

# THE PARISH COUNCIL OF MERTON OXFORDSHIRE

Merton Parish Council website

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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 8 November 2021 at 7.30pm** in Merton Village Hall.

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.**

## Agenda

1. **To Accept Apologies For Absence:**
2. **PARISH COUNCIL:-**
  - 2.1. **Election of Vice-Chairman.**
  - 2.2. **Co-option:** R. Gurprashad:
    - a) DPI Registration: Update.
    - b) 'Declaration of Acceptance of Office': To be completed. TC/RG
  - 2.3. **To Receive Disclosable Pecuniary Interest:** Register of Members Interests.
  - 2.4. **COVID-19:** Government Guidelines: Update.
  - 2.5. **Emergency Plan:** Review.
    - a) Welcome Pack. JC/MS
  - 2.6. **Merton Village Neighbourhood Plan.**
    - a) Joint Neighbourhood Plan: Update. TC
  - 2.7. **ICO Registration:** Confirm change of entry details – Update. TC.
  - 2.8. **Review of Standing Orders and/or Financial Regulations:** To reflect proposed spending 'Trigger Point'.  
All
  - 2.9. **Timescale for Publication of Minutes:** All
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.
  - 3.1: 20mph Speed Limit: See 9.2-b: Requesting 20mph speed limit.
4. **MINUTES:**
  - 4.1: Approval of the draft minutes of the Parish Council meeting held on 11 October 2021 at 7.30pm.
5. **ASSET MANAGEMENT:**
  - 5.1: **Recreational Field/Play Area/Allotments/Village Hall:**
    - a) Oxford Cavaliers: Consider/approve proposals.
      - i. Village Hall Proposals: Update. All
    - b) Football: Future lettings policy. All
    - c) Play Area Waste Bins: Installation update. GA
    - d) Village Hall Bookings Clerk: In attendance. WM
    - e) Village Hall: Department for Environment Food and Rural Affairs, giving us Notice under Regulation 5(3)(b) of the Nitrate Pollution Prevention Regulations 2015, that as Landowners in a Nitrate Vulnerable Zone: To consider/approve any action.
    - f) Village Hall: PAT Testing: Update. All
    - g) Floodlights: Review update. PS/MS

- h) Rabbits: Update on management. PS  
 i) Village Hall Air Source Heat Pump: Update on possible leak and/or service requirement. PS

## 6. COMMUNICATIONS

### 6.1: **Parish Matters/Merton PC Facebook Page:**

- a) To consider/approve matters for publication. All/GA/DS

## 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. GA  
 b) Ambrosden Parish Council is looking to respond to a discharge of planning conditions of the planned Redrow development by Merton Road (21/03342/DISC): To consider/approve any action. All

7.4: **Traffic Calming:** Update from Traffic Calming Working Group: DR

- a) S106 Agreement: Report.

### 7.5: **Bus Stop:**

- a) Light/Solar array and LED fixture: Update. MS/All  
 b) Book Library: Update. DR

### 7.6: **Defibrillator:**

- a) Light Pollution: Update.  
 b) Registration. PS

## 8. FINANCE:

### 8.1: **Receipts:** -

- a) Petty cash and Bookings:  
 • October 2021  
 • OCRLC - £1,600.00 – Hire of hall and recreational facilities.

8.2: **Account Paid Prior to the Meeting:** None.

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

- a) Clerks Pay/Exp. October 2021:  
 b) M. R. & J.S. Cross – Inv. No: 62 - £204.00 (Grass cutting recreational ground – 25.10.2021)  
 c) C.D.C. – Inv. No: 20003343 - £180.18 – Emptying 3 dog bins @ £1.75 per bin plus 10% admin fee – Half yearly invoice.  
 d) Bookings Clerk: Funds.

8.4: **Petty Cash Balances:** Confirmation. DR

### 8.5: **Quotes:**

- a) Laptop: TC/All  
 b) Hoover: Consider/approve purchase of new hoover for the village hall. All

8.6: **Viking Direct:** Consider/approve setting up of an account for supplies. All

8.7: **Spending under COMF Parishes Fund:** Progress Form to be completed.

- i. 'Covid' Guidance signage.  
 ii. Sanitiser

8.8: **Training:** Consider/approve any training costs. TC/GA  
 All

### 8.9: **Banking:**

- a) Bank Account: Update. TC

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

### 8.11: **End of Year Accounts 31 March 2021:**

- a) Action from Audit: Update. MS/TC  
 i. Review of Risk Assessment:  
 ii. Payroll Controls:  
 iii. Asset Controls: Deed and Titles.  
 iv. Reserves:  
 v. Pension Regulator:  
 vi. County Archives. All

8.12: **Budget 2022/2023: Procedure.** All

8.13: **Scribe Accounts: Review.** TC/All

8.14: **Grant Applications:**

- a) Update for Village Hall applications.
  - i. Screwfix Foundation Fund:
  - ii. National Lottery: Update. GA

9. **GENERAL:**

- 9.1: **The Clerks Contract and Job Description:** Review. DR
- 9.2: **Correspondence for Action:** All as dealt with on the agenda. All
  - a) MPC305(13): O.C.C. - Withdrawal of Charlton Services bus route 94 – Rec/d 8.10.2021.
  - b) MPC305(19): O.C.C. - Subject: Your Oxfordshire: 20mph limits, scams and honours for our firefighters.
  - c) MPC305(20): C.D.C. - Cherwell Community Emergency plans – Rec/d 20.10.2021.
  - d) MPC305(23): C.D.C. - Invitation - Cherwell Parish Liaison Meeting - 10 November (response requested) – Rec/d 22.10.2021.
    - Forwarding of O.C.C. and C.D.C. emails. DR/DS
- 9.3: **Matters for Further Information or Discussion:**

10. **NEXT MEETING**

- 10.1. **13 December 2021 –7.30pm - Parish Council Meeting:** To be held in the village hall in-line with Government guidelines.