

THE PARISH COUNCIL OF MERTON OXFORDSHIRE

Merton Parish Council website

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 July 2020** at **7.45pm** 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

Agenda

1. **To Accept Apologies For Absence:**
2. **PARISH COUNCIL:-**
 - 2.1. **Vacancy:** The PC has received notification from C.D.C. to fill the vacancy.
 - 2.2. **Co-Option:**
 - a) To consider applications received: Applicant's invited to attend meeting.
 - 2.3. **To Receive Disclosable Pecuniary Interest:** Register of Members Interests.
 - 2.4. **COVID-19:** Government Guidelines:
 - a) Play Area:
 - b) Village Hall:
 - i. Re-opening requirements.
 - ii. Risk Assessments:
 - iii. Legionnaires: Checks.
 - iv. Pat Testing:
 - v. Cleaning
 - 2.5. **Emergency Plan: Review.**
 - i. Welcome Pack.
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 15 June 2020.
5. **ASSET MANAGEMENT:**
 - 5.1: **Village Hall:**
 - a) Cleaning Contract/Job Description: AB
 - b) Hiring Agreement: AB
 - 5.2: **Recreational Field/Play Area/Allotments:**
 - a) Allotments: Vacancies: Update. AB/TC
 - b) Oxford Cavaliers:

- i. Return to training: SK
- ii. Village Hall Proposals: LK
- c) Football Enquiry: Received by Bookings Clerk. AB
- d) Grass Cutting: To consider enquiry regarding 'The Butts'. All

6. COMMUNICATIONS:

6.1: **Website:**

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:** None at time of printing.

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

7.3: **Planning Matters:**

a) Merton 'Nursing Home': Update.

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:

b) May/June 2020:

c) Allotment No's: 7 & 8 - £32.00 and 9 & 10 -£29.00.

8.2: **Account Paid Prior to the Meeting:** To be noted.

a) 101537 - £347.46.00 – 101540 - £20.00 – Total £364.46 Village Hall Electricity supplier Revised statement based on reading - Statement. No: 2580591 - £544.54 – (Estimated).

b) 101536 - OALC – Subscription Invoice – Inv. No: M00194/2020 - £140.42 – (previously paid by Cheque No: 101522 – assumed lost in transit – Cheque cancelled) – Reissue.

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

c) Clerks Pay/Exp. June 2020:

d) Emergency Work to Leak to Ceiling: AB

e) Village Hall – Legionnaires Testing: £289.00:

f) Village Hall – Cleaning materials - £118.00.

g) Village Hall – PAT Testing – Hire of Equipment:

h) Grass Cutting – Invoice No: 4024 - £192.00 (Grass cutting and strimming at Recreation Ground 23.6.2020).

i) Five Acres PTFA – Grant - £90.00 (Community Activities).

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

8.5: **Transfer of Funds:** As provided in the budget for 2020/21

a) Village Hall Recreational Fund:

b) Woodland Area Project Fund:

c) Traffic Calming Fund:

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

8.7: **Quotes:** To be considered/approved:-

a) Memory Storage: All

b) Village Hall Blinds: LK

c) Play Area: Swing Seat. AB

d) Storage Shed: AB

e) Website – Accessibility: TC

8.8: **Printer Consumables:** Contribution towards costs. AB

8.9: **Accounts Year Ended 31.3.20: COVID-19:** Change of dates for completion and publication.

- a) Moore Stevens – Official Notification to submit AGAR:
- b) End of Year Accounts 31 March 2020: Consider/Approve.
- c) The Annual Governance Statement: Completion of Section 1.
- d) The Accounting Statements: Completion of Section 2.
- e) Following approval, the Chairman and Clerk of the meeting sign the Annual Governance Statement and the Chairman signs the Accounting Statements
- f) Certificate of Exemption –To consider/approve whether or not the Parish Council meets the qualifying criteria for exemption.
- g) Completion of Certificate of Exemption: Signed by the RFO and the Chairman; Clerk to send to the External Auditor (Page 3 only).
- h) Exercise of Public Rights: RFO sets the commencement date.
- i) All required documents to be published on the website.

9. GENERAL:

- 9.1: ***The Clerks Contract and Job Description:*** Review. LK/AB
- 9.3: ***Correspondence for Action:*** List as attached. All
- 9.4: ***Matters for Further Information or Discussion:***

10. NEXT MEETING

- 10.1. ***Next meeting 21 September 2020:*** Time and date 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. All

List of Correspondence/Emails to support Agenda Item 9.3: Matters not otherwise covered by the agenda.

MPC290 – July

2. NALC - 🌐 CORONAVIRUS — INFORMATION FOR PARISH AND TOWN COUNCILS – Rec/d by Email 1.7.2020 – Emailed.
3. OALC - OALC June Update for member councils – Rec/d by Email 1.7.2020 - Emailed.
4. NALC - 🌐 CORONAVIRUS — INFORMATION FOR PARISH AND TOWN COUNCILS – Rec/d by Email 2.7.2020 – Emailed.
5. OALC - re-opening of play areas – Rec/d by Email 3.7.2020 – Emailed
6. Healthwatch Oxfordshire - Healthwatch Oxfordshire has sent you a message – Rec/d by Email 3.7.2020 – Emailed.
7. C.D.C. - Merton Borrow Pit as a proposed Cherwell District Wildlife Site – Rec/d by Email 3.7.2020 – Emailed – C/fwd to next meeting.
8. NALC - 👥 SUPPORTING LOCAL COUNCILS TO REOPEN PLAYGROUNDS SAFELY – Rec/d by Email 3.7.2020 – Emailed.
9. CFO - Updated ACRE information sheet and risk assessments from ACRE and Zoom meeting notes – Rec/d by Email 3.7.2020 – Emailed.
10. Good Energy Ltd – 'We're making our bills more accurate and even greener' – Moving towards more accurate monthly bills – Please provide monthly meter readings – Rec/d 4.7.2020 – C/fwd to the next meeting – notify Chairman.
11. NHS - Public Governor Elections 2020 - South Central Ambulance Service – Rec/d by Email 7.7.2020 – Emailed.
12. CFO - Update on gatherings of more than 30 people – Rec/d by Email 7.7.2020 – Emailed.
13. Clerks & Councils Direct – July 2020 Issue 130 – Rec/d 8.7.2020.
14. C.D.C. - SAVE THE DATE - Cherwell Parish Liaison Meeting - Thursday 30 July – Rec/d by Email 9.7.2020 – Emailed.
15. Public Sector Executive - Rishi Sunak multi billion pound Plan for Jobs – Rec/d by Email 9.7.2020 – Emailed.
16. Community Insight - Domestic Abuse Forum | Streamed Live Tuesday 3rd November – Rec/d by Email 9.7.2020 – Emailed.
17. CFO - Four updated documents since July 3rd for halls coming out of lockdown – Rec/d by Email 9.7.2020 – Emailed.
18. CPRE - CPRE Parish Council Survey Summer 2020 – Rec/d 9.7.2020 – Emailed.
19. Fencott & Murcott Clerk - FW: [Shipton on Cherwell and Thrupp Community email News] Covid stakeholder update – Rec/d by Email 9.7.2020 – Emailed.
20. Public Executive Sector - Council £8.1m SEND school places scheme – rec/d by Email 10.7.2020 – Emailed.
21. Healthcare Oxfordshire - Healthwatch Oxfordshire has sent you a message – Rec/d by Email 10.7.2020 – Emailed.
22. C.D.C. - Weston-on-the-Green Neighbourhood Development Plan 2018 – 2031 - Regulation 18 Decision Statement – Rec/d by Email 10.7.2020 – Emailed.
23. John Howell MP - Note from John Howell MP – Rec/d by Email 10.7.2020 – Emailed.