



MERTON PARISH COUNCIL

Chairman: Louise Hyde Vice Chairman: Stephen Mouser



Minutes of Merton Parish Council meeting held at 6.00pm on Tuesday 10th May 2022 at St Peter's Church, Merton.

Present: Cllr De Grey, Cllr Hyde (chair), Cllr Mouser (vice-chair), Cllr Roat and Cllr Wesley-Smith
Claire Prentice (clerk/RFO)
2 members of public

34/22 Elect chairperson and sign declaration

Cllr Hyde elected chair. Chair signed declaration

35/22 Elect vice chairperson

Cllr Mouser elected vice-chair.

36/22 To receive apologies and approve absences

Cllr Eagle (county councillor)

37/22 To receive declarations of interest in any items to be discussed and grant any dispensation requests.

None

38/22 Village hall management committee, to elect members or discuss and decide on action to be taken if the committee is unable to be formed.

M. Austin, K. Dunn, V. Matthews, S. Mouser, F. Roat and J. Wesley- Smith elected on to village hall committee.

39/22 Public Participation. (max. 30 minutes)

Member of public allowed to speak at agenda item 42/22 as it relates to flooding.
No other participation.

40/22 To receive reports

Clerk circulated report to councillors prior to meeting.
No other reports.

41/22 To approve minutes of the meeting of council held on 8th March 2022

Approved. Signed by chair. Finance signed by vice-chair.

42/22 Flooding related issues, to receive updates, discuss and decide on any action to be taken.

- **Tree in ditch and related matters**
- **Reclaim the rain**
To go to next agenda.
- **Watton and Saham flood action Group**
To go to next agenda.
- **Thompson PC matters**
No action at this time.
- **Other**

Clerk to forward relevant information to W.A.S.F.A.G. representatives to include flood report.
Clerk to invite W.A.S.F.A.G. representatives to look round parish in regard to issues. Vice chair to accompany them.

43/22 Highways, to receive updates, discuss and decide on any action to be taken.

- **Signage, passing points and knock down posts for Crow's Lane**
- **Other**

Clerk to continue to investigate. To go to next agenda.

44/22 Planning Matters, to consider any planning applications

None

45/22 Closed postbox, to discuss and decide on any action to be taken.

Clerk to send correspondence to both Thetford sorting office as well as generic address.

46/22 Rubbish to corner of Home Farm Lane, to discuss and decide on any action to be taken.

Clerk to contact landowner, breckland council, county council and police. Due to environmental health. Current situation is encouraging flytipping and other unlawful behaviour.

47/22 Jubilee Event, to discuss and decide on any action to be taken.

No further action to be taken at this time.

48/22 Defibrillator, to discuss and decide on any action to be taken.

- **Return of funds**
- **Other suitable projects**

Clerk to contact individual in regard to sizeable donation in order to refund. Other funds to remain ringfenced until next financial year.

49/22 Insurance, to discuss and decide on action to be taken as required.

Councillors to decide by majority via email outside of meeting.

50/22 Policies and procedures, to consider, review and adopt accordingly, as well as set next review dates.

a) Asset register

Clerk to present at next meeting.

b) Asset inspection report

Clerk to present at next meeting.

51/22 Finance: -

a) Agree bank reconciliations

PC Current Account

	Closing Balance as per bank statement 5 th April 2022		£1618.57
	<u>Less</u> unpresented cheques:		
	HMRC VAT		-£14.45
	Net Balance as at 5 th April 2022:		£1633.02
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		£2592.01
	Less payments in year		£2577.76
	Closing balance as at 5 th April 2022:		£1633.02

PC Reserve Account

	Closing Balance as per bank statement 5 th April 2022		£1683.38
	<u>Less</u> unpresented cheques:		£0.00
	Net Balance as at 5 th April 2022:		£1683.38
The net balance reconciles to the receipts and payments account for the year as follows:-			
	Opening Balance 5 th April 2022:		£1683.22
	Add receipts in year		£0.16
	Less payments in year		£0.00
	Closing balance as at 5 th April 2022:		£1683.38

Village Hall Project

	Closing Balance as per bank statement 5 th April 2022		£2905.61
	<u>Less</u> unpresented cheques:		£0.00



MERTON PARISH COUNCIL

Chairman: Louise Hyde Vice Chairman: Stephen Mouser



	Net Balance as at 5 th April 2022:	£2905.61
The net balance reconciles to the receipts and payments account for the year as follows:-		
	Opening Balance 5 th April 2022:	£3231.11
	Add receipts in year	£-325.50
	Less payments in year	£0.00
	Closing balance as at 5 th April 2022:	£2905.61

All approved and Cllr Mouser to sign at next meeting.

Signed _____ Date _____

- b) **Payments since last meeting**, to approve accordingly

PC Current Account

Date	Payee/Reason	Cheque No.	Amount	Signatories	Approval
	None				

- c) **Outstanding payments**, to approve accordingly

PC Current Account

Date	Payee/ Reason	Cheque No.	Amount	Signatories	Approval
11.05.22	Clerk salary + expenses	BACS	348.94	C. Prentice J.Wesley-Smith/ S. Mouser	Approved
11.05.22	HMRC	¹	4.40	N/A	Approved
11.05.22	Venue hire	BACS	20.00	C. Prentice J.Wesley-Smith/ S. Mouser	Approved
11.05.22	Internal auditor	BACS	40.00	C. Prentice J.Wesley-Smith/ S. Mouser	Approved

- d) **Receipts since last meeting**, to approve accordingly

PC Current Account

Date	Payee/ Reason	Cheque No.	Amount	Approval
06.04.12	Precept	DC	£1375.00	Approved

PC Reserve Account

Date	Payee/ Reason	Cheque No.	Amount	Approval
	None			

Village Hall Project

Date	Payee/ Reason	Cheque No.	Amount	Approval
	None			

¹ To be paid from unallocated funds held by HMRC.

e) **Audit and AGAR, to discuss, approve and decide on further action as required for:-**

- **Certificate of exemption**
Approved. Signed accordingly.
- **Section 1, Annual Governance Statement**
Approved. Signed accordingly.
- **Section 2, Accounting**
Approved. Signed accordingly.
- **Internal Audit Report**
Approved.

52/22 To confirm or amend the date and place of next meeting as Tuesday 6th September at 6pm in St Peter's Church if available or Thompson Hall.

Church to be booked if available, if not the small hall of Thompson village hall. Time and date approved.

Meeting closed at 8.20pm

Signed: _____

Date: _____