

# 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 December 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 13 November 2023 at 7.30pm previously circulated.
5. **Reports:**
  - a. **Chairman's Report.**
  - b. **Clerk's Report.**
6. **Vacancies/Co-option:**
  1. Consider any applications.
  2. Consider and approve draft poster.
7. **Parish Council Governance:**
  1. **Merton Village Neighbourhood Plan:** Update.
  2. **Civility & Respect Pledge:**
    - a. Draft Statement: To be considered and approved.
    - b. Registration: Update.
  3. **Generic Emails:** Update.
  4. **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: Update.
    - ii Leasing of the Playing Field:
  3. **Village Hall:**
    - a. Flooding: Update on works by Belfor UK.
      - i Urgent Replacement of Hot Water Tank and Air Source Heat Pump: Update.
      - ii Urgent Replacement of Loft Insulation: 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: Update on installation of a smart meter.
  4. **Recycling Site:**
    - a. **Adopt a Site Agreement 2023/24:** To consider and approve.
  5. **Merton Woodland:**
    - a. **Grass Cutting:** To consider proposal from the Woodland Volunteer Group.
  6. **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:

- a. Application No.: 23/03079/LB -  
Proposal: Replace 1970s single glazed windows in the 1970s extension to the original building with double glazed windows. Proposed windows are in the same wooden flush frame style as the main building, with openings and pane arrangements matching the main building, to keep consistency across the building  
Location: Little Chippers, Merton, Bicester, OX25 2NF  
Parish(es): Merton  
Comment by 7 December 2023.
    - b. Application No.: 23/03252/F  
Proposal: Change of Use of existing car store building to mixed use of car store and specialist restoration workshop  
Location: Merton Grounds Farm, Langford Lane, Merton, OX25 2NS  
Parish(es): Merton
    - c. Comments by 20 December 2023
  2. **Decision Notices:**
    - a. DECISION ISSUED: 23/02606/F  
Alpha Cottage Street Through Merton Merton OX25 2NH  
Proposal: Two storey flat roofed extension to southeast elevation  
Location: Alpha Cottage, Street Through Merton, Merton, OX25 2NH  
Parish(es): Merton PERMISSION FOR DEVELOPMENT SUBJECT TO CONDITIONS  
Date of Decision: 16th November 2023.
  3. **Withdrawal Notices:** To be noted.
  4. **Planning Matters:**
    - a. None.
  5. **Traffic Calming:** Update from Traffic Calming Working Group: DR
    - a. 40mph buffer zone: Update.
  6. **Poultry Farming:** Health issues; update.
  7. **Defibrillator:** To consider the possibility of a 'First Responder'.
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 invoices as listed on receipts and payments schedule:-
  4. **OALC - Pay agreement** – Local Government Services Pay Agreement 2023-24: To accept and approve.
  5. **Quotes:**
    - a. **Village Hall Insulation and Lagging:**
  6. **Funding:**
    - a. County Councillor - Offer of funds to support projects in Merton parish: Update.
  7. **Training:** Consider/approve any training costs.
  8. **Financial Reports: Reconciliation:** For consideration/approval. TC
    - a. **Budget Comparison:** To accept and approve.
    - b. **Bank Reconciliation:** To accept and approve.
  9. **Banking:**
    - a. **Unity Trust** - Important Information - Changes to Foreign Transfer Fees.
  10. **Financial Controls:** Verification to be completed and signed off by Internal Financial Controller and RFO.
  11. **End of Year Accounts 31 March 2022/2023:**
    - a. Actions from Internal Audit:-
      - i **Payroll:** HMRC – PAYE: Update.
      - 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.
  12. **Budget 2024/2025:** To consider draft.
    - a. C.D.C. - Information from Returning Officer regarding Parish election recharges in 2024/2025.
12. **Clerk's Contract and Job Description:** Review update.
13. **Attendance at Meetings/Training:**
1. **Meetings:**
    - a. CFO - UPCOMING EVENTS : Delivering the Housing that your Rural Community Needs - Didcot Civic Centre – Monday 27<sup>th</sup> November – 7.30-9pm Exeter Hall Kidlington Wednesday 6<sup>th</sup> December 7.30-9pm.
    - b. O.C.C. - Have your say on a new Primary Care Strategy – Come to our [webinar](#) on 1st December to have your say on a new Primary Care Strategy Healthwatch Oxfordshire is hosting a webinar on Friday 1st December at 11.30am.
14. **General:**
1. **Correspondence:** – Comments to be considered and any matters for the next agenda not already considered as part of this agenda:
    - a. MPC330(41): C.D.C. - Information from Returning Officer regarding Parish election recharges in 2024/2025.
    - b. MPC330(56): CAG (Community Action Groups) - How Nature Recovery Networks can benefit your parish – Surveys.
    - c. MPC330(60): C.D.C. - Budget Consultation 2024-25 – The consultation runs until Friday, 22 December 2023.
15. **Matters for Further Information or Discussion at the Next Meeting.**
16. **Date of the next Parish Council Meeting:**
1. 8 January 2024 – 7.30pm – Parish Council Meeting.