

THE PARISH COUNCIL OF MERTON OXFORDSHIRE

Merton Parish Council website

Clerk to Merton Parish Council: Tracey Charlesworth, North End House, Blackbull Lane, Fencott, Kidlington, Oxon. OX5 2RD. Tel: 01865 331481; fax: 01865 331653; email: clerkmertonpc@gmail.com

To all Members of Merton Parish Council:

You are hereby summoned to attend the Meeting of Merton Parish Council on **Monday 12 September 2022 at 7.30pm** in Merton Village Hall.

Tracey Charlesworth, Parish Clerk.

Members of the public and press are welcome to attend during 7.45pm and 8pm when they can ask questions or express their views.

Agenda

1. To Accept Apologies For Absence:

2. PARISH COUNCIL:-

2.1. Election of Vice-Chairman.

2.2. Vacancies/Co-option: Advertising vacancies.

2.3. To Receive Disclosable Pecuniary Interest: Register of Members Interests.

2.4. Merton Village Neighbourhood Plan.

a) Joint Neighbourhood Plan: Update.

MS

2.5. Code of Conduct: Review.

a) Training: 6.8 Compliance with the Code of Conduct

• A Councillor:

• 6.8.1 Shall undertake Code of Conduct training as required by the local

• authority.

All

2.6. Civility & Respect Pledge:

2.7. To consider passing a resolution to sign up to the pledge.

2.8. To review statement and proposed policies.

All

2.9. GDPR Policies: To consider/approve for adoption.

All

a) Privacy Notice

b) Communication Policy

c) Data Protection Policy

d) Document Retention Policy

2.10. Policies: Review:

a) Social Media Policy

b) Disciplinary and Grievance Arrangements

c) Equal Opportunities

d) Expenses

e) Health & Safety

f) Sickness & Absence

3. PUBLIC PARTICIPATION: Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chairman of the meeting.

4. MINUTES:

4.1: Approval of the draft minutes of the Parish Council meeting held on 11 July 2022 at 7.30pm.

5. ASSET MANAGEMENT:

5.1: Recreational Field/Play Area/Allotments/Village Hall:

a) Play Area:

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- i. RoSPA Report: To consider or approve action from report. All
- b) Recreational Area:
 - i. Bicester Vets Football Club: Agree costs of hiring.
 - ii. Rugby/Football Nets/Goal Posts: Update on installation. All
- c) Village Hall:
 - i. Immersion: Update. PS
 - ii. Village Hall Cleaner: Contract and Job Description: All
 - iii. Window Cleaner: Update. All
 - iv. Stock Check: Document to be drawn up to support Insurance policy. All
 - v. Changing Rooms: Update on works. PS
 - vi. Disabled Toilet: Update. PS
 - vii. Electrical Checks/Safety Alarms: Update on works resulting from report. PS
- d) Allotments:
 - i. Leaking Tap: Update. PS
 - ii. Vacancies: Update. Clerk
 - iii. Confirm when Tenancy Agreements should commence from when half way through the year.
- a) Merton Woodland: Arrange for Meadow to be cut.

6. COMMUNICATIONS

6.1: **Merton PC Facebook Page:**

- a) To consider/approve matters for publication. All

7. COMMUNITY:

7.1: **Planning Applications:**

- a) Application No.: 22/02447/F
 Proposal: Removal of existing timber workshop and construction of new garage and annexe Building
 Location: 2 Manor Farm Close, Merton, Oxfordshire, OX25 2NA
 Parish(es): Merton - Comments by 14 September 2022

7.2: **Decision Notices:** To note:- None at time of printing.

7.3: **Planning Matters:**

- a) C.D.C. - Cherwell Local Plan Review 2040 - An Invitation to a Workshop - held from 19:00 to 21:00 on Monday 12 September 2022.
- b) OC.C. - Oxford transport proposals.

7.4: **Traffic Calming:** Update from Traffic Calming Working Group:

- a) 20mph Limit Application: Update. DR
- b) Speedwatch: Update. DR

7.5: **Bus Stop:** Land Registry Search update.

- a) Light/Solar array and LED fixture: Update. MS
- b) Book Library: Update. MS/C.Miller.
- c) Maintenance: Update on roof tiles and painting. MS

7.6 **Dog Bins:** To discuss issues.

- 7.7 **Overgrown Trees:** Report of overgrown trees in The Butts. Clerk

8. FINANCE:

8.1: **Receipts:** -

- a) Petty cash and Bookings:
 - August 2022 - £671.00.
 - C.D.C. – Remittance Advice (Ref: 10026072) - £160.00 – Hire of Hall
 - HMRC – VAT Reclaim - £2,161.07.

8.2: **Account Paid Prior to the Meeting:**

- a) M. R. & J.S. Cross – Inv. No's: 109 - £222.00 (Grass cutting and strimming recreation ground – 5.7.2022) – 110 - £156.00 (Grass cutting woodland – 25.7.2022) – Total £378.00.
- b) Good Energy Ltd – Period 9.5.2022 to 1.8.2022 - £392.02.
- c) C.D.C. – Inv. No: 20007006 - £100.00 – Uncontested Election costs.
- d) Playsafety Ltd – Inv. No: 65318 - £109.20 – RoSPA Play Area Inspection.
- e) Decoration of Village Hall Changing Rooms – To approve reimbursement of £168.13 for materials.

- f) Village Hall Cleaner – Inv. No: 03 - £115.13 (Incl. Mats £2.63) – Period 1.6.2022 – 31.7.2022.
- g) M. Day – Adopt a Site Agreement – April-June 2022 - £59.62 (Payment to be approved if monies received from C.D.C.).
- 8.3: **Accounts for Payment:** To be approved:-
- a) Clerks Pay/Exp. July/August 2022:
- b) Grass Cutting: No grass cutting August.
- c) Zurich Municipal Insurance - Your Zurich Town and Parish policy is due for renewal – Inv. No: 517276023 - £934.60:
- Review of Policy Documents.
- d) Contribution to MPCC.
- 8.5: **Good Energy Ltd** – To not energy prices increases.
- 8.6: **Quotes:**
- a) Laptop: TC/All
- b) Electrical Check and Safety Alarms: Outstanding works from report. PS/MS
- c) Access to Church Clock: Consider request.
- d) Scribe Accounts:
- 8.7: **Funding:**
- a) BBC News - Queen's jubilee £3m fund to help English village halls.
- b) SPARK Funding:
- 8.8: **Spending under COMF Parishes Fund:**
- i. Progress Form: Update. RFO/Clerk
- 8.9: **Training:** Consider/approve any training costs. All
- i. PAT Testing: CFO on 12th September - £95.00 for non-members: Consider/approve attendance.
- ii. Internal Controls – 20 October 2022.
- 8.10: **Banking:**
- a) Unity Trust: Application update.
- i. Signatories: Update.
- ii. Changes to Access to Bank Account: Update. All
- iii. Unity Trust Ltd - FSCS - local authority eligibility confirmation.
- 8.11: **Financial Reports and Bank Reconciliation:** For consideration/approval. TC
- i. Verification by Internal Financial Control Cllr. M. Smith MS
- 8.12: **End of Year Accounts 31 March 2021/2022:**
- a) Internal Auditor Report: Actions from report (including those carried over from 2020/21). TC
- 8.13: **End of Year Accounts 31 March 2022/2023:**
- a) Internal Auditor:
- i. Letter of Engagement: To pass a resolution to approve.
- ii. Terms of Agreement: To pass a resolution to approve. All
- b) External Auditor: To consider option to opt out of the SAAA central external auditor appointment arrangements.
- 8.14: **Budget 2023/24:** To commence process. All
- 9. GENERAL:**
- 9.1: **The Clerks Contract and Job Description:** Review. DR
- 9.2: **Correspondence:** – To note correspondence received not otherwise on the agenda where decisions are not required.
- i. MPC315(10): South Central Probation UPW Consultation Survey.
- ii. MPC315(19): OUH Annual Public Meeting – Thursday 22 September 2022 at 7pm.
- iii. MPC315(37): EWR Co Bicester Town Local Representatives Group – register and fill in the meeting poll.
- iv. MPC316(02): CFO - Community Engagement and Town and Parish Councils _ tell us about your experiences in a short survey.
- v. MPC316(03): Kidlington NHPT – Thames Valley Police - The proposed forum meeting on the 14th September has had to be postponed due to an unforeseen event.
- 9.3: **Matters for Further Information or Discussion:**
- 10. NEXT MEETING**
- 10.1. **10 October 2022 – 7.30pm – Parish Council Meeting:** To be held in the village hall in-line with Government guidelines.