

THE PARISH COUNCIL OF MERTON M9/2023

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD IN MERTON VILLAGE HALL
AT 19:30 ON 9 OCTOBER 2023

PRESENT: David Richardson (Chairman) DR
Martin Smith, R. Gurprashad (Councillors) MS/PS

IN ATTENDANCE: T. Charlesworth; (Clerk/RFO) Clerk/RFO
Five parishioners.

1. APOLOGIES: Accepted from Cllr. Paul Stubbs.
2. PARISH COUNCIL:
 1. Election of Vice-Chairman: No volunteers.
 2. Vacancies/Co-option: Clerk to look at information regarding advertising vacancies; See 6.1-b. Clerk
 3. To Receive Disclosable Pecuniary Interests: None.
 4. Merton Village Neighbourhood Plan:
 - a. Joint Neighbourhood Plan: Draft has been updated to include various items including flooding information. MS
 5. Civility & Respect Pledge:
 - i. Registration: Training Policy needs putting in place before the PC can agree to all of the civility and respect statements.
 6. Asset Register: To be amended to include the new Dog Bins and scrapping of the old dog bins. Clerk
 7. Generic Emails: Set up to be completed by councillors. All
 8. Policies: Reviews:
 - a. Training Policy: To be drawn up and agreed..
3. PUBLIC PARTICIPATION: The Chairman welcomed those parishioners present; the following matters were discussed/raised:-
 - a. Poultry Farming: Health issues surrounding farming; all the relevant information has been forwarded to County Cllr. C. Miller with no response to date; see 7.6.
 - b. Traffic Calming Working Group: Concerns raised about the ineffectiveness of the 20mph speed limit. No update on proposed meeting.

The Chairman thanked those in attendance for their contributions before they left the meeting at 19:52.

4. MINUTES:
 1. That the draft minutes of the Parish Council meeting held on 11 September 2023 at 7.30pm were accepted and approved and signed by the Chairman Cllr. David Richardson with the following additions by the Clerk, an oversight:-
 - 3-f: Driving across recreational ground: Information noted.
 - 5.6-a: Allotments:
 - **RESOLVED:**
 - To approve 'no charges' for 2024/25 as the water had been turned off for the 2023/24 season due to the flooding and Insurance works to the village hall.
5. ASSET MANAGEMENT:
 1. Recreational Field/Play Area/Allotments:
 - a. Play Area:
 - i. Replacement of Safety Caps: C/fwd. DR/MS
 2. Recreational Area:
 - a. Launton Junior Football Club: Terms and Conditions of Hire: No update. The Club had made arrangements to measure up and mark out the pitches but have yet to turn up.
 - b. Bicester FC – No update.
 3. Village Hall:
 - a. Flooding: Update on works by Belfor UK: The Parish Council acknowledged the phenomenal amount of work that Cllr. P. Stubbs, with the support of Cllr. D. Richardson, had put in over the weekend to remove old pipes; draining the water tank, ready to be removed; removal of insulation from the changing rooms and old redundant electrical wiring, replacing stop cocks with levers and labelling the system which he has now worked out and proposes to pressure test everything once the plumbing is finished.**RESOLVED:**
 - That Cllr. P. Stubbs should be reimbursed for his labour and materials.
 - i. Urgent Removal and Replacement of Hot Water Tank: See 5.3-a
 - ii. Urgent Removal and Replacement of Loft Insulation: See 5.3-a; measurements and estimated costs to be calculated.
 - iii. Urgent Repair or Replacement of Air Source Heat Pump: Quotes in hand; Cllr. P. Stubbs has arranged on-site meeting with company.
 - b. Village Hall Cleaner: Job description/Risk Assessment: In hand. All
 - c. Repair to the Path Leading to the Merton Village Hall: In hand. All
 4. Dog Bins:
 - a. New Bins: The bins have not yet been installed as the village hall works have taken priority.
6. COMMUNICATIONS:
 1. Merton PC Facebook Page:
 - a. To consider matters for publication: Various items of interest had been published.

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- b. Parish Council Vacancies: Clerk to investigate with OALC methods and rules regarding communication with parishioners I.e, social media.

Clerk

7. COMMUNITY:

1. Planning Applications:

- a. Application No.: 23/02606/F
Applicant's Name: Ms Lydia Parker
Proposal: Two storey flat roofed extension to side.
Location: Alpha Cottage, Street Through Merton, Merton OX25 2NH
Parish(es): Merton
Comments by 17 October 2023

RESOLVED:

- The Parish Council made no comments or objections.

2. Decision Notices: Noted:

- a. Application No: 23/01715/F
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 - PERMISSION FOR DEVELOPMENT SUBJECT TO CONDITIONS
Date of Decision: 4th October 2023

3. Withdrawal Notices: None recorded.

4. Planning Matters:

- a. C.D.C. - Cherwell Local Plan Review 2040 Consultation Draft (Reg 18) – Notification of Public Consultation.

5. Traffic Calming: Working Group to arrange a meeting.

- a. 40mph buffer zone: Cllr. D. Richardson to follow up with County Cllr. C. Miller. DR
- b. Community Speed Training: Parish Council to find out more information.

6. Poultry Farming: Health Issues: See 3-a: Cllr. R. Gurprashad to contact the Environmental Protection Officer at C.D.C. RG

8. FINANCE:

1. Receipts:

- a. Allotment Rent 2023/24 – Allotment No's: 9 and 10 - £29.00.
- b. C.D.C. Remittance Advice from Cherwell District Council - £10,000.00 – Precept final payment 2023.

2. Accounts Paid Prior to the Meeting:

- a. Castle Water – Inv. No: 24896482 - £244.42: Payment set-up to avoid further costs.

3. Accounts for Payment:

RESOLVED:

- To approve the following for payment; to be set up with Unity Trust online banking:-

- a. Clerks Pay/Exp. September 2023 - £198.34.
- b. M.R. & J.S. Cross – Inv. No's: 218 - £180.00 (Grass cutting Woodland 25.9.2023) – 219 - £252.00 (Grass cutting Play Area/Recreational Area 18.9.2023 – Total £432.00.
- c. Castle Water – Inv. No: 10000443941 - £13.80 – Estimated - Period 1.9.2023 – 30.9.2023.
- d. C.D.C. - Inv. No: 20012443 - £200.77 – Emptying 3 Dog bins and 10% Admin charge.

4. Quotes:

- a. Hot Water tank: ASHP element £72.00 plus DPD: See 5.3-a-iii; Clerk to remove from agenda as hot water tank to be replaced. Clerk
- b. Village Air Source Heating: See 5.3-a-iii. PS

5. Funding:

- a. County Councillor – Offer of funds to support projects in Merton Parish: The application process has re-opened; PC to look at the possibility of applying for insulation and pipe lagging. See 5.3-a-ii.
- b. TOE: TOE and supported by funds from Grondon Waste Management Ltd as part of the Landfill Communities Fund: To be reviewed as possibility of funding for the Woodland. All
- c. CFO – Grant funding from Cherwell District Council for Community Halls. Also Warm Welcome Network request and staking chairs to give away: To review once the heating system has been decided.

6. Training: Consider/approve any training costs:

- a. Cherwell Local Plan Review 2040 Consultation Draft – Invitation to Parish/Town Council Workshops – Thursday 19 October (6pm – 8.30pm) venue – Bodicote House – In person workshop including a drop in/chat with the team ahead of the formal session starting at 6.30pm, or Wednesday 25 October (6.30pm – 8.30pm) – Virtual online (Teams) workshop, to include presentation, and discussion.

7. Financial Reports and Bank Reconciliation:

- a. Budget Comparison: The following noted, otherwise in-line with budget.
 - i. Payments:
 - Village Hall – Water payments – over budget £103.94.
 - Subscriptions – SLCC – over £6.00.
 - Admin-General/Reserves – over budget £158.50.
 - Admin-Postage – over budget £53.76.
 - ii. Receipts: In-line with budget.
- b. Bank Reconciliation accepted and approved:
 - i. 1.7.2023 – 30.9.2023:- (Unity Trust St. No: 024 – 30.9.2023):
 - Balance B/fwd: £36,744.75

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- Add Receipts: £ 11,023.00
 - Less Payments: £ 5,349.93
 - Total C/fwd: £42,417.82
- ii. 1.10.2023 – 31.12.2023:- (Unity Trust St. No: 024 – 30.9.2023):
 - Balance B/fwd: £42,417.82
 - Add Receipts: £ 0.00
 - Less Payments: £ 998.73
 - Total C/fwd: £41,419.09
- a. Verification by Internal Financial Controller Cllr. M. Smith: Invoices checked against list of payments; form not completed.
- b. Balance Sheet:
 - Debtors £ 708.38
 - Cash Bank £42,417.82
 - Cash Float £ 28.00
 - Funds £31,445.67
 - Creditors £ 1,843.64
 - General Fund £ 4,817.51
- 8. End of Year Accounts 31 March 2023/24:
 - a. Actions from Internal Audit Report:
 - i. Payroll: Clerk stressed that the Basic PAYE Tool and Pension Regulator to be actioned as this is incurring costs from HMRC.
 - ii. Pension Regulator: See 9-a-i.
 - iii. Document Management: To action.
 - iv. Risk Assessment Review following Practitioners Guide: To action.
 - v. Asset Controls: All Deeds and Titles established and shown on register: In hand.
- 9. Budget 2024/2025: To start process; awaiting costings for the heating system, water tank and lagging.
- 9. GENERAL:
 - 1. Clerks Contract and Job Description: C/fwd. 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? I
 - b. MPC328(54) Utility Aid – Information noted.
 - 3. Matters for Further Consideration:
 - a. The possibility of a First Responder for the Defibrillator. Agenda
- 10. NEXT MEETING:
 - 1. 13 November 2023 – 7.30pm - Parish Council Meeting:

There being no other business the Chairman closed the meeting at 20:54.

Draft Minutes subject to confirmation: Minutes Approved 13 November 2023 – Minute Ref: M10/2023 – 4.

Approved and Signed by the Presiding Chairman : D. Richardson – *D. Richardson*.

Date: 13 November 2023.