

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 **20 February 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 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: Minutes of the Meeting of Merton Parish Council on 16 January 2017 at 7.30pm.

5: Vacancy for a Councillor/Co-option.

1. Co-option following resignation of Cllr. P. Whitford: To consider/approve applicant.
2. Co-option following resignation of Cllr. D. Crawford: To consider/approve applicant.

6: District/County Councillors.

1. To receive report(s): *Circulated by email:* District Cllrs. T. Hallchurch and D. Hughes.

7: Village Hall.

1. **Cleaner:** Review of Contract and Job Description.
2. **Meter Reading:** Reading to be taken.
3. **Lighting:** Check.
4. **Thames Water:** Notification of change of supplier.

8: Playground/Recreational Area:

1. **Football Clubs (FC):**
 - Hiring Agreement: update.
 - Chairman Ashton Villa: Update.
2. **Allotments:**
 - Allotment No: 3: Termination notice.
3. **Play Area:**
 - Interim Inspection: Report.

9. (1) Urgent: Items that should have been

1. **Actions from Previous Meetings:**
 - To minute completed and outstanding actions.

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

acted upon before the current meeting.

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

1. **Finance:**
 - **Transparency Code for parish and town councils with a turnover not exceeding £25,000:**
 - Website: Update.
 - **Accounts for Payment agreed prior to the meeting:**
 - None.
 - **Accounts for Payment:** To consider/approve payment.
 - Clerk's Pay & Expenses December 2016.
 - R. Foord – Reimbursement Back-up drive – Amazon £38.98.
 - SSE SWALEC – Inv. Period 25 Oct 2016 to 18 January 2017 - £246.42 Estimated.
 - Zurich Insurance - £46.66 – Provision of public and personal accident cover for volunteers- Premium waived for current policy year.
 - M.P.C.C. – Contribution to upkeep of churchyard: Clerk to contact treasurer of M.P.C.C.
 - **Receipts Received:**
 - Village Hall Petty Cash – 2016/2017: Update on outstanding FC bookings.
 - Scottish Widows Bank Plc – Interest £1.97.
 - **Receipts Due:**
 - C.D.C. – Hire of Hall for Election £140.00.
 - Safestyle Windows: Refund of deposit paid.
 - **Bank Reconciliation:** To consider/approve.
 - **Precept Comparison/Financial Summary:** To consider/approve.
 - **Quotes:**
 - Village Hall – Ramp:
 - Church Clock: Update on whether any further work required.
 - Playdale: Consider/approve quote for either replacement rope or net.
 - Zurich Insurance – Provision of cover for safety equipment purchased for woodland.
 - **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.
2. **Planning:**
 - **New Applications:**
 - C.D.C. – Public Protection & Development Management – Town and Country Planning Act 1990 Consultation – Planning Application – Application No: 16/02571/F – Applicant's Name: Mr & Mrs Duncan and Fiona Marshall – Proposal: Single storey front and rear extensions and raised patio area to rear of extension – Location: 3 Forge Close Merton Bicester OX25 2NW – Parishes: Merton.
 - **Decision Notices:**
 - **Appeal Notice:** None at time of printing.
 - **Withdrawal Notices:** None at time of printing.
 - **Planning Issues:**
 - None.

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

1. **Clerk/RFO:**
 - Job Description/Contract: Review.
 - Policies: Parish Council to consider/adopt/approve the following:-
 - Discipline & Grievance Policy
 - Equal Opportunities Policy
 - Sickness absence policy
 - Expenses Policy
 - Health and Safety Policy
 - Auto Pension Enrolment: Update.
2. **Annual Review of Documents:**
 - Effectiveness of Internal Audit: Annual Review.
 - Asset Register.
 - Risk Assessments.
 - Legionnaires: Review of legislation and procedures.

12.(4): Action: Items that must be acted on, but with no specific or

1. **Emergency Plan:**
 - Draft to be considered and approved: Update 'Working Group'.
 - Community defibrillator: To consider/approve provision of.

pressing timescale.

13: (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.*

16. Matters for Further Information or Discussion

17: Date and Time of Next Meeting:

2. **Merton Woodland:**
 - Merton Woodland Plan: To consider/approve.
 - Grant Application: Update.
 - 'SPARK' Grant Application: Update.
 - Consider/approve provision of Insurance for volunteers.
 - Felling License: Update on application.
 3. **Proposed Application for a 20mph Limit:** Update on local opinion.
 4. **Network Rail:** Parish Council to consider/approve request for it to join forces with local parish council.
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1. **Correspondence/Emails:**
 - Email – 19.1.17: O.C.C. – Corporate Services – Interim Chief Executive - We need your view on proposals for government - 'A Fresh Start for Oxfordshire' is Launched Today.
 - M.P.C.251(09): 9.The High Sheriff of Oxfordshire – Mrs Sarah Taylor – Chosen theme for my year in office 'the plight of unpaid carers in Oxfordshire'.
 - M.P.C.251(12): Wadham College Oxford – Green Space at The Butts, Merton, Oxfordshire OX25 2NN – Welcome discussion with Parish Council if of interest.
 - M.P.C.251(13): O.C.C – Communications Team – Corporate Services – Support with displaying posters and leaflets – public awareness of or draft 'ONE Oxfordshire' proposal to change local government in Oxfordshire.
 1. None.
 1. To report on Matters of information or discussion at the next meeting.
 1. 20 March 2017 - Parish Council Meeting at 7.30pm in Merton Village Hall.