

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 December 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:** Consider any applications.
 - 2.3. **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.
 - 2.7. **GDPR Policies:** Update on publication. All
 - 2.8. **Civility & Respect Pledge:**
 - a) To consider passing a resolution to sign up to the pledge.
 - b) To review statement and proposed policies.
 - 2.9. **Policies:** Review:
 - a) Reserves Policy: To be reviewed and amended for adoption.
 - 2.10. **Annual Review of Audit and Governance Documents:**
 - a) Review Effectiveness of Internal Audit:
 - b) Review of Internal Audit.
 - c) Asset Register.
 - d) Risk Assessments: Allotments; Parish Council; Village Hall; Play Area; Woodland Volunteers.
 - e) Financial Regulations:
- 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 14 November 2022 at 7.30pm.
- 5. ASSET MANAGEMENT:**
 - 5.1: **Recreational Field/Play Area/Allotments/Village Hall:**
 - a) Play Area:
 - i. RoSPA Report :Update on actions. All
 - b) Recreational Area:
 - i. Bicester Vets Football Club:
 - 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. Electrical Checks/Safety Alarms: Update on works resulting from report. PS
 - d) Allotments:
 - i. Vacancies: Update. Clerk
 - 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:** None at time of printing.
- 7.2: **Decision Notices:**
- a) Application No: 22/02819/LB
 Proposal: Reinstatement of opening between kitchen and store to create dining area with raised floor. New glazing to front, rear and side elevations. Removal of non-historic fire surround to kitchen. Replacement windows to first floor bedroom on side elevation
 Location: West End Farm, West End Lane, Merton, Bicester, OX25 2NG
 Parish(es): Merton
 LISTED BUILDING CONSENT SUBJECT TO CONDITIONS
 Date of Decision: 2 December 2022
 - b) Application No: 22/02821/F
 Proposal: Reinstatement of opening between kitchen and store to create dining area with raised floor. New glazing to front, rear and side elevations. Removal of non-historic fire surround to kitchen. Replacement windows to first floor bedroom on side elevation
 Location: West End Farm, West End Lane, Merton, Bicester, OX25 2NG
 Parish(es): Merton
 Permission for Development
 Date of Decision: 2 December 2022
- 7.3: **Planning Matters:**
- a) NHS - Alchester Medical Group - RAOC -VHS - New Bicester Health Hub - CAS-149313-S1Z5F7 – Application granted.
 - b) NHS - Montgomery House Surgery - RAOC - New Bicester Health Hub - CAS-149291-X4Y5N7 – Application granted.
- 7.4: **Traffic Calming:** Update from Traffic Calming Working Group: DR
- a) 20mph Limit Application: Update. DR
- 7.5: **Bus Stop:** Land Registry Search update. MS
- a) Light/Solar array and LED fixture: Update. MS/C.Miller.
- 7.6: **Overgrown Trees:** Report of overgrown trees in The Butts. Clerk
- 8. FINANCE:**
- 8.1: **Receipts:** -
- a) Petty cash and Bookings:
 - Nov 2022
- 8.2: **Account Paid Prior to the Meeting:** None.
- 8.3: **Accounts for Payment:** To be approved:-
- a) Clerks Pay/Exp. November 2022:
 - b) M. Day – Adopt a Site Agreement – July-Sept 2022 - £59.62.
 - c) W. Meads –Village Hall Cleaner – October-November 2022 - £112.50.
 - d) Contribution to MPCC.
- 8.5: **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) Hot Water Tank: PS
 - e) Grass Cutting 2023: Consider recommendation regarding access for equipment.

8.7: **Funding:**

- a) BBC News - Queen's jubilee £3m fund to help English village halls.
- b) SPARK Funding:
- c) Rural England Prosperity Fund.

8.8: **Spending under COMF Parishes Fund:**

- i. Progress Form: Update.

RFO/Clerk

8.9: **Training:** Consider/approve any training costs.

All

- i. Planning Enforcement Seminar – 5 Dec 2022 – 7pm-8pm.

8.10: **Banking:**

- a) Unity Trust: Application update.

- i. Electronic payment procedure
- ii. Debit / Payment Card:

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: **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:.

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

10. **NEXT MEETING**

- 10.1. **9 January 2023 – 7.30pm – Parish Council Meeting:** To be held in the village hall in-line with Government guidelines.