

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 **Annual** Meeting of Merton Parish Council on **Monday 20 May 2019** at **8pm** in Merton Village Hall.

Tracey Charlesworth, Parish Clerk.

Members of the public and press are welcome to attend during 8pm and 8.15pm when they can ask questions or express their views.

Agenda

1. To Accept Apologies For Absence:

2. PARISH COUNCIL:-

2.1. **Election of Chairman:** To sign 'Acceptance of Office' upon acceptance witnessed by an Officer.

2.2. **Election of Vice-Chairman.**

2.3. **New member:** To sign 'Declaration of Acceptance of Office':

SW.

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

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

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

All

2.7. Annual Review of Documents:

a) Review Effectiveness of Internal Audit:

b) Review of Internal Audit.

c) Asset Register.

d) Risk Assessments: Allotments; Parish Council; Village Hall; Play Area; Woodland Volunteers.

2.8. **Insurance Policy:** Policy documents and schedule of cover.

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 meeting held on 18 March 2019.

5. ASSET MANAGEMENT:

5.1: Village Hall:

a) Job Description of the cleaner: Update.

b) Electric Meter – readings.

FF/TC

c) Plastering; Painting; roof tiles; emergency lighting; storage room door: Update.

LK

d) Further works: Report.

JC

5.2: Recreational Field/Play Area/Allotments:

a) Allotments: Vacancies: Update.

AB

b) Hiring Agreement: Update.

c) Oxford Cavaliers Rugby League Club:

i. Public Meeting: Note vote and action.

ii. Insurance: Confirm cover and approval of Risk Assessment requirement.

iii. Hiring/Deal Agreement between the PC and Oxford Cavaliers: To be finalised.

iv. Safe Guarding Policy: To be considered and approved.

v. Report on Training and initial game.

ALL

vi. Alcohol Licence: Update.

OCRLC

d) Footpath to Wendlebury: Update on temporary diversion. AB/JC

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.: 19/00316/F - Applicant's Name: Miss Tammy Arnold - Proposal: Change of use from Classes A2 and B1 to Beauty Therapy Salon - Location: Utterly Scrumptious The Old Forge Street Through Merton Merton Bicester OX25 2NJ - Parish(es): Merton.
b) Application No: 19/00330/F – Applicant's Name Mr & Mrs Andrew Hulbert – Proposal: Pet enclosure to rear – Location: Alpha cottage Merton Bicester OX25 2NH – Parish(es): Merton All

7.2: **Decision Notices:**

- a) Application No.: 19/00056/F
Applicant's Name: Weston Wood Shot - Date Registered: 10th January 2019 - Proposal: Steel frame building for rearing of game birds - Location: Brashfield, Merton, Bicester, OX25 2NF - Parish(es): Merton
Permission For Development Subject To Conditions - Date of Decision: 7 March 2019.
b) Application No.: 19/00316/F - Applicant's Name: Miss Tammy Arnold - Proposal: Change of use from Classes A2 and B1 to Beauty Therapy Salon - Location: Utterly Scrumptious The Old Forge Street Through Merton Merton Bicester OX25 2NJ - Parish(es): Merton – Permission for Development Subject to conditions.

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 March/April: AB/TC
b) HMRC – VAT Reclaim: Update TC
c) C.D.C. – BACS Payment - £7,500.00 – Precept part payment.

8.2: **Account Paid Prior to the Meeting:**

- a) 101461 11/04/19 Village Hall Water Supply/Inv. No: 1880454 £13.97
b) 101462 11/04/19 Open Spaces Invoice No: 7009568 £48.05
c) 101463 11/04/19 O/S Grass Cutting Invoice No's: 3003 £192.00
d) 101464 11/04/19 Village Hall Elec Supply £314.06
e) SSE Swalec – Statement of Account/Invoice - £152.16 – To be collected by D/D on 20.3.19.
f) Village Hall Cleaner: Expenses and Pay.

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

- a) Clerks Pay/Exp. Jan/Feb/March/April 2019:
b) O.A.L.C. – Subscription Invoice – Inv. No: M00194/2019 – Rec/d 14.2.19 - £138.97.
c) Community First Oxfordshire (CFO) – Membership Renewal 2019-20 - £35.
d) C.D.C. – National non-domestic rate demand for the year 2019/20 - £0.00.
e) C.D.C. – Copy Invoice No: 7009894 - £96.10 – Emptying of Dog Bins – Additional 2 dog bins, charged at £1.40 each plus 10% admin fee.
f) Good Energy – Statement: 2152164 - £355.32 – Account Activity 21.1.19-21.4.19.
g) Grass Cutting – Inv. No's: 3010 - £384.00 (Grass cutting and strimming at Merton Recreation Ground 8.4.19/23.4.19) – 3011 - £132.00(grass cutting of Woodland) – Total £516.00.

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

- a) Deposit for Store room door: Approve writing off £50.00.

8.5: **Barclays/Scottish Widows Bank Mandate:** Update. AB

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|---|--------|
| a) Barclays Bank Plc. – Account information: Update | AB |
| b) Scottish Widows Plc: Update on signatories. | AB |
| 8.6: Grass Cutting Contract Review: Update. | JC |
| 8.7: Electricity: Account report. Update. | AB/TC |
| 8.8: Electricity Contract: Approval of Contract: | All |
| 8.9: Quotes: To be considered/approved:- | |
| a) John Hicks & Associates Ltd – Annual Inspection 2019: Approval. | All |
| b) C.D.C. – Environmental Services – Dog Waste Bins – Increase in costs applicable 1.4.19. | All |
| 8.10: Accounts Year Ended 31.3.19: | |
| a) Internal Audit: Update. | TC |
| b) External Audit: Consider/approve any action. | |
| I. 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. Moore Stephens – Official Notification to Submit your Authority's Return. | |
| IV. Annual Governance and Accountability Return 2018/19: | |
| V. Certificate of Exemption –To consider/approve whether or not the Parish Council meets the qualifying criteria for exemption. | |
| VI. Completion of Certificate of Exemption. | |
| VII. Completion of Sections 1 and 2 of this Annual Governance and Accountability Return based on exemption. | All |
| 8.11: Village Hall Fund: | |
| a) To approve change of name to Village Hall Regeneration Fund. | All |
| b) To confirm donations for specific spending. | TC |
| 8.12: Financial Regulations: Annual Review. | AB/All |
| 8.13: County Councillor Discretionary Fund: Decision on whether to make an application and for what. | All |
| 9. GENERAL: | |
| 9.1: The Clerks Contract and Job Description: Review. | LK/AB |
| 9.2: Litter Collection: Report. | 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 8 July 2019 at 7.30pm in Merton Village Hall: To be confirmed. | All |

List of Correspondence/Emails to support Agenda Item 9.3 – 20.5.19

M.P.C.274: March

10. Environment Agency - Re: Partnership Opportunities with Cherwell Catchment and the Environment Agency – Rec/d by Email 12.3.19.
11. Good Neighbour Scheme - Good Neighbour Schemes - here to help!
12. O.C.C. - The Ridgeway 2019 events calendar – Rec/d by Email 13.3.19.

M.P.C.275: April

1. Parishioner – Queries - Breach of the Transparency Code and other.
5. OALC - Please nominate a councillor to stand for OALC Executive Committee.
6. C.D.C. - Merton & Cherwell Community Lottery

M.P.C.276: May

1. C.D.C. Merton Invitation to Cherwell Lottery Launch Event.