



# MERTON PARISH COUNCIL

Chairman: Louise Hyde Vice Chairman: Stephen Mouser



Minutes of Merton Parish Council extraordinary meeting held at 6.00pm on Tuesday 20<sup>th</sup> January 2022 at Thompson Village Hall.

Present: Cllr De Grey, Cllr Hyde (chair), Cllr Mouser (vice-chair) and Cllr Roat

Claire Prentice (clerk/RFO)

Cllr Suggitt (District council)

1 member of public

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*Cllr Roat signed declaration of acceptance and clerk countersigned. Clerk to hold on file.*

## **01/22 Chairman's opening remarks**

Chair welcomed all those in attendance

## **02/22 To receive apologies and approve absences**

Received from Cllr Wesley-Smith and approved by all.

## **03/22 To receive declarations of interest in any items to be discussed and grant any dispensation requests.**

None. Proper officer reminded all that a dispensation is still in place for Cllr De Grey regarding flooding.

## **04/22 Public Participation. (max. 30 minutes)**

Flooding issues raised. Council resolved to allow public participation for agenda item 07/22

## **05/22 To receive reports**

- Clerk circulated report to councillors prior to meeting. Addition items were:-  
The VAT claim has now been received which means future claims can be processed online as there is now a registration number so should speed things up.  
In regard to flooding Norfolk ALC forwarded an email to those who they thought might be able to help. A response had that day been received from the principal resilience officer for the community environmental offices but due to the timing had not yet been progressed. Received an email that had been forward, originally from a resident commenting that the pipe under the bus shelter they do not believe to be clear in the field entrance, also the ditch to the moat beside no. 12, then regarding highways it doesn't appear that the verges have been reinstated. They fear that Crow's Lane is in danger of becoming one long passing place.  
The chair reported that highways had sent confirmation that the verges had been reinstated, also some Work was completed to one of the passing places.
- Cllr Suggitt reported. There has been a lot going on and is back to business as usual. There has been a shift in mindset, so lots going on and this time of year is when there is the draft budget. There is inspiring communities ([www.breckland.gov.uk/inspiring-communities](http://www.breckland.gov.uk/inspiring-communities)), it is a project that started before covid. It is important and is all about dealing with county lines, domestic abuse (it is reported 1 in 6 suffer with domestic abuse), social isolation etc. in the area. There are the covid funds which have come in from government and hospitality grants, so any businesses that have been affected can tap into these. Another key project which is about to go live in Thetford, Elm Road project. It was a derelict building which was sat there for some time not doing anything, so it has been taken on and converted with approx. 21 rooms and is aimed at rough sleepers and vulnerable people. On the side of that we have five units to going up and there is a wraparound service giving further support. Then praise goes to the bin crews who have done a fantastic job over Christmas, it was always going to be tricky with two bank holidays over Christmas. They should be caught up by the weekend, however the sheer volume of rubbish has been something else and the weight, which meant the challenges of extra trips back to the transfer station. So they really have done well especially with those challenges.

## **06/22 To approve minutes of the meeting of council held on 7<sup>th</sup> September 2021**

Approved

**07/22 Flooding related issues, to discuss and decide on any action**

Resident raised the issue of a large tree in a ditch which has been there since Christmas 2020 and asked that the parish council contact the landowner.

Clerk made all aware that following the flooding meeting hosted by Norfolk ALC emails had been sent between the clerk and Norfolk ALC following issues raised. Norfolk ALC has now forwarded those emails to other organisations to see if they can help as Norfolk ALC cannot help any further. One organisation had only just been in contact with the clerk.

Cllr De Grey commented that the wood had been removed from the moat and there so be no issue.

Clerk to contact landowner regarding tree and the two blocked pipes. Cllr Eagle to be copied in.

Clerk to progress correspondence with external organisations following Norfolk ALC meeting.

**08/22 Highways, to receive updates and discuss and decide on any action**

Chair to report the water grate which is proud of the road near the village green.

**09/22 Planning Matters, to consider any planning applications**

None

**10/22 Post box closure, to receive updates and decide on any further action**

Clerk to pursue issue.

**11/22 ICO registration, to discuss and approve payment for registration.**

Registration by direct debit approved.

**12/22 Grass cutting maintenance, to discuss and decide on any further action.**

On receipt of written quote, with inclusion of trimming around phone box existing contractor will remain in place.

**13/22 Covid-19 plaque, to discuss and decide where and when to display plaque**

Discussion was between bus shelter (but it is rounded), village sign and the church.

To go forward to next meeting.

**14/22 Queen's jubilee, to discuss and decide on any action to be taken**

Thompson to hold event. Anyone is welcome to help and/ or attend.

Cllr Mouser expressed an interest in helping on the day/ day after.

Cllr Hyde to attend organisation meetings, Cllr Roat to attend in Cllr Hyde's absence.

Clerk to contact the organisation committee

Entry to go in Waylander meeting.

**15/22 Policies and procedures, to consider, review and adopt accordingly, as well as set next review dates.**

**a) Safeguarding Policy**

**b) Publication scheme**

Above approved and signed.

**c) Risk management scheme**

To go to next meeting.

**16/22 Finance: -**

**a) VH account, to discuss and decide on action regarding defibrillator donations and unallocated sums**

Cllr De Grey to forward information to clerk, clerk to look into installation.

Allocated sum of £342.16p to be transferred to pc account and ringfenced.

**b) Agree bank reconciliations**

**PC Current Account**

Closing Balance as per bank statement 20 <sup>th</sup> Dec. 2021		£2449.47
Less unrepresented cheques:		
Net Balance as at 20 <sup>th</sup> Dec. 2021:		<b>£2449.47</b>
The net balance reconciles to the receipts and payments account for the year as follows:-		
Opening Balance 1st April 2021:		£1618.17
Add receipts in year		£2235.40
Less payments in year		£1404.70
Closing balance as at 20 <sup>th</sup> Dec 2021:		<b>£2449.47</b>



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## PC Reserve Account

Closing Balance as per bank statement 20 <sup>th</sup> Dec. 2021		£1683.34
Less unrepresented cheques:		
Net Balance as at 20 <sup>th</sup> Dec. 2021:		<b>£1683.34</b>
The net balance reconciles to the receipts and payments account for the year as follows:-		
Opening Balance 1st April 2021:		£1683.22
Add receipts in year		£0.12
Less payments in year		£0.00
Closing balance as at 20 <sup>th</sup> Dec 2021:		<b>£1683.34</b>

## Village Hall Project

Closing Balance as per bank statement 20 <sup>th</sup> Dec. 2021		£3247.77
Less unrepresented cheques:		
Net Balance as at 20 <sup>th</sup> Dec. 2021:		<b>£3247.77</b>
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		£16.66
Less payments in year		£0.00
Closing balance as at 20 <sup>th</sup> Dec 2021:		<b>£3247.77</b>

Figures for village hall project amended from those stated on agenda. All approved and Cllr Mouser to sign at next meeting.

Signed \_\_\_\_\_ Date \_\_\_\_\_

c) Payments since last meeting, to approve accordingly

## PC Current Account

Date	Payee/Reason	Cheque No.	Amount	Signatories	Approval
07.10.21	Hall Hire	BACS	£20.00	C.Prentice J. Wesley-Smith	Approved
14.12.21	Grass cutting	BACS	£60.00	C.Prentice J. Wesley-Smith	Approved

Hall amount amended from figure on agenda.

d) Outstanding payments, to approve accordingly

## PC Current Account

Date	Payee/Reason	Cheque No.	Amount	Signatories	Approval
04.01.22	Clerk salary + expenses	BACS	£629.48	C.Prentice S.Mouser	Approved
04.01.22	HMRC	BACS	£17.60	C.Prentice S.Mouser	Approved
04.01.22	Wave	BACS	£9.44	C.Prentice	Approved

				S.Mouser	
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e) Receipts since last meeting, to approve accordingly

**PC Current Account**

Date	Payee/Reason	Cheque No.	Amount	Approval
30.09.21	Precept	DC	£1100.00	Approved
12.11.21	VAT Claim	DC	£35.40	Approved

**PC Reserve Account**

Date	Payee/Reason	Cheque No.	Amount	Approval
06.09.21	Interest	DC	£0.04	Approved
06.12.21	Interest	DC	£0.04	Approved

**Village Hall Project**

Date	Payee/Reason	Cheque No.	Amount	Approval
04.11.21	Easy fundraising	DC	£16.66	Approved

f) Budget monitoring 3rd quarter, to discuss and decide on any action to be taken

No action to be taken.

g) Internal Auditor

To go forward to next meeting

**17/22 To confirm or amend the date and place of next meeting as Tuesday 8<sup>th</sup> March 6pm Thompson Hall**  
Confirmed.

Meeting closed at 7.23pm

Signed: \_\_\_\_\_

Date: \_\_\_\_\_