

MERTON PARISH COUNCIL

Minutes of the Parish Meeting
Held on Monday 14th May 2018 in The Clinton Hall

Councillors Present: Steve Papworth (Chair), Tim Horner (Vice Chair), Jill Malcolm, Philip Collins, Robert Nancekivell and Bill Brown

Parish Clerk: Zena Tett

Absent: Cllrs Chris Laughton and Paul Scantlebury

Also in attendance: 0 members of the public were present

THE ORDER OF THE MINUTES HAS BEEN CHANGED TO REFLECT THE SEPARATION OF THE AGM FROM THE ORDINARY MEETING OF THE PARISH COUNCIL

BUSINESS TRANSACTED

3. **Apologies for Absence:** District Councillor Richard Wiseman and County Councillor Andrew Saywell
4. **Minutes of the Last Meeting:** held on Monday 6th March 2018 were amended as follows:
 - 74.2 No 3 The Square - Water Problem
Councillor Papworth has agreed with the owner that their proposed course of action, i.e. removing the concrete to expose the cobbles, is acceptable. If there are no cobbles underneath the concrete, the owners will install cobbles.
 - 74.3 No 3 The Square - Planning Applications
Councillor Papworth has spoken to Leigh Winsbury, the home owner, regarding his planning application, and the intention to put a doorway directly on to the square. Mr Winsbury said that this is way down the list of works to do, and probably won't get done. The Councillors asked the Clerk to write to the Torridge District Council, stating that they own the land wall-to-wall, and there is no existing access from that property. Councillor Horner suggested the Parish Council seeks legal advice to protect the Parish Council's rights to The Square, seconded by Councillor Collins. All in favour.
Action Cllr Horner
The Minutes were then agreed and signed as a true record. Proposed by Cllr Collins, seconded by Cllr Horner and all in favour.
5. **Declarations of Interest:** Item 7.1 for both Cllrs Horner and Malcolm
6. **Public Speaking Time:** None
7. **Matters Arising:**
 - 7.1 Playground Lease and Equipment
Cllr Horner confirmed the Lease was currently with the Solicitor and the site has been cleared – there was nothing further to report at this present time.
 - 7.2 Highways
The gully that had been previously reported has now been flagged by

Highways and they have agreed that it will receive attention in the near future as part of the regular process.

Councillors reported other gulleys and pot holes in the area some of which were a danger to pedestrians and damage to vehicles. Cllr Horner to forward photographic evidence of the state of Merton Mill Road to the Clerk who will write to Highways. **Action Cllr Horner and Clerk**

7.3 TAP Fund

The Clerk is working on the TAP Fund application and is hoping to send in the forms shortly. **Action Clerk**

7.4 Parking on The Square – there had been a report about a breakdown lorry parking on The Square however, this has now been resolved by Cllr Papworth.

7.5 Village Hall Entrance Repair – It had been agreed that costs would be shared with Clinton Devon Estates and the Village Hall has very generously donated £500.

7.6 No3 The Square Planning Application – the Parish Council has sought legal advice, however, there is nothing further to report at this time.

8. New Items:

8.1 Dog Walking Path – interest has been expressed over many years to provide a path parallel to the main road from the entrance to Clinton Gardens and where the pavements goes in to Coldstream Gardens. Cllr Papworth has spoken with a contractor who has quoted £2,000 without boarding and £2-3,000 with boarding. Cllr Horner proposed we go ahead with boarding as this would be a public benefit. This was seconded by Cllr Papworth, all in favour. Cllr Horner to contact the contractor. **Action Cllr Horner**

8.2 National Salary Awards for Clerks

The Clerk has received notification from The National Joint Council for Local Government Services (NJC) that the new pay scales for 2018/19, to be implemented from 1st April 2018, would increase. Councillors present agreed to increase the Clerks salary to SCP20 £10.30 per hour.

8.3 New Agreement between the School and the Council – after some considerable discussion it was resolved that an Addendum should be added to the original Agreement and that Cllr Collins would seek advice on the appropriate wording. **Action Cllr Collins**

8.4 Insurance Renewal

Cllr Malcolm proposed the Parish Council continues with the current Insurance arrangements, this was seconded by Cllr Horner, all in favour. **Action Clerk**

8.5 Tree Maintenance around the Hall – Cllr Collins confirmed that various trees around the Village Hall had been topped and the cost was £375. Cllr Horner proposed the Parish Council contributes 50% of the cost, this was seconded by Cllr Nancekivell, all in favour. **Action Clerk**

8.6 Clearance of Mud in The Square – residents asked if it was OK for them to clear away the mud in the Square. Parish Councillors agreed provided they

don't damage the surface of the Square. Cllr Collins added that the mud could be put in hedges of the churchyard.

8.7 Purchase of New Shared Printer
The Clerks printer was broken recently so a new one was purchased, the cost was shared with three other Parish Councils.

8.8 Please refer to item 8.1

9. Planning

9.1 1/0366/2018/FUH Little Potheridge Cottage, Merton for proposed extension to west side of property.

Comment: Parish Councillors would like to bring to the attention of Torridge District Planning Department that there is evidence/records of a report of a graveyard in the vicinity.

Decision: Support

Proposed by Cllr Collins, seconded Cllr Nancekivell, all in favour. **Action Clerk**

9.2 To discuss any planning items which may have arisen after the date of this Agenda and the date of the meeting. There were none.

10. Clerks Report

10.1 Correspondence – to note the items listed below which have been circulated or will be available for inspection at the meeting

10.1.1 TDC: North Devon and Torridge Local Plan

10.1.2 DCC: Devon Local Flood Risk Management Strategy – Newsletter

10.1.3 Devon Communities Together: Devon Community Resilience Forum

10.1.4 Clinton Devon Estates: Making Space for Nature

10.1.5 TDC: Chargeable Garden Waste

10.2 Annual Governance Statement 2017/18

The Annual Governance Statement was agreed and signed by the Cllr Papworth.

10.3 Accounting Statements 2017/18

The Accounting Statements were read out and approved by those present then signed by Cllr Papworth.

10.4 General Data Protection Regulations

The Clerk attended a course recently and is working on ensuring Merton Parish Council complies with new regulations.

11. Councillors' Reports and Items for Future Agenda

11.1 Cllr Collins would like to discuss new footpaths and bridleways at the next meeting. Action Clerk

12. Finance

12.1 To consider the following payments:

12.1.1 Clerks Expenses	£96.36
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12.1.2	TTVS: subscription	£25.00
12.1.3	DALC: subscription	£69.36
12.1.4	Grant Thornton: audit fees	£120.00
12.1.5	TDC: Payroll Service	£36.00
12.1.6	Clerk: new laptop	£450.00
12.1.7	Internal Auditor	£150.00
12.1.8	Zurich Insurance	£781.74
12.1.9	S Papworth Expenses	£44.10
12.1.10	Clinton Hall: room hire	£86.40
12.1.11	Steve Jennings: grass cutting	£33.75
12.1.12	Churchyard	£400.00

Proposed by Cllr Collins seconded by Cllr Horner, all in favour. **Action Clerk**

24.2 Review the bank balance: this was reviewed earlier in the Annual Parish Meeting.

13. **Date of Next Meeting** – the date of the next meeting was agreed as 9th July 2018

There being no further business, the meeting closed at pm

SIGNED AS A TRUE RECORD: (Chair)

NAME: **DATE:**