



MERTON PARISH COUNCIL

Chairman: Louise Hyde Vice Chairman: Stephen Mouser



Minutes of the Annual meeting of Merton Parish Council held at 6.30pm on Tuesday 4th May 2021 via zoom.

Present: Cllr Hyde (chair), Cllr Mouser (vice-chair) and Cllr Wesley-Smith

Claire Prentice (clerk/RFO)

Cllr Eagle (County council)

6 members of public

1/21 Elect chairperson

Cllr Hyde elected

All in favour (clerk received written correspondence from Cllr De Grey prior to meeting)

Declaration to be signed at next physical meeting

2/21 Elect vice-chairperson

Cllr Mouser elected

All in favour (chair received correspondence from Cllr De Grey prior to meeting)

3/21 Elect village hall management committee members

Discussions took place regarding liability on committee members. Cllr Eagle kindly summarised it simply as: the parish council are the landlord, the management committee are the tenants in a business sense.

C. Prentice elected as treasurer and secretary.

K. Dunn elected

F. Roat elected

V. Matthews elected

Cllr Wesley-Smith not elected due to insufficient numbers for quorate

Agenda item carried to next meeting as the requirement for the committee is six elected members.

4/21 Chairman's opening remarks

Chair welcomed everyone and thanked the councillors for her re-election as chair and feels that all the councillors work well together and she looks forward to continuing that work with them and the new clerk.

5/21 To receive apologies and approve absences

Cllr De Grey

Cllr Suggitt (District council)

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

Dispensation granted for Cllr De Grey regarding ditches to remain in place until May 2023

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

Member of public mentioned notices on poles regarding work to be carried out.

Chair thanked them for their comment and made them aware this had been previously discussed at a meeting.

Member of public wished to comment regarding flooding

Council resolved to allow member to speak at agenda item 13/21

No other comments



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8/21 To receive reports from

a) Cllr Fabien Eagle

Made everyone aware of the election on 6th May and that his report was brief to ensure there was no breach of purdah.

As far as the annual general meeting goes, he would just like to say on behalf of Norfolk County Council a big thanks to anyone within Merton for anything they did to help their community to get through this dreadful and unprecedented pandemic and anything they had to endure. Norfolk County Council done their bits, however they did not manage to do as much as they had wanted or intended to do because dealing with the pandemic took precedence.

Chair thanked Cllr Eagle for his attendance and time.

Cllr Eagle left meeting after reporting.

b) Cllr Sarah Suggitt

Published separately

c) Parish council clerk

Published separately

d) Responsible Financial Officer

None, apologies given.

e) Councillors (to include any verbal or written issues received from parishioners)

None

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

Approved

Clerk requested the following to be minuted: Whilst the minutes of 30th March 2021 are a true and accurate reflection of the meeting. The sum of £117.00 recorded in item 6.1 is incorrect and should read £140.40

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

Two applicants. One withdrew their application; however they did offer to help where they could going forward.

Mr P. Roat co-opted on to council. Declaration to be signed at next physical meeting.

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
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

¹ Depending on agenda item 1/21

² Depending on agenda item 2/21



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members: -

No further action taken

13/21 Flooding

- a) Receive update and decide on any further action regarding the ditch located at Home Farm**
Two landowners to be contacted regarding this issue every two weeks until issue is resolved. Norfolk County Council to be contacted as well regarding the issue. Cllr Cowen, Cllr Suggitt and Cllr Eagle to be copied in on correspondence.
- b) Receive update and decide on any further action regarding the ditch located at Tottington Terrace**
Relates to one of the above-mentioned landowners and it has been recognised previously by the council that they are responsible for three areas within Merton that need addressing.
- c) Receive update and decide on any further action regarding the ditch located opp. Tottington Terrace**
Cllr Wesley-Smith informed the council that the correct address is the ditch at the green. It has previously been mentioned that Cllr Eagle and Cllr Suggitt work together regarding this issue, however with the 6th May elections this does complicate things. Item to be taken forward to next meeting.
- d) To discuss and decide on further action to be taken regarding flooding i.e. a review document, action plan etc.**
Council resolved for chair to continue working on these documents.
One parishioner requested that it is stressed that it is flooding caused by lack of maintenance. Two members of public agreed for the chair to use their photos and documents for use within these documents.

14/21 Highways

- a) To receive updates regarding potholes awaiting repairs**
Chair informed council that these are in progress with several to be done, but work has commenced
- b) To receive updates regarding verges to be repaired**
Chair has received correspondence from highways and topsoiling should be carried out in the next four to eight weeks, to allow time for it to bed in during the better weather and for the verges to regrow. Whilst the verges are regrowing, highways will put in some temporary posts to keep vehicles off the verges.
Member of public requested that council ask for temporary signage due to concerns about the posts.
Chair went on to inform everyone that the cleansing of road drains is due to be done before the end of June, it was scheduled for October but has been pulled forward because of all the issues. There was some concern from a Cllr that the road drains should be done more frequently.
- c) To discuss and decide on any further action regarding highways following recent diversion.**
None
Member of public informed council that a culvert has collapsed near the rectory. Chair to report it to highways.

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



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Chair sent an online enquiry following a frustrating wait on the phone. They have two days to get back to the chair regarding the issue.

Cllr Mouser informed the council he had bumped into someone fixing it about a month ago, who informed him he was going to fix it that day (he said that there was an issue with the lock). However, when Cllr Mouser next went past it was still not in use.

Chair will continue to chase this matter.

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

All approved, chair to sign out of meeting.

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

All approved

18/21 To consider planning applications.

3PL/2021/0588/HOU

Grove Farm Watton Road IP25 6QX
Proposed Garage.

Council resolved to form their objections outside of the meeting regarding the above application

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.

Approved

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



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Timber orangery to replace the existing conservatory.

19/21 Finance: -

a) Agree financial statements and year end bank reconciliation

Approved

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				

All approved

d) Receipts since last meeting, to approve accordingly

Community Account

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

Savers Account



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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

Clerks suggestion approved. It was noted that it may not be received due to the low amount.

20/21 To consider and approve insurance as required

Council resolved to agree insurance outside of meeting by majority.

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.

Council resolved to close meeting

Meeting closed to public 8.09pm

CLlr Roat left meeting 8.09pm

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

Holiday dates approved.

Out of office reply to go on email with chair as point of contact should anyone be unable to wait until clerks return.

Clerk to address all other issues upon return.

Two signatories may make emergency online payment in line with financial regulations during the clerks holiday

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

Clerk to continue to try and address the matter

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

Clerk to be on mandate with online access.

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

Council confirmed time and date. To be held at Thompson Village Hall.

No public to admit.

Meeting closed at 8.19pm

Signed by chair: _____

Date: _____