

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 Meeting of Merton Parish Council on Monday 8 April 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 11 March 2024 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. **Policies:**
 - i **Expenses Policy:** Review.
 3. **Internal Auditor:**
 - **Letter of Engagement(s):** Update.
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 Bookings: Update.
 - ii Allotments:
 3. **Village Hall:**
 - a. Flooding: Update on works by Belfor UK and outstanding Insurance settlements.
 - b. Village Hall Cleaner:
 - i Job Description
 - ii Risk Assessment: To approve draft.
 - c. First Aid Kit: Update on review.
 - d. Good Energy - Make the grid greener with a smart meter: Update on installation of a smart meter.
 - e. CFO -Terrorism (Protection of premises) Bill – also known as Martyn's law.: Consider any implications.
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.: 24/00634/F
Applicant's Name: Mr Charles Franklin
Proposal: Proposed construction of oak-framed carport
Location: Brashfield, Merton, Bicester, OX25 2NF
Parish(es): Merton
Comments by 5 April 2024

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. London Oxford Airport - London Oxford Airport Airspace Change Proposal - Acp-2023-033 - Cap 1616 Design Principles – Stakeholder Engagement.
 5. **Traffic Calming:** Update from Traffic Calming Working Group:
 - a. 40mph buffer zone: Update.
 6. **Defibrillator:** To consider the possibility of a 'First Responder'.
 7. **Church Clock:** Ownership and Maintenance scheduled by MPCC.
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 and the following requests.
 - a. Good Energy - Your energy unit rates are decreasing on 1st April: To note.
 4. **Banking:** Consider and approve setting up either a Direct Debit or Standing Order with Unity Trust Bank for salary payment.
 5. **Quotes:**
 - a. Village Hall Insulation and Lagging:
 - b. PAT Test:
 6. **Contributions:**
 - a. St Swithen's PCC: Consider request for contribution to upkeep of churchyard.
 7. **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.
 8. **Training:** Consider/approve any training costs.
 9. **Financial Reports:** For consideration/approval.
 - a. **Budget Comparison:** To accept and approve.
 - b. **Bank Reconciliation:** To accept and approve.
 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: Submissions update.
 - HMRC - HMRC – P9(T) – PAYE – Notice to employer of employee's tax code for the tax year to 5 April 2025.
 - ii **Pension Regulator:** Registration - Completion by 11 April 2024.
 - To consider and approve a Pension Provider/Scheme for the Parish Council.
 - iii **Document Management:** Update.
 12. **End of Year Accounts 31 March 2024:**
 - a. Moore - Official notification to submit your authority's return 2023/2024' - Submission by 30 June 2024.
 13. **End of Year Accounts 2024:** To note that NALC has published the Joint Panel on Accountability and Governance 2024 Edition of the Practitioners' Guide.
12. **Clerk's Contract and Job Description:** Review update.
13. **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.
14. **Attendance at Meetings/Training:** To confirm or approve attendance at meetings or training.
15. **General:**
1. **Correspondence:** – Comments to be considered and any matters for the next agenda not already considered as part of this agenda:
16. **Matters for Further Information or Discussion at the Next Meeting.**
17. **Date of the next Parish Council Meeting:**
1. 13 May 2024 – 7.30pm – Annual (Parish) Meeting of the Parishioners of Merton.
 2. 13 May 2024 – 8pm - Annual Meeting of Parish Council.