

THE PARISH COUNCIL OF MERTON OXFORDSHIRE

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

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 **Monday 20 January 2020** 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.

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 16 December 2019.

5. ASSET MANAGEMENT:

5.1: Village Hall:

- a) Further works: Report. JC
- Flooring: Consider independent advice. LK
- b) Storage Room: Update on clearance of Beer Festival equipment. AB
- c) Cleaning Contract/Job Description: Review. AB
- d) Hiring Agreement: Review. AB

5.2: Recreational Field/Play Area/Allotments:

- a) Allotments: Vacancies: Update. AB

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: None received at time of printing.

7.2: Decision Notices:

- a) Planning Application 19/02552/F - Decision Notice – Conversion of stable to single family home with associated parking, amenity space, and landscaping (amendment to planning permission 19/00823/F) - Location: Merton Stud, Merton, OX25 2NF - Parish(es): Merton - Permission For Development Subject To Conditions.

7.3: **Planning Matters:** None at time of printing.

7.4: **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
- 7.5: Parish Magazine/Newsletter:**
- Proposal for Parish Council meeting: Update. AB
 - Newsletter: Approve design and issue. JC/All
- 8. FINANCE:**
- 8.1: Receipts: -**
- a) Petty cash and Bookings:
 - Nov/Dec 2019 and January 2020: AB/TC
 - b) C.D.C. - Cherwell District Council - BACS Remittance – Ref: 19C040724 - £160.00 Elections 12.12.19.
- 8.2: Account Paid Prior to the Meeting:** To be noted.
- 8.3: Accounts for Payment:** To be approved:-
- a) Clerks Pay/Exp. December 2019:
 - b) Village Hall: Blinds. LK
 - c) Castle Water Ltd: No invoice at time of printing.
 - d) Emergency Work to Leak to Ceiling: AB
 - e) Good Energy – Inv. No: 112082824 - £345.46 – (91 days) – Estimated when a meter reading had been submitted.
- 8.4: Financial Reports and Bank Reconciliation:** For consideration/approval. TC/AB
- 8.5: Quotes:** To be considered/approved:-
- a) Good Energy: 12mth contract update.
 - b) Memory Storage: All
 - c) Play Area: Swing Seat. AB
- 8.6: Accounts Year Ended 31.3.20:**
- b) Arrow Accounting – Checklist Action: Update. TC
- 8.7: County Councillor Discretionary Fund:** Notice board 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 17 February 2020 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.282 – November

- 7. C.D.C. – Finance & Procurement – Parish Precept 2020-21 Information – Rec/d by Email 11.12.19 – Clerk/RFO to complete
- 10. Utility Aid Ltd - Letter of Authority Renewal – Rec/d by Email 16.12.19 – C/fwd to next meeting – Emailed.
- 11. Public Sector News - Council's £19m climate change emergency budget – Rec/d by Email 17.12.19 – Emailed.

M.P.C.283 – December:

- 1. Healthwatch Oxfordshire Briefing, January 3, 2020 – Rec/d by Email 3.1.20 – Emailed.
- 2. O.N.P.A. - ONPA meeting - 10am 11th January 2020 – Rec/d by Email 6.1.20 – Emailed.
- 3. Oxfordshire Neighbourhood Plans Alliance - ONPA January meeting – Rec/d by Email 8.1.20 – Emailed.
- 4. C.F.O. - Community Halls Newsletter January 2020 – Rec/d by Email 8.1.20 – Emailed.
- 5. C.F.O. - Oxfordshire Rural Services Survey - deadline 29 February 2020 - for town/parish councils and parish meetings – Rec/d by Email 7.1.20.