



# MERTON PARISH COUNCIL

Chairman: Louise Hyde Vice Chairman: Stephen Mouser



Minutes of Merton Parish Council meeting held at 6.00pm on Tuesday 10<sup>th</sup> 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)  
1 member of public

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## 53/22 Chairman's opening remarks

Chair welcomed all to the meeting and made all aware of some events coming up. A resident is doing a sponsored cycle ride on 11<sup>th</sup> September for the church's trust. There is a twilight concert at the church on 17<sup>th</sup> September. Thompson have a 10k run on 2<sup>nd</sup> October. There is a litter pick on 22<sup>nd</sup> October at 10.15am meeting at the bus shelter.

## 54/22 To receive apologies and approve absences

Apologies received from Cllr Eagle as he may be late.

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

None

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

At the council's decision, member of public was allowed to speak at item 63/22

## 57/22 To receive reports

Clerk circulated report to all councillors prior to meeting.

## 58/22 To approve minutes of the meeting of council held on 10th May 2022

Agenda item should read 10<sup>th</sup> May not 3<sup>rd</sup> May. Minutes approved. Signed by chair.

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

- **Tree in ditch and related matters**  
No further action at this time.
- **Reclaim the rain/ Watton and Saham flood action Group**  
Clerk to contact representative and reschedule workshop if possible.  
If rescheduled advert to go in Waylander.
- **Other**  
None

## 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**  
Reply to highways engineer asking about other previous options and ask about possible additional drive slowly signs to the three village signs. Also address z bend signs.
- **Parish Partnership Scheme**  
No action to be taken.
- **Other**  
Contact Cllr Eagle to see if slow down signs are still available.

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

- **Within consultation period**  
None
- **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



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Breckland council - Permission

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

Clerk to reply to royal mail asking for replacement like for like post box and landowner will address rebuild and any other related issues.

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

Member of public spoke about how pleased they were in regard to the clearance but wondered about possible future issues and maintenance.

Cllr De Grey to contact landowner and thank them for their work so far and ask about progress of tree in ditch.

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

- **Other suitable projects**

No further action to be taken. Defibrillator will not be installed due to loss of phonebox/ electric supply.

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

Contact Cllr Eagle to get more information on assessing suitable sites and identification of birds.

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

No action to be taken. Everyone should call 999 in the first instance in an emergency.

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

**a) Asset register**

To go to next agenda

**b) Standing orders (review)**

Approved. Signed by chair.

**c) Financial Regulations (review)**

Approved. Signed by chair.

**d) Civility pledge (adoption)**

Adopted

**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:	

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



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	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

Approved by Cllr Mouser. Minutes to be signed by Cllr Mouser at next meeting.

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

### 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	Approved
19.07.22	Defib. refund	100274	50.00	C.Prentice S. Mouser	Approved
29.07.22	ICO	DD	35.00	C.Prentice S. Mouser	Approved

### c) Outstanding payments, to approve accordingly

#### PC Current Account

Date	Payee/ Reason	Cheque No.	Amount	Signatories	Approval
06.09.22	Clerk salary + expenses	BACS	£718.38	C. Prentice S.Mouser	Approved
06.09.22	Venue hire for 15.07.22	BACS	20.00 TBC	Not Approved	Not Approved
06.09.22	Venue hire for 06.09.22	BACS	20.00 TBC	C. Prentice S.Mouser	Approved
06.09.22	Venue hire for 07.09.22	BACS	20.00 TBC	Not Approved	Not Approved

### d) Receipts since last meeting, to approve accordingly

#### PC Current Account



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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

Precept set at £3250. Increase is to allow for £500 p/y for 5 years to allow for repair of thatch to bus shelter.

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

Council **not** to opt out of central appointment.

### 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

Approved

### 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.**  
Member of public remained with clerk and council's consent.
- **Clerk resignation letter**  
Chair thanked clerk for all her work on behalf of the council.
- **Advertisement and locations**  
Advert to go up as advised. Closing date sent at end of October.
- **Employee contract.**  
To be addressed as required, council may decide by majority by email.
- **Interview and employment procedure.**  
Cllr Hyde and Cllr Mouser to hold interviews and decide when and where as necessary. Employment to be formalised at next meeting.
- **Any other related items deemed relevant.**  
None

Meeting closed at 8.12pm

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

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