

Merton Parish Council

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Minutes of the Parish Council meeting held on Monday 8th July 2024 at 7:30pm at the Clinton Hall.

Cllrs Present: Neil Littleales (Chair), Gordon McLaughlan (Vice-Chair), Steve Papworth, Nigel Lang & Rob Nancekivell.

Also in attendance: Alice Turner (Clerk) - virtually, members of the public were also present.

BUSINESS TRANSACTED

1.7.24 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.

2.7.24 Apologies for absence:

Resolution to approve apologies (with reasons) made to the Chair or Clerk prior to the meeting. Apologies were received from Cllr Kops (prior commitment)

[Cllr Papworth proposed that apologies from Cllr Kops \(prior commitment\) be approved, seconded Cllr Nancekivell. All in Favour – Motion Carried. RR2024/018\)](#)

Apologies were also noted from County Cllr Saywell, District Cllr Cottle-Hunkin and PCSO Brown.

3.7.24 Minutes of the last meeting – as available on [website](#) (Chair):

Cllrs to consider the Minutes of the meeting held on 10th June 2024.

[Cllr Nancekivell proposed that the Minutes of the meeting held 10th June 2024 be signed as a true and accurate record, seconded Cllr McLaughlan. 4 in Favour, 1 abstention – Motion Carried. RR2024/019\)](#)

4.4.24 Co-option Vacancies (Chair)

Reminder that there are currently 2 co-option vacancies and to consider candidates who have completed the required [Co-option form](#) and have been confirmed as eligible prior the Meeting. No expressions of interest at this time.

5.7.24 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.

6.7.24 Public Speaking Time:

A representative from the Hall raised query about ownership of the land and maintenance of the playground.

A member of the of the public asked additional donation towards the maintenance of the public toilets at the hall. The hall will arrange costings to be sent to the Council for consideration at the next meeting.

7.7.24 Police/District / County Councillors Reports.

a) To receive Police report.

PCSO Brown emailed to say that there have been no crimes or incidents reported in the last month.

b) County Cllr Andrew Saywell.

County Cllr Saywell sent his apologies, and his [written report can be read via this link](#).

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

District Cllr Cottle-Hunkin sent his apologies, and his [written report can be read via this link](#).

Minutes of meeting held 08-07-2024 ~ Initialled as a correct record: _____ *N.L*

8.7.24 Current & New Business

- a) **To Confirm membership of the H.R Committee (currently all Cllrs) and appointment of lead member (Chair)**
Cllrs discussed the membership requirements and Cllr Papworth proposed that all Cllrs be on the H.R. Committee with Cllr Littleales as the Lead Member, seconded Cllr McLaughlin. All in Favour – Motion Carried. RR2024/020)
- b) **To consider purchase of Norton 360 Standard £24.99 for Council Laptop (Clerk)**
Cllrs discussed this matter and Cllr Littleales proposed
Neil Gorden AIF MC All in Favour – Motion Carried. RR2024/021)
- c) **Cllrs to consider revised MPC 011 Press & Media policy V2.0 to include sections on social media (amendments highlighted in yellow) (Chair/ Clerk)**
Cllrs discussed and Cllr McLaughlan proposed that the Council set up their own Facebook Account, seconded Cllr Lang. All in Favour – Motion Carried. RR2024/022)
Cllr Littleales proposed that the Council approve and ratify the revised MPC 011 Press & Media Policy V2.0 as presented, seconded Cllr Papworth. All in Favour – Motion Carried. RR2024/023)
- d) **Cllrs to consider “Gov.uk” Email accounts (Chair).**
Cllrs have considered using “Gov.uk” email accounts and have decided not to progress the matter at this time.
- e) **Parking Permits – Terms & Conditions – Cllrs to review (Chair/Clerk)**
Cllrs discussed and reviewed the Terms and Conditions and Cllr Littleales proposed that the Council remove the £2 fee and keep other terms and conditions as existing, seconded Cllr Papworth. All in Favour – Motion Carried. RR2024/024)
- f) **Review of Grant to Plough Arts following comment in May Minutes (Clerk)**
“6.5.24 d) £100 Plough Arts Centre – Cllrs have questioned the need and asked for this to be investigated as to need before continuing the payment annually.” Cllrs to discuss how they wish to proceed this year. Following discussion Cllrs have decided not to award this grant this year.
- g) **Training Courses – Cllrs to consider if they wish to attend any of the courses circulated. (Chair)**
Noted by Cllrs.

9.7.24 Financial Matters (Clerk).

- a) **Cllrs to consider the Financial Schedule as presented.**
Cllrs reviewed and discussed the Financial Schedule as found in Appendix A and Cllr McLaughlan proposed that the Financial Schedule be approved as presented, seconded Cllr Nancekivell. All in Favour – Motion Carried. RR2024/025)
- b) **Cllrs to consider and approve the 1st quarter 2024-2025 Budget report and virements (if applicable) as presented.**
Cllrs reviewed and discussed the 1st quarter 2024-2025 Budget report and virements as found in Appendix B and Cllr Lang proposed that the Council approve the 1st quarter 2024-2025 Budget report and virements as presented, seconded Cllr Papworth. All in Favour – Motion Carried. RR2024/026)
- c) **Banking Checks for period 10-06-2024 to 08-07-2024.**
Cllr Littleales and Cllr McLaughlan agreed to carry out the banking checks for this period.

10.7.24 Reports and future agenda items (not an opportunity for debate/decision making):

- a) **Advance Notice of ROAD CLOSURE: Thursday 24th October between 09:30 and 15:30 - ROAD FROM PEAR TREE COTTAGE TO MOWHAY, MERTON, CARRIAGEWAY, VERGE, O/S CONKERS OFF BOUNSELLS LANE.**

Minutes of meeting held 08-07-2024 ~ Initialled as a correct record: _____ N.L

- b) Cllrs asked for consideration of Signage/ Speeding to be discussed at a future meeting.

11.7.24 Confirmation of next meeting date: Monday 9th September 2024 at 7.30pm. - Any change will be on the [Website](#).

12.7.24 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. (RR2024/027) The Clerk informed the meeting that the audio recording had been stopped.
- b) **Following the Clerks' resignation to discuss arrangements for recruiting a replacement and other association matters – (*Confidential employment matters*).**
- c) **To discuss quotes received relating to Drainage matters in the Square (*Commercially sensitive*).**
- d) **To receive Solicitors advice relating to the request for Merton Play Area Lease Termination from TDC & other Legal advice relating to the New Play area- (*Legally sensitive information*).**
- e) **The Chair to return the meeting to public session to hear resolutions.**
Item b) Cllr McLaughan proposed that the Council amend the advert for the position of Clerk & RFO to 4 hours per week at LC1 SCP 7-17 depending on experience, also that the Council accept the Clerks offer to extend her departure date to the 29th of September 2024, seconded Cllr Littleales. All in Favour – Motion Carried. RR2024/028)
Item c) Cllr Littleales proposed that the Council accept Option 3 of the Robinson Plant Ltd quote for £3400+Vat and request that they submit the necessary planning applications, with Cllr Kops to progress this matter, seconded Cllr Lang. All in Favour – Motion Carried. RR2024/029)
Item d) Cllr Nancekivell proposed that the Clerk contact the Hall and ask them to liaise with their legal team regarding Land transfer as discussed, seconded Cllr Lang. All in Favour – Motion Carried. RR2024/030)

There being no further business the Chair closed the meeting at 9.25pm.

Appendix A: Financial Schedule.

Payments for authorisation (retrospective approval):

Ref.	Amount	Payee	Details	Power	Funding Source
PM25/012	£75.00	Steve Jennings	Grass Cutting	Highways Act 1980 S.96	Running Cost/ Grass Cutting
PM25/013	£14.40	Clinton Hall	Hall Hire (June 2024)	LGA 1972 S.111	Admin / Hall Hire
PM25/014	£244.40	Alice Turner	Salary (June 2024)	LGA 1972 S.112	Staff Costs/ Salary
PM25/015	£135.20	Alice Turner	Expenses (June & July 2024)	LGA 1972 S.111 & S.112	Staff Costs/ Salary & / Office Exp.
TOTAL	£469.00				

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)

Minutes of meeting held 08-07-2024 ~ Initialled as a correct record: N.L

£344.97	Defibrillator Supplies (EMR)
£1,167.88	Assets Fund (EMR)
£100.00	Hall Hire (EMR)
£3,250.00	Precept Contingency (EMR)
£2,397.57	General Reserve
£9,410.00	Play Equipment Fund (EMR)
£1,972.55	Staff Costs & Training (EMR)
£651.81	Admin (EMR)
£31,736.40	TOTAL

Bank Situation

Bank Total 08/07/2024	£34,264.54
Less Payments pending	£469.00
Plus receipts Received (after Bank date)	£0.00
Less Money held as reserves	£31,736.40
Available Balance	£2,059.14

Bank Reconciliation: 8th July 2024.

i. Bank Reconciliation:

	AMOUNT	TOTAL
Balance per bank statement as at 31st March 2024:	£30,515.60	£30,515.60
Less: total of Payments	£2,830.06	£27,685.54
Plus: total of Receipts	£6,110.00	£33,795.54
Plus: Payments pending	£469.00	£34,264.54
Bank Total as of: 08/07/2024		£34,264.54

ii. Cash Book:

The net balances reconcile to the Cash Book (receipts and payments) for the year, as follows:

Opening Balance 1 April 2024 (box 7 of Accounting statement)	£30,515.60
Add: Receipts in the year to date	£6,110.00
Less: Payments made in the year to date	£2,361.06
Closing balance per cash book as at 8th July 2024	£34,264.54

Appendix B: 1st Quarter 2024-25 Budget Report.

Income

INCOME	2024/25 Budget	Income 30/06/2024	Difference	Budget Position
Precept	£12,220.00	£6,110.00	-£6,110.00	Under
Parking Permits	£16.00	£0.00	-£16.00	Under
Other/grants	£415.00	£0.00	-£415.00	Under
TOTAL	£12,651.00	£6,110.00	-£6,541.00	Under

Expenditure

	2024/25 Budget	Expenditure to 30/06/2024	Difference	Budget Position
STAFF COSTS	£4,200.00	£1,340.79	£2,859.21	Under
Salary (& costs)	£3,750.00	£1,214.45	£2,535.55	Under
Office Expenses	£450.00	£126.34	£323.66	Under

Minutes of meeting held 08-07-2024 ~ Initialled as a correct record: _____ *N.L*

ADMIN.	£3,235.00	£669.05	£2,565.95	Under
Insurance	£750.00	£640.25	£109.75	Under
Training	£100.00	£0.00	£100.00	Under
IT	£135.00	£0.00	£135.00	Under
Hall Hire	£100.00	£28.80	£71.20	Under
Leegal & Contingency	£2,150.00	£0.00	£2,150.00	Under
RUNNING COSTS	£415.00	£0.00	£415.00	Under
Grass Cutting (& Village Maintenance)	£415.00	£0.00	£415.00	Under
PROF. FEES	£216.00	£175.08	£40.92	Under
Audit	£90.00	£71.08	£18.92	Under
Subs	£126.00	£104.00	£22.00	Under
ASSETS	£1,950.00	£132.50	£1,817.50	Under
Maintenance	£200.00	£0.00	£200.00	Under
Purchases	£100.00	£0.00	£100.00	Under
Defibrillator	£650.00	£0.00	£650.00	Under
Play Equipment	£1,000.00	£132.50	£867.50	Under
GRANTS	£885.00	£0.00	£885.00	Under
Standing Grants	£300.00	£0.00	£300.00	Under
Poppy Wreath	£20.00	£0.00	£20.00	Under
Other Donations	£565.00	£0.00	£565.00	Under
Reserves	£1,750.00	£1,000.00	£750.00	Under
General	£500.00	£250.00	£250.00	Under
EMR Play Equipment Fund	£1,000.00	£500.00	£500.00	Under
Precept Contingency	£250.00	£250.00	£0.00	On
From Reserves /Unbudgeted	N/A	£0.00	N/A	N/A
TOTALS	£12,651.00	£3,317.42	£9,333.58	Under

No Concerns at this time and no Virements recommended.

Signed: Cllr N. Littleales Date: 9th September 2024.

Minutes of meeting held 08-07-2024 ~ Initialled as a correct record: N.L