



# 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 at 6.00pm on Tuesday 6<sup>th</sup> September 2022 at St. Peter's Church. Merton.

Claire Prentice

Clerk & RFO to Merton parish council

Date: Thursday 1<sup>st</sup> September 2022

*Merton Parish Council welcomes the public and press to its meetings. The public and press are able to address the Council during Item 56/22 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 and follow any government guidelines which are in place at the time of the meeting.*

## AGENDA

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**53/22 Chairman's opening remarks**

**54/22 To receive apologies and approve absences**

**55/22 To receive declarations of interest in any items to be discussed and grant any dispensation requests.**

**56/22 Public Participation. (max. 30 minutes)**

**57/22 To receive reports**

**58/22 To approve minutes of the meeting of council held on 3<sup>rd</sup> May 2022**

**59/22 Flooding related issues**, to receive updates, discuss and decide on any action to be taken.

- **Tree in ditch and related matters**
- **Reclaim the rain/ Watton and Saham flood action Group**
- **Other**

**60/22 Highways**, to receive updates, discuss and decide on any action to be taken.

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

**61/22 Planning Matters**, to consider any planning applications

- **Within consultation period**
- **Outside consultation period (for information only)**  
3PL/2022/0749/HOU – Mill Hill Barn, Home Farm Lane  
Installation of 14 solar panels on existing south facing roof  
Parish council – no comment  
Breckland council - Permission

**62/22 Closed postbox**, to discuss and decide on any action to be taken.

**63/22 Rubbish to corner of Home Farm Lane**, to discuss and decide on any action to be taken.

**64/22 Defibrillator**, to discuss and decide on any action to be taken.

- **Other suitable projects**

**65/22 Swift towers** to discuss and decide on any action to be taken.

**66/22 Emergency plan** to discuss and decide on any action to be taken.

**67/22 Policies and procedures**, to consider, review and adopt accordingly, as well as set next review dates.

- Asset register**
- Standing orders (review)**
- Financial Regulations (review)**
- Civility pledge (adoption)**



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## 68/22 Finance: -

### a) Agree bank reconciliations

#### PC Current Account

Closing Balance as per bank statement 5 <sup>th</sup> August 2022		2200.50
<u>Less</u> unrepresented cheques:		
100274 – defib. refund		50.00
Net Balance as at 5 <sup>th</sup> August 2022:		2150.50
The net balance reconciles to the receipts and payments account for the year as follows:-		
Opening Balance 1st April 2021:		1618.57
Add receipts in year		1339.45 <sup>1</sup>
Less payments in year		807.52
Closing balance as at 5 <sup>th</sup> August 2022:		2150.50

#### PC Reserve Account

Closing Balance as per bank statement 5 <sup>th</sup> August 2022		1683.51
<u>Less</u> unrepresented cheques:		
Net Balance as at 5 <sup>th</sup> August 2022:		1683.51
The net balance reconciles to the receipts and payments account for the year as follows:-		
Opening Balance 5 <sup>th</sup> April 2022:		1683.38
Add receipts in year		.13
Less payments in year		0.
Closing balance as at 5 <sup>th</sup> August 2022:		1683.51

#### Village Hall Project

Closing Balance as per bank statement 5 <sup>th</sup> August 2022		2905.61
<u>Less</u> unrepresented cheques:		
Net Balance as at 5 <sup>th</sup> August 2022:		2905.61
The net balance reconciles to the receipts and payments account for the year as follows:-		
Opening Balance 5 <sup>th</sup> April 2022:		2905.61
Add receipts in year		0.
Less payments in year		0.
Closing balance as at 5 <sup>th</sup> August 2022:		2905.61

<sup>1</sup> Chq. 100274 shows as - £50.00 receipt on cashbook, not a payment



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

**PC Current Account**

Date	Payee/Reason	Cheque No.	Amount	Signatories	Approval
13.06.22	BHIB	BACS	373.58	C.Prentice S. Mouser	
19.07.22	Defib. refund	100274	50.00	C.Prentice S. Mouser	
29.07.22	ICO	DD	35.00	C.Prentice S. Mouser	

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

**PC Current Account**

Date	Payee/ Reason	Cheque No.	Amount	Signatories	Approval
06.09.22	Clerk salary + expenses	BACS	TBC		
06.09.22	HMRC	<sup>2</sup>	TBC		
06.09.22	Venue hire for 15.07.22	BACS	20.00 TBC		
06.09.22	Venue hire for 06.09.22	BACS	20.00 TBC		
06.09.22	Venue hire for 07.09.22	BACS	20.00 TBC		
06.09.22	Grass cutting	TBC	TBC		

d) **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
	None			

**Village Hall Project**

Date	Payee/ Reason	Cheque No.	Amount	Approval
	None			

e) **Budget monitoring and draft precept**

f) **Option to opt out of the SAAA central external auditor appointment arrangements**, to discuss and decide on any action to be taken

**69/22 To discuss and decide on meeting dates, time and venue for 2023**

- **Tuesday 3<sup>rd</sup> January 6pm**
- **Tuesday 7<sup>th</sup> March 6pm**
- **Tuesday 2<sup>nd</sup> May 6pm (parish meeting, may be subject to change)**
- **Tuesday 2<sup>nd</sup> May to follow parish meeting (may be subject to change due to election year)**
- **Tuesday 5<sup>th</sup> September 6pm**

<sup>2</sup> To be paid from unallocated funds held by HMRC.



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## 70/22 Employment matters

- **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 70/22 on the grounds that it could involve the likely disclosure of private and confidential information.**
- Clerk resignation letter
- Advertisement and locations
- Employee contract.
- Interview and employment procedure.
- Any other related items deemed relevant.