

Merton Parish Council

www.mertondevon.com /07749 029928 / clerk.mertonparishcouncildevon@gmail.com

Minutes of the Extra-Ordinary Parish Council meeting held on Monday 10th June 2024 at 7:30pm at the Clinton Hall.

Cllrs Present: Neil Littleales (Chair), Giles Kops, Gordon McLaughlan (Vice-Chair) & Steve Papworth.

Also in attendance: Alice Turner (Clerk).

BUSINESS TRANSACTED

1.6.24 Welcome:

The Chair opened meeting and informed the meeting that a recording was being taken to assist in the preparation of the minutes, the recording will be deleted once the Minutes are drafted.

2.6.24 Apologies for absence:

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

Apologies were received from Cllr Nancekivell (Work) & Cllr Lang (Personal reason).

[Cllr Papworth proposed that apologies from Cllr Nancekivell \(Work\) & Cllr Lang \(Personal reason\) be approved, seconded Cllr Kops. All in Favour – Motion Carried. \(RR2024/007\)](#)

3.6.24 Minutes of the Previous Meetings – as available on [website](#) (Chair):

Cllrs to consider the Minutes of the meetings held on 12th June 2023, 10th July 2023, 13th November 2023, 8th January 2024, 11th March 2024 & 13th May 2024.

Cllr Papworth noted a minor typo in the March Minutes which was amended. Cllrs agreed to leave the 12th June, 10th July & 13th November 2023 Minutes as Draft on the website once available.

[Cllr Papworth proposed that the Minutes of the 8th of January 2024 be signed as a true and accurate record, seconded Cllr McLaughlan. All in Favour – Motion Carried. \(RR2024/008\)](#)

[Cllr Papworth proposed that the Minutes of the 11th of March 2024 be signed as a true and accurate record, seconded Cllr Kops. All in Favour – Motion Carried. \(RR2024/009\)](#)

[Cllr Littleales proposed that the Minutes of the 13th of May 2024 be signed as a true and accurate record, seconded Cllr Kops. All in Favour – Motion Carried. \(RR2024/010\)](#)

4.6.24 Declarations of Interest: No interests declared at this time.

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.

5.6.24 Public Speaking Time: No public present.

6.6.24 Planning Applications for consideration (Chair) Enter the application number at <https://publicaccess.torridge.gov.uk/online-applications/> to view the documents.

- a) 1/0388/2024/FUL - Construction of slurry pit at Land at Balls Farm, Merton.

Cllrs discussed and had not comments to make on this application.

- b) 1/0391/2024/FUL - Demolition of existing agricultural buildings and erection of new agricultural buildings at Agricultural Buildings at Balls Farm, Merton.

Cllrs discussed and had not comments to make on this application.

7.6.24 Year End 2023-2024 Financial documents (embedded as links). (Clerk)

- a) To approve [Certificate of Exemption from External Audit for the 2023-2024 year](#).

[Cllr Littleales proposed that the Council meets the criteria for exemption and should approve the Certificate of exemption for 2023-2024 financial year, seconded Cllr McLaughlan. All in Favour – Motion Carried. \(RR2024/011\)](#)

- b) To receive [Internal Auditors Report for financial year 2023-2024](#).

Noted by Cllrs.

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- c) To complete and approve Annual Governance Statement 2023-2024.
Cllr Littleales read out the assertions and Cllrs responded, Cllr McLaughlan proposed that the Council approve the Annual Governance Statement 2023-2024 as discussed and completed at the meeting, seconded Cllr Kops. All in Favour – Motion Carried. (RR2024/012)
- d) To approve Annual Accounting Statement 2023-2024, the Year-End Bank Reconciliation and Explanation of Variances.
Cllr McLaughlan proposed that the Council approve the Annual Accounting Statement 2023-2024, the Year-End Bank Reconciliation and Explanation of Variances, seconded Cllr Kops. All in Favour – Motion Carried. (RR2024/013)
- e) **Exercise of Public rights. (17th June 2024 to 26th July 2024) for information.**
It was noted by Cllrs that this information would be available on the [website](#) and in the noticeboard.
- f) To receive & approve the Year End Budget report & virements 2023-2024.
Cllr Kops proposed that the year end budget report 2023/2024 and virements be approved seconded Cllr Papworth. All in Favour – Motion Carried. (RR2024/014)

8.6.24 Cllrs to consider the Financial Schedule as presented (Clerk).

Cllrs reviewed and discussed the Financial Schedule as found in [Appendix A](#) and Cllr Papworth proposed that the Financial Schedule be approved as presented, seconded Cllr McLaughlan. 2 in Favour, 2 abstentions – Motion Carried. (RR2024/015)

9.6.24 Confirmation of next meeting date: Monday 8th July 2023 at 7.30pm. - Any change will be on the Website.

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

- a) **Resolution required to move the Council into Part II.**
Cllr Littleales proposed that the Council move to Part II due to the confidential nature of the item under discussion, seconded Cllr Papworth. All in Favour – Motion Carried. (RR2024/016) The Clerk informed the meeting that the audio recording had been stopped.
- b) **To receive Clerks' letter of resignation and discuss arrangements for advertising for a replacement and association matters – (Confidential employment matters).**
- c) **The Chair to return the meeting to public session to hear resolutions.**
Cllr McLaughlan proposed that the Council advertise the position of Clerk & RFO via the DALC website and the SLCC network for 4 hours per week at SCP 7-12 depending on experience as discussed, seconded Cllr Kops. All in Favour – Motion Carried. (RR2024/017)

There being no further business the Chair closed the meeting.

Appendix A: Financial Schedule.

Pre-authorised payments made since last meeting:

Ref.	Amount	Payee	Details	Power	Budget
PM25/004	£640.25	Arthur J. Gallagher Insurance	Annual Insurance Renewal	LGA 1972 S.111	Admin / Insurance
Total	£640.25				

Payments for authorisation (retrospective approval):

Ref.	Amount	Payee	Details	Power	Funding Source
(PM25/001)	£252.40	Alice Turner	Salary (January 2024)	LGA 1972 S.112	Staff Costs/Salary
(PM25/002)	£202.28	Alice Turner	Salary (February 2024)	LGA 1972 S.112	Staff Costs/Salary
(PM25/003)	£28.80	Clinton Hall	March & May Hall Hire	LGA 1972 S.111	Admin /Hall Hire

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PM25/005	£119.68	DALC	Annual Membership	LGA 1972 s.143 (1)(b)	Prof. Fees / Subs
PM25/006	£159.00	Kompan Ltd	Quarterly Inspection	LG(MP)A 1976 s.19	Assets/Play Equipt.
PM25/007	£71.08	Mrs. P. Clapham	Internal Audit Fee	LGA 1972 S.111	Prof. Fees / Audit
PM25/008	£202.08	Alice Turner	Salary (March 2024)	LGA 1972 S.112	Staff Costs/Salary
PM25/009	£252.60	Alice Turner	Salary (April 2024)	LGA 1972 S.112	Staff Costs/Salary
PM25/010	£176.82	Alice Turner	Salary (May 2024)	LGA 1972 S.112	Staff Costs/Salary
PM25/011	£256.07	Alice Turner	Expenses (Feb to May 2024)	LGA 1972 S.111& S.112	S.C/Salary, S.C/Office Exp
TOTAL	£1,720.81				

Receipts for Information:

Payment ref	Method	Details	Amount
PR25/001	Bacs	1st Half Precept	£6,110.00
TOTAL			£6,110.00

Monies held as Reserves (after payments): EMR = Earmarked Reserve

Amount	Details
£1,500.00	Election cost (EMR)
£8,000.00	Square Improvements (EMR)
£2,305.62	Defibrillator Fund (EMR)
£636.00	TAP Fund (EMR)
£344.97	Defibrillator Supplies (EMR)
£1,167.88	Assets Fund (EMR)
£100.00	Hall Hire (EMR)
£3,000.00	Precept Contingency (EMR)
£2,147.57	General Reserve
£8,910.00	Play Equipment Fund (EMR)
£1,972.55	Staff Costs & Training (EMR)
£651.81	Admin (EMR)
£30,736.40	TOTAL

Bank Situation

Bank Total 10/06/2024	£35,501.87
Less Payments pending	£1,237.33
Plus receipts Received (after Bank date)	£0.00
Less Money held as reserves	£30,736.40
Available Balance	£3,528.14

Signed: CLr N. Littleales Date: 8th July 2024

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