

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 **Monday 20 November 2017** 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 and press are welcome to attend during 7.30pm and 7.45pm when they can ask questions or express their views.

Agenda

<u>1: Apologies for absence:</u>	1. To accept apologies for absence:	Actions
<u>2: Election of Chairman.</u>	1. To elect a Chairman to act for the meeting. 2. To elect a Chairman: Upon election and acceptance to sign 'Declaration of Acceptance of Office'.	
<u>3: To receive Disclosable Pecuniary Interest.</u>	1. ¹ (see footnotes) Register of Members Interests.	
<u>4: Public Participation.</u>	1. Members of the public can ask questions and express their views.	Council
<u>5: Minutes.</u>	1. To confirm minutes of the: <ul style="list-style-type: none"> ■ Meeting of Merton Parish Council on 18 September 2017 at 7.30pm. ■ Meetings scheduled for 16 October 2017 postponed and 6 November 2017 cancelled. 	RF/RL
<u>6: Vacancy for a Councillor/Co-option.</u>	1. Co-option following resignation of Cllr. D. Crawford: To consider/approve applicant. 2. Resignation of Cllr. K. Crowden: Confirmation 3. Resignation of Cllr. R. Foord: C.D.C. notified and the Vacancy Notice to be published on the notice board and website.	
<u>7: District/County Councillors.</u>	1. To receive report(s): <i>Circulated by email:</i> District Cllrs. T. Hallchurch and D. Hughes; County Cllr. Dan Sames.	RF/CLERK CLERK FF
<u>8: Village Hall.</u>	1. Cleaner: Review of Contract and Job Description. 2. Meter Reading: Reading to be taken. 3. Emergency Lighting: Update.	RF

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: Playground/
Recreational
Area:**

- | | |
|---|--|
| <p>1. Football Clubs (FC):</p> <ul style="list-style-type: none"> ▪ Hiring Agreement: update. ▪ Chairman Ashton Villa: Update. <p>2. Allotments:</p> <ul style="list-style-type: none"> ▪ Allotment No: 6: vacancy (May 2017): Update. ▪ Allotment No: 1: The PC received notification of cancellation of allotment. <p>3. Play Area:</p> <ul style="list-style-type: none"> ▪ Smaller Frame: Update on caps. ▪ Interim Inspection: To consider/approve any action. ▪ Large Multiplay Unit: Update. | <p>RF</p> <p>RF
RF
RF</p> <p>Clerk</p> |
|---|--|

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

1. **Actions from Previous Meetings:**
- Actions List: Emailed.

**11. (2)
Priority:** *Items that must be acted upon at this meeting.*

- | | |
|---|--|
| <ul style="list-style-type: none"> ▪ Finance: ▪ Transparency Code for parish and town councils with a turnover not exceeding £25,000: ▪ Website: ▪ Accounts for Payment agreed prior to the meeting: ▪ Clerk's Pay/Expenses August 2017: To consider/approve NALC and SLCC Salary Scale to apply from 1 April 2017. ▪ M. R. Cross – Inv. No's: 2001 - £384.00 (grass cutting of recreational area and play area 13.9.17 and 28.9.17) – 2002 - £132.00 (Grass cutting of woodland area 27.9.17) – Total £516. ▪ BDO LLP – Audit for the year ended 31 March 2017 – Inv. No: 1656426 - £120.00. ▪ Zurich Insurance – Renewal 11.10.17 - The premium (including IPT @ 12%) for the coming year will be: £ 871.30 – Long Term Agreement. ▪ Accounts for Payment: To consider/approve payment. ▪ Clerk's Pay/Expenses September/October 2017: To consider/approve NALC and SLCC Salary Scale to apply from 1 April 2017. ▪ Cherwell District Council – Inv. No: 7004229 – Dog Bin Emptying - £48.05. ▪ SSE Swalec – Inv. No: 571652391 018 – £69.94 – To be collected by D/D on 3 November 2017. ▪ Grass cutting - Inv. No's: 2012 - £192.00 (grass cutting of Recreation and play area – 27.10.17) – 2013 - £132.00 (grass cutting Merton Woodland – 31.10.17) – Total £324.00. ▪ SLCC - Data Protection - Webinar 10 Wednesday 17 Jan 2018 10:00 - Wednesday 17 Jan 2018 11:30 – Pricing Members: £30.00 (+ £6.00 VAT); Non-members: £35.00 (+ £7.00 VAT) - The following booking discounts apply to this event: Non-member Discount: non-member attendees at member prices if booked with a member Attendees (You may book for yourself, one or more of your council colleagues and/or another person or people) – Consider/approve sharing cost with Blackthorn PC. ▪ ▪ Receipts Received: ▪ C.D.C. – Direct Credit – Precept £4,058.00. ▪ Receipts Due: ▪ Village Hall Petty Cash – June/July/August/Sept/Oct 2017:- ▪ Update on outstanding FC bookings and village hall hiring. ▪ Allotment: Outstanding rents update. ▪ Bank Reconciliation: To consider/approve. ▪ Precept Comparison/Financial Summary: To consider/approve. ▪ Quotes: ▪ Church Clock: Update on whether any further work required. ▪ Multiplay Unit: Consider/approve quote for either replacement rope or net. ▪ Electricity Supplier: Contract due for renewal on 30 November 2017: New quotes required for 2017/18: ▪ Bank Signatory: Consider/approve adding further signatories to the account(s). ▪ Scottish Widows - Clubs & Associations 7 Day A/c – Interest account - Update on change of signatory. ▪ Barclays Bank Plc: Update. ▪ End of Year Accounts 31 March 2017: | <p>RFO/
Council</p> <p>RL/KC
RF/RFO
RFO
RFO
RFO</p> <p>FF
RF
FF
RF
RFO</p> <p>AB/FF</p> <p>RFO/
RFO/Council
Council</p> <p>Council</p> |
|---|--|

- BDO – External Auditor - Completion of Audit - Consider/approve action.
- **End of Year Accounts 31 March 2018:** Arrow Accounting – Email – Internal Audit 2017-18 – Letter of Engagement and Checklist – Consider/approve.
- **Budget 2018/19:**
- **Planning:**
- **New Applications:**
- None.
- **Decision Notices:**
- None.
- **Appeal Notice:**
- Appeal Reference: APP/C3105/D/17/3180657.
- **Withdrawal Notices:** None at time of printing.
- **Planning Issues:**
- None.

12: (3)

Important: Items that must be acted on by the next meeting.

13.(4): Action:

Items that must be acted on, but with no specific or pressing timescale.

14: (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.

15: (6)

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

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Clerk/RFO: <ul style="list-style-type: none"> ▪ Job Description/Contract: Review. ▪ Auto Pension Enrolment: Update. 2. Annual Review of Documents: Consider/approve: <ul style="list-style-type: none"> ▪ Risk Assessments. <ul style="list-style-type: none"> ➤ Play Area: To look at previous review discussion regards sign: 1. Emergency Plan: <ul style="list-style-type: none"> ▪ Update on 'Public Access' document for website and flyer. ▪ Community defibrillator: To consider/approve provision of: Update on application to the SSE Resilience Fund. ▪ Merton Woodland: ▪ Merton Woodland Community Group: Constitution and agreement between PC and MWCG: To be considered/approved. ▪ Woodland 'Public Access' notice: Update on publication of document. 3. Proposed Application for a 20mph Limit: <ul style="list-style-type: none"> ▪ Update. ▪ O.C.C: Repositioning of 30mph limit: Update. 4. Network Rail: Update. 5. House Numbering through Merton Village: To consider/approve: <ul style="list-style-type: none"> ▪ Advice from C.D.C. ▪ Draft Letter. ▪ Proposals. 6. TTRO (T5204) Road Closure at Ambrosden, Merton Road: Update. | <p>RF</p> <p>FF</p> <p>FF</p> <p>RF</p> <p>FF</p> <p>FF</p> <p>RF/Clerk</p> <p>TB</p> <p>RF/Clerk</p> |
| <ol style="list-style-type: none"> 1. Correspondence/Emails: <ul style="list-style-type: none"> ▪ M.P.C.258 (02) C.D.C. – Email - Fwd: Affordable Housing in Cherwell District Council. ▪ M.P.C.259(05): 5.C.D.C. – Peer Challenge – Invitation to participate in a focus group, led by a one of the Peer Challenge team, at Cherwell District Council on Tuesday 14 November from 15:30-17:00. ▪ M.P.C.259(07): 7.Piddington Parish Council – Asking if interested in meeting with other local parishes to discuss concerns – Rec/d by Email 13.11.17 ▪ None. | |

16: Matters for Further Information or Discussion

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

17: Date and Time of Next Meeting:

1. Monday 18 December 2017 held at 7.30pm in Merton Village Hall: