

# 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 Tuesday 12 February 2024 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.
7. **Parish Council Governance:**
  1. **Civility & Respect Pledge:**
    - a. Draft Statement: To be considered and approved.
    - b. Registration: Update.
  2. **Generic Emails:** Update.
  3. **Policies:**
    - a. **Expenses Policy:** Review.
8. **Annual Review of Audit and Governance Documents:**
  1. **Review Effectiveness of Internal Audit:**
  2. **Review of Internal Audit.**
  3. **Asset Register:** All Deeds and Titles established and shown on register.
  4. **Risk Assessments: Allotments; Parish Council; Village Hall; Play Area; Woodland Volunteers:** Review following Practitioners Guide.
  5. **Financial Regulations:**
9. **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 Bookings: Update.
    - ii Launton FC: To consider the following requests:
      - Payment: Request through Bank Transfer.
      - Football Nets: Approval of storage.
  3. **Village Hall:**
    - a. Flooding: Update on works by Belfor UK.
      - i Air Source Heat Pump: Update.
    - b. Village Hall Cleaner: Job Description/Risk Assessment:
    - c. Good Energy - Make the grid greener with a smart meter: Update on installation of a smart meter.
    - d. Kettle and Tea Urn: Consider and approve purchase.
  4. **Dog Bins:**
    - a. New Bins: Update on installation.
    - b. Additional Dog Bin: To consider an additional village dog bin.
10. **COMMUNICATIONS:**
  1. **Merton PC Facebook Page:**
    - a. To Consider Matters for Publication.
11. **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 consider all recent notices received from Cherwell District Council detailed below and any other planning notices submitted and published on the CDC planning portal between the agenda being published and the meeting:
  3. **Withdrawal Notices:** To be noted.
  4. **Planning Matters:**
    - a. C.D.C. - CHERWELL DC - Planning Application Validation Checklist Consultation - NOW LIVE. Comment until 11th March 2024.
    - b. C.D.C. - Proposed Neighbourhood Area Designation: The parish of Heyford Park.
  5. **Traffic Calming:** Update from Traffic Calming Working Group:
    - a. 40mph buffer zone: Update.
  6. **Defibrillator:** To consider the possibility of a 'First Responder'.
12. **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 and the following requests.
  4. **Quotes:**
    - a. Village Hall Insulation and Lagging:
    - b. PAT Test:
  5. **Funding/Grants:**
    - a. County Councillor - Offer of funds to support projects in Merton parish: Update.
    - b. Village Hall Insulation and Lagging: To consider if there are any grants available to upgrade insulation and for cavity wall insulation.
  6. **Training:** Consider/approve any training costs.
  7. **Financial Reports:** For consideration/approval.
    - 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: Update.
      - ii **Pension Regulator:** Registration.
        - To consider and approve a Pension Scheme for the Parish Council.
      - iii **Document Management:** Update.
13. **Clerk's Contract and Job Description:** Review update.
14. **Community Emergency Plan:** C.D.C. - FOR ACTION: Community Emergency Plan Survey – 2024 – GDPR form to be completed for the Emergency Plan and plan to be uploaded – To be completed by 1 April 2024: To review the Parish Council's Emergency plan for uploading.
15. **Attendance at Meetings/Training:**
1. **Meetings:**
    - a. CFO - Delivering the Housing that your Rural Community Needs - 5th February 2024.
    - b. CFO - Village Halls Week 2024 - 18th to 24th March - 'Go Green'.
16. **General:**
1. **Correspondence:** – Comments to be considered and any matters for the next agenda not already considered as part of this agenda:
    - a. MPC332(40): 13.12.2023 O.C.C. - Let's make Oxfordshire Smoke Free - PLEASE get involved!
    - b. MPC333(04): C.D.C. - Spring Clean 2024 - The Spring Clean will start on **15 March 2024** and run until **29 April 2024** which also coincides with the Keep Britain Tidy Great British Spring Clean, we are running this over 7 weeks this year - completed forms are returned by **Monday 04 March 2024**.
    - c.
17. **Matters for Further Information or Discussion at the Next Meeting.**
18. **Date of the next Parish Council Meeting:**
1. 11 March 2024 – 7.30pm – Parish Council Meeting.