

## Merton Parish Council

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### To all Members of Merton Parish Council:

You are hereby summoned to attend the meeting of Merton Parish Council on **Monday 24 July 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

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| <b><u>1: Apologies for absence:</u></b>                     | 1. To accept apologies for absence.  |
| <b><u>2: To receive Disclosable Pecuniary Interest.</u></b> | 1. <sup>1</sup> (see footnotes) Register of Members Interests.   |
| <b><u>3: Public Participation.</u></b>                      | 1. Members of the public can ask questions and express their views.  |
| <b><u>4: Minutes.</u></b>                                   | 1. To confirm minutes of the: <ul style="list-style-type: none"> <li>■ Meeting of Merton Parish Council on 26 June 2017 at 7.30pm.</li> <li>■ Extraordinary of Merton Parish Council held on 30 June 2017 at 7.30pm.</li> </ul>      |
| <b><u>5: Guest:</u></b>                                     | 1. Mr Alsop – Finance Bursar - Wadham College – To discuss the Green Space at The Butts, Merton, Oxfordshire OX25 2NN:   |
| <b><u>6: Vacancy for a Councillor/Co-option.</u></b>        | 1. Co-option following resignation of Cllr. D. Crawford: To consider/approve applicant.<br>2. Resignation of Cllr. K. Crowden: Confirmation.   |
| <b><u>7: District/County Councillors.</u></b>               | 1. To receive report(s): <i>Circulated by email:</i> District Cllrs. T. Hallchurch and D. Hughes; County Cllr. Dan Sames.  |
| <b><u>8: Village Hall.</u></b>                              | 1. <b>Cleaner:</b> Review of Contract and Job Description.<br>2. <b>Meter Reading:</b> Reading to be taken.<br>3. <b>Emergency Lighting:</b> Update.<br>4. <b>Fire Check:</b> Certificate issued.<br>5. <b>Ramp:</b> Update on work. |
| <b><u>9: Playground/Recreational Area:</u></b>              | 1. <b>Football Clubs (FC):</b> <ul style="list-style-type: none"> <li>■ Hiring Agreement: update.</li> <li>■ Chairman Ashton Villa: Update.</li> </ul>   |

<sup>1</sup> 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

2. **Allotments:**
  - Allotment No: 6: vacancy (May 2017): Update.
3. **Play Area:**
  - Smaller Frame: Update on caps.

**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.*

1. **Finance:**
  - **Transparency Code for parish and town councils with a turnover not exceeding £25,000:**
  - Website:
  - **Accounts for Payment agreed prior to the meeting:**
  - M. R. Cross – Inv. No's: 1077 - £384.00 (grass cutting recreation and play area 14.6.17 and 28.6.17) – Cheque No: 101387.
  - **Accounts for Payment:** To consider/approve payment.
  - Clerk's Pay & Expenses May 2017.
  - M. R. Cross – Inv. No: 1078 - £264.00 (grass cutting Woodland 2.6.17 and 24.6.17).
  - Churches Fire Service - Invoice No: SI17-11603 - £122.74.
  - Arrow Accounting Ltd – Internal Audit Report Year Ended 31.3.17 – Inv. No: P260 - £270.00.
  - M. Day – Adopt a Site January – March 2017 - £49.92.
  - NR Roofing and Building – Based on quote QU00086 - £2,750.00 – (No invoice presented at time of printing).
  - Soldiers of Oxfordshire Museum – The Soldiers of Oxfordshire Museum in 2017 – Request for funding – Rec/d 21.7.17.
  - **Receipts Received:**
  - **Receipts Due:**
  - Village Hall Petty Cash – June 2017 - Update on outstanding FC bookings.
  - Allotment: Outstanding rents update.
  - C.D.C. - Adopt a Site Agreement - January – March 2017 - £49.92
  - **Bank Reconciliation:** To consider/approve.
  - **Precept Comparison/Financial Summary:** To consider/approve.
  - **Quotes:**
  - Church Clock: Update on whether any further work required.
  - Playdale: Consider/approve quote for either replacement rope or net.
  - Dog Bag Dispensers:
  - 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.
  - **End of Year Accounts 31 March 2017:**
  - Internal Auditor Report: To consider/approve any action from report.
  - BDO – External Auditor - Completion of Audit - Consider/approve action.
2. **Planning:**
  - **New Applications:** None at time of printing.
  - **Decision Notices:** None at time of printing.
  - **Appeal Notice:** None at time of printing.
  - **Withdrawal Notices:** None at time of printing.
  - **Planning Issues:**
  - Planning Notices: Update on responsibility and requirements.
  - C.D.C. – Strategic Planning & The Economy – Notification of C.D.C. Planning Policy Consultation – Partial Review of the Cherwell Local Plan 2011-2031 (Part 1): Oxford's Unmet Housing Need – Availability of Proposed Submission Document for Inspection – Documents available from Monday 17 July 2017 and comments should be received by no later than 5pm on Tuesday 29 August 2017.
1. **Clerk/RFO:**
  - Job Description/Contract: Review.
  - Auto Pension Enrolment: Update.
    - HMRC: Registration and application for exemption from PAYE and NI: Consider/approve

**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.*

**16. Matters for Further Information or Discussion**

**17: Date and Time of Next Meeting:**

- action.
2. **Annual Review of Documents:** Consider/approve:
    - Risk Assessments.
      - Play Area: To look at previous review discussion regards sign:
  1. **Emergency Plan:**
    - 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:**
      - 'SPARK' Grant Application: Update.
      - 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:**
    - Update.
    - O.C.C: Repositioning of 30mph limit: Update.
  4. **Network Rail:** Update.
  5. **House Numbering through Merton Village:** Update on the legalities.
1. **Correspondence/Emails:**
    - MPC256(05): John Howell OBE MP – Neighbourhood Planning – “previously I have used the September Parliamentary recess to visit many communities and especially to meet with Parish Council representatives; a valuable way for me to keep in touch. Rather than wait for this time each year I would like to set up a rolling programme of meetings and would welcome a call to set something up with of you” – please contact if you wish to arrange a meeting.
    - None.
  1. To report on Matters of information or discussion at the next meeting.
  1. Monday 18 September 2017 held at 7.30pm in Merton Village Hall: PC to confirm.