

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 **19 September 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

1: Apologies for absence:

1. To accept apologies for absence.

2: To receive Disclosable Pecuniary Interest.

1. ¹(see footnotes) Register of Members Interests.

3: Public Participation.

1. Members of the public can ask questions and express their views.

4: Minutes.

1. To confirm minutes of the: Annual Parish Council meeting held on 16 May 2016 at 7.30pm; the Minutes of the Annual Meeting of the Parishioners of Merton held on 16 May 2016 at 7pm; the Minutes of the Meeting of Merton Parish Council on 18 July 2016 at 7.30pm and the Minutes of the Extraordinary Meeting of Merton Parish Council on 22 August 2016 at 6.30pm.

5: Vacancy for a Councillor.

1. Resignation of Cllr. D. Crawford.
2. Co-option following resignation of Cllr. J. Whittaker: To consider/approve applicant.

6: District/County Councillors.

1. To receive report(s).

7: Village Hall.

1. **Electrical Work:** Update KiiKii Electrical Ltd. (Williams Electrical): Confirmation of works.
2. **Thames Water Utilities Ltd:** Update regarding water meter.
3. **Store Room:** To consider/approve attendance from 'Straw Bailed'.
4. **Honorary Caretaker:** Update.
5. **Rubbish:**
 - Update of clearance of rubbish from rear of Village Hall;

8: Playground/Recreational Area:

1. **Football Clubs (FC):**
 - Hiring Agreement: update.
 - Chairman Ashton Villa: Update.
2. **Play Area Inspections:**
 - Climbing Frame: Broken rope supports: Update on order confirmation; if delivery of one rope is correct then consider/approve action for two further broken rope supports.

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

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

1. **Actions from Previous Meetings:**
 - To minute completed and outstanding actions.
2. **Grass Cutting Contract(s):**
 - **Merton Woodland:** Update and confirmation of decision.
1. **Finance:**
 1. **Transparency Code for parish and town councils with a turnover not exceeding £25,000:**
 - Website: Update.
 2. **Accounts for Payment agreed prior to the meeting**
 - M. R. Cross – Inv. No: 1024 - £2,400.00 – Cheque No: 101330: Approve spending amount from ring fenced fund.
 3. **Accounts for Payment:** To consider/approve payment.
 - Clerk's Pay & Expenses July 2016 and any overtime contributable to 2015/16.
 - M. Day – Village Hall cleaner –12 July to September 2016.
 - S. Holmes – Grass Cutting Play Area.
 - NALC/SLCC - 2014 - 2016 NATIONAL SALARY AWARD: A non-consolidated (one off) payment for employees on SCPs 5 - 49 in December 2014 and employees on SCPs 26 - 49 in April 2015: Cheque withheld by Cllr. RL.
 - Thames Water Utilities Ltd - 11 May – 8 August 2016 - £288.46.
 - Playdale Playgrounds Ltd – Inv. No: 0000022967 - £81.62.
 - Blackthorn Parish Council - Society of Local Council Clerks (SLCC) – Membership Renewal 2016/17 - £44.00 – Being half of the full payment (£88.00) paid by Blackthorn Parish Council.
 - Blackthorn Parish Council - £48.14 - Being half of the full payment (£96.28) paid by Blackthorn Parish Council to Cover Insurance Services.
 - Arrow Accounting – Inv. No: P208 - £270.00.
 - CFO – PAT Testing Workshop - £65.00 plus VAT – Approve attendance of Cllr. FF.
 - Came & Company: Insurance Renewal (*See below quotes*).
 4. **Receipts Received:**
 - Village Hall Petty Cash –June 2016: Update on outstanding FC bookings.
 - SSE – Refund following submission of meter reading.
 5. **Receipts Due:** None.
 6. **Bank Reconciliation:** To consider/approve.
 7. **Precept Comparison/Financial Summary:** To consider/approve.
 8. **Quotes:**
 - Village Hall – Changing Room Door and repairs to Main Entrance Lock: Update.
 - Village Hall – Ramp:
 - Church Clock: Consider/approve action based on report.
 - Grass Cutting – Merton Woodland - Consider/approve quote for the rest of the season.
 - Came & Company: Insurance Renewal due 11 October 2016: Consider/approve quote.
 9. **Thames Water Utilities:** Claim for refund update.
 10. **Accounts Year Ending 31 March 2016:** BDO –
 - Arrow Accounting – Internal Audit Report – Consider/approve any action from report.
 - BDO – External Auditor – Completion of Audit - Consider/approve action.
 11. **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.
 12. **Financial Regulations:** Review of existing regulations to meet the Model updated version 2016 and to accommodate provision of or increase to Petty Cash float.
 13. **Petty Cash Float:** Consider/approve provision of or increase to existing petty cash float.
 14. **Budget 2017/18:** To start process.
2. **Planning:**
 1. **New Applications:** None at time of printing.
 2. **Decision Notices:** None at time of printing.
 3. **Appeal Notice:**
 4. C.D.C. – Public Protection & Development Management – Appellant's Name: Dr Roy Levers – Proposal: Replace 7 wooden windows with identical double glazed ones – Location: 1 Tithe Barn Merton Bicester Oxfordshire OX25 2NF - Parish(es): Merton – Appeal Reference: APP/C3105/Y/16/3155571 – Appeal Start Date 31 August 2016 – Further comments to Planning Inspectorate by 5 October 2016.
 5. **Withdrawal Notices:**
 6. **Planning Issues:**

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

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

12: (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.*

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

14 Matters for Further Information or Discussion

15: Date and Time of Next Meeting:

- 3. **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.
 - Pension: Auto enrolment.

- 1. **Emergency Plan:**
 - Draft to be considered and approved.
 - Community defibrillator: To consider/approve provision of.
- 2. **Merton Woodland:**
 - Ongoing Maintenance Plan: 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.

- 1.

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

- 1. 17 October 2016 - Parish Council Meeting at 7.30pm in Merton Village Hall.