

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 11 September 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. **Asset Register:** Approve update to include 'Cricket Bat Willows'. All
 7. **Insurance:** Review of renewal documents. All
 8. **Generic Emails:** Update.
 9. **Policies:**
 10. **Training Policy:** To be drawn up and agreed; to also reflect a shared cost/training opportunities with Blackthorn PC.
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 10 July 2023 at 7.30pm
5. **ASSET MANAGEMENT:**
 1. **Recreational Field/Play Area/Allotments/Village Hall:**
 - a. **Play Area:**
 - i RoSPA Play Safety Inspection Reports 2023: To consider any action from report.
 - ii Replacement of Safety Caps: Update on actions. All
 2. **Recreational Area:**
 - i Launton Junior Football Club: To consider Terms & Conditions of Hire. All
 - ii Bicester FC: Update.
 3. **Village Hall:**
 - a. Flooding: Update on works by Belfor UK.
 - i Urgent Removal and Replacement of Hot Water Tank
 - ii Urgent Removal and Replacement of Loft Insulation
 - iii Urgent Repair or Replacement of Air Source Heat Pump
 - b. Roof Insulation: Review. All
 - c. Village Hall Cleaner: Job Description/Risk Assessment: All
 - d. Damaged drain/manhole cover at end of Village Hall Driveway: Update. All
 - e. Repair to the Path Leading to the Merton Village Hall: Consider request.
 4. **Woodland:**
 - a. **Cricket Bat Willows:** Update on ownership and location.
 5. **Dog Bins:**
 - a. New Bins: Update on installation.
 - b. New Bin Siting: To consider request for a new bin along the Merton Straight for the bridal way leading toward Wendlebury. All
6. **COMMUNICATIONS:**
 1. **Merton PC Facebook Page:**
 - a. To Consider Matters for Publication.
7. **COMMUNITY:**
 1. **Planning Applications:**
 - a. Application No.: 23/01715/F
Applicant's Name: Mr Daniel & Paige Butcher & Morgan
Proposal: Proposed sub-division of dwelling into 2no. Dwellings following two storey side and rear extension and dormers to front and rear, alterations to off street parking. As per planning permission 23/00927/F
Location: 6 West End Lane, Merton, Bicester, OX25 2NG
Parish(es): Merton

Comments by 10 August 2023

2. Decision Notices:

- a. Application No: 23/01293/F
Proposal: Removal of existing timber workshop, excavating and new retaining walls (retropective) and construction of new single storey (relative to existing ground level) annex building – re-submission of 22/012447/F
Location: 2 Manor Farm Close, Merton OX25 2NA
Parish(es): Merton
Permission for Development subject to the Conditions set out in the Attached schedule
Date of Decision 17 July 2023.
- b. Application No: 23/01369/F
Proposal: Single-storey rear infill extension. Alterations to roof over the first floor rear element to form gable.
Location: 21 Main Street, Merton, Bicester, OX25 2NJ
Parish(es): Merton PERMISSION FOR DEVELOPMENT SUBJECT TO CONDITIONS –
Date of Decision 17 July 2023
- c. Application No: 23/01456/LB
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
REFUSAL OF PERMISSION FOR DEVELOPMENT
- d. Application No: 23/01442/F
Proposal: Change of Use of existing indoor arena to storage of cars
Location: Merton Grounds Farm, Langford Lane, Merton, OX25 2NS
Parish(es): Merton
PERMISSION FOR DEVELOPMENT SUBJECT TO CONDITIONS
Date of Decision: 26.7.2023

3. Withdrawal Notices: None at time of printing.

4. Planning Matters:

- a. MOD.Gov - Brize Norton (BZN) ACP - The process to appoint an airspace and procedure designer is taking longer than anticipated. As a result, we have decided to pause the BZN ACP to prevent multiple delays to Gateways. We will inform you when we restart the process and have more information regarding designs.
 - b. C.D.C. - Cherwell Local Plan Review - Update for Town and Parish Councils
- 5. Traffic Calming:** Update from Traffic Calming Working Group: DR
- a. 40mph buffer zone: Update.
- 6. Poultry Farming:** Health issues; consider writing to C.D.C.
- 7. Dog Waste Bin:** Consider request to site new bin.
- 8. C.D.C. - Community Planting Project Submissions:** The CTWO team is looking for community planting projects

8. FINANCE:

1. Receipts:

- a. Petty cash and Bookings: July/August 2023.
- b. HMRC – VAT Reclaim - £994.00.

2. Account Paid Prior to the Meeting:

- a. Lock & Key – Invoice No: 11553 - £348.00 – Amended invoice.
- b. RoSPA – Playsafety Ltd – Inv. No: 73160 - £115.20 – Invoice in accordance with charges.
- c. Verve Creations – Inv. No: 2191 - £60.00.
- d. Good Energy - Urgent payment required to avoid further action – Inv. No: I-0290368 - £516.70 – Estimated (reading submitted 29.8.2023 – taken 22.8.2023 – no change recorded) .
 - i Good Energy - Your energy rates are reducing

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: 201 - £252.00 (Grass cutting and strimming recreational area 17.7.2023) – 202 - £180.00 (Grass cutting Merton Wood 21.7.2023) – Total £432.00.
- c.
 - i SMS - We're helping Good Energy Business to bring the benefits of smart to your business
- d. OALC – Inv. No: ORD509230-2 - £70.90 - 13th Edition Local Council Administration (shared cost with Blackthorn PC).
- e. Village Hall Keys – To approve reimbursement to DR - £82.40.
- f. Zurich Municipal Insurance – Inv. No: 526337881 - £998.73.
- g. Reimbursement on costs for cement to repair area surrounding manhole cover.

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.
- d. Speed Awareness wheelie bin stickers – '20 is plenty' £120.00 for pack of 100.

5. Banking: Unity Trust Bank Plc - Important Information - FSCS annual Review 2023.

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. Creative Play - Funding assistance for your playground.
- d. O.C.C. - Community Transport grants: application form.

7. Training: Consider/approve any training costs.

- a. OALC - FINANCE TRAINING FOR COUNCILLORS – BOOK NOW! - 7th September - **Precept and Budget Setting – Only £30 for member councils.**
- b. OALC - Training and Chairs Q&A - Managing Employee Performance – 18th September - Only £30 for member councils - course will run online from 10.00 – 11.30am and is aimed at Clerks with line management responsibilities as well as Councillors
- 8. **Financial Reports and Bank Reconciliation:** For consideration/approval. TC
 - a. Verification by Internal Financial Control Cllr. M. Smith MS
- 9. **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: HMRC – Payments due as an Employer – commenced at £200.60 and has increased due to interest to £201.38.
 - ii Pension Regulator: Registration.
 - iii Document Management: Update.
 - iv Risk Assessment: Review following Practitioners Guide.
 - v Asset Controls – all Deeds and Titles established and shown on register.
- 10. **Budget 2024/2025:** To commence process.
- 9. **GENERAL:** DR
 - 1. **The Clerks Contract and Job Description:** Review.
 - 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. MPC327(11) O.C.C. - 2023 NHT Public & Public Representatives Satisfaction Survey.
 - c. MPC327(17) CFO - Electronic Vehicle Charging points- Expression of interest form from OCC - Please reply by September 15th if you are interested.
 - d. MPC327(28) Thames Valley Police & MedicAlert: Saving Lives – Posted on Facebook.
 - e. MPC327(31) O.C.C. - Winter Preparedness - Sand bags etc.
 - f. MPC327(32) O.C.C. - Highway maintenance open day invitation - Saturday 16th September 2023.
 - g.
- 10. **NEXT MEETING:**
 - 1. 9 October 2023 – 7.30pm – Parish Council Meeting.