

THE PARISH COUNCIL OF MERTON OXFORDSHIRE

<https://www.mertonparishcouncil.co.uk>

Clerk to Merton Parish Council: Tracey Charlesworth, North End House, Blackbull Lane, Fencott, Kidlington, Oxon. OX5 2RD
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To all Members of Merton Parish Council:

You are hereby summoned to attend the Annual Meeting of Merton Parish Council on **Monday 15 May 2023 at 8pm** in Merton Village Hall.

Parish Clerk: *Tracey Charlesworth*

Members of the public and press are welcome to attend during 8.15pm and 8.30pm when they can ask questions or express their views.

AGENDA:

1. **To Accept Apologies For Absence:**
2. **PARISH COUNCIL:-**
 1. **Election of the Chairman.** To sign 'Acceptance of Office' upon acceptance witnessed by an Officer.
 2. **Election of Vice-Chairman.**
 3. **Vacancies:** Consider any applications.
 4. **To Receive Disclosable Pecuniary Interest:** Register of Members Interests.
 5. **Merton Village Neighbourhood Plan:**
 - a. Joint Neighbourhood Plan: Update. MS
 6. **GDPR Policies:**
 - a. Update on publication. Clerk
 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.
 8. **Policies: Review:**
 - a. Reserves Policy: To be reviewed and amended for adoption. All
 9. **Laptop:** Insurance Cover. Clerk
 10. **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:**
 1. Approval of the draft minutes of the Parish Council meeting held on 13 April 2023 at 7.30pm
5. **ASSET MANAGEMENT:**
 1. **Recreational Field/Play Area/Allotments/Village Hall:**
 - a. Play Area: I
 2. **RoSPA Report:** Update on actions. All
 3. **Recreational Area:**
 - a. Launton Junior Football Club: To consider Terms & Conditions of Hire. All
 4. **Village Hall:**
 - a. Flooding: Update on works by Belfor UK.
 - b. Village Hall Cleaner: Contract and Job Description: All
 5. **Woodland:**
 - a. **Cricket Bat Willows:** Update on ownership and location.
6. **COMMUNICATIONS:**
 1. **Merton PC Facebook Page:**
 - a. To Consider Matters for Publication.
7. **COMMUNITY:**
 1. **Planning Applications:** None at time of printing.
 2. **Decision Notices:**
 - a. Application No: 23/00591/F Church View Bungalow Street Through Merton Merton OX25 2NF
Location: Church View Bungalow Street Through Merton Merton OX25 2NF.
 - b. Application No: 22/03476/LB
Proposal: Solar Panels are proposed for the the new extension which is attached to the rear of the house and the converted modern outbuilding in the garden.
Location: Merton Croft, West End Lane, Merton, Bicester, OX25 2NG
Parish(es): Merton
PERMISSION FOR DEVELOPMENT SUBJECT TO CONDITIONS
Date of Decision 28 April 2023
 - c. Application No: 22/03475/F
Proposal: Solar Panels are proposed for the the new extension which is attached to the rear of the house and the

converted modern outbuilding in the garden.
 Location: Merton Croft, West End Lane, Merton, Bicester, OX25 2NG
 Parish(es): Merton
 PERMISSION FOR DEVELOPMENT SUBJECT TO CONDITIONS
 Date of Decision 28 April 2023

3. **Withdrawal Notices:** None at time of printing.
 4. **Planning Matters:** None at time of printing.
 5. Traffic Calming: Update from Traffic Calming Working Group: DR
 - a. 40mph buffer zone: Update.
 6. Overgrown Trees: Report of overgrown trees in The Butts: Update. Clerk
8. **FINANCE:**
1. **Receipts:** -
 - a. Petty cash and Bookings: April 2023.
 - b. C.D.C. - Remittance Advice from Cherwell District Council - £10,000.00 – Precept first instalment.
 2. **Account Paid Prior to the Meeting:**
 - a. None.
 3. **Accounts for Payment:** To be approved:-
 - a. Clerks Pay/Exp. April 2023:
 - b. Overtime 2022/23:
 - c. Good Energy – Inv. No: I--0267490 - £401.64 – Period 9.1.2023-1.5.2023
 - d. M.R. And J.S. Cross – Inv. No's: 150 - £156.00 (Grass cutting Woodland – 20 April 2023) – 151 - £222.00 (Grass cutting/strimming recreation grounds – 17 April 2023) – Total £378.00.
 - M.R. And J.S. Cross - Proof of Insurance.
 - e. Contribution to MPCC.
 - f. C.D.C. - Non-Domestic Rate Demand for the year 2023/24: £0.00.
 4. **Authorisation of Payments:** Review.
 5. **Quotes:**
 - a. Hot Water Tank: ASHP element £72.00 plus £10 DPD PS
 - b. Village Hall Air Source Heating: e) Grass Cutting 2023:
 - c. Grass Cutting Contract 2023/24: To accept and approve.
 6. **Funding:**
 - a. County Councillor - Offer of funds to support projects in Merton parish: Update.
 - b. TOE: TOE and supported by funds from Grondon Waste Management Ltd as part of the Landfill Communities Fund.
 - c. COMF Grant: To consider spending under original funding remit. All
 7. **Training:** Consider/approve any training costs. All
 8. **Banking:**
 - a. Equals card pre-payment card: Update.
 - b. Cash Plus Card: Consider as alternative to Equals pre-payment card.
 9. **Financial Reports and Bank Reconciliation:** For consideration/approval. TC
 - a. Verification by Internal Financial Control Cllr. M. Smith MS
 10. **End of Year Accounts 31 March 2021/2022:** TC
 - a. Internal Auditor Report: Actions from report (including those carried over from 2020/21).
 11. **End of Year Accounts 31 March 2022/2023:**
 - a. Internal Audit:
 - Report.
 - Accounting Statement Check: TC
9. **GENERAL:**
1. **The Clerks Contract and Job Description:** Review. DR
 2. **Correspondence:** – To note correspondence received not otherwise on the agenda:
 - a. MPC322(14) Zurich Municipal - Merton Parish Council, When were your buildings last valued?
 - b. MPC323(32) Golden Tree Surgeons.com - Tree Surgery and Survey Services.
 - c. MPC323(51) O.C.C. - Road closure - taxi service between Merton and Islip.
10. **NEXT MEETING:**
1. 12 June 2023 – 7.30pm – Parish Council Meeting.