

THE PARISH COUNCIL OF MERTON M2/2022

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD IN MERTON VILLAGE HALL AT 19:30 ON 14 FEBRUARY 2022

PRESENT: David Richardson (Chairman) DR
Martin Smith, Paul Stubbs (Councillors) MS/ PS

IN ATTENDANCE: Wendy Meads (Village Hall Bookings Clerk). WM

1. APOLOGIES: Accepted from Cllrs. Deborah Smith, Andrew Yearsley and R. Gurprashad T. Charlesworth; (Clerk/RFO).
2. PARISH COUNCIL:
 - 2.1. Election of Vice-Chairman: No volunteers.
 - 2.2. Vacancy: No applications.
 - 2.3. To Receive Disclosable Pecuniary Interests:
 - a) None.
 - 2.4. COVID-19: Government Guidelines: No further update.
 - a) Letter of Support for Remote Meetings: C/fwd.
 - b) New variant 'Omicron': PC to consider proposed delegation by OALC: Resolved at the previous meeting (section 2.5, M13.2021).
 - 2.5. Welcome Pack: Delayed due to work crisis. MS
 - 2.6. Merton Village Neighbourhood Plan: An application had previously been made by the PC in 2013; Clerk to forward any relative information to AY. AY to arrange a meeting with a contact at C.D.C. to discuss further. AY
 - a) Joint Neighbourhood Plan: Some investigation into local flood areas has shown limited space for future development. Anything that affects the ability of the local area to absorb water will have an effect on Islip. TC
 - 2.7. ICO Registration: Awaiting report from Clerk. TC
 - 2.8. Annual Review of Audit and Governance Documents: To be acted upon before 31 March 2022.
 - a) Review of Effectiveness of Internal Audit: There was concern that there was no way to identify the latest, i.e. current, issue of all the documents. Is there a place where these are stored, and where are the older issues?
 - b) Review of Internal Audit: C/fwd.
 - c) Asset Register: To confirm if new chairs are on register.
 - d) Risk Assessments: Allotments; Parish Council; Village Hall; Play Area and Woodland Volunteers; Covid-19: To be reviewed when the latest versions are available. The one relevant to OCRLC will not be updated and shall be archived.
 - e) Financial Regulations: To be reviewed when the relevant document is available.
 - f) Standing Orders: Any amendments regarding the trigger point for spending. All
 - 2.9. Operation London Bridge:
 - a) CM to be asked about Ambrosden's intentions. Also, what we can publish or is it to be kept under wraps until needed. Would the church be a suitable venue instead of the village hall? All
 - b) b) Platinum jubilee celebration. WM to ask the Merton Ladies' WhatsApp group for suggestions. The pigeon loft still has the marquee(s) and white plastic tables in it. Would a beacon be possible to bring a crowd together? WM
3. PUBLIC PARTICIPATION:
 - 3.1: WM asked that the sofa in the hall be disposed of. It's old and dirty and cannot be made Covid-19 safe. MS will take it and try to dispose of it at Ardley.
 - 3.2: There was a request to find the postcode for the hall. The Temporary Event Notice (TEN) for February 5th and 6th 2010 has OX25 2NH which is College Cottages and a few houses around. This seems to use Steven Finnie's home address. The event insurance policy schedule for 2006 had OX25 2NL (Otmoor View) as the contact but the venue, the hall, had no postcode. Due to the hall having no letter box, it does not seem to be registered with Royal Mail. This may be necessary if we try to get fibre broadband to the hall.
 - 3.3: See Gemma Allen's email, sent prior to the meeting, for price and supplier details. PS suggested using Wickes Postcrete to set the supports; see 8.4-b.
4. MINUTES:
 - 4.1: That the draft minutes of the Parish Council meeting held on 13 December 2021 at 7.30pm carried forward. Corrections noted: the toilet seat expense was incurred by DR, not MS. In 6.1, AB should read AY.
5. ASSET MANAGEMENT:
 - 5.1: Recreational Field/Play Area/Allotments:
 - a) Village Hall:
 - i. Air Source Heat Pump: Update on possible leak and/or service requirement: PS is to find a service engineer. PS
 - ii. Recycling Site: There is still a need to sweep up the glass from around the recycling bins. MS volunteered to paint "VH" onto the two bins belonging to the hall. TC/MS

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- iii. Village Hall Cleaner:
 - Contract and job description ongoing. TC/DR
 - iv. Electrical Check and Safety Alarms: PS provided the report. There are some category C2 and C3 issues. PS and MS to look at the C3s, the C2 issues will require a qualified electrician. PS/MS
 - v. Old chairs will be taken by the scrap metal man. PS to arrange a date and then ask for help moving them outside. The old football posts to be chopped up as well. If the chairs are on the assets register, they are to be removed. PS/TC
- b) Merton Woodland:
- i. New Fence: No quotation received; c/fwd
- c) Allotments
- i. The updated tenancy agreement had been sent out before the meeting. Two issues were noted;
 - ii. section 5a) talks about maintaining fences, but 5c) indicates that fences must not be erected.
 - iii. The section on use of nitrate based fertiliser was thought unclear. Would it be possible to reference it to whatever legislation applies?
 - iv. A request to trim some of the trees at the back of allotments 5 and 6 was received. There was no objection to this being done.
6. COMMUNICATIONS
- 6.1: Parish Matters/Merton Facebook Page:
- a) To consider/approve matters for Publication: More content was needed. Adding information about upcoming road closures was agreed on. Asking for suggestions for the platinum jubilee may generate some good ideas. All
 - b) Parish Matters: To confirm who will publish articles on behalf of the PC. AY and/or DS had said they would take this task on at the January meeting. DR/MS/All
7. COMMUNITY:
- 7.1: Planning Applications: RG left the meeting whilst the following application was discussed.
- a) Application No: 22/00225/LB
- Applicant's Name: Ms Rebecca Cunningham
- Proposal: Existing 1970s windows to be replaced with Heritage slimline double glazing. Frames will be timber, painted off-white. Glazing bars will be integral. Window pane arrangement will be horizontal. All top openings will be removed and replaced with side openings. Storm casing will be replaced with flush casements. All frosted glass will be replaced with clear glass. Existing front door will be replaced with a like-for-like solid timber, tongue and groove plank door. Existing modern door hardware will be replaced with traditional iron hardware
- Location: Little Chippers, Merton, OX25 2NF
- Parish(es): Merton – Comments by 15 February 2022
- RESOLVED:**
- That the PC had no observations or objections to application No: 21/02966/F.
- b) Application No.: 22/00211/NMA
- Applicant's Name: Mr & Mrs Allen
- Proposal: Non-material amendment to 21/02741/F - adding a door and window on East elevation. Replace West elevation window with larger letterbox window
- Location: Muswell, Main Street, Merton, Oxfordshire, OX25 2NF
- Parish(es): Merton
- Comments by 17.2.2022
- RESOLVED:**
- That the PC had no observations or objections to application No: 21/02966/F. TC
- a) Application No.: 21/04119/F
- Applicant's Name: Weston Wood Shoot
- Proposal: Steel frame building for rearing game birds
- Location: Brashfield, Street through Merton, Merton, OX25 2NF
- Parish(es): Merton
- Comments by 28 January 2022
- RESOLVED:**
- That the PC had no observations or objections to application No: 21/02966/F. TC
- 7.2: Decision Notices:
- a) Application No.: 21/02966/F
- Applicant's Name: Mr Roy Gurprashad
- Proposal: Convert an area of walled garden into a tennis court - Location: West End Farm, West End Lane, Merton, OX25 2NG
- Parish(es): Merton
- Permission For Development Subject To Conditions
- b) Application No: 21/04119/F
- Applicants: Brashville

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Proposal: Steel frame building for rearing game birds
Location: Brashfield, Street Through Merton, Merton, OX25 2NF
Parish(es): Merton
Permission For Development Subject To Conditions
Date of Decision: 3.2.2022

7.3: Planning Matters:

- a) O.C.C. - Oxfordshire County Council - Local Transport and Connectivity Plan - The consultation will commence on the 5th January 2022 until the 16th March 2022.: Ongoing.
- b) Consultation on support for children and young people with special educational needs and disabilities (SEND) Oxfordshire – running from 10 January – 10 March 2022: Passed by OCC. An increase in investment has been approved.

7.4: Traffic Calming: Report from 'Working Group':

- a) 20mph Limit Application: 20mph Limit Application: OCC have allocated £8m for the 20mph scheme. Ongoing.

DR

7.5: Bus Stop Light: Land Registry Search:

MS

- a) Light/Solar array and LED fixture: CDC have stated that the bus shelter isn't sited on land that they own, hence they cannot be responsible for repairing the light. An initial search on the Land Registry showed that it will be necessary to perform a map search to identify who is the registered land owner..
- b) Book Library: A bookcase was obtained from Freecycle but was somewhat larger than anticipated. Further searches will be undertaken.
- c)

MS/C.Miller.

MS

7.6: Defibrillator:

- a) Registration: Completed.
- b) A second complaint about the intensity of the light has been received.

PS

All

7.7: Signage on A41: No-one present can remember seeing a 7.5 ton warning sign along the B4027 between Islip and Woodeaton and Stanton-St John.

C.Miller

8: FINANCE:

8.1: Receipts: -

- a) Petty cash and Bookings:
- January 2022: C/fwd.

TC/DR

8.2: Account for Payment Prior to the Meeting:

- a) 101626 - 17-01-2022 - DR – Reimbursement – Village Hall toilet seat replacement - £27.00.
- b) 101627 - 03-02-2022 - Castle Water - Late Payment Interest - £39.06.
- c) 101628 - 03-02-2022 - Oxon Electrical - VH Survey - £420.00.

8.3: Accounts for Payment:

RESOLVED:

- That the following accounts were carried forward:
- a) Clerks Pay/Exp. January 2022:
- b) CFO - Community First Oxfordshire Membership Subscription 2022-23.

8.4: Quotes:

- a) Laptop: C/fwd.
- b) Goal Posts: See section 3.3:
- c) **RESOLVED**

TC/All

- To accept and approve quote order to be placed.

8.7: Spending under COMF Parishes Fund: Progress Form to be completed.

- i. 'Covid' Guidance signage: Displayed in the village hall.
- ii. Sanitiser: Adequate supplies in stock.
- iii. COVID-19 Notice Board: Approval to order the noticeboard was agreed.

TC

8.8: Training: None.

8.9: Banking:

- a) Unity Trust: C/fwd.

TC

8.10: Financial Reports and Bank Reconciliation: C/fwd.

8.11: End of Year Accounts 31 March 2021: Ongoing.

- a) Action from Audit:
 - i. Review of Risk Assessment: To be completed when the documents are available.
 - ii. Payroll Controls: C/fwd.
 - iii. Asset Controls: Deed and Titles: C/fwd.
 - iv. Reserves: To provide detail: C/fwd.
 - v. Pension Regulator: C/fwd.
 - vi. County Archives: C/fwd.

MS/TC

TC

TC

TC/All

8.12: End of Year Accounts 31 March 2022: To be reviewed for consideration at the next meeting.

- a) Annual Review of Documents for Audit:
 - i. Review Effectiveness of Internal Audit: C/fwd.

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- ii. Review of Internal Audit: C/fwd.
 - iii. Asset Register: To be completed when the documents are available.
 - iv. Risk Assessments: Allotments; Parish Council; Village Hall; Play Area; Woodland Volunteers: To be completed when the documents are available.
 - v. Financial Regulations: To be completed when the documents are available.
 - i. Standing Orders: C/fwd.
- 8.13: Scribe Accounts: C/fwd.

ALL
TC/DR

9. GENERAL

- 9.1: The Clerks Contract and Job Description: Review: C/fwd. DR
- 9.2: Correspondence for Action: The lists of correspondence presented M.P.C. 308/309 (January/February 2022) were considered as part of the agenda.
- a) MPC308(03): OALC - petition for virtual meetings: Ongoing.
 - b) MPC308(06): C.D.C. - URGENT FOR ACTION - Estimated Tax Base 2022-23 & Parish Precepts 2022-23: C/fwd.
 - c) MPC308(16): COMF Monitoring form – Confirmation use of funds for notice board for COVID related topics: 8.7-iii.
 - d) MPC308(17): C.D.C./O.C.C. - FW: Partnership Working between CDC and OCC: Noted.
 - e) MPC308(18): CFO - Village Halls Week - next week. Two training sessions and making pledges - Tuesday 25th Jan 10.00 am to 11.00 am and it is about working with volunteers - Friday 28th January at 10 am. It's about Advising the village hall network on safe WiFi: Noted.
 - f) MPC308(20): O.C.C. - RE: TTRO (T9903) Temporary Road Closure, Merton, street through Merton: Noted, and posted onto the Facebook page.
 - g) MPC308(22): Village News Online: No action
 - h) MPC308(25): Final call: Interest in Good Neighbour Schemes/Mutual Aid Groups: No action.
 - i) MPC308(26): CFO - The lifting of Plan B restrictions - Rate relief 2022/23 and Hospitality and Leisure Grant info- update: No action.
 - j) MPC308(27): CFO - Energy Audits- what to expect and crowdfunding for your energy project- 2 FREE workshops for Sustainable Future day: Not applicable.
 - k) MPC308(29): Healthwatch Oxfordshire News Briefing: No action.
 - l) MPC308(30): C.D.C. - Bookings open for half-term activity hubs: No action.
 - m) MPC308(31): CDC/OCC Update: No action.
 - n) MPC308(32): OALC Finance Courses: No action.
 - o) MPC308(33): OALC - OALC Operation London Bridge template: To be reviewed.
 - p) MPC308(34): Cherwell Parish Bulletin_31 January 2022: No action.
 - q) MPC309(01): East West Rail Company - Reminder – Join your EWR Local Representatives Groups – Sign up to the Bicester Town Group: Noted.
 - r) MPC309(02): OALC - OALC Operation London Bridge - OCC presentation: To be reviewed.
 - s) MPC309(03): O.C.C. - Annual Emergency Planning Unit Town and Parish Survey 2022: C/fwd.
- 9.3: Matters for Further Information or Discussion:
- a) Matters for Further Information: None.
 - b) Matters for Further Discussion:
 - a) It was noticed that there was no evidence of the council's PI insurance displayed in the hall. This needs to be shown to demonstrate compliance with legal requirements and provides an easy way of checking when the premium is due.
 - b) A checklist for locking up the hall is to be appended to all future agenda:
 - i. Lock any windows and return the key to the container in the kitchen drawer.
 - ii. Check the old store room light is off and lock the door. The key lives in the lock.
 - iii. Check the store room light is off.
 - iv. Lock the patio door and slide the security lugs over to double lock the door.
 - v. Check the fire escape door is locked and the toilet lights are switched off.
 - vi. Turn the heating down (temperature to be agreed) unless the hall is being used on the following day (check with WM).
 - vii. Turn off the kitchen light and the hall lights.
 - viii. Lock the main door after making sure the second door lugs are engaged.

10. NEXT MEETING:

10.1: Merton Parish Council meeting to be held on 14 March 2022 at 19.30 in the Village Hall in line with Government guidelines.

There being no other business the Chairman closed the meeting at 21:14.

Draft Minutes subject to confirmation: M3/2022-4.3

Approved and Signed by the Presiding Chairman: Cllr. D. Richardson

Date: 14 March 2022