



MERTON PARISH COUNCIL

Chairman: M Parker

Clerk/RFO: Vacant



MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD ON 23RD MAY 2019 IN ST PETER'S CHURCH AT 6.00 PM

Present: Cllrs Jo de Grey, Martin Parker, Madge Macro, Louise Hyde and Jayne Wesley-Smith and Rosemary Martin (Clerk). 6 parishioners in attendance plus Gabbie Joyce (representative from Norfolk Association of Local Councils).

849. To receive apologies for absence

None received.

850. To receive declarations of interest

None declared.

851. To agree and sign the minutes of the Parish Council meeting held on 7th May 2019

Cllr Wesley-Smith raised a discrepancy between the information sent to the Clerk and what is published on Breckland District Council's website in respect of Breckland Local Plan, this is to be checked and revisited at the next meeting of the Parish Council in September.

It was proposed by Cllr Madge and seconded by Cllr de Grey that the minutes were a true record, All agreed and the Chairman signed the minutes.

852. Matters arising from the minutes previous minutes (for information only)

853. To adjourn the meeting for Parishioners' Questions

The meeting was adjourned.

Fiona Roat asked whether a meeting of the Village Hall Working Party has been arranged, Cllr Parker confirmed that a meeting is to be arranged.

The meeting reconvened.

854. Routine Finance

(a) Invoices (paid since last meeting)

No invoices paid since previous meeting.

(b) Receipts

Donations received for defibrillator for which the Clerk has issued receipts.

A total of £259 was raised from the Village Get Together.

(c) Bank Account Balances

Community Account	£3,003.69
Business Saver Account	£1,679.35
Village Hall Reclamation Project	£3,082.45

Monies raised for the Village Hall and defibrillator are to be marked accordingly.

(d) To agree the new Bank Mandate and temporary arrangements for payments

Cheque signatories currently are Helen Riley, Cllrs Macro and Parker with any two of the three required to sign cheques. Mandate for online payments is currently Helen Riley and Rosemary Martin. Cllr Wesley-Smith to become third signatory for online payments. Until a new Clerk is appointed, any payments are to be made by cheque.



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855. To Approve Section 1 of the AGAR

Each point of Section 1 (Annual Governance Statement) was read out, agreed by the Council and completed by Cllr Parker. The form was subsequently signed by the Chairman.

856. To Approve Section 2 of the AGAR

Each point of Section 2 (Accounting Statements) was read out, agreed by the Council and completed by Cllr Parker. The form was subsequently signed by the Clerk and Chairman.

It was decided that until a new Clerk is appointed all queries should be directed to the Chairman.

857. To receive report on the Village Get Together

The Chairman reported that whilst there were fewer residents in attendance compared to last year he felt the event was enjoyed by all.

858. To receive the short list for insurance and select an insurer

Cllr Wesley-Smith had circulated details of insurers to the councillors prior to the meeting after discussing the council's requirements with Community Action Suffolk who are able to offer cover under the Parish Protect Scheme with the policy underwritten by Royal Sun Alliance Insurance. Cllr Wesley-Smith proposed this and Cllr de Grey seconded the proposal with all agreeing.

Cheque to be raised for insurance.

859. To receive reports on contract for new Clerk and decide on further action

Cllr Parker proposed the remuneration of the future Clerk shall be £9.80 per hour for a maximum of up to 8 hours per calendar month. Any work done over this to be authorised by the Chairman. The Clerk to keep a time sheet of work carried out each month and the resulting payment, paid into their bank account on being authorised by one of the signatories of the council bank account. Proposal seconded by Cllr Hyde. It was proposed by Cllr Parker that the application pack prepared by Cllr Wesley-Smith be accepted and seconded by Cllr de Grey. The post will be advertised on NALC website.

860. To consider giving the Clerk a thank you present

Cllr Parker had been in email correspondence with NALC and proposed that the Parish Council present retiring Clerk Rosemary Martin with a cheque for £100 in acknowledgement of her voluntary work over several years for the council. This being possible under Local Government rules LGA 1972 S112 and LGA 1972 S145. Proposal seconded by Cllr Hyde and all agreed.

861. To receive update on the defibrillator project

Cllr de Grey advised that British Heart Foundation are taking applications for grants again and that she has also started to look at Community Heartbeat. Cllr de Grey to progress options and take to ad hoc meeting to discuss way forward.

862. To receive Planning applications

3PL/2019/0521 Paddock Cottage, Home Farm Lane – Oak framed cart lodge. There were no objections to the planning application.

863. To receive correspondence (including that issued after issue of agenda)

The Clerk advised of receiving a letter from the new leader of Breckland District Council.

The Clerk reminded councillors to complete an expenses form with a zero claim and submit to Breckland DC.



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864. To confirm the date of the next meeting

The next meeting of the Parish Council will take place at St Peter's Church at 6.30pm on 10th September 2019.

The meeting concluded with a presentation to the Clerk.

There being no further business the meeting closed at 7.20pm.

DRAFT