

Merton Parish Council

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Notice is hereby given that the Annual Parish meeting will take place on Monday 12th May 2025 at 7.30pm, followed by the Annual Council meeting starting no earlier than 8pm at The Clinton Hall.

Audio recording will be in progress to assist with taking the minutes which will be deleted once the minutes are approved.

Annual Parish Meeting.

1. Welcome
2. Chairmans report.
3. Reports from Parish Organisations
4. Floor open to any members of the public who wish to raise or discuss any matters.

Annual Council Meeting

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

1.5.25: Election of Chair

To include signing of declaration of acceptance of office form.

2.5.25: Election of Vice-Chair

To include signing of declaration of acceptance of office form.

3.2.25: New Co-opted Councillor signing of declaration of acceptance of office form.

Maria Dilley

4.5.25 Declarations of Interest

Cllrs. are invited 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.

5.5.25: Apologies for absence

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

6.5.25 – To consider and approve [minutes of meeting held on 15th April 2015](#)

7.5.25: Public speaking time

Members of the public are invited to speak on issues on this Agenda, or on matters over which the council has some control. The Public may not speak during other items of Parish Council business unless invited to do so.

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

a) Annual subscription to NALC/DALC

Power to spend: LGA 1972s.143(1)(b) Budget = Prof. Fees/Subs

b) To review and approve the Council's Insurance.

Power to spend: LGA 1972 s.111 Budget: Admin/Insurance

c) Cllrs roles and membership on external groups-

Churchyard Committee – Cllrs. Papworth and McLaughlan

Liaison with Handyman – Cllr. Papworth and Clerk

Snow warden – Mr. Brown and Cllr. McLaughlan

Asset Inspections – See Asset appendix for [current assets](#)

Cllrs. to review all assets and revisit allocation of responsibility for their inspection.

Cllrs. to note disposal of outdated Lenovo laptop.

d) Release of Grants (Clerk)

Merton Churchyard Committee - £300.00

North Devon Records Office £50.00

Citizen's Advice £50.00

(Power to spend: LGA 1972 s.137 – Budget: Grants and donations)

e) Review of the following policies:

MPC01 – Standing Orders

MPC02 – Code of conduct

MPC03 – Financial Regulations

MPC04 – Scheme of Delegation.

9.2.25 Current and New business

- a) Drainage in the square – e mail from resident regarding further flooding.
- b) Cllr. Papworth – wishes to flag that in previous meetings the council agreed to covering half the cost of a replacement lawn mower with the churchyard committee and the need to put aside finances.
- c) Michelle Stacey has a further document relating to the transfer of title of the Playground land for signing TR1.
- d) Approval of using Aqua busters for cleaning the playpark – at the cost of only travel and fuel expenses.
- e) Notification that the Landing lights are being inspected on the 14th May. No time given and no need for anyone's attendance.
- f) To consider approving the application by the Clerk for a Lloyds Bank debit card to be used for council purchases.
- g) Update on the Lord Clinton sign/memorial at Clinton Hall

10.5.25 Finance (Clerk) to present documents for this item at the meeting.

- a) To approve the financial schedule ([Reserves balance](#) and [Net position](#) by cost centre)
- b) To carry out banking checks (payments made against Bank statement) between 1st April 2025 and 12th May 2025 of both retrospective and pre- authorised payments.

Bank total as of 1 st April 2025	£35563.55
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- c) Notification of holiday - 15th July 2025 – opportunity to discuss whether other evening dates are available for everyone.
- d) S106 monies – are we going to apply for these monies and who is going to manage the process?
- e) Mandatory e mail and website with .gov.uk or org.uk addresses

11.5.25 Cllr. reports and Items for future agendas

Councillors are requested to use this opportunity to report information and to raise items for future Agendas.

Due to the length of this meeting the clerk has offset the current matters to the July meeting – EMR review, village speed signs.

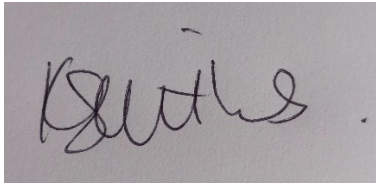
12.5.25 Confirmation of the next Council meeting:

a) arrangements for a meeting on Tuesday 27th May at 7.30pm to approve the AGAR (deadline for submission 30.06.25) Internal audit to be carried out 15th May 2025.

b) The next meeting to be decided.

11.5.25: Confidential Item (Part II) Public Bodies (admission to Meetings Act 1960 s1(2))

Nothing to discuss.

A handwritten signature in dark ink, appearing to read 'Kerry Littleales', is shown on a light-colored background.

Kerry Littleales – proper officer dated 5th May 2025