

THE PARISH COUNCIL OF MERTON OXFORDSHIRE

Merton Parish Council website

Clerk to Merton Parish Council: Tracey Charlesworth, North End House, Blackbull Lane, Fencott, Kidlington, Oxon. OX5 2RD. Tel: 01865 331481; fax: 01865 331653; email: clerkmertonpc@gmail.com

To all Members of Merton Parish Council:

You are hereby summoned to attend the Meeting of Merton Parish Council on **Monday 14 June 2021** at **7.30pm** in Merton Village Hall.

Tracey Charlesworth, Parish Clerk.

Members of the public and press are welcome to attend during 7.45pm and 8pm when they can ask questions or express their views.

Agenda

1. **To Accept Apologies For Absence:**
2. **PARISH COUNCIL:-**
 - 2.1. **Election of Chairman:** To sign 'Acceptance of Office' upon acceptance witnessed by an Officer.
 - 2.2. **Election of Vice-Chairman.**
 - 2.3. **Notice of Resignation:**
 - a) Resignation of Cllr. SK – Following the 14 day notice period there has been no demand for a by-election; the PC is free to fill the vacancy by co-option.
 - b) Resignation of Cllr. AB – Resignation effective from 30 June 2021.
 - 2.4. **Vacancy:** PC to consider application(s) for the two vacancies.
 - a) One application received: Invite to next meeting. TC
 - 2.5. **To Receive Disclosable Pecuniary Interest:** Register of Members Interests.
 - 2.6. **COVID-19:** Government Guidelines: Update.
 - a) Play Area:
 - b) Village Hall:
 - c) Meetings:
 - i. Risk Assessment.
 - 2.7. **Emergency Plan:** Review.
 - a) Welcome Pack. JC
 - 2.8. **Merton Village Neighbourhood Plan.**
 - a) Joint Neighbourhood Plan: Update. TC
 - 2.9. **ICO Registration:** Confirm change of entry details – Update. TC.
 - 2.10. **Review of Standing Orders and/or Financial Regulations:** To reflect proposed spending 'Trigger Point'. All
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.
4. **MINUTES:**
 - 4.1: Approval of the draft minutes of the Annual Parish Council meeting held on 3 May 2021.
 - 4.2: Minutes of virtual meetings to be signed by the presiding Chairman.
5. **ASSET MANAGEMENT:**
 - 5.1: **Recreational Field/Play Area/Allotments:**
 - a) Oxford Cavaliers:
 - i. Village Hall Proposals: Update on floorplans.
 - ii. Village Consultation: Consider/approve plans. All

- iii. Review of Risk Assessment. OCRLC
 b) Football: Future lettings policy. AB

6. COMMUNICATIONS

6.1: **Parish Matters/Merton PC Facebook Page:**

- a) To consider/approve matters for publication. AII/GA
 6.3: **Newsletter:** Consider/approve lead. AII

7. COMMUNITY:

7.1: **Planning Applications:** To consider any applications received.

7.2: **Decision Notices:**

- a) Application No.: 21/00893/F
 Proposal: Timber weather screening to upper walls of existing menage building
 Location: Merton Grounds Farm, Langford Lane, Merton, OX25 2NS
 Parish(es): Merton
 Permission for Development.
 Date of Decision: 10 May 2021. AII

7.3: **Planning Matters:**

- a) Merton 'Nursing Home': Update. GA
 b) Cherwell Local Plan Review 2040 - Village services questionnaire February 2021. AII
 c) East-West Rail Link: Proposals to be considered. AII

7.4: **Traffic Calming:** Update from Traffic Calming Working Group:

- a) Proposal for a survey of traffic: Update on 'Speed Traffic Monitoring' van. MS/SW/TC
 b) S106 Agreement: Report.
 c) 20mph Speed Limit: Proposal to form partnership with neighbouring parishes – update. AII

7.5: **Bus Stop Light:** Update. MS

7.6: **Notice Board:** Proposed local project update. AB

7.7: **Defibrillator:** Update.

7.9: **Merton Borrow Pit:** Proposed Cherwell District Wildlife Site.

7.10: **Breakfast Club:** Consider request for a breakfast club to be set up once a month in the village hall from June.

7.11: **Parking outside Otmoor View:** Consider. AII

7.12: **Travellers Arncott:** Action to be considered. AII

8. FINANCE:

8.1: **Receipts:** -

- a) Petty cash and Bookings:
 • May 2021:
 b) C.D.C. – Remittance Advice – Ref: 30001297 – 550.00 – COMF Parishes Fund.
 c) C.D.C. – Remittance Advice – 30000771 – 200.00 – Hall Hire Election 2021.

8.2: **Account Paid Prior to the Meeting:** None.

8.3: **Accounts for Payment:** To be approved:-

- a) Clerks Pay/Exp. April 2021:
 b) Grass Cutting Contractor – Inv. No: 7 - Grass cutting and strimming at Merton Recreation Ground (28.4.2021) - £204.00 – Plus invoices due in.
 c) OPFA – Membership Application – 30.00.
 d) CFO - Payments due for the Community Halls Advice Service from CFO – 50.00.
 e) Oxford Tree Services – Inv. No: 849 – 520.00.
 f) Electricity Supplier - Inv. No: 1-0042690 – 307.41 – Period 3.2.21 to 1.5.21 – Rec/d 16.5.2021.
 g) Village Hall Cleaner – Pay 2020-21 – 2021/22: To be determined.

8.4: **Quotes:**

- a) Laptop: TC/AII
 b) Fallen/Damaged Trees: AII
 c) Village Hall Plans. AII
 d) PAT Testing:
 e) Spending under COMF Parishes Fund:
 i. 'Covid' Guidance signage.

- ii. Sanitiser.
 - iii. Waste bin for park.
- 8.5: **Banking:**
- a) Bank Signatures: Update. AB
 - b) Bank Account: Consider options. AB/TC
- 8.6: **Financial Reports and Bank Reconciliation:** For consideration/approval. TC/AB
- 8.7: **End of Year Accounts 31 March 2021:**
- a) Internal Audit Checklist: Update. TC
 - b) Internal Audit Report: Consider any action required.
 - c) End of Year Accounts 31 March 2021: Consider/Approve.
 - d) The Annual Governance Statement: Completion of Section 1.
 - e) The Accounting Statements: Completion of Section 2.
 - f) Following approval, the Chairman and Clerk of the meeting sign the Annual Governance Statement and the Chairman signs the Accounting Statements
 - g) Certificate of Exemption –To consider/approve whether or not the Parish Council meets the qualifying criteria for exemption.
 - h) Completion of Certificate of Exemption: Signed by the RFO and the Chairman; Clerk to send to the External Auditor (Page 3 only).
 - i) Exercise of Public Rights: RFO sets the commencement date.
- a) All required documents to be published on the website before the 1 July 2021. All
- 8.8: **Grant Applications:**
- a) Update for Village Hall applications.
 - i. C.D.C. – Grant Information.
 - ii. Viridor: Stage 2 – Update.
 - iii. ‘Just Giving Page’ – Update.
 - b) Calor Rural Community Fund: Consider application. All
- 9. GENERAL:**
- 9.1: **The Clerks Contract and Job Description:** Review. LK/AB
- 9.2: **Correspondence for Action:** List as attached. All
- a) C.D.C. – Springclean 2021 – Arrangements. AB
 - b) MPC 300(03): O.C.C. - TTRO (T7131) Temporary Footpath Closure , Merton and Wendlebury , Footpath's 295/1 ad 398/2 FURTHER EXTENSION GRANTED -NOVEMBER 2021.
 - c) MPC 300(08): CPRE - REMINDER Sewage, Flooding & Water Town & Parish Survey – Deadline 31st May 2021.
 - d) MPC 300(10): East West Rail - EWR Consultation | Reminder, second round of dedicated sessions for local representatives.
 - e) MPC 300(25): East West Rail - EWR Consultation | Register for EWR's second round of dedicated sessions for local representatives.
 - f) MPC 300(26): OPFA - FW: Grants closing next week - sports for development – Oxfordshire community.
 - g) MPC 300(31): Great Wolf Appeal – Update.
 - h) MPC 300(34): C.D.C - Invitation to Cherwell Parish Liaison meeting - 16 June 2021.
 - i) MPC 300(39): C.D.C. - Project ideas for HM Government's Welcome Back Fund.
 - j) MPC 300(40): C.D.C. - Weston-on-the-Green Neighbourhood Development Plan.
 - k) MPC 300(42): Low Carbon - Ray Valley Solar - construction information.
 - l) MPC 301(01): Parish Bulletin – Digital upgrade.
- 9.3: **Matters for Further Information or Discussion:**
- 10. NEXT MEETING**
- 10.1. **12 July 2021 –7.30pm - Parish Council Meeting:** To be held in the village hall in-line with Government guidelines.
- 10.2. **21 June 2021 – 7.30pm - Annual Meeting of Parishioners of Merton:** To be held in the village hall in-line with Government guidelines.