



MERTON PARISH COUNCIL

Chairman: M Parker

Clerk/RFO: V Turner



MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD REMOTELY ON 19TH MAY 2020

Present: Cllrs Martin Parker, Louise Hyde, Jo De Grey and Jayne Wesley-Smith, Vicky Turner (Clerk) and 4 members of the public

893. To suspend Standing Orders and Financial Regulations for the duration of the COVID-19 National – NOTED and AGREED

894. Chairman's Opening Remarks

The Chairman welcomed everyone to the meeting.

895. Apologies for Absence

None received – all Cllrs present

896. Declarations of Interest

None made

897. Minutes of the Previous meeting

897.1 To approve the Minutes of the meeting held on 7th January 2020

The minutes of the meeting were read for accuracy and were **PROPOSED** by Cllr Wesley-Smith as a true and accurate record of events; this was **SECONDED** by Cllr Hyde. All **AGREED**. The Minutes will be signed by the Chairman when safe to do so.

897.2 To consider matters arising from the minutes of previous meetings not considered on this Agenda (for information only)

The Post Box adjacent to Merton Hall – Cllr de Grey confirmed that despite numerous attempts to uncover the reason for closing this box, she had been unable to confirm this with Royal Mail – it remains out of use and Cllr de Grey **AGREED** to pursue this again.

Foliage in Ditches at Home Farm Lane – the Clerk confirmed that letters had been sent as agreed at the last meeting.

Planning Consultation responses have been prepared and sent where appropriate.

All Payments authorised have been made.

898. Public Session

The Chairman invited comments and questions from the public gallery.

A member of the public confirmed that foliage still appeared to remain in the ditches along Home Farm Lane and could potentially cause further flooding issues in the Autumn. Clerk to make contact again with owners to confirm that remedial works to clear will take place once safe to do so.

Notice to erect telegraph poles along Home Farm Lane – concerns surrounding replacing underground cabling with overhead lines in this area was discussed. The Clerk confirmed that there appeared to be limited action to challenge these works which are regarded as essential in updating the telephone and broadband provision for the village but confirmed she would investigate this further.

899. Finance

899.1 Invoices Paid since the last meeting



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The following payments made since the last meeting were **NOTED**.

Cheque No 100248	£225.25	Clerk's Salary for January, agreed overtime and expenses
Cheque No 100249	£ 78.40	Clerk's Salary for February
Cheque No 100250	£ 10.00	Hire of Thompson Village Hall for meeting 24.03.2020 – Meeting cancelled – credit for future hire
Cheque No 100251	£180.55	Clerk's March Salary, agreed overtime and expenses
Cheque No 100252	£500.00	Part Payment of contested election fees for May 2019
Cheque No 100253	£269.30	Final Part Payment of contested election fees for May 2019
Cheque No 100254	£ 86.53	Clerk's April Salary and expenses
Cheque No 100256	£118.80	NALC Subscription 2020/21

899.2 Receipts since last meeting at the time of issuing the Agenda

The following receipted since the last meeting were **NOTED**.

Account	Detail	Amount
Community Account	Precept 9 th April 2020	£1100.00
Village Hall Project	Nil	Nil
Savers Account	Interest	£ 0.59

899.3 Bank Account Balances at the time of issuing the Agenda

The following balances were **NOTED**.

Savers Account	£1682.46
Community Account	£2603.77
Village Hall Project	£3211.63

899.4 To consider and agree the Appointment of the Internal Auditor and agree the Fee of £30.00

It was **AGREED** that Mr Max Bergin be appointed to perform the Internal Audit 2019/2020 and that his fee of £30.00 would be processed upon receipt of invoice.

899.5 Review and adopt the Internal Audit Policy for engagement and use by the Auditor

Previously circulated, this policy was unanimously **AGREED** for adoption with review in May 2021.

899.6 Review and consider donations to St Peter's Church for 2020/21

Considering the Church is still closed for renovation works, it was unanimously **AGREED** to suspend payment for the time being.

899.7 To review and agree the draft Accounts for 2019/20

Previously circulated, the draft accounts were **AGREED** in their draft form for submission to the Internal Auditor in readiness for the External Auditor, under the premise of being exempt from a Limited Assurance Review.

899.8 To agree a date for an Extraordinary Meeting of the Parish Council to agree AGAR

To be deferred.

889.9 To review grass cutting provision for 2020/21



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It was **AGREED** that the Chairman make contact to see if the gentleman is able to undertake the grass-cut this year.

900. Planning

(a) To review and consider planning applications received since last meeting

None received

(b) To receive and consider results of Planning Applications

No updates

901. Policies

901.1 To review and re-adopt the Financial Regulations of Merton Parish Council

Circulated prior to the meeting, the policy was unanimously **AGREED** for reoption.
To be reviewed again in May 2021.

901.2 To review and re-adopt the Standing Orders of Merton Parish Council

Circulated prior to the meeting, the policy was unanimously **AGREED** for reoption.
To be reviewed again in May 2021.

902. To agree and consider application for Co-Option to fill vacancy

902.1 Applicant – Mr Stephen Mouser - Brief introduction by candidate and opportunity for questions

Mr Mouser introduced himself to the meeting. No further questions were asked.

902.3 Cllrs' Vote

Cllrs Voted Unanimously to co-opt Mr Mouser to fill the vacancy that had arisen from Cllr Macro's resignation; Clerk to send Mr Mouser copies of the Code of Conduct, Standing Orders and Financial Regulations as well as Declaration of Interests and Acceptance of Office forms for Mr Mouser to complete and return. The Chairman welcomed Mr Mouser to the team.

903. To receive and consider correspondence of note since the last meeting

Email with Newsletter and Crime Stats from Norfolk Police; Emails from MoD regarding Stanta Live-Firing Schedules; Official Briefings on Coronavirus (COVID 19) from Breckland District Council, NCF and NCC; COVID 19 Guidance from NALC; correspondence from parishioner regarding bird scarers.

904. To consider any issues raised by Cllrs that the Chairman considers to be urgent

The Chairman requested that items for the next Agenda should include update on the BT overhead line installation, the ditches along Home Farm Lane and the Grass Cutting Contract.

905. To confirm the date of the next meeting

It was **AGREED** that the date of the next Parish Council meeting would be Tuesday 8th September 2020 at 6pm – at this time, it is expected that the meeting will be held remotely via Zoom.

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There being no further business the meeting closed at 6.30pm.