



MERTON PARISH COUNCIL

Chairman: M Parker

Clerk/RFO: R Martin



MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD ON 7TH MAY 2019 IN ST PETER'S CHURCH AT 6:30 PM

DRAFT

Prior to the opening of the meeting, all members of the new council signed Declarations of Acceptance of Office in front of the Clerk. As Chairman of the outgoing Council, Cllr Parker assumed the Chairmanship until a new Chairman could be chosen.

Present: Cllrs Jo de Grey, Martin Parker, Madge Macro, Louise Hyde and Jayne Wesley-Smith and Rosemary Martin (Clerk). 9 parishioners in attendance.

822. To elect a Chairman

It was proposed by Cllr de Grey and seconded by Cllr Hyde that Cllr Parker be elected as Chairman. All agreed.

823. Chairman to sign Declaration of Acceptance of Office

Cllr Parker signed the Declaration of Acceptance of Office of Chairman

824. To receive apologies for absence

None received.

825. Reminder to Council

Reminder that all members of the new Council must submit Declarations of Pecuniary Interest, and Return of Election Expenses to Breckland District Council within 28 days of Election

826. To agree the timetable for meetings for the next year

After discussion, it was agreed that the Council meetings will take place at St Peter's Church, starting at 6:30 pm on the following days:

10 th	September	2019
14 th	January	2020
07 th	April	2020
19 th	May	2020
08 th	September	2020

827. To confirm the continuation of the Village Hall Working Party with the same powers, and co-opt any further members

Resolved to continue the Village Hall Working Party with the same remit. Cllr Macro to resign and Fiona Roat will join the group.

828. To review the Assets Register of the Parish Council

The Assets Register remains unchanged from the previous year.

829. To confirm suitable insurance is in place

Suitable insurance is in place to 1st June (but see below §841)

830. To review the council's subscriptions and donations

After discussion, it was proposed by Cllr de Grey and seconded by Cllr Hyde to increase the annual donation to the Church to £100, all agreed. It was further proposed by Cllr Macro and seconded by Cllr Wesley-Smith to continue to subscribe to the Norfolk ALC, all agreed.

831. To agree and sign the minutes of the Parish Council meeting held on 15th January 2019



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It was proposed by Cllr Macro and seconded by Cllr Parker that the minutes were a true record, all agreed, and the Chairman signed the minutes.

Matters arising from the previous minutes (for information only)

832.

None

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833. To adjourn the meeting for Parishioners' Questions

The meeting was adjourned.

The meeting was reconvened.

834. Finance

Invoices (paid since last meeting)

PCC	Donation	OLPay 25mar2019	£80.00.
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835. Bank Account balances

Community Account	£3,003.69
Business Saver Account	£1,679.35
Village Hall Reclamation Project	£2,825.29

836. To sign off the final 2018/2019 Finance Reports

The end of year Cash Books, Bank Rec, 2018/2019 Budget v Actuals, 2019/2020 Budget had all been amended after the December meeting and circulated to the old Council, and are on the website. It was proposed by Cllr de Grey and seconded by Cllr Macro that these are accurate and complete. Cllrs de Grey, Macro and Parker all agreed. New members of the Council abstained. The Chairman signed the documents.

837. Internal Audit Report

Joan Matthews completed a thorough review, commensurate with the demands of the AGAR process. The Internal Audit Report records that the council did not completely satisfy the requirements for Section B of the Internal Control Objectives as:

- The Council did not appear to have properly scrutinised the Minutes, as at least two errors were found¹
- There was no evidence that new Financial Regulation 9.10 had been followed vis a vis the 2018 Village Get Together.

A copy of the Internal Audit Report can be found on the website within the draft AGAR document.

Unfortunately, Joan will not be available for the Internal Audit next year. A new internal auditor will have to be appointed (Action: Cllr Parker)

838. AGAR (Annual Governance and Accountability Return)

The Clerk had filled in provisional values for the Accounting Statement section of the AGAR. Now that the underlying figures have been signed off by the Council (§836), this information will be added to the website, together with the various required supporting documents. At the next meeting of the Council the whole of the AGAR will need to be scrutinised and signed off by the Council.

839. Grass Cutting Contract 2019

Dave Rogers, who has recently taken over the grass cutting contract for the Church, has offered to take over the contract for the side of the Village Green and the land around the Village Hall. He will cut the grass six times during the season, and also spray round the back and sides of the Village Hall and around the kiosk for £240. Proposed by Cllr de Grey and seconded by Cllr Hyde that the contract be let to him. All agreed.

840. VAT reclaim



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All that can be reclaimed at the moment is £33. HMRC will not accept claims of less than £100, unless they cover a minimum of eighteen months. The claim will therefore be made as soon as appropriate.

841. Insurance Renewal

The three-year contract with Came & Co will end on 1st June. After discussion, the Council resolved to look for the best deal before embarking on a new contract. Cllr Wesley-Smith to investigate options and provide a short list for the council to review at the next meeting. Clerk to forward the latest proposal from Came & Co for comparison, and also details of Community Action Suffolk which had offered to supply insurance.

842. To agree Risk Assessment Process (required for AGAR and insurance purposes)

a) Insurance - Village Get Together

As there will be fewer than 1000 attendees, Came & Co do not require any risk assessment.

b) Parish Council Assets – Risk Assessment process

After discussion:

- it was agreed that the Village Hall should be securely fenced, so that cars could not be driven too close to the front of the hall, and to prevent access to the sides and back. Cllr Parker will get a quote for this work.
- resolved that all other assets should be inspected annually. A record to be kept of condition, faults and repairs.

It was agreed that Cllr Hyde would carry out the inspections and maintain the records.

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843. To review progress on NCC Highways and Police responses to traffic calming requests

Vince Matthews had produced a plan for suggested improvements to the signage etc. along Crows lane. A meeting took place on site with David Jacklin (NCC Highways), Cllr Macro, the Clerk and Vince. As a result, Highways produced an action list (see attachment). So far two of the eight actions have been completed. Clerk has asked NCC Highways to say when the rest will be completed.

844. To receive update on Defibrillator project and consider further actions

British Heart Foundation have not yet re-opened their funding. Cllr de Grey is monitoring this. ZOL AED PLUS claims to support the process. (Clerk forward details to Cllr de Grey.) No one came forward volunteering their house as a potential site. It has been established that Carbroke PC have set up a defibrillator in a telephone kiosk. Cllr de Grey to talk to them about that. (BT still own the Merton kiosk)

845. To review the Village Hall Project Strategy

The strategy was reviewed last year (April meeting §772). This year a group of parishioners, led by Fiona Roat, have come forward with a proposal to pull down the building and set up a seating area and parking. Village Hall Working Party to convene to examine this proposal and produce recommendations (Action: Cllr Parker).

846. Breckland Local Plan

A paper copy of the plan was sent to the Clerk (517 pages). Available on BDC web and in libraries. A change relevant to Merton is that: in villages with no out-settlement boundary, support from the PC is no longer required for planning applications.

847. To receive correspondence (including that received after issue of agenda)

Anne Scott	Minutes not issued on time	Noted
Fiona Roat (and others)	Proposal for demolition of Village Hall and re-use of site	See §845 above



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Highways	Schedule of works to be carried out	See §843 above
Came & Co	Insurance renewal documents	See §841 above
PK-Littlejohn	AGAR presentations and documents	See §838 above
Breckland DC	Local Plan Examination Version	See §846 above
Vince Matthews	Proposals to Highways for improvements to signage along Crows Lane	See §843 above
NCC	Pockthorpe BOAT: documents now with the Planning Inspectorate; most likely that this will now proceed to a public enquiry	Clerk has requested to be informed on next development

848. To Confirm the date of the next meeting

The next meeting of the Parish Council will take place directly after the Annual Meeting of the Parish, which will start at 6:00pm on 23rd May

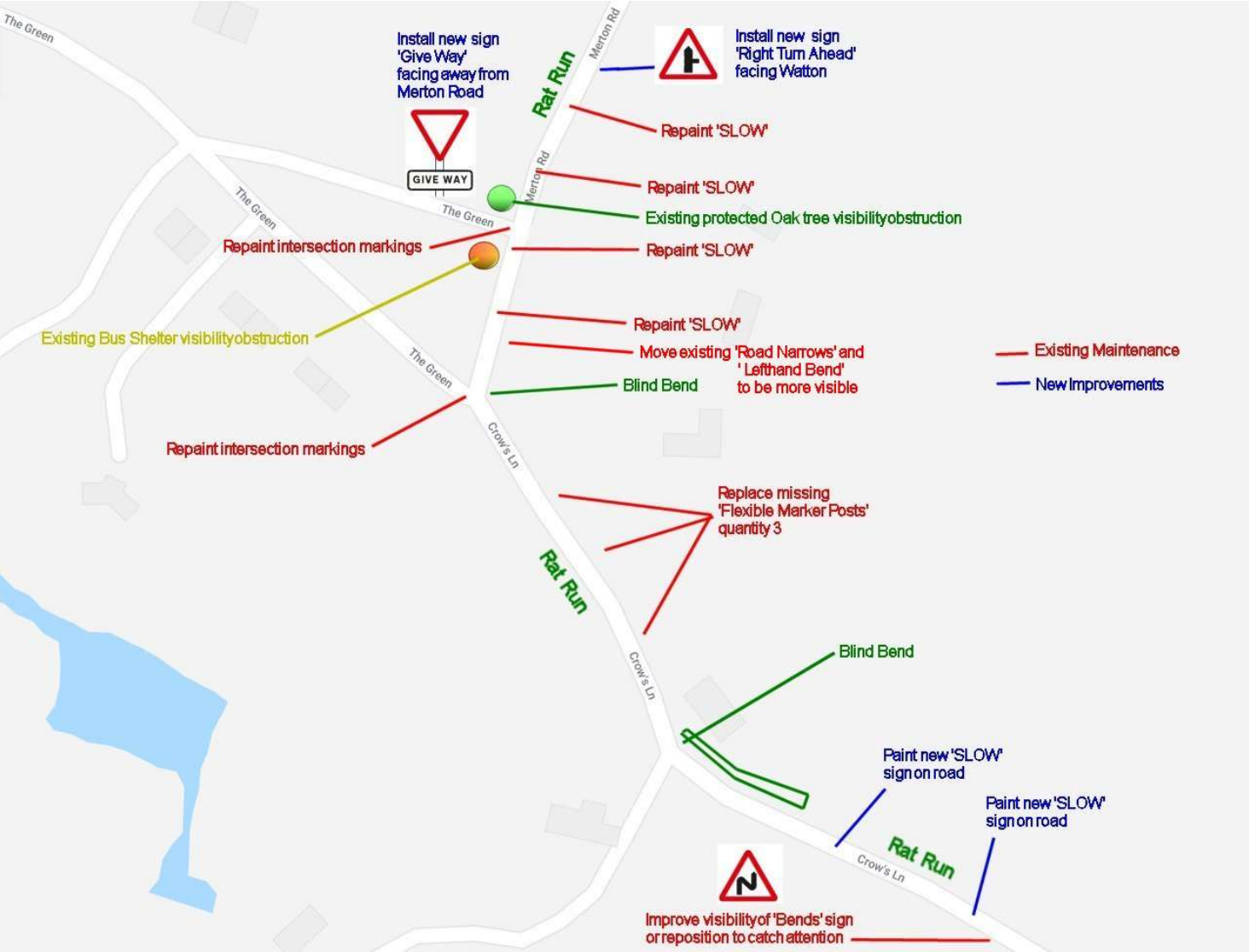
Departure of the Clerk

The Clerk is stepping down. Cllr Hyde has agreed to minute the next meeting. Cllr Wesley-Smith will investigate what sort of contract could be offered, Cllr Parker to talk to other local Parish Councils about their Clerks.

ⁱ The following should have been included in §789:

5.3.2 Online payments drawn on the bank account in accordance with the schedule referred to in paragraph 5.2 or in accordance with paragraph 6.4, shall require online signature by the Clerk/RFO and online authorisation by a designated member of the Council.

DRAFT



Subject: Merton highway issues

From: Highways - CSC <highways@norfolk.gov.uk>

Date: 15/03/2019, 15:23

To: "mertonparishcouncil@gmail.com" <mertonparishcouncil@gmail.com>

Hi Rosemary

Thank you for meeting with me in Merton recently.

As discussed here is a brief summary of the works orders:-

Merton Road, new junction sign on approach to The Green (funded by Cllr Eagle) with new SLOW road marking adjacent.

Junctions around The Green refreshment of junction road markings

Replace existing road narrows and L/H bend sign and post on approach to Crows Lane

Refresh 'SLOW' road marking adjacent

Replace 6no. hazard marker posts at Crows Lane

Add new SLOW road marking adjacent to S bend sign at Crows LN

Remove obsolete post with bus timetable.

Refresh junction markings at crossroads Crow's Ln / Thompson Road

Some of the works may take some time to implement e.g. the road markings and some of the sign works as they will have to wait until April's budget before they can be issued, but please rest assured that they are in hand.

I trust the above information is useful.

Kind regards, David

David Jacklin, Highway Engineer

| Dept: 0845 800 8020

Ketteringham Highways Depot, Station Lane, Hethersett

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