

# THE PARISH COUNCIL OF MERTON OXFORDSHIRE

Merton Parish Council website

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## **To all Members of Merton Parish Council:**

You are hereby summoned to attend the Meeting of Merton Parish Council on **Monday 17 April 2023 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. **GDPR Policies:** Update on publication. All
  - 2.7. **Civility & Respect Pledge:**
    - a) To consider passing a resolution to sign up to the Civility and Respect Pledge.
    - b) To review statement and proposed policies.
  - 2.8. **Policies:** Review:
    - a) Reserves Policy: To be reviewed and amended for adoption.
  - 2.9. **Laptop:** Update.
  - 3.0. **Annual Independent Remuneration Panel's Members' Allowance:** To consider the recommendations, amend these recommendations to form a Members Allowance Scheme or, alternatively, decide not to adopt a Members Allowance Scheme.
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 13 March 2023 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
      - ii. Insurance Cover: Play Area Bins. Clerk
    - b) Recreational Area:
      - i. Launton Junior Football Club: Booking enquiry. WM
    - c) Village Hall:
      - i. Flooding: Update on works by Belfor UK.
      - ii. Village Hall Cleaner: Contract and Job Description: All
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:** None at time of printing.

7.3: **Withdrawal Notices:** None at time of printing.

### 7.4: **Planning Matters:**

a) O.C.C. - Oxfordshire County Council - Area weight restrictions engagement - The engagement activity runs from 10th March 2023 until the 10th April 2023.

b) Deddington Parish Council - Deddington Regulation 14 consultation – Deadline for comments 6 May 2023.

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

a) 40mph buffer zone: Update.

7.5: **Overgrown Trees:** Report of overgrown trees in The Butts: Update. Clerk

7.6 **Spring Clean 2023:** Update. DR

## 8. FINANCE:

### 8.1: **Receipts:** -

a) Petty cash and Bookings:

- March 2023.

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

a) Unity Trust – Service Charge £18.00 – Dec 2022-March 2023.

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

a) Clerks Pay/Exp. March 2023:

b) Castle Water – Inv. No: 8691557 - £209.57 – Period 1.2.2023-31.7.2023

c) Dog Bins: Purchase.

d) C.D.C. – Inv. No: 20010368 - £190.48 - Emptying 3 dog bins @ £1.85 per bin plus £190.48 - 10% admin fee  
Half yearly invoice.

e) Contribution to MPCC.

f) Microsoft 365 – Purchase for laptop.

### 8.4: **Quotes:**

a) External Hard Drive: TC/DR

b) Access to Church Clock: Consider request.

c) Hot Water Tank: ASHP element £72.00 plus £10 DPD PS

d) Village Hall Air Source Heating:

e) Grass Cutting 2023:

8.5: **Proposed Dog Bin Increases:** Acceptance of proposed increases by C.D.C. All

### 8.6: **Funding:**

a) County Councillor - Offer of funds to support projects in Merton parish: Update.

b) TOE: TOE and supported by funds from Grundon Waste Management Ltd as part of the Landfill Communities Fund.

8.7: **Training:** Consider/approve any training costs. All

a) OALC - New training opportunities with Parkinson Partnership

### 8.8: **Banking:**

a) Equals card pre-payment card: Update.

8.9: **Financial Reports and Bank Reconciliation:** For consideration/approval. TC

a) Verification by Internal Financial Control Cllr. M. Smith MS

### 8.10: **End of Year Accounts 31 March 2021/2022:**

a) Internal Auditor Report: Actions from report (including those carried over from 2020/21). TC

### 8.11: **End of Year Accounts 31 March 2022/2023:**

a) External Audit: Moore Stevens - Official notification to submit your authority's return 2022/2023

b) Internal Audit:

i. Report.

ii. Accounting Statement Check: TC

## 9. GENERAL:

9.1: **The Clerks Contract and Job Description:** Review. DR

9.2: **Correspondence:** – To note correspondence received not otherwise on the agenda:

i. MPC322(14) Zurich Municipal - Merton Parish Council, When were your buildings last valued?

ii. MPC323(10) Public Sector - Digital mapping can help with your Neighbourhood Plan.

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

**10. NEXT MEETING**

- 10.1. **8 May 2023 – 7.30pm – Annual Meeting of the Parishioners of Merton.**
- 10.2. **8 May 2023 – 8pm - Annual Parish Council Meeting:**