

# 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](mailto:clerkmertonpc@gmail.com)

## To all Members of Merton Parish Council:

You are hereby summoned to attend the Meeting of Merton Parish Council on **Monday 16 September 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. Village Hall - JC
      - II. Play Area - DR
      - III. Woodland Volunteers – Recreational/Sports Field - JC
      - IV. Oxford Cavaliers – JC All
  - 2.5. **Training:** Update. LK
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 15 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) Changing Room Window: Update on replacement handle and broken glass. AB
    - e) Asbestos Check: Update. JC
    - f) 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) Adopt a Site Agreement 2019/20: To consider/approve. All
    - e) Oxford Cavaliers Rugby League Club:
      - i. Donation from OCRLC: PC to raise an invoice. All
        - Commitment: Update. TC
        - Future Plans. All

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|------|--|-------|
| ii.  | Report on Training and Games:                          | All   |
| iii. | OCRLC Meeting: Report and consider any proposals.      | LK/SK |
| iv.  | Bar Licence: Application by PC to be considered.       | All   |
| v.   | Football Enquiry: Update on proposals for winter play. | AB    |

## 6. COMMUNICATIONS:

### 6.1: Website:

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|----|---|----|
| a) | The Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018: Update from web designer. | TC |
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6.2: Parish Magazine:	Update.	LK
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6.3: Data Protection:	Update.	LK/TC
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## 7. COMMUNITY:

### 7.1: Planning Applications: To consider applications received.

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| a) | Application No: 19/01684/SO<br>Applicant's Name: Low Carbon – Proposal: Proposed solar farm, batteries and associated infrastructure – Location: Os Parcel 6086 Adjacent ad North West of Railway Line, Ploughley Road, Arnott – Parish(es): Fencott and Murcott<br>Expected Decision Level: Delegated – Comments by 17 September 2019 | All |
|----|--|-----|

### 7.2: Decision Notices:

- |    |  |  |
|----|--|--|
| a) | Application No: 19/00900/F<br>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<br>Permission for Development subject to conditions – Date of Decision: 8 August 2019. |  |
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### 7.3: Traffic Calming: Report from 'Working Group':

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|----|-----------------------------------|----|
| a) | Proposal for a survey of traffic: | DR |
|    | • Insurance cover for signs.      | TC |
| b) | Budget.                           | DR |

## 8. FINANCE:

### 8.1: Receipts: -

- |    |   |       |
|----|---|-------|
| a) | Petty cash and Bookings June-September 2019:          | AB/TC |
| b) | HMRC – VAT Reclaim: Update                            | TC    |
| c) | Adopt a Site Agreement – April18 – June 19 - £266.04. |       |

### 8.2: Account Paid Prior to the Meeting: To be noted.

- |    |   |     |
|----|---|-----|
| a) | Castle Water Ltd – Inv. No: 02137109 - £45.93 |     |
| b) | Grass Cutting – Inv. No's: 3042/3043.         |     |
| c) | MPCF – Inv. No: 29579: Update.                | All |
| d) | Emergency Lighting Village Hall.              |     |

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

- |    |  |     |
|----|--|-----|
| a) | Clerks Pay/Exp. July/August 2019:  |     |
| b) | Insurance Renewal 11 October 2019 – 10 October 2020 – Schedule Documents - £943.61.  |     |
| c) | Grass Cutting – Invoice due but not received at time of printing.  | All |
| d) | Grass Cutting of Meadow: Invoice due but not received at time of printing.   | All |
| e) | Coversure Insurance – Home Working Insurance: Approve shared payment with Blackthorn PC - £55.49.                          |     |
| f) | Adopt a Site – Payment as per agreement -£266.04.  |     |
| g) | Accident Book.   |     |
| h) | First Aid Box.   |     |
| i) | Good Energy – Statement: 2289520 – Account Activity 20.5.19- 20.8.19 (Reminder received): Good Energy – Statement £215.60. |     |
| j) | Plastering/Painting Village Hall:  | All |

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

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| a) | Deposit for Store room door: Approve writing off £50.00 if no positive response. | SK/All |
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8.5: Barclays/Scottish Widows Bank Mandate:	Update.	AB
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a) Scottish Widows Plc: Action for closure.	AB	
8.6: <b>Grass Cutting Contract Review:</b> Update.	JC	
8.9: <b>Quotes:</b> To be considered/approved:-		
a) Good Energy.		
• Comparisons for Parish Council: Approve comparison.	All	
b) Traffic Calming: Traffic Survey/signs – Approval of use of funds from the 'Community Fund'.		
• Funding For Traffic Calming Initiatives.		All
c) Filing Cabinet.	All	
8.10: <b>Accounts Year Ended 31.3.19:</b>		
a) External Audit: Update.	TC	
8.11: <b>Accounts Year Ended 31.3.20:</b>		
b) Arrow Accounting – Letter of Engagement: Consider/approve.	All	
8.12: <b>Funds:</b>		
a) Village Hall Regeneration Fund: Proposals.	All	
8.12: <b>Financial Regulations:</b> Annual Review.	AB/All	
8.13: <b>County Councillor Discretionary Fund:</b> Application update.	AB/JC	
8.14: <b>Budget 2020/21:</b> Commence budgeting process.		
• Approval of an annual budget of £500.00 for the 'Traffic Calming Fund'.	All	
<b>9. GENERAL:</b>		
9.1: <b>The Clerks Contract and Job Description:</b> Review.	LK/AB	
9.3: <b>Correspondence for Action:</b> As attached.	All	
9.4: <b>Matters for Further Information or Discussion.</b>	All	
<b>10. NEXT MEETING</b>		
10.1. Next meeting 21 October 2019 at 7.30pm in Merton Village Hall:	All	

**List of Correspondence/Emails to support Agenda Item 9.3:** Matters not otherwise covered by the agenda.

M.P.C.279: August:

4. O.C.C. – Winter Salt/Salt Bin request.
5. Zurich Town & Parish Insurance - Making Risk Management Simple.
6. Healthwatch Briefing - Healthwatch Oxfordshire Briefing, August 9, 2019.
7. No Expressway Group - No Expressway Group - Latest News.
8. O.C.C. - RE: National Highway and Transport Public Satisfaction Survey - Member Consultation.
9. O.C.C. - Deddington Depot Open Day.
11. C.D.C. - Reminder: Oxfordshire Council Permit Scheme - Formal Consultation.
13. C.D.C. – Community Services – Cherwell Community Lottery –Posters for notice board.
17. OALC – August update 2019.

M.P.C.280 – September

2. Clerks & Councils Direct – September 2019 Issue 125.
3. O.C.C. - Oxfordshire Permit Scheme Final Document & Consultation Responses.