

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 10 July 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: Review of comments. MS
 5. **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.
 6. **Policies:** Reviews:
 - a. Internal Controls Policy. All
 - b. Freedom of Information Scheme. All
 7. **Asset Register:** Approve update to include 'Cricket Bat Willows'. 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. Approval of the draft minutes of the Parish Council meeting held on 26 June 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. None at time of printing.
 2. **Decision Notices:**
 - a. None at time of printing.
 3. **Withdrawal Notices:** None at time of printing.
 4. **Planning Matters:**
 - a. O.C.C. - Oxford United's proposals for the land known as 'the Triangle'
 5. **Traffic Calming:** Update from Traffic Calming Working Group: DR
 - a. 40mph buffer zone: Update.
 6. **Poultry Farming:** Health issues.
8. **FINANCE:**
 1. **Receipts:** -
 - a. Petty cash and Bookings: June 2023.
 2. **Account Paid Prior to the Meeting:**
 - a. Street Solution Uk - £624.96 – Inv. No: #D5629 – Dog Bins.

3. **Accounts for Payment:** To be approved:-
 - a. Clerks Pay/Exp. June 2023:
 - i To pass a resolution to contribute up to £6 a week as a non-taxable contribution to the heating, energy and broadband expenses which the Clerk incurs as part of her working day
 - b. M.R. & J.S. Cross – Inv. No's: 187 - £504.00 (Grass cutting recreation grounds 1st and 14th June 2023) – 188 - £180.00 (grass cutting Merton Woodland 23 June 2023) – Total £684.00; figures inline with quote for 2023/24.
 - c. Inv. No: JO242 - £275.00 - Internal Audit Invoice for End of Yr Accounts 2022/23.
 - d. Lock & Key Centre – Safe & Installation £295.00 plus VAT – two large fire pouches £40.00 plus VAT.
 - e. Contribution to MPCC.
4. **Quotes:**
 - a. Hot Water Tank: ASHP element £72.00 plus £10 DPD PS
 - b. Village Hall Air Source Heating:
 - c. Local Council Administration (formerly known as Charles Arnold Baker after the first author) 13th Edition – SLCC members purchase price £137.00 plus £4.00 postage plus VAT.
5. **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.
6. **Training:** Consider/approve any training costs. All
7. **Financial Reports and Bank Reconciliation:** For consideration/approval. TC
 - a. Verification by Internal Financial Control Cllr. M. Smith MS
8. **End of Year Accounts 31 March 2022/2023:**
 - a. All required documents published on the website before the 1 July 2023.
 - b. Actions from Internal Audit:-
 - i Payroll:
 - ii Pension Regulator: Registration.
 - iii Document Management: Update.
 - iv Generic Emails: Update.
 - v Risk Assessment: Review following Practitioners Guide.
 - vi Petty Cash controls – Consider closing the petty cash account and requesting all items of expenditure via invoice/payment by debit card.
 - vii Asset Controls – all Deeds and Titles established and shown on register.
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. MPC325 (44) Ray Valley Forum: Thursday 29th June at 6.30pm @ Murcott Parish Hall, OX5 2RE.
 - c. MPC325(58) Oxfordshire GNS Coordinator Volunteer Link Up - OGNS Feedback and Poster
 - d. MPC325(61) OALC - OALC June update for member councils
 - e. MPC325(63) CPRE - June Newsletter: Stop Botley West Scoping Report; Online Hedgerow Event.
10. **NEXT MEETING:**
 1. 11 September 2023 – 7.30pm – Parish Council Meeting.