

# THE PARISH COUNCIL OF MERTON OXFORDSHIRE

Merton Parish Council website

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## **To all Members of Merton Parish Council:**

You are hereby summoned to attend a Meeting of Merton Parish Council on **Monday 19 October 2020** at **7.30pm** due to the Coronavirus outbreak and exceptional circumstances and in line with Government Guidelines this meeting will be held virtually via the tool 'Zoom':

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.**

**Join the meeting at 'Microsoft Team':** [https://teams.microsoft.com/join/19%3ameeting\\_ZmNiYTBjZDAOTZINC00MDIzLTgzNmQtMWQ0ZGZiZjQwZTZh%40thread.v2/0?content=%7b%22id%22%3a%22d72bf766-eac5-473f-8170-2e4f4954c317%22%2c%22oid%22%3a%2203e958cc-98fa-4765-8873-1e497e0d19d1%22%7d](https://teams.microsoft.com/join/19%3ameeting_ZmNiYTBjZDAOTZINC00MDIzLTgzNmQtMWQ0ZGZiZjQwZTZh%40thread.v2/0?content=%7b%22id%22%3a%22d72bf766-eac5-473f-8170-2e4f4954c317%22%2c%22oid%22%3a%2203e958cc-98fa-4765-8873-1e497e0d19d1%22%7d)

## **Agenda**

1. **To Accept Apologies For Absence:** Received from LK.
2. **PARISH COUNCIL:-**
  - 2.1. **To Receive Disclosable Pecuniary Interest:** Register of Members Interests.
  - 2.2. **COVID-19:** Government Guidelines: Update.
    - a) Play Area:
    - b) Village Hall:
  - 2.3. Emergency Plan: Review.
    - i. Welcome Pack. JC
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 September 2020.
5. **ASSET MANAGEMENT:**
  - 5.1: **Village Hall:**
    - a) Cleaning Contract/Job Description/Pay: AB
  - 5.2: **Recreational Field/Play Area/Allotments:**
    - a) Allotments: Overhanging Tree: Update. AB
    - b) Oxford Cavaliers:
      - i. Village Hall Proposals: JC
6. **COMMUNICATIONS**
  - 6.1: **Website:**
    - a) The Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018: Update.
      - i. Website Accessibility Statement: Update. TC
      - ii. Hosting upgrade so it is an https domain name - with added security: Update. TC

## 7. COMMUNITY:

### 7.1: **Planning Applications:**

- a) Application No: 20/02476/F  
Applicant's Name: Mr Richard Hughes  
Proposal: Single storey side infill extension – Location: Eden House, West End Lane, Merton, OX25 2NG – Parish(es): Merton –  
Expected Decision Level: Delegated

### 7.2: **Decision Notices:** None at time of printing.

- a) Application No: 20/02165/F  
Location: 3 Otmoor View Merton OX25 2NL  
Proposal: Two storey side extension  
Permission for Development Subject to Conditions – Date of Decision: 5 October 2020

### 7.3: **Planning Matters:**

- a) Merton 'Nursing Home': Update.  
b) Cherwell Local Plan Review 2040 - Planning for Cherwell to 2040: A Community Involvement Paper: Update on representations.

### 7.4: **Traffic Calming:** Update from representatives of the 'Working Group':

- a) Proposal for a survey of traffic:  
b) Insurance cover for signs/Risk Assessment: Update JC

### 7.5: **Parish Magazine/Newsletter:** Update. AB

### 7.6: **Dog Fouling:** Update on stickers. JC

## 8. FINANCE:

### 8.1: **Receipts:** -

- a) Petty cash and Bookings:  
• May/October 2020:  
b) Castle Water Ltd – Credit for the period your business was closed during lockdown - £39.06.

### 8.2: **Account Paid Prior to the Meeting:** None at time of printing.

- a) Recycling Site – Payment under 'Adopt a Site' scheme July 19 – March 2020 - £162.60.

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

- b) Clerks Pay/Exp. September 2020:  
i. Overtime 2018/2019 and 2019/2020.  
c) Emergency Work to Leak to Ceiling: AB  
d) Grass Cutting – Inv. No's: 4048 - £192.00 (grass cutting recreational area 10.9.2020).  
e) C.D.C. – Inv. No: 7014662 - £ 180.18 – Emptying 3 dog bins @ £1.75 per bin plus 10% admin fee half yearly.  
f) Fire Safety Check: £10.00 contribution - M.C.F.P. Ltd - Current Statement of Account from MCFP Ltd - £64.75.  
g) Lockforce Ltd - Your Invoice from Lockforce – Inv. No: 641884 - £65.00 – Emergency work to village hall door.  
h) Emergency Work to Leak on Roof: £420.00 (to be met by the balance of donated monies, £496.00, ring-fenced under the Village Hall Regeneration Fund).  
i) Pest Control - £475.00.  
j) Insurance Renewal.  
k) Website Hosting and HTTP site - £100.00.

### 8.4: **Bank Signatories:** Update. AB/JC

### 8.5: **Financial Reports and Bank Reconciliation:** For consideration/approval. TC/AB

### 8.6: **Quotes:** To be considered/approved:-

- a) Memory Storage: All  
b) Play Area:  
• Swing Seat: Overhaul work and/or possible upgrade to the play area: GA/All  
• Closure off the bridge with black/yellow tape and put up signage; publishing closure along with a photograph: Update.  
• Replacement of the missing slat in the surrounding play area fence: Update. MS/SK

### 8.7: **Accounts Year Ended 31.3.20:** Update.

8.8: **Budget 2021/22:** To consider Draft Budget.

All

**9. GENERAL:**

9.1: **The Clerks Contract and Job Description:** Review.

LK/AB

9.2: **Correspondence for Action:** List as attached.

All

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

**10. NEXT MEETING**

10.1. **Next meeting 16 November 2020 at 7.30pm:** Time to be approved: The meeting will be held virtually in line with The Local Authorities and Police and Crime Panels (Coronavirus)(Flexibility of Local Authorities and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.