

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 **3 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 20 February 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.

8: Playground/Recreational Area:

- Football Clubs (FC):**
 - Hiring Agreement: update.
 - Chairman Ashton Villa: Update.
- Allotments:**
 - Allotment No: 6: vacancy (May 2017):
 - Tenancy Agreement: Review.
- Play Area:**
 - Interim Inspection: Report.

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

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.*

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

12.(4): Action: *Items*

- Smaller Frame: Update on caps.
- 4. **DEFRA** – Letter regarding Nitrate Pollution Prevention: Clarification on compliance – consider/approve action.
- 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 January 2017.
 - O.A.L.C. – Subscription Invoice 2017/18 - Inv. No: M00294/2017 - £133.07.
 - M.P.C.C. – Contribution to upkeep of churchyard: Clerk to contact treasurer of M.P.C.C.
 - Community First Oxfordshire – Membership renewal 2017/18 - £55.00 based on population of 325 for 2015/16.
 - **Receipts Received:**
 - Village Hall Petty Cash – 2016/2017: Update on outstanding FC bookings.
 - **Receipts Due:**
 - C.D.C. – Hire of Hall for Election £140.00.
 - Allotment: Outstanding rents update.
 - **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.
 - PAT Test: Approval of quote.
 - Changing Room Door: Update on quote for replacement door.
 - Zurich Insurance: Petty Cash (held by bookings Clerk) cost of indemnifying against Loss of Money through theft or Dishonesty.
 - John Hicks & Associates – Annual Play Area Inspection: Consider/approve.
 - **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.
 - Scottish Widows Bank Plc. – changes to Scottish Widows Bank Charity Deposit 7 Day Notice and Club and Association 7 Day Notice Non-Personal Savings account conditions: Consider/approve acceptance of changes to account.
- 2. **Planning:**
 - **New Applications:**
 - C.D.C. – Public Protection & Development Management – Town and Country Planning Act 1990 Consultation – Planning Application – Application No: 17/00530/F – Applicant's Name: Lynne Cox & Robert Bustin – Proposal: Single storey side extension. Porch infill – Location: 11 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):
- 1. **Emergency Plan:**

that must be acted on, but with no specific or pressing timescale.

- 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.
 - Insurance: Clarification if volunteers over the age of eighty are covered and if they have to be individually named on the policy.
 - Merton Woodland Community Group: Constitution and agreement between PC and MWCG.
 3. **Proposed Application for a 20mph Limit:**
 4. Update on local opinion.
 5. O.C.C: Repositioning of 30mph limit: Update.
 6. **Network Rail:** Parish Council to consider/approve request for it to join forces with local parish council.
 7. **Green Space at The Butts, Merton, Oxfordshire OX25 2NN:** Update.
 8. **End of Year Accounts 31 March 2017:** BDO LLP – Notice of the annual review of accounts for the year ending 31 March 2017– Changes to the annual return – Approval of the Annual Return Section 1 to be approved by members, meeting as a whole, asap after the year end or in any event before Section 2. The accounting Statements must be improved in the for the smaller authority to exercise the rights of the public which in any event this year is by Sunday 2 July 2017 – Exercise of public rights commences on 3 July 2017 for a period of 30 working days to include the first 10 working days of July and will end on 11 August 2017 – Submission Date 19 June 2017.
 9. **M.P.C. 252(09):** C.D.C. – Leader of the Council – Extraordinary Parish Liaison Meeting – 21 March 2017 – Proceedings can be watched on http://cherwell.public-i.tv/core/portal/webcast_interactive/279343 - Request for support in stopping O.C.C.'s plans to abolish C.D.C. and replace it with a single unitary authority for the whole of the county – obtain signatures for petition – Rec/d 24.3.17.
 - 10.

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.251(19): Oxfordshire FA – Marketing and Communications Officer – Raise awareness of football in Oxfordshire.

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. 17 April 2017 - Parish Council Meeting at 7.30pm in Merton Village Hall.
2. Future Meeting Dates: To discuss.