

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 13 November 2023 at 7.30pm in Merton Village Hall.

Parish Clerk: **Tracey Charlesworth**

Members of the public and press are welcome to attend and may address the council under Item 3 – Public Participation on matters on the agenda. Under the Public Bodies (Admissions to Meetings) Act 1960 Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.

AGENDA:

1. **To Accept Apologies For Absence:**
2. **Declaration of Interest:** To receive declarations of interest from councillors in relation to matters on the agenda and in accordance with the Council's Code of Conduct.
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. Subject to standing order 3(f) above, a member of the public shall not speak for more than **3** minutes.
4. **Minutes:** To confirm the minutes of the Parish Council meeting held on 11 September 2023 at 7.30pm previously circulated.
5. **Reports:**
 - a. **Chairman's Report.**
 - b. **Clerk's Report.**
6. **Vacancies/Co-option:** Consider any applications.
7. **Parish Council Governance:**
 1. **Merton Village Neighbourhood Plan:**
 2. **Civility & Respect Pledge:**
 - a. Registration: Update.
 3. **Asset Register:** Approve update to include new Dog Bins and removal of old.
 4. **Generic Emails:** Update.
 5. **Policies:**
 - a. **Training Policy:** To be drawn up and agreed; to also reflect a shared cost/training opportunities with Blackthorn PC.
8. **ASSET MANAGEMENT:**
 1. **Recreational Field/Play Area/Allotments/Village Hall:**
 - a. **Play Area:**
 - i Replacement of Safety Caps: Update on actions.
 2. **Recreational Area:**
 - i Launton Junior Football Club: To consider Terms & Conditions of Hire.
 - ii Bicester FC: Update.
 3. **Village Hall:**
 - a. Flooding: Update on works by Belfor UK.
 - i Urgent Removal and Replacement of Hot Water Tank: Update.
 - ii Urgent Removal and Replacement of Loft Insulation: Update.
 - iii Urgent Repair or Replacement of Air Source Heat Pump: Update.
 - b. Village Hall Cleaner: Job Description/Risk Assessment:
 - c. Repair to the Path Leading to the Merton Village Hall: Update.
 - d. Good Energy - Make the grid greener with a smart meter: Consider installation of a smart meter.
 4. **Dog Bins:**
 - a. New Bins: Update on installation.
9. **COMMUNICATIONS:**
 1. **Merton PC Facebook Page:**
 - a. To Consider Matters for Publication.
10. **COMMUNITY:**
 1. **Planning Applications:** To consider all recent applications received from Cherwell District Council detailed below and any other planning applications submitted and published on the CDC planning portal between the agenda being published and the meeting:
 2. **Decision Notices:** To be noted.
 3. **Withdrawal Notices:** To be noted.
 4. **Planning Matters:**
 - a. Cherwell Local Plan Review 2040 Consultation Draft (Reg 18) – Notification of Public Consultation: To consider if the Parish Council has any comments.

5. **Traffic Calming:** Update from Traffic Calming Working Group: DR
 - a. 40mph buffer zone: Update.
 6. **Poultry Farming:** Health issues; update.
11. **FINANCE:**
1. **Receipts:** To record and approve any receipts received listed on receipts and payments schedule.
 2. **Account Paid Prior to the Meeting:** To record and approve any invoices paid prior to the meeting as listed on receipts and payments schedule.
 3. **Accounts for Payment:** To be approved:-
 - a. Salary/Exp – October 2023 - £176.84.
 - OALC - Pay agreement – Local Government Services Pay Agreement 2023-24: To accept and approve.
 - b. Grass cutting – M.R. & J.S. Cross – Inv. No's: 228 - £252.00 (Grass cutting Merton recreation ground/play area – 17.10.2023) – 229 - £180.00 (Grass cutting Woodland 19.10.2023) – Total £432.00.
 - c. Good Energy – Inv. No: I-I-0311988 - £123.48 – Electricity Supply - Period 10.7.2023-1.11.2023 – Estimated.
 4. **Quotes:**
 - a. Village Hall Air Source Heating/Hot Water Tank: To record Power to spend.
 - i Consider quotes and approve and accept one.
 - ii Consider and accept if payment is in instalments and if a deposit is required and approve.
 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.
 7. **Financial Reports: Reconciliation:** For consideration/approval. TC
 - a. **Budget Comparison:** To accept and approve.
 - b. **Bank Reconciliation:** To accept and approve.
 8. **Financial Controls:** Verification to be completed and signed off by Internal Financial Controller and RFO.
 9. **End of Year Accounts 31 March 2022/2023:**
 - a. Actions from Internal Audit:-
 - i **Payroll:** HMRC – PAYE.
 - 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 consider draft.
 - a. Precept request should be submitted to C.D. Council's finance team, by 12 January 2024. All precepts will be considered by CDC's full Council on 26 February 2024.
 - b. C.D.C. are reviewing the district council's recharges to parish councils for running election
12. **Clerk's Contract and Job Description:** Review update.
13. **Attendance at Meetings/Training:**
1. **Meetings:**
 - a. Ray Valley Forum: Wednesday 18th October 6.45 - 8.15pm @ Piddington Parish Hall, OX25 1PU.
 - b. C.D.C. - Invitation - Cherwell Parish Liaison Meeting - 8 November (response requested) – Respond by 6 November.
 - c. C.D.C. - Teams link for Code of Conduct Training for Parish Clerks and Parish Councillors in the Cherwell District, 4pm - 6pm on Tuesday 14 November.
 - d. CFO - AGM Reminder - Community First Oxfordshire - Wednesday 8th November @1pm – On-line via Zoom.
 - e. C.D.C. - Healthy Bicester Stakeholder Event 6th March 2024.
14. **General:**
1. **Correspondence:** – Comments to be considered and any matters for the next agenda not already considered as part of this agenda:
 2. **O.C.C. - We want to hear your views** - Oxfordshire Councils Charter Survey - Now Live: To consider responding to survey.
 3. **Oxfordshire County Council Lane Rental Scheme Proposal Consultation** - The survey will close on Friday 26 January 2024: Consider responding to survey.
15. **Matters for Further Information or Discussion at the Next Meeting.**
16. **Date of the next Parish Council Meeting:**
1. 11 December 2023 – 7.30pm – Parish Council Meeting.