

# THE PARISH COUNCIL OF MERTON M6/2020

MINUTES OF THE EXTRAORDINARY MEETING OF THE COUNCIL HELD VIRTUALLY in line with The Local Authorities and Police and Crime Panels (Coronavirus)(Flexibility of Local Authorities and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

AT 19:45 ON 4 AUGUST 2020

PRESENT: Tony Bradley (Chairman) AB  
Jo Copping, Lucy Katz, Steve Kelly, Gemma Allen, Paul Stubbs, Martin Smith. (Councillors)  
JC/LK/SK/GA/PS/MS

IN ATTENDANCE: T. Charlesworth; (Clerk/RFO). TC

1. APOLOGIES: None.

2. PARISH COUNCIL:

2.1. To Receive Disclosable Pecuniary Interest: None declared.

- a) New Councillors: GA and PS had completed and signed a 'Declaration of Acceptance of Office' witnessed by the Clerk and completed the DPI Registration forms which have been submitted to C.D.C; MS still to complete documents; it was noted that whilst present he could not act as a councillor. TC/MS

3. PUBLIC PARTICIPATION: None; meeting ID had been published as part of the agenda.

4. FINANCE:

4.1: Accounts for Payment: None presented.

4.2: Accounts Year Ended 31.3.20: COVID-19: Change of dates for completion and publication noted as 31 August 2020.

- a) Moore Stevens – Official Notification to submit AGAR: Noted and actioned below.  
b) End of Year Accounts 31 March 2020: Having met to review the accounts; figures had been agreed by AB and TC:

**RESOLVED:**

- That the Parish Council accepted and approved the End of Year Accounts 31 March 2020.
- c) The Annual Governance Statement: Completion of Section 1: Items 1 to 9 were read by AB: **RESOLVED:**
  - That the PC approved the following answers:-
    - 1. Yes.
    - 2. Yes.
    - 3. Yes.
    - 4. Yes.
    - 5. Yes.
    - 6. Yes.
    - 7. Yes.
    - 8. Yes.
    - 9. N/A

d) The Accounting Statements: Completion of Section 2: Items 1 to 10 were read; figures checked against accounts.

**RESOLVED:**

- That Section 2 – Accounting Statements 2019/20 were accepted and approved; previously signed by TC and dated 20 July 2020.
- e) Following approval, the Chairman and Clerk of the meeting sign the Annual Governance Statement and the Chairman signs the Accounting Statements:-  
The Chairman was witnessed signing the Statement 1; Clerk to sign on receipt and enter the recorded minute reference.  
The Chairman was witnessed signing the Statement 2; Clerk to enter the recorded minute reference. TC

f) Certificate of Exemption –To consider/approve whether or not the Parish Council meets the qualifying criteria for exemption.

**RESOLVED** that:

- During the financial year 2019/20 the higher of the authority's gross income for the year or gross annual expenditure, for the year did not exceed £25,000.
- The Parish Council was able to confirm the required statements and certified itself exempt.

g) Completion of Certificate of Exemption: Signed by the RFO and the Chairman; Clerk to send to the External Auditor (Page 3 only). The Certificate of Exemption was signed by the Chairman AB and would be submitted to the external auditor.

h) Exercise of Public Rights: RFO to set the commencement date and publish. TC

i) All required documents to be published on the website. TC

4.3: Quotes:

a) Website Accessibility: There had been no response from the website provider since the previous meeting: to be followed up. JC

b) Village Hall: Following a positive meeting with an architect; JC and LK reported that: he is able to take on the project but the proposed funding of £150,000.00 that the OCRLC want to apply for would not be enough for a rebuild; proposals would therefore be based on a renovation project for which he would present three ideas in order that the deadline of 31 October 2020 for the application for funding can be met. For the initial drawings the costs would be circa £500.00; once agreed drawings etc., for the planning application would be circa £1,200.00; the PC would have to look at any extra funding from different avenues.

**RESOLVED:**

- That the Parish Council approved the proposal to spend up to £2,000.00 consulting an architect regarding the village hall expansion/improvement.
- Architect to be instructed to draft the initial drawings and present costs for the next parish council meeting. JC
- Emergency Work to Leak to Village Hall Roof: See M5/20 – 8.3 b: Although not an agenda item it was

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**RESOLVED:**

- To accept the proposal by JC, seconded by LK and approve a quote for £420.00 as a matter of urgency to prevent any further damage to the village hall ceiling due to the leak in the roof.
- That the costs would be met by the remainder of the donated monies, £496.00, ring-fenced under the Village Hall Regeneration Fund. TC/JC

5: ASSET MANAGEMENT:

5.1: Recreational Field/Play Area/Allotments:

- a) OCRLC: Health and Safety: Following meetings with a Registered Pest Controller; who would carry out a Risk Assessment and provide a method statement in line with legislation and a Land Manager who can only shoot or carry out pest control on private land; the PC considered its options given the extent of the rabbit infestation and the risk of a claim against the parish council it was **RESOLVED:**
- To accept and approve the quote provided by the Registered Pest Controller in order to control and reduce numbers now and limit the possibility of a claim.
  - JC would advise the Pest Controller of it's decision; all correspondence/emails to be copied to AB and TC;
  - Chairman to sign agreement on behalf of the Parish Council.
  - To further consider any long term costs involved in pest control and the option to erect a rabbit proof fence. JC/AB
  - Football Enquiry: It was **RESOLVED:**
  - That given its commitment to OCRLC the football facilities were not currently available for hire. AB

6: **GENERAL:**

6.1: Matters for Further Information or Discussion: None.

7 NEXT MEETING:

7.1: Monday 21 September 2020; time to be confirmed: The meeting will be held virtually in line with The Local Authorities and Police and Crime Panels (Coronavirus)(Flexibility of Local Authorities and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 unless there is a change in rule; Clerk to monitor. TC

There being no other business the Chairman closed the meeting at 21:05.

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***Draft Minutes subject to Confirmation.***

Approved and Signed by the Presiding Chairman .....

Date .....