

Merton Parish Council

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Minutes of the Annual Council meeting held on

Monday 13th May 2024 at 8.19pm at the Clinton Hall, Merton.

Cllrs Present:

Neil Littleales (outgoing Vice-Chair), Nigel Lang, Giles Kops, Gordon McLaughlan, and Rob Nancekivell

Also in attendance: No other persons present.

BUSINESS TRANSACTED

1.5.24: Election of Chair – To include signing of declaration of acceptance of office form.

Cllr Littleales called for nominations for the office of Chair.

Cllr Littleales indicated his interest, proposed by Cllr Lang, seconded by Cllr Nancekivell, Cllr Littleales accepted the nomination, no other nominations were received. [All in Favour – Motion carried \(RR2024/001\)](#)

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

2.5.24: Election of Vice-Chair – To include signing of declaration of acceptance of office form.

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

Cllr McLaughlan was proposed by Cllr Nancekivell, seconded Cllr Lang, no other nominations were received. [All in Favour – Motion carried \(RR2024/002\)](#)

3.5.24: Declarations of Interest

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

No interests were declared.

4.5.24: Apologies for absence:

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

Cllr Littleales reported that the Clerk was absent due to ill-health and that Cllr Papworth had submitted his apologies to the Clerk as he had a prior commitment.

Cllr Littleales proposed that apologies received be approved, seconded Cllr McLaughlan. [All in Favour – Motion carried \(RR2024/003\)](#)

5.5.24: Public Speaking Time – No members of the public present.

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

a) Annual Subscription to NALC / DALC £119.68 inc of VAT (net £104)

Cllr Littleales proposed that the annual subscription to the NALC and DALC of £119.68 inclusive of VAT be approved, seconded Cllr Lang. [All in Favour – Motion carried \(RR2024/004\)](#)

b) Review and Approve the Councils insurance under LTA for £640.25

Cllr Littleales informed the meeting that they are currently entering the final year of a 3 year agreement with the current provider (Hiscox) via Gallagher Insurance Brokers.

Cllr Littleales proposed that the Council approve the insurance renewal for £640.25, seconded by Cllr Kops. [All in Favour – Motion carried \(RR2024/005\)](#)

c) Cllrs roles and membership on external groups

Description	Position held by:
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Church Yard Committee Rep	Cllrs Papworth and McLaughlan
Clinton Hall Committee Rep	Not Required due to change in status.
Defibrillator (Malt Scoop) Guardian	Cllr Papworth
Defibrillator (Clinton Hall) Guardian	Cllr Papworth
Liaison with Handyman	Cllr Littleales & Clerk
Snow Warden	Cllr McLaughlan and Mr Brown
Asset Inspections	All Cllrs. List of responsibilities is required, and available for public view.

d) Release of Grant payments (Clerk)

£300 Merton Churchyard Committee – [Approved by all Cllrs](#)

£100 Plough Arts Centre – **Cllrs have questioned the need and asked for this to be investigated as to need before continuing the payment annually.**

£50 North Devon Records Office – [Approved by all Cllrs](#)

£50 Citizens Advice – [Approved by all Cllrs](#)

7.5.24: Finance Clerk (Clerk) to present documents for this item.

Due to absence of the Clerk this matter was deferred to the June meeting.

8.5.24: Cllr reports and Items for future agendas:

Cllr Kops requests that Speed Signs to be raised at the next meeting for discussion and action.

Cllr Nancekivell asks that we explore a method of being able to make better decisions sooner for items raised by the public at meetings. Perhaps going into Part 2 to discuss and then provide an answer to the public albeit dependent on financial / legislative considerations.

Cllr Littleales requested that an Actions List be raised to detail which actions are held by Cllrs for reporting.

Cllr Kops raised a request for review on how we manage the Annual Budget to allow public requests to be considered.

9.5.24: Confirmation of the next Council meeting:

a) Meeting for the AGAR is confirmed as the 10th June 2024.

b) The next scheduled meeting agreed as Monday 8th July 2024, 7.30pm at The Clinton Hall.

10.5.24: Confidential Items (Part II) Public Bodies (Admission to meetings) Act 1960 s1(2)

a) Cllr Littleales proposed that due to the sensitive nature of matters to be discussed the meeting should move to Part II, seconded by Cllr Lang. [All in Favour – Motion carried \(RR2024/006\)](#)

Cllr Littleales stopped the audio recording.

b) Solicitors advice relating to request for Merton Play Area Lease termination from TDC – Commercially and Legally sensitive information.

c) Drainage in the Square – to discuss work and quotes – Commercially sensitive information.

d) Cllr Littleales (Chair) returned the meeting to Public session to hear any resolutions.

[No resolutions were possible at this meeting.](#)

There being no further business Cllr Littleales closed the meeting.