



MERTON PARISH COUNCIL

Chairman: Louise Hyde Vice Chairman: Stephen Mouser



To: Members of Merton Parish Council

You are duly summoned to attend the Annual meeting of Merton Parish Council to be held at 6.30pm on Tuesday 4th May 2021 (to follow the annual parish meeting) via zoom.

Claire Prentice
Clerk to the council

Date: Wednesday 28th April 2021

Merton Parish Council welcomes the public and press to its meetings. The public and press are able to address the Council during Item 7/21 of the Agenda set out below. The law does not permit members of the public and press to take part in the debates.

Join Zoom Meeting

<https://us02web.zoom.us/j/85992553646?pwd=ZEg1ZW42VU5SbXZ3SitzaFF4WmI1QT09>

Meeting ID: 859 9255 3646

Passcode: 789755

AGENDA

1/21 Elect chairperson

2/21 Elect vice-chairperson

3/21 Elect village hall management committee members

4/21 Chairman's opening remarks

5/21 To receive apologies and approve absences

6/21 To receive declarations of interest in any items to be discussed and grant any dispensation requests.

7/21 Public Participation. (max. 30 minutes)

8/21 To receive reports from

- a) Cllr Fabien Eagle
- b) Cllr Sarah Suggitt
- c) Parish council clerk
- d) Responsible Financial Officer
- e) Councillors (to include any verbal or written issues received from parishioners)

9/21 To approve minutes of the meeting of council held on 30th March 2021

10/21 Councillor Vacancy, to discuss and decide on any action to be taken

11/21 To amend and confirm councillor's responsibilities

Councillors	Responsibilities delegated by council	Date last approved by council
Cllr Hyde	Chairman ¹	N/A

¹ Depending on agenda item 1/21



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Cllr Mouser	Vice chairman ² CA, SA and VHP signatory	N/A
Cllr Wesley-Smith	CA, SA and VHP signatory Key holder for notice board	N/A
Cllr De Grey		N/A
Vacant		

12/21 Village Hall, to discuss and decide on any action to be taken if unable to elect sufficient committee members: -

13/21 Flooding

- a) Receive update and decide on any further action regarding the ditch located at Home Farm
- b) Receive update and decide on any further action regarding the ditch located at Tottingham Terrace
- c) Receive update and decide on any further action regarding the ditch located opp. Tottingham Terrace
- d) To discuss and decide on further action to be taken regarding flooding i.e.a review document, action plan etc.

14/21 Highways

- a) To receive updates regarding potholes awaiting repairs
- b) To receive updates regarding verges to be repaired
- c) To discuss and decide on any further action regarding highways following recent diversion.

15/21 Post box closure, to receive updates and decide on any further action

16/21 Audit and AGAR, to discuss, approve and decide on further action as required for:-

- a) Certificate of exemption
- b) Section 1, Annual Governance Statement
- c) Section 2, Accounting
- d) Internal Audit Report

17/21 Policies and procedures, to consider, review and adopt accordingly, as well as set next review dates.

- a) Standing orders
- b) Financial Regulations
- c) Internal Audit Policy
- d) Disciplinary Policy
- e) Grievance Policy
- f) Equal Opportunities Policy
- g) File retention

18/21 To consider planning applications.

3PL/2021/0588/HOU

Grove Farm Watton Road IP25 6QX

² Depending on agenda item 2/21



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Proposed Garage.

TRE/2021/0112/TCA

Mere Barn Home Farm Lane Merton IP25 6QT

Excessive Ivy/creeper on the tree that is now pulling the tree branches on to a telegraph pole.

3PL/2021/0511/LU (for information only – comment not required)

Garden Cottage Home Farm Lane IP25 6QS

Installation of the solar panels on the roof of the house - certificate of lawfulness

3PL/2021/0467/HOU (for information only – comment period passed)

Merton Hall Access Road to Merton Hall Merton IP25 6QJ

Timber orangery to replace the existing conservatory.

19/21 Finance: -

- a) Agree financial statements and year end bank reconciliation
- b) Payments since last meeting, to approve accordingly

Community Account

Date	Payee/Reason	Cheque No.	Amount	Signatories	Approval
	None				

Savers Account

Date	Payee/ Reason	Cheque No.	Amount	Signatories	Approval
	None				

Village Hall Project

Date	Payee/ Reason	Cheque No.	Amount	Signatories	Approval
	None				

- c) Outstanding payments, to approve accordingly

Community Account

Date	Payee/ Reason	Cheque No.	Amount	Signatories	Approval
4 th May	Norfolk ALC	100270	118.80		
4 th May	Clerk salary + expenses	100271	174.23		
4 th May	HMRC	100272	27.00		
4 th May	Internal auditor	100273	30.00		

Savers Account

Date	Payee/ Reason	Cheque No.	Amount	Signatories	Approval
	None				

Village Hall Project

Date	Payee/ Reason	Cheque No.	Amount	Signatories	Approval
	None				



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d) Receipts since last meeting, to approve accordingly

Community Account

Date	Payee/ Reason	Cheque No.	Amount	Signatories	Approval
	TBC			N/A	

Savers Account

Date	Payee/ Reason	Cheque No.	Amount	Signatories	Approval
	TBC			N/A	

Village Hall Project

Date	Payee/ Reason	Cheque No.	Amount	Signatories	Approval
	TBC			N/A	

e) V.A.T., to discuss and decide on payments to be reclaimed for 2020-21

20/21 To consider and approve insurance as required

21/21 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 22/21, 23/21 and 24/21 on the grounds that it could involve the likely disclosure of private and confidential information.

22/21 Employee holiday and cover arrangements to discuss, approve and decide on further action as required.

23/21 HMRC to discuss, approve and decide on further action as required.

24/21 Banking mandate, to discuss and decide on banking arrangements

25/21 To amend or confirm the date and time of the next meeting as Tuesday 7th September 2021 at 6pm