



# MERTON PARISH COUNCIL

Chairman: M Parker

Clerk/RFO: R Martin



## MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 23<sup>rd</sup> MAY 2017 IN ST PETER'S CHURCH

Present: Cllrs Parker (Chairman), de Grey, Macro and Riley, and Rosemary Martin (Clerk), 7 parishioners in attendance.

Prior to the opening of the meeting, the Clerk asked for nominations for the election of a Chairman. It was proposed by Cllr Riley and seconded by Cllr de Grey that Cllr Parker be elected as Chairman. All agreed.

**725. To receive Declaration of Acceptance of Office from the Chairman**

The Chairman and Clerk signed a Declaration of Acceptance of Office form.

**726. To receive apologies for absence**

Apologies received from Cllr Dunn.

**DRAFT**

**727. To receive declarations of interest**

Cllrs Riley and Macro had an interest in §732. Cllrs reminded that each of them has a responsibility to ensure that an up-to-date copy of their Declaration of Pecuniary Interests is lodged with Breckland District Council.

**728. To agree the timetable for meetings for the next year**

It was proposed that the following meetings should be held:

5<sup>th</sup> September 2017  
9<sup>th</sup> January 2018  
10<sup>th</sup> April 2018  
22<sup>nd</sup> May 2018  
10<sup>th</sup> September 2018)

All agreed.

**729. To confirm the continuation of the Village Hall Working Party**

It was proposed by Cllr de Grey and seconded by Cllr Riley that the Village Hall Working Party should continue with the same remit as before. All agreed.

**730. To review the Assets Register of the Parish Council**

At 31<sup>st</sup> March the Asset Register was as follows:

| <u>Asset</u>                   | <u>Asset Value</u> | <u>Action</u> | <u>Comment</u>                                                  |
|--------------------------------|--------------------|---------------|-----------------------------------------------------------------|
| Village Hall                   | £1                 | added         |                                                                 |
| Chairs                         | £200               | reduced       | Asset value reduced from £900 as many chairs had to be scrapped |
| PC                             |                    | scrapped      | removed @ £318                                                  |
| Lap Top                        | £413               | added         | New purchase                                                    |
| Village Hall sign and bus stop | £16,617            | unchanged     |                                                                 |

Clerk asked to add the urn to the register with a value of £1. Parish Council will continue to ignore depreciation of assets.

**731. To confirm suitable insurance is in place**

This is the final year of the contract with Came & Company. Next year PC will need to review whether Came & Co is still the best insurer.



# MERTON PARISH COUNCIL

Chairman: M Parker

Clerk/RFO: R Martin



**732. To review the council's subscriptions and donations**

The PC will continue to subscribe to Norfolk ALC. Cllrs de Grey and Parker resolved to increase the annual donation to St Peter's Church to £80.

**733. To agree and sign the minutes of the Parish Council meeting held on 4<sup>th</sup> April 2017**

It was proposed by Cllr Riley and seconded by Cllr Macro that the minutes were a true record of the meeting. All agreed and the Chairman signed the minutes.

**734. Matters arising from the previous minutes (for information only)**

Highways have confirmed that the route from Pockthorpe to Sparrow Hill is a public road (PROW). Intention is to take action to have it re-opened as a footpath and bridleway.

**735. To adjourn the meeting for Parishioners' Questions**

The meeting was adjourned.  
The meeting was reconvened.

**DRAFT**

**736. Finance**

**a) Routine Finance: invoices for payment**

|                                   |                        |              |         |
|-----------------------------------|------------------------|--------------|---------|
| Came & Co Insurance               | Premium 2017/2018      | 3012/2907/BP | £317.90 |
| Payments made since April meeting |                        |              |         |
| Pete Myhill                       | Repair to Village Sign | #100232      | £60.00  |
| Anglian Water                     | Aug 16/Feb 17          | #100233      | £11.27  |

**b) Clerk's Expenses**

Partially complete, will be provided for September meeting.

**c) Payments to new bank account**

Easyfunding payments have been set up to go directly into the new Village Hall Project bank account. The Clerk will transfer any previous donations paid into the Community account into this account too.

**d) To consider implementing new on-line access to pay bills**

The Clerk and Cllr Riley have now successfully tested this system, and are satisfied that it will provide the necessary controls. (process: Clerk sets up payment, Cllr Riley validates and authorises payment. Bank then makes payment.) Resolved to implement this process.

**e) Budget V Actuals for 2016/2017**

The Clerk tabled a printout of the Actual payments made in 2016/2017 versus the Budget for that year. This information is available on the website.

**f) VAT Reclaim**

The Clerk has made a VAT reclaim for £211.

**737. To review and sign off the Annual Return**

The Annual Return documents had been circulated to the Cllrs prior to the meeting. The Chairman read out the annual Governance statement, and the Cllrs all agreed that they had met their responsibilities. The Chairman and the Clerk then signed the Annual Governance Statement and the Accounting Statements.

**738. To receive report on Village Hall Renovation Project**

Three of the fundraising activities have now been implemented:

Collect all those unwanted coppers

Easyfunding

Pledge a Plank



# MERTON PARISH COUNCIL

Chairman: M Parker

Clerk/RFO: R Martin



Details of all these can be found on the website and on the Village Notice Board.

**739. To review actions for the Village Event on 11 June**

The preparation for this event is almost complete. There will be a meeting of the Village Hall Working Party on 24<sup>th</sup> May to make the final arrangements.

**740. To consider parishioners' requests to start parish council meetings later than 6:00 pm**

It was resolved that the meeting should continue to start at 6:30pm.

**741. To receive correspondence**

None received.

**742. To Confirm the date of the next meeting**

The next meeting of the Parish council will take place at St Peter's Church on 5<sup>th</sup> September starting at 6:30 pm.

The meeting closed at 7:05 pm

**DRAFT**