Variation to condition 2 of 1/0541/2018/REMM - Plans schedule relating to plot no. 23) at Land Adjacent to Malt Scoop, Merton – Consultation deadline 15th June 2023.

9.6.23 Year End Financial documents (embedded as links). (Clerk)

- a) [To approve Certificate of Exemption from External Audit for the 2022-2023 year.](#)
b) [To receive Internal Auditors Report for financial year 2022-23.](#)
c) [To complete and approve Annual Governance Statement 2022-23.](#)

- d) [Cllrs to approve the Asset Register as of 31st March 2023.](#)
- e) [To approve Annual Accounting Statement 2022-23, the Year-End Bank Reconciliation and Explanation of Variances 2022-23.](#)
- f) Exercise of Public rights. (3rd July 2023 to 11th August 2023) for information.
- g) To receive and approve the Year End 2022-23 Budget report & virements as presented at the meeting.

10.6.23 Current & New Business:

- a) Cllrs roles and membership on external groups

Description	Position currently held by:
Church yard Committee Rep(s)	Cllr Papworth
Clinton Hall Committee Rep(s)	Cllr Kops
Defibrillator (Malt Scoop) Guardian	Cllr Papworth
Defibrillator (Clinton Hall) Guardian	
Liaison with Handyman	Cllr Papworth & Clerk
Snow Warden	Mr Brown
Asset Inspections	All Cllrs.

- b) Drainage Issues with the Square - update (Cllr Nancekivell)

- c) Release of Grant payments (Clerk)

£300 Merton Churchyard Committee (*Power to Spend: LGA 1972 S.137 - Budget: Grants/standing grants*), £100 Plough Arts Centre, £50 North Devon Records Office, £50 Citizens advice (*Power to spend: LGA 1972 s.137 Budget: Grants/other donations*)

- d) The Clinton Hall Committee are asking for contribution to the upkeep and maintaining the public toilet, attached to the hall. (Chair/Clerk)

This is a facility is currently available and used by many of the parish. They are looking for £365 per year, to cover utilities, cleaning, toilet rolls, hand towels etc.

Power: Public Health Act 1936 S.87 Funding Source: to be discussed.

- e) Change of Charity Status for Clinton Hall Committee (Chair/Clerk)

Information received from Cllr Kops: "The committee is looking to change the status of the charity from unincorporated to an incorporated charity. The main reason behind this is that then the trustees are not personally liable for any issues (mainly financial). My understanding is it has little effect on the running of the hall etc and we already provide accounts to HMRC. The question is, does this need to be discussed / agreed at the Parish Council or can we just make the change".

- f) Cllrs to discuss facilitating a parish meeting with Gilbert & Goode (Chair)

- g) Discussion on maintenance of tyre planters at the top of the village (Chair)

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

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

- b) Banking Checks for period 10-05-2023 to 12-06-2023.

12.6.23 Clerks/Cllr reports and Items for future agendas:

Cllrs are respectfully reminded that this is not an opportunity for debate or decision making.

- a) Update on relocation of Post Box in the Square (Chair)
- b) Notification of Annual Leave 26th July 2023 to 30th July 2023 inclusive (Clerk)
- c) [Community Wellbeing event in Merton on Monday 10 July 2023](#) (Clerk)

13.6.23 Confirmation of next meeting date: Monday 10th July 2023 at 7.30pm.

Please note that any changes to the meeting date will be updated on the [Website](#).

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

- a) Resolution required to move the Council into Part II.
- b) To discuss any Parishioner correspondence – (*Information restricted by GDPR*).
- c) The Chair to return the meeting to public session to hear resolutions.

Steve Papworth Cllr Steve Papworth – Chair

Date: 7th June 2023.