

**Merton Parish Council, Minutes of the Extra-ordinary Parish
Council Meeting held on Monday 8th June 2020, 7:30pm via
Zoom.**

Parish Councillors Present:

Steve Papworth (Chair), Bill Brown (Vice-Chair), Sarah Knightley, Nigel Lang & Brian Stacey.

Also in attendance: Alice Turner (Clerk), Melanie Bickell (Internal Auditor), Richard Wiseman (District Cllr) & Andrew Saywell (County Cllr). No members of the public were in attendance.

BUSINESS TRANSACTED

1.6.20: Welcome:

Cllr Papworth welcomed everybody to the meeting and gave an overview of how the meeting would work.

2.6.20: Apologies for absence:

Resolution required to approve apologies (with reasons) made to the Clerk prior to the meeting. The Clerk reported that Cllr Nancekivell has sent his apologies (farming).

Cllr Knightley proposed that apologies be accepted from Cllr Nancekivell (farming), seconded Cllr Brown. All in Favour – Motion Carried (RR2020/010)

3.6.20: Minutes of the Last Meeting:

Cllrs to consider the approval of the Minutes of the meeting held 19th May 2020.

Cllr Lang proposed that the minutes of the meeting held on the 19th of May 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 Brown .All in Favour – Motion Carried (RR2020/011)

4.6.20: Declarations of Interest:

Cllr Knightley declared a Disclosable Pecuniary Interest in item 7.6.20a) as she owns the property. (DOI/002)

5.6.20: Public Speaking Time: None.

6.6.20: District & County Councillors Reports:

a) County Cllr Saywell

Cllr Saywell reported that he had sent out an emailed report and added that the DCC area (Devon minus Plymouth and Torbay) currently had 823 recorded Covid-19 cases, in this figure there have been 36 in Torridge District (with no change in the last 2 weeks), 92 in North Devon District (with no change in the last 2 weeks) and 53 in West Devon (with no change in the last month). R Value is 1 although raw data is heading in the right direction, but it is a wait and see situation.

Torrington town centre are looking at measures to maintain public safety, such as suspending some parking bays to enable social distancing.

DCC are now a 'beacon' Council for the Test, Track & Trace service.

Cllr Brown raised concerns regarding the condition of the road through the village, were the joint in the road has broken up. Cllr Saywell agreed to look into the matter.

County Cllr Saywell asked that his thanks to the people of Merton for their resilience during the pandemic be recorded.

b) District Cllr Wiseman

Cllr Wiseman reported on the issue raised at the previous meeting regarding recycling, the issue has been addressed by TDC and this should have resolved the matter, if there are issues in the future then people should report the matter to TDC and District Cllr Wiseman.

R Value is now 1 in the South West which is from Bristol down.

Budgetary overview - TDC will have a budget deficit by due to careful management in previous years they do have cash reserves to fall back on.

TDC Head of Paid Services has retired and there is a new active head of paid services Steve Hurst, who has been in post throughout the pandemic.

Cllr Papworth reported that part of the village didn't get a recycling collection last Friday this has now been addressed and a collection has now been made.

7.6.20: Planning:

- a) **New Application: 1/0435/2020/TCA - Crown reduction by 30% - T1 Holly at 2 Clarkes Lane, Merton, Okehampton, Devon**

Cllr Knightley left the meeting.

Cllr Papworth proposed that the Council respond that they have no objection to application 1/0435/2020/TCA, seconded Cllr Brown. All in Favour – Motion Carried (RR2020/012)

Cllr Knightley returned to the meeting

8.6.20: Council Business:

To review and consider approval of the following:

- a) MPC 005 Complaints & Grievances Procedure V1.0 R.1
- b) MPC 006 Data Retention & Disposal policy V1.0 R.1
- c) MPC 007 Freedom of Information Policy V1.0 R.1
- d) MPC 008 Equality & Diversity Policy V1.0 R.1
- e) MPC 009 Anti-fraud & Corruption Policy V1.0 R.1
- f) MPC 010 Confidential Reporting Policy V1.0 R.1
- g) MPC 011 Press & Media policy V1.0 R.1

Cllr Papworth proposed that the following policies be approved and ratified with immediate effect; MPC 005 Complaints & Grievances procedure V1.0 R.1, MPC 006 Data Retention & Disposal policy V1.0 R.1, MPC 007 Freedom of Information Policy V1.0 R.1, MPC 008 Equality & Diversity Policy V1.0 R.1, MPC 009 Anti-fraud & Corruption Policy V1.0 R.1, MPC 010 Confidential Reporting Policy V1.0 R.1 and MPC 011 Press & Media policy V1.0 R.1, seconded Cllr Brown. All in Favour – Motion Carried (RR2020/013)

9.6.20: Finance (including Year End Documents):

- a) **To approve financial schedule of payments as presented by the Clerk at the meeting. (Appendix A)**

Cllr Stacey proposed that the financial schedule as presented by the Clerk be approved, seconded Cllr Lang. All in Favour – Motion Carried. (RR2020/014)

- b) **To receive Internal Audit report for financial year 2019-20**

Cllrs noted receipt of the Internal Auditors report and asked questions of the Internal Auditor.

- c) **To complete and approve Annual Governance Statement 2019-20 Part 2, including Certificate of Exemption.**

Cllr Knightley proposed that the Council approve the Annual governance statement as completed by the council at the meeting and certify themselves as exempt from external audit, seconded Cllr Papworth. All in Favour – Motion Carried. (RR2020/015)

- d) **To approve Annual Accounting statement 2019-20 & supporting documents.**

Cllr Papworth proposed that the Annual Accounting Statement and supporting documents be approved, seconded by Cllr Stacey. All in Favour – Motion Carried. (RR2020/016)

- e) **To approve dates for Exercise of Public rights. (Monday 31st August to Friday 9th October 2020)**

Cllr Papworth proposed that the proposed dates for the exercise of public rights (Monday 31st August to Friday 9th October 2020) be approved, seconded Cllr Lang. All in Favour – Motion Carried. (RR2020/017)

10.6.20: Cllr reports and Items for future agendas:

Cllr Brown requested that a bin at Jubilee Copse be added to the next agenda for consideration.

11.6.20: Confirmation of next meeting date:

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

There being no further business the Chair closed the meeting at 8.22pm.

Appendix A: Financial Schedule

Payments made (pre-authorised) since last meeting:

Payment Ref	Amount	Payee	Details	Power	Expenditure approval Minutes Ref & RR
PM2021/011	£490.28	Came & Company	Insurance renewal	LGA 1972 S.111	11.5.20 RR2020/008
PM2021/012	£300.00	Merton Churchyard Fund	Grant	LGA 1972 S.137	10.5.20 c) RR2020/006
PM2021/013	£243.84	Alice Turner	Clerks Salary 11.5.20-7.6.20	LGA 1972 S.112	11.3.20 a) RR2019/104
Total	£1,034.12				

Payments for authorisation (retrospective approval):

Payment Ref	Amount	Payee	Details	Power
(PM2021/008)	£74.69	Alice Turner	Supplies under Covid-19 TDC Grant	LGA 1972 S.137
(PM2021/009)	£47.24	Alice Turner	Supplies under Covid-19 TDC Grant	LGA 1972 S.137
(PM2021/010)	£46.59	S. Jennings	Grass Cutting	Highways Act 1980 S.96
PM2021/014	£117.16	Alice Turner	Clerks Expenses April - June	LGA 1972 S.112 & S.137
PM2021/015	£150.00	Melanie Bickell	Internal Audit 2019-20	LGA 1972 S.111
TOTAL	£435.68			

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 08/06/2020	£15,127.84
Less Payments presented	£267.16
Plus Payments Received (if after Balance date)	£0.00
Less Money held as reserves	£11,386.00
Available Balance	£3,474.68

Signed as a true record: S. Papworth ~~Chair/Vice-Chair~~

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