

## Merton Parish Council

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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 15 January 2018** at 7.30pm in Merton Village Hall. The business to be dealt with is listed in the Agenda below.

Tracey Charlesworth, Parish Clerk.

**Members of the public and press are welcome to attend during 7.30pm and 7.45pm when they can ask questions or express their views.**

### Agenda

<u>1: Apologies for absence:</u>	1. To accept apologies for absence:	Actions
<u>2: Election of Chairman.</u>	1. To elect a Chairman to act for the meeting. 2. To elect a Chairman: Upon election and acceptance to sign 'Declaration of Acceptance of Office'.	
<u>3: To receive Disclosable Pecuniary Interest.</u>	1. <sup>1</sup> (see footnotes) Register of Members Interests.	
<u>4: Public Participation.</u>	1. Members of the public can ask questions and express their views.	
<u>5: Guest.</u>	1. Manor House Nursing Home:	
<u>6: Minutes.</u>	1. To confirm minutes of the: <ul style="list-style-type: none"> <li>▪ Meeting of Merton Parish Council on 18 December 2017 at 7.30pm.</li> </ul>	Council
<u>7: Vacancy for a Councillor/Co-option.</u>	1. Vacancies for three Parish Councillors to be filled by co-option. 2. Resignation of Cllr. <b>R. Foord: C.D.C. permission to co-opt.</b>	
<u>8: District/County Councillors.</u>	1. To receive report(s): <i>Circulated by email:</i> District Cllrs. T. Hallchurch and D. Hughes; County Cllr. Dan Sames.	
<u>9: Village Hall.</u>	1. <b>Cleaner:</b> Review of Contract and Job Description. 2. <b>Meter Reading:</b> Reading to be taken. 3. <b>Emergency Lighting:</b> Update.	CLERK CLLRS FF
<u>10: Playground/Recreational</u>	1. <b>Football Clubs (FC):</b> <ul style="list-style-type: none"> <li>▪ Hiring Agreement: update.</li> </ul>	RL

<sup>1</sup> Notes on declaration of interest

The Code requires that, at a meeting, where a member or co-opted member has a disclosable pecuniary interest (of which they are aware) in any matter being considered, they disclose that interest to the meeting. **It is essential that members and co-opted members do this clearly, in order that the disclosure may be recorded, which will protect the member in the event of a subsequent allegation.**

**The requirement to disclose such interests is applicable from 1 July 2012, whether or not the interests have been notified to the Monitoring Officer.** The Council will include an appropriate item on agendas for all meetings, to facilitate this. Parish Clerks are also encouraged to include such an item on the agenda for all meetings of their council and any committees.

Although not explicitly required by the legislation or by the code, it is recommended that in the interests of transparency and for the benefit of all in attendance at the meeting (including members of the public) the **nature** as well as the **existence** of the interest is disclosed

A member or co-opted member who has disclosed a pecuniary interest at a meeting must not participate (or participate further) in any discussion of the matter; and must not participate in any vote or further vote taken; and must withdraw from the room.

However, the requirement in paragraph 0 above not to participate does not apply in the event of a dispensation having been granted

**Area:**

**11. (1) Urgent:**  
Items that should have been acted upon before the current meeting.

**12. (2) Priority:** Items that must be acted upon at this meeting.

**13: (3) Important:** Items that must be acted on by the next meeting.

**14.(4): Action:**  
Items that must be acted on, but

<ul style="list-style-type: none"> <li>2. <b>Allotments:</b> <ul style="list-style-type: none"> <li>▪ Chairman Ashton Villa: Update.</li> <li>▪ Allotment No: 6: vacancy (May 2017): Update.</li> <li>▪ Allotment No: 1: Vacancy (20.11.17): Update.</li> </ul> </li> <li>3. <b>Play Area:</b> <ul style="list-style-type: none"> <li>▪ Smaller Frame: Update on caps.</li> <li>▪ Interim Inspection: To consider/approve any action.</li> <li>▪ Large Multiplay Unit: Update.</li> </ul> </li> </ul>	<p>RL</p> <p>P/COUNCIL P/COUNCIL P/COUNCIL</p> <p>Clerk</p>
<p>1. <b>Actions from Previous Meetings:</b></p> <ul style="list-style-type: none"> <li>▪ Actions List: Emailed.</li> </ul>	
<p>1. <b>Finance:</b></p> <ul style="list-style-type: none"> <li>▪ <b>Accounts for Payment agreed prior to the meeting:</b> <ul style="list-style-type: none"> <li>▪ Grass Cutting – Inv. No: 2026 - £168.00 (grass cutting Merton Woodland – mow the outer rides plus figure of eight full width and grass area known as the flower meadow).</li> <li>▪ Village Hall Cleaner -</li> </ul> </li> <li>▪ <b>Accounts for Payment:</b> To consider/approve payment.</li> <li>▪ Clerk's Pay/Expenses November 2017:</li> <li>▪ <b>Receipts Received:</b> <ul style="list-style-type: none"> <li>▪ None.</li> </ul> </li> <li>▪ <b>Receipts Due:</b> <ul style="list-style-type: none"> <li>▪ Village Hall Petty Cash – December 2017:-</li> <li>▪ Update on outstanding FC bookings and village hall hiring.</li> <li>▪ Allotment: Outstanding rents update.</li> </ul> </li> <li>▪ <b>Bank Reconciliation:</b> To consider/approve.</li> <li>▪ <b>Precept Comparison/Financial Report/VAT Claim:</b> To consider/approve.</li> <li>▪ <b>Quotes:</b> <ul style="list-style-type: none"> <li>▪ Church Clock: Update on whether any further work required.</li> <li>▪ Multiplay Unit: Consider/approve quote for either replacement rope or net.</li> </ul> </li> <li>▪ <b>Bank Signatory:</b> <ul style="list-style-type: none"> <li>▪ Scottish Widows - Clubs &amp; Associations 7 Day A/c – Interest account - Update on removal of signatories.</li> <li>▪ Barclays Bank Plc: Update on removal of signatories.</li> </ul> </li> <li>▪ <b>Budget 2018/19:</b> Consider/approve draft figures.</li> <li>▪ <b>Precept 2018/19:</b></li> <li>▪ <b>Smaller Authorities Audit Appointments (S.A.A.A.)</b> – Notification of external auditors appointments for the 2017-18 financial year</li> </ul> <p>2. <b>Planning:</b></p> <ul style="list-style-type: none"> <li>▪ <b>New Applications:</b> <ul style="list-style-type: none"> <li>▪ None.</li> </ul> </li> <li>▪ <b>Decision Notices:</b> <ul style="list-style-type: none"> <li>▪ None.</li> </ul> </li> <li>▪ <b>Appeal Notice:</b> <ul style="list-style-type: none"> <li>▪ None.</li> </ul> </li> <li>▪ <b>Withdrawal Notices:</b> None at time of printing.</li> <li>▪ <b>Planning Issues:</b> <ul style="list-style-type: none"> <li>▪ None.</li> </ul> </li> </ul>	<p>RFO/ Council</p> <p>RL/KC RF/RFO RFO</p> <p>FF P. Council</p> <p>AB/RFO</p> <p>RFO/Council RFO/Council</p>
<p>1. <b>Clerk/RFO:</b></p> <ul style="list-style-type: none"> <li>▪ Job Description/Contract: Review.</li> <li>▪ Auto Pension Enrolment: Update.</li> </ul>	<p>RFO</p>
<p>2. <b>Annual Review of Documents:</b> Consider/approve:</p> <ul style="list-style-type: none"> <li>▪ Risk Assessments. <ul style="list-style-type: none"> <li>➤ Play Area: To look at previous review discussion regards sign:</li> </ul> </li> </ul>	<p>Clerk/FF</p>
<p>1. <b>Emergency Plan:</b></p> <ul style="list-style-type: none"> <li>▪ Update on 'Public Access' document for website and flyer.</li> </ul>	<p>FF</p>

*with no specific or pressing timescale.*

- Community defibrillator: To consider/approve provision of: Update on application to the SSE Resilience Fund. FF
- **Merton Woodland:**
- Merton Woodland Community Group: Constitution and agreement between PC and MWCG: To be considered/approved. FF
- Woodland 'Public Access' notice: Update on publication of document. FF
- 3. **Proposed Repositioning of 30mph limit:** O.C.C: Update. PM
- 4. **Network Rail:** Update. RF/Clerk
- 5. **House Numbering through Merton Village:** To consider/approve:
  - Advice from C.D.C.
  - Draft Letter. TB
  - Proposals.
- 6. **Islip Parish Council:**
  - Proposed shared purchase of speed camera system: Parish Council to consider. RL

**15: (5) Advice:**

*Items that provide advice to the Parish Council, and that may impact future actions, but that do not themselves require any specific action in response.*

1. **Correspondence/Emails:**
  - M.P.C.260 (02) HMRC – Important changes – updating older IT systems – If claims are made using VAT126 it will affect you!

**16: (6)**

**Marketing:** *Items seeking to advertise or promote products and/or services that might be of interest to the Parish Council.*

- None.

**17: Matters for Further Information or Discussion**

1. To report on Matters of information or discussion at the next meeting.

**18: Date and Time of Next Meeting:**

1. Monday 19 February 2018 held at 7.30pm in Merton Village Hall: