

Merton Parish Council

Prepared by the 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 **17 October 2016** 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 are welcome to attend during 7.30pm and 7.45pm when they can ask questions or express their views.

Agenda

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| <u>1: Apologies for absence:</u> | 1. To accept apologies for absence. |
| <u>2: To receive Disclosable Pecuniary Interest.</u> | 1. ¹ (see footnotes) Register of Members Interests. |
| <u>3: Election of Chairman:</u> | 1. Consider/approve election of Chairman: To sign 'Declaration of Acceptance o Office'. |
| <u>4: Election of Vice-Chairman:</u> | 1. Consider/approve election of Vice-Chairman. |
| <u>5: Public Participation.</u> | 1. Members of the public can ask questions and express their views. |
| <u>6: Minutes.</u> | 1. To confirm minutes of the: Minutes of the Meeting of Merton Parish Council on 19 September 2016 at 7.30pm. |
| <u>7: Vacancy for a Councillor.</u> | 1. Resignation of Cllr. PW:
2. Co-option following resignation of Cllr. D. Crawford: To consider/approve applicant.
3. Co-option following resignation of Cllr. J. Whittaker: To consider/approve applicant. |
| <u>8: District/County Councillors.</u> | 1. To receive report(s). |
| <u>9: Village Hall.</u> | 1. Electrical Work: Update KiiKii Electrical Ltd. (Williams Electrical): Confirmation of works following on-site meeting.
2. Rubbish:
▪ Update of clearance of rubbish from rear of Village Hall; |
| <u>10: Playground/Recreational Area:</u> | 1. Football Clubs (FC):
▪ Hiring Agreement: update.
▪ Chairman Ashton Villa: Update. |

¹ 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

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.*

1. **Actions from Previous Meetings:**
 - To minute completed and outstanding actions.
2. **Grass Cutting Contract(s):**
 - **Play Area:** Update on contractor until end of season.
 - **Finance:**
 - **Transparency Code for parish and town councils with a turnover not exceeding £25,000:**
 - Website: Update.
 - **Accounts for Payment agreed prior to the meeting**
 - Insurance.
 - Mr Hawes - £576.00 – Grass cutting of recreational area.
 - **Accounts for Payment:** To consider/approve payment.
 - Clerk's Pay & Expenses August 2016 and any overtime contributable to 2015/16.
 - M. Day – Village Hall cleaner –half year due January.
 - S. Holmes – Grass Cutting Play Area – 12 cuts for Merton Play Area - Season 1st April to 30th Sept 2016 - £250.00.
 - Thames Water Utilities Ltd - 11 May – 8 August 2016 - £288.46.
 - New Invoice
 - Playdale Playgrounds Ltd – Inv. No: 0000022967 - £81.62.
 - SWALEC – SSE – Statement of Account – Credit Note £590.40 – Invoice for period 21 April 2016 – 18 July 2016 - £129.73: Updated calculation.
 - CFO – PAT Testing Workshop - £65.00 plus VAT – Approve attendance of Cllr. FF.
 - **Receipts Received:**
 - Village Hall Petty Cash – 2016: Update on outstanding FC bookings.
 - C.D.C. – Precept payment (half) - £4,002.50.
 - **Receipts Due:**
 - C.D.C. – Hire of Hall for Election £140.00.
 - **Bank Reconciliation:** To consider/approve.
 - **Precept Comparison/Financial Summary:** To consider/approve.
 - **Quotes:**
 - Village Hall – Changing Room Door and repairs to Main Entrance Lock: Update.
 - Village Hall – Ramp:
 - Church Clock: Consider/approve.
 - Came & Company: Insurance Renewal due 11 October 2016: Consider/approve quote.
 - Playdale: Consider/approve quote for either replacement rope or net.
 - **Thames Water Utilities:** Claim for refund update.
 - **Accounts Year Ending 31 March 2016:** BDO –
 - BDO – External Auditor – Completion of Audit - Consider/approve action.
 - **Bank Signatory:** Consider/approve adding further signatories to the account(s).
 - Barclays Bank Plc. – Update on change of signatory.
 - Scottish Widows - Clubs & Associations 7 Day A/c – Interest account - Update on change of signatory.
 - **Financial Regulations:** Review of existing regulations to meet the Model updated version 2016 and to approve amendment/addition to accommodate provision of or increase to Petty Cash float.
 - **Budget 2017/18:** To start process.
 - **Planning:**
 - **New Applications:**
 - C.D.C. – Public Protection & Development Management – Town and Country Planning Act 1990 consultation – Planning Application – Application No: 16/01881/F – Applicant's Name: Mr F Pereire – Proposal: Change of use of buildings to the storage and restoration of classic cars – Location: Merton Grounds Farm Langford Lane Merton Bicester OX25 2NS – Parish(es): Merton – Rec/d 29.9.16 – Respond by 19 October 2016.
 - **Decision Notices:**
 - C.D.C. – **Notice of Decision** – Town & Country Planning Act 1990 (as amended) – Application No: 16/01085/F – Applicant's Name: Weston Wood Shoot – Proposal: Erection of agricultural building for rearing of pheasants – Location: Brashfield, Merton, Bicester, Oxon. OX25 2NF –Parish(es): Merton – **Permission for Development subject to Conditions** – Date of Decision: 26.8.16.
 - **Appeal Notice:** None at time of printing.

13: (3) Important:

Items that must be acted on by the next meeting.

14.(4): Action: *Items that must be acted on, but with no specific or pressing timescale.*

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.*

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

17. Matters for Further Information or Discussion

18: Date and Time of Next Meeting:

- **Withdrawal Notices:** None at time of printing.
- **Planning Issues:** None at time of printing.
- **Network Rail Works:**
 - Open Meeting report/update: Response from O.C.C. regarding questions.
 - Responses to flyer 'Impacts of Network Rail HGV Traffic':
 - Consider/approve project for support from project: Result of survey.
 - Letter to Chief Executive Network Rail: Update.

1. **Clerk/RFO:**

- Job Description/Contract: Review.

1. **Emergency Plan:**

- Draft to be considered and approved.
- Community defibrillator: To consider/approve provision of.

2. **Merton Woodland:**

- Ongoing Maintenance Plan:
 - 'Ash Die Back': Update.
 - Grant Application: Update.
 - Wildlife Meadow: Consider/approve.

1. **Correspondence/Emails:**

- M.P.C.249(02): C.D.C. – Local Enforcement Plan – Electronic Version available www.cherwell.gov.uk/planningenforcement.
- M.P.C.249(03): O.C.C. – Oxfordshire Comet Transport Service.
- M.P.C249(06): 6. Scottish Widows Bank Plc. – Savings Account decrease in interest rate – Effective from 18 November 2016 – option to close the account without charge until 17 November 2016.

1. None.

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

1. 21 November 2016 - Parish Council Meeting at 7.30pm in Merton Village Hall.