

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 a Meeting of Merton Parish Council on **Tuesday 21 September 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?context=%7b%22Tid%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. **To Receive Disclosable Pecuniary Interest:** Register of Members Interests.

2.2. **New Councillors:** Update on completion of DPI Registration forms and 'Declaration of Acceptance of Office.

2.3. **COVID-19:** Government Guidelines: Update.

a) Play Area:

b) Village Hall:

2.4. 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 20 July 2020.

4.2: Approval of the draft minutes of the Extraordinary Parish Council meeting held on 4 August 2020.

5. ASSET MANAGEMENT:

5.1: Village Hall:

a) Cleaning Contract/Job Description/Pay:

AB

b) Hiring Agreement: Further updates to reflect Government update.

AB

5.2: Recreational Field/Play Area/Allotments:

a) Allotments: Overhanging Tree: Update.

AB

b) Oxford Cavaliers:

i. Village Hall Proposals:

LK

ii. Health & Safety: Update.

c) Grass Cutting: To consider enquiry regarding 'The Butts'.

All

6. COMMUNICATIONS

6.1: **Website:**

a) The Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018: Update.

- i. Website Accessibility Statement: To consider/approve draft. TC/All
- ii. Hosting upgrade so it is an https domain name - with added security. All

6.2: **Data Protection: Database:** Update. LK/TC/All

7. COMMUNITY:

7.1: **Planning Applications:**

a) Application No.: 20/02165/F

Applicant's Name: Mr Collins

Proposal: Two storey side extension Location: 3 Otmoor View, Merton, OX25 2NL Parish(es): Merton

Expected Decision Level: Delegated

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

7.3: **Planning Matters:**

a) Merton 'Nursing Home': Update.

b) Cherwell Local Plan 2011 - 2031 (Part 1) Partial Review - Oxford's Unmet Housing Need - Notice of Adoption.

c) Re: Cherwell Local Plan Review 2040 - Planning for Cherwell to 2040: A Community Involvement Paper.

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/September 2020:

8.2: **Account Paid Prior to the Meeting:** None at time of printing.

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

a) Clerks Pay/Exp. July/August 2020:

i. NALC Pay increase applicable from 1 April 2020: To be approved.

ii. Overtime 2018/2019 and 2019/2020.

b) Emergency Work to Leak to Ceiling: AB

c) Grass Cutting – Invoice No's: 4029 - £192.00 (Grass cutting and strimming at Recreation Ground 10.7.2020) – 4030 - £132.00 (Woodland 7.7.2020) – 4040 - £132.00 (Woodland – 22.8.2020) – 4041 - £384.00 (Grass cutting and strimming at Recreation Ground 3.8.2020/28.8.2020) – Total £840.00.

d) Recycling Site – Payment under 'Adopt a Site' scheme July 19 – March 2020 - £162.60.

e) Village Hall Key - £24.00 (Reimbursement).

f) Website – Accessibility:

g) Fire Safety Check: £10.00 contribution.

h) Emergency Work to Leak on Roof: £420.00 (to be met by the balance of donated monies, £496.00, ring-fenced under the Village Hall Regeneration Fund).

i) Pest Control - £475.00.

j) Insurance Renewal.

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

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

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

a) Memory Storage: All

b) Play Area: Swing Seat. AB

8.7: **Accounts Year Ended 31.3.20:**

a) Certificate of Exemption: Submitted to the External Auditor.

- b) Exercise of Public Rights: Published.
- c) All required documents to be published on the website.
- 8.8: **Budget 2021/22:** Commence process.

TC
All

9. GENERAL:

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

LK/AB
All

10. NEXT MEETING

- 10.1. **Next meeting 19 October 2020 at 7.30pm:** Time 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.