

Merton Parish Council, Minutes of the Extra-ordinary Parish Council Meeting held on Tuesday 19th May 2020, 7:30pm via Zoom.

Parish Councillors Present:

Steve Papworth (Chair), Bill Brown (Vice-Chair) Paul Scantlebury, Rob Nancekivell, Laura Twomey, Nigel Lang & Brian Stacey.

Also in attendance: Alice Turner (Clerk), Sarah Knightley, Andrew Saywell (County Cllr), Richard Wiseman (District Cllr). No members of the public were in attendance:

BUSINESS TRANSACTED

1.5.20: Welcome:

Cllr Papworth welcomed everybody to Merton's first virtual Council meeting giving an overview of how the meeting would work.

2.5.20: Apologies for absence: None.

3.5.20: Minutes of the Last Meeting:

Cllrs to consider the approval of the Minutes of the meeting held 9th March 2020.

Cllr Papworth proposed that the minutes of the meeting held on Monday 9th March 2020 be approved as a true and accurate record with the signing to take place at the first available face to face meeting, seconded Cllr Stacey. 6 in Favour, 1 Abstention – Motion Carried (RR2020/001)

4.5.20: Co-option:

To Consider Co-opting Sarah Knightley as a Councillor.

Cllr Papworth proposed that the council co-opted Sarah Knightley as a member of Merton Parish Council, seconded Cllr Scantlebury. All in Favour- Motion Carried.

Clerk to receive declaration of acceptance of office.

6.5.20: Declarations of Interest: None

7.5.20: Public Speaking Time:

8.5.20 District / County Councillors & Police Reports:

a) County Cllr Andrew Saywell.

Cllr Saywell thanked the Council and the volunteers in the community for all the work that they are doing during the COVID-19 crisis.

There have been 795 recorded Covid-19 cases in DCC area (excluding Plymouth and Torbay) of that number only 35 in Torridge, this is helped by a lower population density compared to other counties.

Work is ongoing at DCC to prepare for the partial reopening of schools for reception, years 1 & 6 as of the 1st of June if it is safe to do so within the school buildings.

Recycling centres have reopened for essential use only.

Cllrs Saywell remind the Council that DCC have a COVID-19 grant scheme set up with grants up to £500 and a large fund for Grants up to £5000. More information can be found at

<https://www.devon.gov.uk/coronavirus-advice-in-devon/document/covid-19-prompt-action-fund/>

DCC have also set aside £1Million to set up a hardship fund which will be shared between the 8 Devon districts, on a population basis.

b) District Cllrs Richard Wiseman.

TDC staff are mostly working from home and most services are running as normal.

Waste and recycling services are continuing as normal

TDC had nearly £22Million to distribute to businesses, which has been done, the Council was 9th in the Country form getting the money paid to businesses promptly and the best performing in Devon.

Finances – the will be a budgetary shortfall due to closed carparks etc.

Planning – A decision went to the planning inspectorate recently and as a result and due to the change in rules TDC now no longer have a 5 year land supply.

Cllr Papworth reported concerns that after the weekly recycling collection there are several pieces of broken glass, areas include; Limers Lane, the Beaford road towards the village & Clarkes Lane. District Cllr Wiseman agreed to raise this matter at Torridge and report back. Councillors expressed their gratitude that the Waste & recycling services including green bin collections have continued as normal during the COVID-19 Pandemic.

Cllr Wiseman reported an increase in recycling rates since lockdown began and an additional 800 green bin subscriptions.

c) Police report. 9/3/2020 to 17/5/2020

Offence	Recorded Crimes 09/03/2020 to 17/05/2020	Recorded Crimes 09/03/2019 to 17/05/2019	Recorded Crime % Difference
Violence without injury	1	1	0
Other sexual offences	1	0	-
Criminal Damage	2	0	-
Public order offences	1	0	-
TOTAL	5	1	400.0%

Incident Closing Category	Incidents 09/03/2020 to 17/05/2020	Incidents 09/03/2019 to 17/05/2019	Incidents % Difference
Anti-Social Behaviour	2	1	100
Crime Recorded	2	1	100
Public Safety	1	9	-88.9
Transport	2	1	100
TOTAL	7	12	-41.7%

9.5.20 Governance Documents & Policies

Cllrs to consider the approval and ratification of the following documents:

- MPC 001 Standing Orders V.4.0 (amendments highlighted in document)
- MPC 001-A Standing orders Addendum – New document for Remote meetings,
- MPC 002 Code of Conduct V2.0 R.1
- MPC 004 Scheme of Delegation V2.0.

Cllr Papworth proposed that the following documents be approved and ratified with immediate effect; MPC 001 Standing orders V4.0, MPC 001-A Standing orders Addendum V1.0, MPC 002 Code of Conduct V2.0 R1 and MPC 004 Scheme of Delegation V2.0, seconded Cllr Scantlebury. All in Favour – Motion Carried. (RR2020/003)

10.5.20: Council Business. To review and consider approval of the following:

- Asset Register to approve asset register and delegate inspections for 2020-21 (see agenda support doc).**

Cllr Scantlebury proposed that the asset register and delegation of inspection as discussed at the meeting be approved, seconded Cllr Twomey. All in Favour – Motion Carried. (RR2020/004)

b) Subscriptions to DALC/NALC for 2020-2021 is £70.24.

Cllr Papworth proposed that the annual subscription to DALC/NALC of £70.24 for the 2020-2021 year be approved, seconded Cllr Scantlebury. All in Favour – Motion Carried. (RR2020/005)

c) Grants – Amounts in Budget: £300 Churchyard Committee (Maintenance of public graveyard), £250 Clinton Hall (for publication of Merton Monthly magazine), £100 Plough Art Centre & £50 North Devon records office.

Following discussions Cllrs agreed to defer consideration of the Grant to the Clinton Hall for the publication of Merton Monthly magazine until the Clerk has obtained a breakdown on publication and production costs.

The Clerk brought guidance received from NALC regards the payment of moneys for use on church property, Cllrs discussed and felt that to not pay would be a greater financial detriment to the Parish therefore Cllr Scantlebury proposed that £300 be paid to the Merton Churchyard fund for the Maintenance of public graveyard, £100 to the Plough Arts Centre and £50 to the North Devon Records Office, seconded Cllr Papworth. All in Favour – Motion Carried. (RR2020/006)

d) Cllrs roles and membership on external groups. The following were approved:

Description	Current Councillor in role
Church Yard committee representative(s)	Cllrs Papworth, Stacey
Playground equipment committee representative(s)	Cllrs Twomey & Stacey
Clinton Hall Committee representative(s)	Cllr Brown
Defibrillator	Cllr Papworth
Snow Warden	Cllr Brown

e) Approval for purchase of Poppy wreath for Remembrance Sunday (£17)

Cllr Papworth proposed that the Clerk purchase a poppy wreath for Remembrance Sunday at a cost of £17, seconded Cllr Scantlebury. All in Favour – Motion Carried. (RR2020/007)

11.5.20: To Review and Approve the Council’s insurance. (Clerk)

Renewal price to be presented at the meeting (Council has signed a 3 year LTA and is renewing for year 2 of 3 with Came & Co insurance). The Clerk informed Cllrs that the renewal price for the 2020-2021 year would be £490.28.

Cllr Papworth proposed that the Clerk renew insurance with Came & Company at a cost of £490.28, seconded Cllr Lang. All in Favour – Motion Carried. (RR2020/008)

12.5.20: 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 as presented by the Clerk be approved, seconded Cllr Brown. All in Favour – Motion Carried. (RR2020/009)

b) To receive Year-End Budget report (Appendix B): Noted by Cllrs.

c) To receive Bank reconciliation as presented by the Clerk at the meeting. (Appendix c): Noted by Cllrs.

13.5.20: Cllr reports and Items for future agenda’s:

Cllr Scantlebury raised concerns that the path from to school to wood yard is getting overgrown Cllr Papworth agreed to ask the maintenance contractor to cut.

14.5.20: Confirmation of next meeting dates:

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

The Chair agreed to call and Extra-ordinary meeting via Zoom on Monday 8th June 7.30pm to cover the year-end accounts and AGAR submissions.

There being no further business the Chair closed the meeting at 8.55pm.

Appendix A: Financial Schedule.

Payments made (pre-authorised) since last meeting:

Payment Ref	Amount	Payee	Details	Power	Expenditure approval Minutes Ref & RR
PM2020/039	£177.80	Alice Turner	Clerks Salary	LGA 1972 S.112	13.3.20 a) RR2019/111
PM2020/040	£54.00	Alice Turner	Clerks Expenses	LGA 1972 S.112	13.3.20 a) RR2019/111
PM2020/041	£50.00	Colin Jones Design	Website & email hosting	LGA 1972 S.111	13.3.20 a) RR2019/111
PM2020/042	£25.64	Steve Jennings	Grass Cutting	Highways Act 1980 S.96	13.3.20 a) RR2019/111
PM2021/001	£243.84	Alice Turner	Clerks Salary	LGA 1972 S.112	11.3.20 a) RR2019/104
PM2021/005	£42.99	Alice Turner	Clerks Expenses	LGA 1972 S.111	11.3.20 c) & g) RR2019/106 & RR2019/110
Total	£594.27				

Payments for authorisation (retrospective approval):

Payment Ref	Amount	Payee	Details	Power
PM2021/002	£86.40	Playsafety Ltd	Play equipment inspection	LG(MP)A 1976 s.19
PM2021/003	£10.00	TDC	Payroll Charge for March 2019	LGA 1972 S.112
PM2021/004	£70.24	DALC	Annual Subscription	LGA 1972 s.143 (1)(b)
PM2021/006	£199.97	Alice Turner	Supplies under Covid-19 TDC Grant	LGA 1972 S.137
PM2021/007	£243.84	Alice Turner	Clerks Salary	LGA 1972 S.112
TOTAL	£610.45			

Transfer between Budget Headings for Authorisation.

Amount	FROM	TO
£100.00	Grants/Donations - Standing grants	Grants/Donations - Other Donations

RECEIPTS SINCE last meeting for information:

Payment ref	Payment method	Details	Amount
PR2021/001	bacs	VAT refund (year-end)	£115.38
PR2021/002	bacs	1st Half Precept & £417.08 Grant from TDC	£4,417.08
TOTAL			£4,532.46

Monies held as Reserves:

Amount	Details
£1,500	Election cost
£8,000	Square Improvements
£500	Defibrillator replacement
£636	TAP Fund
£500	Precept Contingency
£250.00	General Reserve
£11,386	TOTAL

Bank Total 31/03/2020	£12,720.94
Less Payments presented	£897.28
Plus Payments Received (if after Balance date)	£4,532.46
Less Money held as reserves	£11,386.00
Available Balance	£4,970.12

Appendix B: Year-End 31/03/2020 Budget report.
BUDGET 2019/20 Approved January 2019

	Agreed Budget for 2019-20	As at 31-03-2020	Difference	NOTES
<u>INCOME</u>				
PRECEPT	£5,000.00	£5,000.00	£0.00	
Grass Cutting	£381.00	£381.00	£0.00	
TAP Fund	£0.00	£0.00	£0.00	
Village Hall Donation	£0.00	£0.00	£0.00	
Other Income	£5.00	£75.00	£70.00	£60 Training Income + £15 Parking Permits
TOTALS	£5,386.00	£5,456.00	£70.00	
<u>PAYMENTS</u>				
CLERKS SALARY	£1,800.00	£2,755.72	-£955.72	Over
CLERK EXPENSES	£400.00	£492.02	-£92.02	Over
EXTERNAL AUDIT	£150.00	£200.00	-£50.00	Over
INTERNAL AUDIT	£100.00	£342.43	-£242.43	Over
TRAINING	£100.00	£233.49	-£133.49	Over
HALL HIRE	£90.00	£86.40	£3.60	Under
MEMBERSHIP/SUBSCRIPTIONS	£90.00	£61.49	£61.49	Under
INSURANCE	£477.46	£477.46	£0.00	Under (Budget £801 difference transferred to Unbudgeted spending)
WEBSITE	£160.00	£50.00	£110.00	Under
Village Maintenance/Grass Cutting	£500.00	£268.72	£231.28	Under

MISCELLANEOUS ITEMS	£17.00	£17.00	£0.00	Under (Budget £100 diff. transferred to Unbudgeted spending)
Defibrillator	£0.00	£79.75	-£79.75	Over
Churchyard Grant	£400.00	£400.00	£0.00	On
Clinton Hall Grant	£250.00	£250.00	£0.00	On
Playground	£100.00	£108.00	-£8.00	Over
UNBUDGETED SPENDING	£406.54	£1,831.94	-£1,425.40	Over
	£5,041.00	£7,654.42	-£2,613.42	
TOTALS	£345.00	£2,198.42	-£2,543.42	Over

Earmarked Reserves	
TAP Fund	£636.00
Square Improvements	£10,000.00
Defibrillator	£250.00
Election Costs	£1,500.00
	£12,386.00

Appendix C: Bank Reconciliation.
Reconciliation date 17th May 2020

	AMOUNT	TOTAL
Balance per bank statement as at 31st March 2020:	£12,720.94	£12,720.94
Less: total of Payments	£897.28	£11,823.66
Plus: total of Receipts	£4,532.46	£16,356.12
Bank Total as at 17th May 2020		£16,356.12
Less: Payments unrepresented 2019-2020	£25.64	
Net balances available as at 17th May 2020		£16,330.48

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

Opening Balance 1 April 2020 (box 7 of Accounting statement)	£12,695.30
Add: Receipts in the year to date	£4,532.46
Less: Payments in the year to date	£897.28
Closing balance per cash book [receipts and payments book] as at 17th May 2020	£16,330.48

Signed as a true record: S. Papworth Chair Date: 08/06/2020