

# THE PARISH COUNCIL OF MERTON OXFORDSHIRE

<http://www.mertonparishcouncil.co.uk>

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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 18 November 2019** at **7.30pm** in Merton Village Hall.

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

### 1. To Accept Apologies For Absence:

### 2. PARISH COUNCIL:-

2.1. **Co-Option:** To consider applications received.

2.2. **To Receive Disclosable Pecuniary Interest:** Register of Members Interests.

### 2.3. Annual Review of Documents:

a) Risk Assessments:

I. Play Area

DR

II. Woodland Volunteers

JC

III. Recreational/Sports Field

AB/DR

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 Parish Council meeting held on 21 October 2019.

### 5. ASSET MANAGEMENT:

#### 5.1: Village Hall:

a) Plastering; Painting; storage room door: Update.

LK/AB

b) Further works: Report.

JC

• Flooring: Consider independent advice.

LK

c) Storage Room: Update on clearance of Beer Festival equipment.

AB

d) Hire Agreement: To discuss.

All

#### 5.2: Recreational Field/Play Area/Allotments:

a) Allotments: Vacancies: Update.

AB

b) Annual Inspection: Update on areas to address.

AB/DR

### 6. COMMUNICATIONS:

#### 6.1: Website:

a) The Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018: Update from web designer.

TC

#### 6.2: Data Protection: Update.

LK/TC

### 7. COMMUNITY:

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

- a) C.D.C. – Planning & Development - Notification of Planning Policy Consultation. Proposed Main Modifications to the Partial Review of the Cherwell Local Plan Part 1 - Oxford's Unmet Housing Need - The consultation period extends from Friday 8 November 2019 to Friday 20 December 2019.
- 7.2: **Decision Notices:** None at time of printing.
- 7.3: **Traffic Calming:** Report from 'Working Group':
- a) Proposal for a survey of traffic: DR
- Application to County Councillors Discretionary Fund: Update.
  - Insurance cover for signs/Risk Assessment: Update AB/DR
- 8. FINANCE:**
- 8.1: **Receipts:** -
- a) Petty cash and Bookings:
- Oct 2019 - £570.00:
  - Nov 2019: AB/TC
- b) HMRC – VAT Reclaim: Update TC
- 8.2: **Account Paid Prior to the Meeting:** To be noted.
- a) Plastering and Painting works to Village Hall - £480.00 – Cheque No: 101502 as agreed previously.
- b) First aid box purchased £25.00 - Key purchased £4.50 - Sign purchased £1.50 Total £31.00 - Cheque No: 101501.
- 8.3: **Accounts for Payment:** To be approved:-
- a) Clerks Pay/Exp. October 2019:
- Employment Briefing E02-18 | 2018-2019 National Salary Award All
- b) Grass Cutting – Inv. No: 3071 - £132.00 (Woodland – 12.10.19).
- c) Village Hall: Changing room window replacement handle and window: Quote accepted £150.00.
- d) Castle Water Ltd: No invoice at time of printing.
- e) Plastering/Painting village Hall - £2,680.00 as per quote: Approval of payment on completion of work.
- f) Accident Book.
- g) Emergency Work to Leak to Ceiling: All
- 8.4: **Financial Reports and Bank Reconciliation:** For consideration/approval. TC/AB
- 8.5: **Grass Cutting Contract Review:** Update. JC
- 8.6: **Quotes:** To be considered/approved:-
- a) Good Energy/Utility Aid.
- Comparisons for Parish Council: Approve comparison. All
- b) Traffic Calming: Traffic Survey/signs – Approval of use of funds from the 'Community Fund'.
- Funding For Traffic Calming Initiatives. All
- c) Filing Cabinet. All
- d) Memory Storage: All
- e) Village Hall: Storage Room Door AB
- f) Village Hall: Curtain Rails and Curtains. LK
- g) Village Hall: Changing room window replacement handle and window AB
- 8.7: **Accounts Year Ended 31.3.20:**
- b) Arrow Accounting – Checklist Action. TC
- 8.8: **Financial Regulations:** Annual Review. AB/All
- 8.9: **County Councillor Discretionary Fund:** Application update. AB/JC
- 9. GENERAL:**
- 9.1: **The Clerks Contract and Job Description:** Review. LK/AB
- 9.3: **Correspondence for Action:** As attached. All
- 9.4: **Matters for Further Information or Discussion.** All
- 10. NEXT MEETING**
- 10.1. Next meeting 16 December 2019 at 7.30pm in Merton Village Hall: All

**List of Correspondence/Emails to support Agenda Item 9.3:** Matters not otherwise covered by the agenda.

**M.P.C.281 – October**

11: O.C.C. - Youth Opportunity Fund Workshop 4th November - Monday, 4th November 2019 from 2pm to 4.30pm in County Hall, Meeting Rooms 1 and 2 – Rec/d by Email 28.10.19 – Emailed.

12: Raymond Holden - Urban and Neighbourhood Renewal Specialist New and Updated for 2019/2020 - Urban Regeneration and Neighbourhood Renewal Seminar Training Days – Rec/d by Email 29.10.19

**M.P.C.282 – November**

1. C.D.C. – RE: Parish Council planning training sessions – Rec/d by Email 1.11.19.

2. Healthwatch Oxfordshire - Healthwatch Oxfordshire Briefing, November 1, 2019 – Rec/d by Email 1.11.19.

4. Urban Regeneration and Neighbourhood Renewal Specialist - New and Updated for 2019/2020 - Urban Regeneration and Neighbourhood Renewal Seminar Training Days.

6. O.C.C. – School Organisation Planning – Entry to Primary or Infant School – September 2020 – Children born between 1 September 2015 and 31 August 2016 – Poster – Rec/d 6.11.19 – Poster for notice board – scanned and emailed for website too.