

MERTON PARISH COUNCIL.

Minutes of the Parish Council Meeting
Held on **Monday 11th November 2019 in the Clinton Hall, Merton at 7:30pm.**

Parish Councillors Present: Steve Papworth, Jill Malcolm, Rob Nancekivell, Nigel Lang & Laura Twomey.

Parish Clerk: Alice Turner

Also in attendance: County Cllr Andrew Saywell and guest speaker Catherine Richards.

BUSINESS TRANSACTED

1.11.19 (Agenda item 5.11.19): Guest Speaker – Torrington 100 – Catherine Richards TTVS.

Cllrs received a visual presentation highlighted the work carried out by Torrington 100 which falls under the umbrella of One Northern Devon and assists with social prescribing and community development. **Clerk to circulate a copy of the presentation slides and website link when received.** This is a government agenda to promote social prescribing, meaning that money is being made available to enable a Link worker to be put in to GP surgeries to enable GPs to refer patients who don't need clinical services, to take through their mental health concerns and then be referred to non-clinical services such as art, entertainment and cultural activities. There is a Link worker in the Torrington GP surgery. This pilot scheme has been in place since the end of July/early August and runs to the end of March 2020.

The community development part of the scheme enables them to work with local communities to develop activities which may in time form part of the social prescribing as well.

The Torrington 100 have a general arts and culture focus as there is a link with the Plough Arts Centre but this does not exclude other activities that communities may highlight a need for.

2.11.19 Welcome: – Cllr Papworth thanked Catherine Richards for her presentation and for taking the time to attend the council meeting.

3.11.19 Apologies for absence: Resolution required to approve apologies (with reasons) made to the Clerk prior to the meeting.

Cllr Nancekivell proposed that the following apologies from Cllrs be accepted; Cllr Scantlebury – unwell, Cllr Brown – family commitment, Cllr Stacey – prior commitment, seconded by Cllr Papworth. All in Favour – Motion Carried. (RR2019/079)

District Cllrs Wiseman and Hurley also sent their apologies to a TDC meeting.

4.11.19 Minutes of the Last Meeting – to consider the approval of the Minutes of the meeting held 9th September 2019.

Cllr Malcolm proposed that the minutes of the meeting held on the 9th of September be signed as a correct record, seconded Cllr Twomey. All in Favour – Motion Carried (RR2019/080)

5.11.19 Declarations of Interest: NONE

6.11.19 Public Speaking Time – No members of the public present.

7.11.19 District / County Councillors & Police Reports.

a) County Cllr Andrew Saywell: Cllr Saywell reported that he would be chasing up on the double yellow lines in Merton he had not heard of any objections and hoped that they would be going down soon. Any parking on double yellow lines is a civil enforcement matter rather than a police issue.

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2 main County wide issues are subject to a caveat. Firstly we should be in line to receive more funding for Devon schools approx. £20mil in next 2 years, and an extra £8.6mil for children with special educational needs. Additional funding for social care from DCC could be approx. £15mil from central government and DCC could fund an additional £7million via Council Tax, but with the general election result pending none of this is certain.

Fire service authority meeting has been postponed until early January 2020 to avoid clash with general election campaigns. No decision has been made as a result of the consultation at this time, hopefully there will be an update available for the January Parish Council meeting.

b) District Cllrs Richard Wiseman & David Hurley: No report received.

c) Police report – Crimes recorded 11/10/2019 to 7/11/2019

Offence	Recorded Crime 11/10/2019 to 07/11/2019	Recorded Crime 11/10/2018 to 07/11/2018	Recorded Crime % Difference
Total	0	0	-

Incidents recorded – 11/10/2019 to 7/11/2019

Incident Closing Category	Incidents - 11/10/2019 to 07/11/2019	Incidents - 11/10/2018 to 07/11/2018	Incidents % Difference
Public Safety	2	1	100.0%
Transport	2	1	100.0%
Total	4	2	100.0%

Councillors asked for more detail to be included in future reports.

8.11.19 Council Policies: to consider the approval and ratification of the following Policies:

- MPC 015 Health & Safety Policy V1.0
- MPC 016 Lone Worker Policy V1.0
- MPC 017 Cllr Email and Own Device Policy V1.0
- MPC 018 Removable Media Policy V1.0
- MPC 019 Internal Audit Policy V1.0

Cllr Papworth proposed that MPC 015 Health & Safety Policy V.1.0, MPC 016 Lone Worker Policy V.1.0, MPC 017 Cllr Email and Own Device Policy V.1.0, MPC 018 Removable Media Policy V.1.0 and MPC 019 Internal Audit Policy V.1.0, be approved and ratified with immediate effect, seconded Cllr Nancekivell. All in Favour – Motion Carried. (RR2019/081)

Cllr Lang proposed that under MPC 017 Cllr Email and Own Device Policy V.1.0 1x encrypted USB drive be purchased for £29.99 + VAT for use by the Chair and Cllrs as required, seconded Cllr Malcolm. All in Favour – Motion Carried. (RR2019/082)

9.11.19 Matters Arising From the July Meetings:

- Freedom of Merton – update on cabinet – Cllr Papworth
Cllr Papworth reported that he is still looking for suitable cabinet.
- Council Paperwork and printing – Cllr Brown. Cllrs agreed to close this matter.
- Update on installation of benches and work to Flowerbed in the square. – Clerk/Chair
Flowerbed – The Clerk reported that she is still waiting for a formal written quote and insurance documents from the contractor and will chase. **Action: Clerk to follow up.**
Benches – Cllr Papworth reported that the new benches have been installed and Cllrs were happy for the invoice to be paid by the Clerk.

10.11.19. New Items

- Council motion request re. national community energy campaign – Cllr Papworth -**
No action required

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b) Devon County Council (Traffic Management) Permit Scheme Order reference IMR/B16273-5781– Cllr Papworth - Cllrs have no comment to make.

c) Glow in the dark defibrillator signs– Cllr Papworth/Clerk

Cllr Malcolm proposed that the Council purchase a Glow in the dark AED location sign – A5 Vinyl for £14.95+VAT, seconded Cllr Twomey. All in Favour – Motion Carried. (RR2019/083).

d) Taxi-Bus Suggestion Tarka Line Link – Cllr Papworth/Clerk. Cllrs were concerned that there may not be much use for the scheme but are interested in hearing more.

11.11.19 Clerks reports:

a) Approval of Clerks hours - to be submitted at the meeting.

2 Records of Clerks hours was presented to the Council. PM2020/028 which covers 7th October 2019 to 10th November 2019 and PM2020/029 which covers 11th November to 8th December 2019. Cllr Malcolm proposed that the Council approve the hours on PM2020/028 for payment, seconded Cllr Nancekivell. All in Favour – Motion Carried. (RR2019/084) Cllr Lang proposed that the Council approved the hours on PM2020/029 for payment on the 10th of December, seconded Cllr Twomey. All in Favour – Motion Carried. (RR2019/085)

b) Banking update: All Cllrs are now added as signatories.

c) Forwarding of Emails. Continued receipt of the DALC newsletter and Rural Digest newsletter was welcomed. Cllrs agreed to give the Clerk feedback on newsletter style emails as to relevance.

d) Interim Internal Audit – Councillors noted that they had received the report which looked very positive.

e) Filing Cabinet currently stored at Clinton Hall: Clerk requested that the filing cabinet be moved from the Clinton Hall to her home address so that documents can be filed in an easily accessible location. Cllrs agreed to get the cabinet down for the Clerk to transport.

Action: Cllrs to arrange removal of filing cabinet from store room, prior to next meeting.

f) Clerks Annual Leave 16th – 29th December 2019. Cllrs noted the dates.

g) Contract notification – the Clerk reported that under the terms of her contract she is notifying Council that she has taken on the role of Clerk & RFO to Drewsteignton Parish Council.

12.11.19 Cllr reports and Items for future agenda's:

Cllr Malcolm: Assets report:

1. Bench around tree in square. Broken recommend removal. Cllr Lang agreed to look at and remove / make safe.
2. Bus shelter requires sweep.

13.11.19 Finance: Clerk

a) To approve financial schedule of payments as presented by the Clerk at the meeting. (Appendix A) Cllr Papworth proposed that the financial schedule of payments as presented by the Clerk be approved, seconded Cllr Lang. All in Favour – Motion Carried (RR2019/086)

b) Budget 2020-21 – Draft budget for discussion. Cllrs received the 1st draft budget and following discussions agreed to review in January.

14.11.19 Confirmation of next meeting date:

The next meeting of the council will be on Monday 13th January 2020 at 7.30pm.

15.11.19 PART II (no decision as not published on agenda) Public Bodies (Admission to Meetings) Act 1960 S.1(2). Cllr Papworth proposed that the Council move to Part II to hear parishioner correspondence of a personal nature on the understanding that no discussion can be made as not a formal agenda item, seconded Cllr Nancekivell. All in Favour – Motion Carried. (RR2019/087)

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a) Correspondence from No. 3 The Square – Cllrs agreed to add to January Agenda.

The Chair closed the meeting at 9.50pm.

Appendix A:

Meeting date: 11th November 2019

Payments made (pre-authorised) since last meeting 9th September 2019					
Pymt Ref	Amount	Payee	Details	Power	Expenditure approval Minutes Ref & RR
PM2020/022	£158.41	Alice Turner	Expenses August/September	LGA 1972 S.112	13.9.19 (a) RR2019/076
PM2020/023	£317.56	Alice Turner	Salary 5.8.19-8.9.19	LGA 1972 S.112	13.9.19 (a) RR2019/076
PM2020/024	£149.44	Alice Turner	Salary 8.9.19 -6.10.19	LGA 1972 S.112	13.9.19 (a) RR2019/076
PM2020/025	£240.00	PKF Littlejohn LLP	External Audit fee	A&A Regs 2011/817	13.9.19 (a) RR2019/076
PM2020/026	£17.00	RBL Poppy Appeal	Purchase of Remembrance Wreath	LGA 1972 S.137	10.9.19 (a) RR2019/069
	£882.41				

Payments for authorisation				
Pymt Ref	Amount	Payee	Details	Power
PM2020/027	£111.26	Alice Turner	Clerks Expenses	LGA 1972 S.112
PM2020/028	£320.04	Alice Turner	Clerks Salary 7.10.19 - 10.11.19	LGA 1972 S.112
PM2020/029	£162.56	Alice Turner	Clerks Salary 11.11.19 - 8.12.19	LGA 1972 S.112
PM2020/030	£323.79	TDC	Clerks Salary 1.4.19 - 30.9.19	LGA 1972 S.112
PM2020/031	£61.92	Steve Jennings	Grass Cutting	Highways Act 1980 S.96
PM2020/032	£131.38	Melanie Bickell	Interim Internal Audit	A&A Regs 2011/817
PM2020/033	£51.49	DALC	Budget & Precept Training	LGA 1972 S.112
PM2020/034	£96.00	SLCC Enterprises LTD	Training Seminar	LGA 1972 S.112
TOTAL	£1,258.44			

Transfer Between Budget Headings for Authorisation.		
£83.00	From Misc	To: Unbudgeted Spending

RECEIPTS SINCE 9th September 2019

Payment ref	Pymt method	Details	Amount
PR2020/005	bacs	1x Parking Permit	£1.00
PR2020/006	bacs	1x Parking Permit	£1.00
PR2020/007	dep	3 x Parking Permits	£3.00
PR2020/008	bacs	1x Parking Permit	£1.00
PR2020/009	bacs	1x Parking Permit	£1.00
PR2020/010	bacs	4x Parking Permits	£4.00
PR2020/011	bacs	2x Parking Permits	£2.00
PR2020/012	bacs	2nd Half Precept from TDC	£2,500.00
PR2020/013	bacs	1 x Parking Permit	£1.00
TOTAL			£2,514.00

Monies held as Reserves

Amount	Details
£1,500	Election cost
£10,000	Square Improvements
£250	Defibrillator replacement
£636	TAP Fund
£12,386	TOTAL

Bank Total	£14,785.57
Payments presented	£1,258.44
Less Money in reserve	£12,386.00
Available Balance	£1,141.13

Signed as a true record: S. Papworth Chair. Date: 13th January 2020
Original Signed copy held by Clerk.