

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 26 June 2023 at 7.30pm** in Merton Village Hall.

Parish Clerk: *Tracey Charlesworth*

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:-**
 1. **Election of Vice-Chairman.**
 2. **Vacancies:** Consider any applications.
 3. **To Receive Disclosable Pecuniary Interest:** Register of Members Interests.
 4. **Merton Village Neighbourhood Plan:**
 - a. Joint Neighbourhood Plan: Update. MS
 5. **Code of Conduct:** To pass a resolution to re-adopt with amendments. All
 6. **GDPR Policies:**
 - a. Update on publication. Clerk
 7. **Civility & Respect Pledge:**
 - a. To review statement and proposed policies.
 - b. To consider passing a resolution to sign up to the Civility and Respect Pledge.
 8. **Policies: Review:**
 - a. Reserves Policy: To be review amendments for adoption. All
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. Meeting scheduled for 12 June 2023 – Postponed – Not quorate.
 2. Approval of the draft minutes of the Annual Parish Council meeting held on 15 May 2023 at 8pm
 3. Approval of the draft minutes of the Annual Meeting of the Parishioners of Merton held on 15 May 2023 at 7.30pm.
5. **ASSET MANAGEMENT:**
 1. **Recreational Field/Play Area/Allotments/Village Hall:**
 - a. **Play Area:**
 - i **RoSPA Report:** Update on actions. All
 2. **Recreational Area:**
 - i Launton Junior Football Club: To consider Terms & Conditions of Hire. All
 3. **Village Hall:**
 - a. Flooding: Update on works by Belfor UK.
 - b. Roof Insulation: Review. All
 - c. Village Hall Cleaner: Contract and Job Description: All
 - d. Damaged drain/manhole cover at end of Village Hall Driveway: Consider/approve action. All
 4. **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:**
 - a. Application No.: 23/01293/F
Applicant's Name: Mr & Mrs Thomas Chalk Proposal: RETROSPECTIVE - Removal of existing timber workshop and construction of new single storey (relative to existing ground level) annex building - re-submission of 22/02447/F
Location: 2 Manor Farm Close, Merton, OX25 2NA
Parish(es): Merton
Comments by 13 June 2023
 - b. Application No.: 23/01369/F
Applicant's Name: Mr David Penney Proposal:
Proposed single-storey rear/side/return extension. Alterations to roof over the first floor rear element to form gable.
Location: 21 Main Street, Merton, Bicester, OX25 2NJ
Parish(es): Merton

- Comments by 15 June 2023
- c. Application No.: 23/01442/F
Applicant's Name: Mr F Pereira
Proposal: Change of Use of existing indoor arena to storage of cars
Location: Merton Grounds Farm, Langford Lane, Merton, OX25 2NS
Parish(es): Merton
Comments by 23 June 2023
- d. Application No.: 23/01456/LB
Applicant's Name: Ms Rebecca Cunningham
Proposal: Replace 1970s single glazed windows in the 1970s extension to the original building with double glazed windows
Location: Little Chippers, Merton, Bicester, OX25 2NF Parish(es): Merton
Comments by 27 June 2023
2. **Decision Notices:**
- a. Application No: 23/00927/F
Proposal: Two storey side and rear extension and single storey rear extension; dormers to front and rear; alterations to off-street parking - Revised scheme of 22/01847/F
Location: 6 The Cottages, West End Lane, Merton, Bicester, OX25 2NG Parish(es): Merton PERMISSION FOR DEVELOPMENT SUBJECT TO CONDITIONS
Date of Decision: 8th June 2023
3. **Withdrawal Notices:** None at time of printing.
4. **Planning Matters:** None at time of printing.
- a. Traffic Calming: Update from Traffic Calming Working Group: DR
i 40mph buffer zone: Update.
- b. Overgrown Trees: Report of overgrown trees in The Butts: Update. Clerk
8. **FINANCE:**
1. **Receipts:** -
- a. Petty cash and Bookings: May 2023.
- b. Transfer of funds from closure of the Village Hall - £965.40.
- c. Allotment Rent – Plots 3 & 4 - £28.50.
- d. Allotment Rent – Plots 5 & 6 - £27.00.
- e. Allotment Rent – Plots 7 & 8 - £32.00.
2. **Account Paid Prior to the Meeting:**
- a. Castle Water – outstanding balance £50.00 (late payment charge).
3. **Accounts for Payment:** To be approved:-
- a. Clerks Pay/Exp. May 2023:
- b. SLCC – Membership Renewal – Inv. No: MEM244339-2 - £56.00.
- c. M.R. And J.S. Cross – 182 - £444.00 (Grass cutting and strimming Recreation Ground 2.5.2023/16.5.2023) – 183 - £156.00 (Grass Cutting Woodland 20.5.2023) – Total £600.00.
- d. Inv. No: JO242 - £275.00 - Internal Audit Invoice for End of Yr Accounts 2022/23.
- e. Contribution to MPCC.
4. **Good Energy Rates:** Note changes.
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. Fire Proof Safe and Locking Bar (for filing cabinet in Village Hall). DR
- d. Dog Bins: Clarify who to order from. All
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.
i Consider/approve purchase dog bin. 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.
- c. Bank Mandates: Review. All
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:**
- a. Internal Auditor Report: Actions from report (including those carried over from 2020/21). TC
11. **End of Year Accounts 31 March 2022/2023:**
- a. Internal Audit Report: Consider any action from report.
- b. Certificate of Exemption: To approve.
- c. The Annual Governance Statement: Completion of Section 1.
- d. The Accounting Statements: Completion of Section 2.
- e. Following approval, the Chairman and Clerk of the meeting to sign the Annual Governance Statement and the Chairman to sign the Accounting Statements (previously signed by the Clerk).
- f. Exercise of Public Rights: RFO sets the commencement date which is to be noted.
- g. All required documents to be published on the website before the 1 July 2023.
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. MPC324(35) O.C.C. - Public rights of way Merton parish footpath 2 – Confirmed that J. Coleman assist the Path Warden under the umbrella of Ramblers.
- c. MPC324(46) O.C.C. - Revised Notice, The Old School, Street Through Merton T11699/RMF – Published on Facebook.
- d. MPC324(64) Lewis Law Wills & Trust - Proposed Will Clinic - Wills, Trusts, probate, and power of attorney.
- e. MPC325(23) EWR Co Route Update Announcement- posters for our upcoming community drop-in events.
- f. MPC325(26) County Cllr. C. Miller - Ray Valley Forum: Thursday 29th June at 6.30pm.
- g. MPC325(27) OALC - Places Still Available on Oxfordshire County Council Day 27 June 2023.
- h. MPC325(34) O.C.C. - Community Tree Care Volunteers – Poster on Facebook Page.
- i. MPC325(39) Brashfield Farm – Smells.
- j. MPC325(40) O.C.C. - Highway maintenance open day - Saturday 15th July -invitation.

10. NEXT MEETING:

- 1. 10 July 2023 – 7.30pm – Parish Council Meeting.