

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 **Tuesday 25 April 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:

- To accept apologies for absence.

2: To receive Disclosable Pecuniary Interest.

- ¹(see footnotes) Register of Members Interests.

3: Public Participation.

- Members of the public can ask questions and express their views.

4: Minutes.

- To confirm minutes of the:
 - Meeting of Merton Parish Council on 3 April 2017 at 7.30pm.

5: Vacancy for a Councillor/Co-option.

- Co-option following resignation of Cllr. P. Whitford: To consider/approve applicant.
- Co-option following resignation of Cllr. D. Crawford: To consider/approve applicant.
- Resignation of Cllr. K. Crowden: Confirmation.

6: District/County Councillors.

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

7: Village Hall.

- Cleaner:** Review of Contract and Job Description.
- Meter Reading:** Reading to be taken.
- Lighting:** Check.
- Age UK:**
 - Sponsored activities: Update.
 - Donation: Consider/approve a donation under S137.
- Recycling Site:** C.D.C. – Environmental Services – Adopt a Site Agreement 2017/18 – Consider/approve.
- Bookings Clerk:** Update.
- PAT Test:** Update.

8: Playground/Recreational Area:

- Football Clubs (FC):**
 - Hiring Agreement: update.

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

- Chairman Ashton Villa: Update.
 - Update on enquiry regarding a new football team.
2. **Allotments:**
 - Allotment No: 6: vacancy (May 2017): Update.
 3. **Play Area:**
 - Smaller Frame: Update on caps.

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

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

1. **Actions from Previous Meetings:**
 - Actions List: Emailed.
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 February 2017.
 - R. Foord – Reimbursement for Emergency Lighting batteries.
 - C.D.C. – Inv. No: 7002841 - £48.05 – Emptying 1 Dog bin @ £1.40 per bin.
 - M. Day – Adopt a Site Agreement - Recycling Site July – Dec 2016 - £99.84.
 - **Receipts Received:**
 - Village Hall Petty Cash – 2016/2017: Update on outstanding FC bookings.
 - Village Hall Petty Cash – 2017/2018.
 - **Receipts Due:**
 - Allotment: Outstanding rents update.
 - C.D.C. – Precept April 2017 - £4,058.00 – BACS Payment.
 - C.D.C. – Adopt a Site Agreement July – Dec 2016 - £99.84.
 - **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.
 - Changing Room Door: Update on quote for replacement door.
 - **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: 17/00626/F – Applicant's Name: Mrs Katie Simmons – Proposal: Proposed Demolition of existing conservatory and erection of proposed single storey rear extension – Location: 8 Otmoor View Merton Bicester OX25 2NL – Parish(es): Merton.
 - **Decision Notices:**
 - **Appeal Notice:** None at time of printing.
 - **Withdrawal Notices:** None at time of printing.
 - **Planning Issues:**
 - None.
1. **Clerk/RFO:**
 - Job Description/Contract: Review.
 - Auto Pension Enrolment: Update.
 - HMRC: Registration and application for exemption from PAYE and NI: Consider/approve action.
 2. **Annual Review of Documents:** Consider/approve:
 - Risk Assessments.
 - Play Area/Woodland/Volunteers (includes Allotments):
 - Parish Council: Review - Item 'Loss of Money through theft or dishonesty' – Measurers 'Restricted cash float used by VH co-ordinator and kept in locked box'. – Comment/Review

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

'Look at possibility of indemnifying against loss through insurance'.

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

1. **Emergency Plan:**
 - Draft to be considered and approved: Update 'Working Group'.
 - Community defibrillator: To consider/approve provision of.
2. **Merton Woodland:**
 - Grant Application: Update.
 - 'SPARK' Grant Application: Update.
 - Merton Woodland Community Group: Constitution and agreement between PC and MWCG.
3. **Proposed Application for a 20mph Limit:**
 - Update on local opinion.
 - O.C.C: Repositioning of 30mph limit: Update.
4. **Network Rail:** Update.
5. **Green Space at The Butts, Merton, Oxfordshire OX25 2NN:** Update.

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.*

1. **Correspondence/Emails:**
 - M.P.C.253(06): O.C.C. – Chief Executive's Office – Reminder to residents to vote in county council elections – Rec/d 11.4.17 – Poster for notice board
 - Email – 10 April 2017 – MPCC.

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

1. 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 22 May 2017 – Annual Meeting of the Parishioners of Merton at 7pm and the Annual Meeting of Merton Parish Council at 7.30pm
2. Future Meeting Dates: Confirm dates as proposed at last meeting.