



MERTON PARISH COUNCIL

Chairman: Louise Hyde Vice Chairman: Stephen Mouser



To: Members of Merton Parish Council

You are duly summoned to attend a meeting of Merton Parish Council to be held at 6.00pm on Tuesday 7th September 2021 at Thompson Village Hall.

Claire Prentice

Clerk to the council

Date: Wednesday 1st September 2021

Merton Parish Council welcomes the public and press to its meetings. The public and press are able to address the Council during Item 30/21 of the agenda set out below. The law does not permit members of the public and press to take part in the debates.

If attending, please adhere to the venues covid-19 risk assessment which can be obtained from the councils website

www.mertonparishcouncil.norfolkparishes.gov or by contacting the clerk. You are also asked to follow any government guidelines which are in place at the time of the meeting.

AGENDA

26/21 Chairman's opening remarks

27/21 Elect village hall management committee members

The village hall charity requires a minimum of six members to be elected by the council annually. If you would like to be a member or would like further information please contact the clerk as soon as possible. (contact details can be found at the bottom of the page).

28/21 To receive apologies and approve absences

29/21 To receive declarations of interest in any items to be discussed and grant any dispensation requests.

30/21 Public Participation. (max. 30 minutes)

31/21 To receive reports

32/21 To approve minutes of the meeting of council held on 4th May 2021

33/21 Flooding

- a) Receive update and decide on any further action regarding the ditches located at Home Farm
- b) Receive update and decide on any further action regarding the ditches located at Tottington Terrace
- c) Receive update and decide on any further action regarding the ditches located at the green
- d) To discuss and decide on further action to be taken regarding flooding i.e. a review document, action plan etc.

34/21 Highways

- a) To receive updates regarding potholes awaiting repairs and decide on any further action
- b) To receive updates regarding verges to be repaired and decide on any further action

35/21 Planning Matters

- a) To consider councils approach to planning applications
- b) To consider any planning applications



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36/21 Village Hall

- a) To discuss on action to be taken if unable to obtain 6 members
- b) To discuss and decide on access, risk assessments and safety of the hall

37/21 Post box closure, to receive updates and decide on any further action

38/21 Bins, to discuss and decide on installation of bins within the village.

39/21 ICO registration, to discuss and approve payment for registration.

40/21 Mobile library, additional stop request to discuss and decide on any further action.

41/21 Grass cutting maintenance, to discuss and decide on any further action.

42/21 Policies and procedures, to consider, review and adopt accordingly, as well as set next review dates.

- a) Training Policy
- b) Grant Policy
- c) Decision Policy
- d) Complaints Policy

43/21 Finance: -

- a) Appoint a councillor to check and sign reconciliations to bank statements at each meeting
- b) Agree bank reconciliations

PC Current Account

Closing Balance as per bank statement 5 th August 2021		£2334.75
<u>Less unrepresented cheques:</u>		
100271 – Clerk salary and expenses		£174.23
	Net Balance as at 5 th Aug. 2021:	£2160.52
The net balance reconciles to the receipts and payments account for the year as follows:-		
	Opening Balance 1st April 2021:	£1618.77
Add receipts in year		£1100.00
Less payments in year		£558.25
	Closing balance as at 5 th Aug 2021:	£2160.52

PC Reserve Account

Closing Balance as per bank statement 5th Aug. 2021		£1683.26
<u>Less unrepresented cheques:</u>		
	Net Balance as at 5th Aug. 2021:	£1683.26
The net balance reconciles to the receipts and payments account for the year as follows:-		
	Opening Balance 1st April 2021:	1683.22



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Add receipts in year		£0.04
Less payments in year		£0.00
Closing balance as at 5th Aug 2021:		£1683.26

Village Hall Project

Closing Balance as per bank statement 5 th August 2021		£3231.11
<u>Less</u> unrepresented cheques:		
Net Balance as at 5 th Aug. 2021:		£3231.11
The net balance reconciles to the receipts and payments account for the year as follows:-		
Opening Balance 1st April 2021:		£3231.11
Add receipts in year		£0.00
Less payments in year		£0.00
Closing balance as at 5 th Aug 2021:		£3231.11

c) Payments since last meeting, to approve accordingly

PC Current Account

Date	Payee/Reason	Cheque No.	Amount	Signatories	Approval
29.05.21	Hall hire	BACS	10.00	C.Prentice J. Wesley-Smith	

d) Outstanding payments, to approve accordingly

PC Current Account

Date	Payee/ Reason	Cheque No.	Amount	Signatories	Approval
07.09.21	Grass cutting	BACS	120.00		
07.09.21	Clerk salary + expenses	BACS	569.78		

e) Receipts since last meeting, to approve accordingly

PC Current Account

Date	Payee/ Reason	Cheque No.	Amount	Approval
	None			

PC Reserve Account

Date	Payee/ Reason	Cheque No.	Amount	Approval
07.06.21	Interest	DC	0.04	

Village Hall Project

Date	Payee/ Reason	Cheque No.	Amount	Approval
	None			

f) Budget monitoring 1st and 2nd quarter, to discuss and decide on any action to be taken



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- g) Draft precept, to discuss and decide on any action to be taken**
- h) Appointment of internal auditor for year end 2021/22**

43/21 To discuss and confirm the meeting dates for 2022

- **Tuesday 4th Jan**
- **Tuesday 8th March**
- **Tuesday 3rd May**
- **Tuesday 6th Sept.**

44/21 Employee Matters

- a) To consider the passing of a resolution under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972 that the public and press be excluded from the meeting for item 44/21c-f on the grounds that it could involve the likely disclosure of private and confidential information.**
- b) Probation period, to discuss and decide on action to be taken.**
- c) Contract review, to discuss and decide on action to be taken.**
- d) Holiday request, to discuss and decide on action to be taken.**
- e) Training request, to discuss and decide on action to be taken.**
- f) SLCC request, to discuss and decide on action to be taken.**