

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 10 October 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. **Meeting Scheduled 12 September 2022:** Cancelled due to the 'Death of a Senior' under Local Government Act 1972, s243.

2.2. **Election of Vice-Chairman.**

2.3. **Vacancies/Co-option:** Advertising vacancies.

2.4. **To Receive Disclosable Pecuniary Interest:** Register of Members Interests.

2.5. **Merton Village Neighbourhood Plan.**

a) Joint Neighbourhood Plan: Update. MS

2.6. **Code of Conduct:** Review.

a) Training: C.D.C. - 23 November at 6pm All

2.7. **Civility & Respect Pledge:**

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

b) To review statement and proposed policies. All

2.8. **GDPR Policies:** To consider/approve for adoption. All

a) Privacy Notice

b) Communication Policy

c) Data Protection Policy

d) Document Retention Policy

2.9. **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:

i. RoSPA Report: To consider or approve action from report. All

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- 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.
- e) Woodland: Cricket Bat Willows – Enquiry from supplier.

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.
- b) Application No.: 22/02821/F
 Proposal: Reinstating opening between kitchen and store to create dining area with raised floor and conservation type roof lights to roof. New glazing to front, rear and side elevations. Replacement windows to first floor bedroom on side elevation
 Location: West End Farm, West End Lane, Merton, Bicester, OX25 2NG - Parish(es): Merton
 Comments by 7 October 2022.
- c) C.D.C. - Application No.: 22/02819/LB
 Proposal: Reinstating opening between kitchen and store to create dining area with raised floor and conservation type roof lights to roof. New glazing to front, rear and side elevations. Replacement windows to first floor bedroom on side elevation
 Location: West End Farm, West End Lane, Merton, Bicester, OX25 2NG
 Parish(es): Merton
 Comments by 7 October 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 - Invitation to Re-scheduled Workshop – 7pm – 8.30pm on 19 October 2022 - either in person at Bodicote House or virtually via Microsoft Teams.
 - b) O.C.C. - UPDATE! Oxford transport proposals - We are also hosting another virtual event on 4 October at 5.30pm to explain the proposals in more detail.
 - c) O.C.C. - Revised Proposed Diversion Under the Highways Act 1980 s.119 - Merton Footpaths Nos. 2 & 3 (parts) at Merton Grounds Farm – Comments by 9 November.
- 7.4: **Traffic Calming:** Update from Traffic Calming Working Group: DR
 - a) 20mph Limit Application: Update. DR
 - b) Speedwatch: Update.
- 7.5: **Bus Stop:** Land Registry Search update. MS
 - a) Light/Solar array and LED fixture: Update. MS/C.Miller.
 - b) Book Library: Update. MS
 - c) Maintenance: Update on roof tiles and painting
- 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.
- b) C.D.C. – Remittance Advice (Ref: 10026072) - £160.00 – Hire of Hall
- c) HMRC – VAT Reclaim - £2,161.07.
- d) C.D.C. – Remittance Advice – CS001987 – Precept payment final £8,240.00.

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 - Good Energy - Government support for non-domestic energy customers.
- c) C.D.C. – Inv. No: 20007006 - £100.00 – Uncontested Election costs.
- d) Playsafety Ltd – Inv. No: 65318 - £109.20 – RoSPA Play Area Inspection.

8.3: **Accounts for Payment:** To be approved:-

- a) Clerks Pay/Exp. July/August/Sept 2022:
- b) Grass Cutting: No grass cutting August.
- c) Zurich Municipal Insurance - Zurich Town and Parish policy is due for renewal – Inv. No: 517276023 - £934.60:
 - Review of Policy Documents.
- d) Verve Creative Solutions – Inv. No: 2121 - £30.00.
- 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.).
- h) Contribution to MPCC.

8.5: **Good Energy Ltd** – To not energy prices increases.

8.6: **Quotes:**

- a) Laptop: Dell Technology. TC/All
- b) Electrical Check and Safety Alarms: Outstanding works from report. PS/MS
- c) Access to Church Clock: Consider request.
- d) Scribe Accounts:
- e) Grass Cutting-Woodland Meadow.
- f) Generic Emails.

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 31 October - £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. RFO/Clerk

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

- a) 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.
- vi. MPC316(33): EWR Co Bicester Town Local Representatives Group – confirmation of date and invitation for the next meeting 27 October – 6pm-8pm Virtually.

9.3: **Matters for Further Information or Discussion:**

10. NEXT MEETING

- 10.1. **14 November 2022 – 7.30pm – Parish Council Meeting:** To be held in the village hall in-line with Government guidelines.