



MERTON PARISH COUNCIL

Chairman: Martin Parker

Clerk/RFO: Rosemary Martin



MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 22ND MAY 2018 IN ST PETER'S CHURCH FOLLOWING THE ANNUAL MEETING OF THE PARISH

Present: Councillors: Parker (Chairman), Dunn, Macro and Riley, and Rosemary Martin (Clerk); 7 parishioners in attendance.

Prior to the start of the meeting, the Clerk asked for nominations for Chairman. Proposed by Cllr Riley and seconded by Cllr Macro that Cllr Parker remain as Chairman, all agreed.

776. To receive declaration of acceptance of office from the Chairman

The Chairman and Clerk signed the Declaration of Acceptance of Office of Chairman.

777. To receive apologies for absence

Apologies received from Cllr de Grey who is unwell.

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778. To receive declarations of interest

None received.

779. Declarations of Pecuniary Interest

All Councillors reminded that, if necessary, they should update their Declarations of Pecuniary Interest and return the forms to BDC

780. To agree the timetable for meetings for next year

The following schedule was agreed:

11 th	September	2018
8 th	January	2019
9 th	April	2019
21 st	May	2019
9 th	September	2019

781. To confirm the continuation of the Village Hall Working Party

Agreed that the Village Hall Working Party should continue with the same mandate and members as now.

782. To review the Assets Register of the Parish Council

Agreed that the Assets Register is unchanged since 01 April 2017

783. To confirm suitable insurance is in place

Suitable insurance is in place but will need to be renewed by 1st June

784. To review the Councils subscriptions and donations

Resolved to continue with membership of Norfolk ALC (\$770 f)), and with donation of £80 to St Peter's Church.

785. To agree and sign the minutes of the Parish Council meeting held on 10th April 2018

It was proposed by Cllr Reilly and seconded by Cllr Dunn that the minutes were a true record. All agreed, and the Chairman signed the minutes.

786. Matters Arising from previous minutes (for information only)

- The ivy has been cut back on one of the trees, but believe that the other would



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fall if the ivy were removed (Jo de Grey)¹

- The hedge outside Peddars Barn is not dead, it was dormant.²
- Martin Parker will repair the seats round the bus shelter
- Anglia Water examined the cover by the fire hydrant. They do not want to lower it, as it might be difficult to find in the event of an emergency. It is a metre above the hydrant pipes, so unlikely to cause any damage if broken. They will come and repair it as often as necessary (#54965313)
- Pockthorpe to Sparrow Hill footpath: NCC Highways sent a copy of the own motion Modification Order. A copy of the Notice will appear in the Eastern Daily Press on 1st June. Copies will also be displayed on site at either end of the way from this date up to and including Friday 13th July 2018.³

787. To adjourn the meeting for Parishioners' Questions

The meeting was adjourned

The meeting was reconvened

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788. Finance

a) Routine Finance: invoices for payment

Norfolk ALC	2018 subscription	OLPay 31may	£82.39
Payments made since April meeting:			
Julian Horn	Repairs to computer	OLPay 17may	£25.00

b) Bank Account balances

Community Account (60629359)	£2442.32
Bus Saver B (80836257)	£1675.99
VHRP Community (03142361)	£2245.91

789. To review changes to the Financial Regulations

The following changes were proposed and agreed:

Amendments

§4.3 Replace reference to *Annual Return* with *Annual Governance and Accountability Return*

§6.1 add *online payment*

New Paragraphs

§5.3.2 Cheques, and bank transfers drawn on the bank account in accordance with the schedule referred to in paragraph 5.2 or in accordance with paragraph 6.4, shall be signed by two members of Council.

§9.1 Village Hall

When significant sums of cash or cheques are received during fundraising activities for the new Village Hall, more than one person should be present when the cash/cheques are first counted.

All monies collected for the new Village Hall should be paid into the Village Hall account

790. To complete and sign off the AGAR Part 2

The External Audit process has been changed. It is now possible for small parishes to opt-out of the External Audit, by certifying themselves as exempt, and providing the following information:

¹ Clerk to ask the de Greys that a tree surgeon examines the tree urgently.

² Clerk to monitor all the plants

³ As the Parish Notice Board will be full due to statutory postings, Jayne Wesley-Smith will post a laminated copy of the detailed map on the Village Notice Board



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- Certificate of Exemption
- Annual Internal Audit Report
- Annual Governance Statement
- Accounting Statements (with explanations for significant variants)

Joan Matthews carried out the Internal Audit; there were no issues raised. All the information had then been circulated to the Councillors, ahead of the meeting. The Chairman read out the contents, and the Councillors agreed to their accuracy. The Chairman and Clerk/RFO then signed the documents.

791. Planning

3PL/2018/0545/HOU Mr Stephen Mouser Mill Hill Barn, Home Farm Lane	Application to erect a garden shed. <i>No objections</i>
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792. To consider parishioners' complaints regarding traffic speeding through the village

After discussion it was resolved that the Clerk should write to the Headmistress of Thompson school, asking if she would remind parents of the dangers for pedestrians as the Crows Lane road goes through the village.

793. To consider Parishioners requests for speed indication sign(s) in Crows Lane

After discussion, resolved to ask Highways for signs. (Clerk)

794. To consider parishioners requests to join litter picking scheme with Thompson PC

After discussion, it was proposed by Cllr Dunn and seconded by Cllr Riley, that the village should join with Thompson. All agreed. Clerk to contact Thompson Clerk.

795. To receive correspondence

Correspondence available to view at the meeting

Norfolk ALC	May Newsletters	
NCC Highways	Own Motion (Modification Order for Pockthorpe footpath	See §786.

796. To Confirm the date of the next meeting

The next meeting will take place on 11th September 2018 in St Peter's Church at 6:30 pm.

Meeting closed 8:00

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