

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 17 June 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. **New member:** To sign 'Declaration of Acceptance of Office': SW.

2.2. **Co-Option:** To consider applications received.

2.3. **To Receive Disclosable Pecuniary Interest:** Register of Members Interests.

2.4. **Independent Remuneration Panel:** Notice for the Parish Notice Board: Action. All

2.5. 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

2.6. **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 Annual Parish Council meeting held on 20 May 2019.

4.2. Approval of the draft minutes of the Annual Meeting of the Parishioners of Merton held on 20 May 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) On-line Booking Diary: Update. LK

5.2: Recreational Field/Play Area/Allotments:

a) Allotments: Vacancies: Update. AB

b) Hiring Agreement: Review AB

c) Oxford Cavaliers Rugby League Club:

i. Playing Field Contract: To be considered/approved. LK

ii. Hiring/Deal Agreement between the PC and Oxford Cavaliers: Update. LK

iii. Planning Requirement: Update. TC

iv. Report on Training and Games: ALL

- v. St. Heliers: Consider/approve request for permission to camp. All
- vi. Removable Digital Score Board: Approve request for club to purchase and attach to village hall outside wall. All

6. COMMUNICATIONS:

6.1: Website:

- a) Redevelopment and Responsibilities for Input and Deletion: 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: 19/00672/F
Applicant's Name: Mr F Pereire – Proposal: Erection of new garaging – Location: Merton Grounds Farm Langford Lane Merton Bicester OX25 2NS – Parish(es): Merton
- b) Application No: 19/00673/F
Applicant's Name: Mr F Pereire – Proposal: Erection of new entrance gates – Location: Merton Grounds Farm Langford Lane Merton Bicester OX25 2NS – Parish(es): Merton 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

8. FINANCE:

8.1: **Receipts:** -

- a) Petty cash and Bookings May: 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. May 2019:
- b) Blackthorn Parish Council - ALCC - ALCC Membership – Renewal due £40.00 (Paid in full by Blackthorn PC) approve £20.00 contribution.
 - Blackthorn Parish Council - □ SLCC - Your SLCC Membership Renewal Notice - £89.00 (Paid in full by Blackthorn PC) approve £44.50 contribution .
- c) M. R. Cross – Inv. No's: 3015 - £384.00 (grass cutting Merton recreation ground 7.5.19 – 21.5.19) – 3016 - £132.00 (grass cutting woodland 15.5.19) – Total £516.00.
- d) Good Energy – Statement: 2152164 - £355.32 – Account Activity 21.1.19-21.4.19 (Reminder received).

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: Update on signatories. AB

8.6: **Grass Cutting Contract Review:** Update. JC

8.8: **Electricity Contract:** Review. All

8.9: **Quotes:** To be considered/approved:- All

8.10: **Accounts Year Ended 31.3.19:**

- a) Internal Audit: Report – Consider and approve any action. All
- b) External Audit: Consider/approve any action.
 - I. Moore Stephens – Official Notification to Submit your Authority's Return - Official Notification To Submit Your Authority's Return and supporting Information received :
 - II. End of Year Accounts 31 March 2019: To be considered/approved.
 - III. Annual Governance and Accountability Return 2018/19:
 - IV. Certificate of Exemption –To consider/approve whether or not the Parish Council meets the qualifying criteria for exemption.

V.	Completion of Certificate of Exemption.	
VI.	Completion of Sections 1 and 2 of this Annual Governance and Accountability Return based on exemption.	
VII.	Notice of Public Rights.	All
8.11: Village Hall Fund:		
a)	To confirm donations for specific spending.	TC
8.12: Financial Regulations: Annual Review.		
		AB/All
8.13: County Councillor Discretionary Fund: Application update.		
		DR
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
10. NEXT MEETING		
10.1.	Next meeting 15 July 2019 at 7.30pm in Merton Village Hall: To be confirmed.	All

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

M.P.C.276: May

10. C.D.C. - Mid-Cherwell Neighbourhood Plan 2018-2031.
12. C.D.C. - Invitation: Cherwell Parish Liaison Meeting - 12 June 2019.
13. Healthwatch Oxfordshire - Healthwatch Oxfordshire Briefing, May 24 2019.

M.P.C.277: June

1. Driver & Vehicle Standards Agency – Oxfordshire Safe Towing Campaign 2019.
2. South Central Ambulance Service - Your health matters!
3. John Howell MP - Planning issues - Neighbourhood Planning.
4. No Expressway Group - No Expressway Group - Launch of "Expressway Stories".
8. Membership Secretary of Friends of Dorchester Abbey - Day Conference September 28th 2019.