

THE PARISH COUNCIL OF MERTON OXFORDSHIRE

<http://www.mertonparishcouncil.co.uk>

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 the Meeting of Merton Parish Council on **Monday 15 July 2019** at **7.30pm** in Merton Village Hall.

Tracey Charlesworth, Parish Clerk.

Members of the public and press are welcome to attend during 7.30pm and 7.45pm when they can ask questions or express their views.

Agenda

1. **To Accept Apologies For Absence:**
2. **PARISH COUNCIL:-**
 - 2.1. **Co-Option:** To consider applications received.
 - 2.2. **To Receive Disclosable Pecuniary Interest:** Register of Members Interests.
 - 2.3. **Independent Remuneration Panel:** Notice for the Parish Notice Board: Action. All
 - 2.4. **Annual Review of Documents:**
 - a) Risk Assessments:
 - I. Allotments - LK
 - II. Parish Council - AB
 - III. Village Hall - JC
 - IV. Play Area - DR
 - V. Woodland Volunteers – Recreational/Sports Field - JC
 - VI. Oxford Cavaliers – JC All
 - 2.5. **Training:** Options to be considered/approved. 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.
4. **MINUTES:**
 - 4.1. Approval of the draft minutes of the Parish Council meeting held on 17 June 2019.
 - 4.2. Approval of the draft minutes of the Extraordinary Parish Council meeting held on 3 July 2019.
5. **ASSET MANAGEMENT:**
 - 5.1: **Village Hall:**
 - a) Electric Meter – readings. AB/TC
 - b) Plastering; Painting; emergency lighting; storage room door: Update. LK/AB
 - c) Further works: Report. JC
 - d) Asbestos Check: Consider review. All
 - e) Storage Room: Update on clearance of Beer Festival equipment. AB
 - 5.2: **Recreational Field/Play Area/Allotments:**
 - a) Allotments: Vacancies: Update. AB
 - b) Hiring Agreement: Review. AB
 - c) Annual Inspection: Report. All
 - d) Oxford Cavaliers Rugby League Club:
 - i. Hiring/Deal Agreement between the PC and Oxford Cavaliers: LK
 - Commitment: Update. TC

- Future Plans. All
- ii. Report on Training and Games: All
- iii. St. Heliers: Consider/approve request for permission to camp: Update on availability. All
- iv. Bar Licence: Application by PC to be considered. All

6. COMMUNICATIONS:

6.1: Website:

- a) Redevelopment and Responsibilities for Input and Deletion: 'Merton Village Community Website' review. SW/All
- b) The Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018: To approve action. All

6.2: Parish Magazine: Update.

LK

6.3: Data Protection: Update.

LK

7. COMMUNITY:

7.1: Planning Applications: To consider applications received.

- a) Application No: 19/00900/F
Applicant's Name: Mr Peter Franklin – Proposal: Demolition of existing garage and erection of new annex – Location: Cornbrash Merton Bicester OX25 2NF – Parish(es): Merton – Rec/d 21.6.19 – All

7.2: Decision Notices: None at time of printing.

7.3: Traffic Calming: Report from 'Working Group':

- a) Proposal for a survey of traffic. DR
- b) Budget. DR

8. FINANCE:

8.1: Receipts: -

- a) Petty cash and Bookings June/July: AB/TC
- b) HMRC – VAT Reclaim: Update TC

8.2: Account Paid Prior to the Meeting: None.

8.3: Accounts for Payment: To be approved:-

- a) Clerks Pay/Exp. June 2019:
- b) Grass Cutting – Inv. No's: 3034 - £384.00 (grass cutting and strimming recreation ground – 10.6.19/26.6.19) – 3035 - £132.00 (grass cutting woodland – 8.6.19) – Total £516.00.
- c) Play Area - Annual Inspection - £82.80.
- d) Accident Book.
- e) First Aid Box.
- Good Energy – Statement: 2152164 - £355.32 – Account Activity 21.1.19-21.4.19 (Reminder received): Good Energy – Statement £331.68 (Amended o/s bill (10) above following submission of reading): Note original invoice £355.32 paid not amended invoice.

All

8.4: Financial Reports and Bank Reconciliation: For consideration/approval.

TC/AB

- a) Deposit for Store room door: Approve writing off £50.00 if no positive response. SK/All

8.5: Barclays/Scottish Widows Bank Mandate: Update.

AB

- a) Barclays Bank Plc. – Update on signatories. AB

- b) Scottish Widows Plc: Action for closure. TC

8.6: Grass Cutting Contract Review: Update.

JC

8.9: Quotes: To be considered/approved:-

- a) Good Energy.
- b) Village Hall: Plastering/Painting of hall/toilet/kitchen.

All

8.10: Accounts Year Ended 31.3.19:

- a) External Audit: Update.

TC

8.11: Funds:

- | | |
|---|--------|
| a) To confirm internal transfers to funds from precept in accordance with budget allowance. | TC |
| b) Village Hall Regeneration Fund: Proposals. | All |
| 8.12: Financial Regulations: Annual Review. | AB/All |
| 8.13: County Councillor Discretionary Fund: Application update. | AB |
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| 9. GENERAL: | |
| 9.1: The Clerks Contract and Job Description: Review. | LK/AB |
| 9.3: Correspondence for Action: As attached. | All |
| 9.4: Matters for Further Information or Discussion. | All |
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| 10. NEXT MEETING | |
| 10.1. Next meeting 16 September 2019 at 7.30pm in Merton Village Hall: | All |

List of Correspondence/Emails to support Agenda Item 9.3 – 17.6.19

M.P.C.277: June

11. C.D.C. - SPARK Funding for Merton.
12. O.C.C. - Oxfordshire County Council - Traffic Sensitive Street consultation.
13. C.D.C. - Survey from Cherwell District Council Development Management.
16. Citizens Advice – North Oxon & South Northants – Update information.
19. C.D.C. - Cherwell Industrial Strategy – Parish Survey.
20. C.D.C. - FW: Cherwell Meeting re Expressway.
21. C.D.C. - Important Update Regarding Planning Application Consultations.
22. O.C.C. - Invitation to Drayton Highways Depot Open Day - Saturday July 20th 2019.
23. O.C.C. - Oxfordshire County Council – Fleet Services.

M.P.C.278: July

2. Barclays Bank Plc – Confirmation of Mandate Change Request – All changes will be in place 24 hours after receipt of letter.