

THE PARISH COUNCIL OF MERTON M10/2021

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD IN MERTON VILLAGE HALL
AT 19:30 ON 13 SEPTEMBER 2021

PRESENT: David Richardson (Chairman) DR
Martin Smith, Paul Stubbs, Deborah Smith,
Andrew Yearsley. (Councillors) MS/GA/PS/DS/AY
IN ATTENDANCE: County Cllr. Calum Miller, Fred Foxon, Roy Gurprashad, Wendy Meads (V/H Bookings Clerk)
CM/FF/RG/WM
Guests: Jamie and one other from Oxford Cavaliers rugby League Club.

1. APOLOGIES: Accepted from Cllr. Gemma Allen and T. Charlesworth; (Clerk/RFO).
2. PARISH COUNCIL:
 - 2.1. Election of Vice-Chairman: C/fwd.
 - 2.2. Notice of Resignation:
 - a) Vacancy Notice: PC received permission to co-opt.
 - 2.3. Co-option: **RESOLVED**
 - a) To co-opt Roy Gurprashad; relevant document to be sent for signature. TC
 - 2.4. To Receive Disclosable Pecuniary Interests:
 - a) Cllr. PS declared an interest regarding the installation of the defibrillator; refer to 9.3(d).
 - 2.5. COVID-19: Government Guidelines: Monitored.
 - a) Village Hall Risk Assessment: C/fwd.
 - 2.6. Emergency Plan: Review: Ongoing.
 - a) Welcome Pack: To update information and remove personal contact details. MS
 - 2.7. Merton Village Neighbourhood Plan:
 - a) Joint Neighbourhood Plan: There had been no response to the emails sent to Ambrosden PC. TC
 - 2.8. ICO Registration: Awaiting receipt of the security code to enable updates on the system. TC
 - 2.9. Review of Standing Orders and/or Financial Regulations: Deferred. All.
 - 2.10. Adopt a Site Agreement 2021/2022: Deferred.
3. GUESTS AND COUNTY/DISTRICT COUNCILLOR(S) REPORT:
 - a) The Parish Council welcomed County Councillor Callum Miller: Report as follows:
 - i. CDC is monitoring COVID-19 infections and vaccinations, and will provide updates as things change.
 - ii. Adult social care is currently 44% of CDC's budget. This is set to increase and will affect council spend on other projects.
 - iii. Oxfordshire 2050 first pass consultation ends on October 6th.
 - iv. Council libraries returned to normal opening hours on Monday 6th.
 - v. Music services will be available in Bicester.
 - vi. A women's cycle race will come through the village on October 4th.
 - vii. CM will talk to Highways about getting a 20mph speed limit and associated signs. There is a new scheme in the pipeline but it will depend on a safety assessment for the speed reduction. Some county-wide funding will be available but it will not be 100% of the costs; as a guide, Islip spent £20,000 implementing their 20mph limit. CDC would prefer to deal with villages en bloc to reduce costs, e.g. bulk ordering of signage. The consultation is likely to be towards the end of the year.
 - viii. DR mentioned that the road surface beside Merton Wood is in a poor state of repair. This will be reported via FixMyStreet.
 - ix. MS reported on another incident of poor parking, this time opposite Gulley Row. CM advised that a new civil parking enforcement will be coming into effect later this year.
 - b) Oxford Cavaliers Rugby Football Club
 - i. DR explained about the council's concerns regarding payment for the facilities. There is no clear indication of what has been paid other than a single amount of £550. Last year, OCRLC used the field but not the hall. Based on £30/session, 3 times a week for 20 weeks, the PC believe they are owed £1800. For the current financial year the figure is £800. DR noted that it costs £11,200 pa to run the hall and field and we cannot expect other hall users to pay fees if OCRLC are not.
 - ii. Jamie responded that they pay on invoices and none had been received. He admitted they owe for the past periods.
 - iii. Jamie mentioned that, as a new team of councillors, we may not have all the details of what was discussed. FF spoke about his term on the council and that OCRLC had said there would be substantial income from their use of our facilities. DR said he had read all the council minutes from the start of the dealings with OCRLC.
 - iv. Jamie said that the first thing he has to do on each visit is to clear up dog mess, fill in rabbit scrapes and pick up rubbish. He said the referee's room is a mess and not fit for purpose.
 - v. Jamie asked that an invoice be raised, he will get it paid and all future bookings will be cancelled.
4. PUBLIC PARTICIPATION: FF and WM contributed to the discussion in 3(b).

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5. MINUTES:

5.1: That the draft minutes of the Parish Council meeting held on 12 July 2021 at 7.30pm were approved to be signed by the Chairman DR ASAP. DR

6. ASSET MANAGEMENT:

6.1: Recreational Field/Play Area/Allotments:

- a) Oxford Cavaliers Rugby League Club: See 3(b).
 - i. Village Hall Proposals: Update following public consultation. TC
 - ii. Review of Risk Assessment:
- b) Football: Future lettings policy: Ongoing. All
- c) Play Area Waste Bins: Ongoing. GA
- d) Village Hall Bookings Clerk Report: Deferred. WM

7. COMMUNICATIONS

7.1: Parish Matters/Merton Facebook Page: Ongoing. DS

7.2: Newsletter: No action necessary.

8. COMMUNITY:

8.1: Planning Applications:

- a) Application No.: 21/02059/F – see under 8.2(a): No comments or objections made.
Application No. 21/02741/F
Applicant's Name: Mr & Mrs Allen
Proposal: Single storey rear extension
Location: Muswell, Main Street, Merton, Oxfordshire, OX25 2NF
Parish(es):
Comments by 14 September 2021.

RESOLVED:

- No comments or objections. TC

8.2: Decision Notices:

- a) Application No.: 21/02059/F
Proposal: Erection of new detached dwelling with ancillary garage and garden room/studio – revised scheme of 20/00976/F, to ensure correct decision is issued to include relevant details regarding Great Crested Newt Licence details
Location: 3 Church Close, Merton, OX25 2NB
Parish(es): Merton.

8.3: Planning Matters:

- a) Merton Nursing Home: This may revert to being a care home; ongoing. GA

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

- a) Proposal for a survey of traffic: It was noted that the costing for the SIDs did not include poles to mount them on.
- b) S106 Agreement: Report: Funding application delayed. TC
- c) 20mph Speed Limit: Proposal to form partnership with neighbouring parishes: See 3(a)iii.

8.5: Bus Stop Light: A large amount of vegetation was removed but there is more to clear. No sign of any electrical cabling has been found. Some of the wooden fascia and soffits are in need of preservation. A proposal to replace the old mains powered light with a solar array and LED fixture will be considered. Ongoing. MS/PS

8.6: Notice Board: Refurbishment completed. AB

8.7: Defibrillator:

- a) Light Pollution: Clerk to email response. TC
- b) Insurance: Clerk awaiting response from Zurich Insurance. TC
- c) Registration: Awaiting documents. PS

9. FINANCE:

9.1: Receipts: -

- a) Petty cash and Bookings: To review who co-ordinates with bookings clerk; next agenda. TC
 - June/July/August 2021: None.
 - Allotment Rent: Clerk/RFO to send reminders for any outstanding rents. TC

9.2: Account for Payment Prior to the Meeting: None.

9.3: Accounts for Payment:

RESOLVED:

- That the following accounts were approved for payment:
 - a) Clerk's Pay/Exp. July/August 2021 - £327.60 – Cheque No: 101600.
 - b) M.R. & J.S. Cross – Inv. No's: 31 - £408.00 (grass cutting recreational area 7.7.2021/29.7.2021) – 32 -

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- £144.00 – (grass cutting Woodland area 27.7.2021) –40 - £144.00 (Grass cutting Merton Woodland 25.8.2021) – 41 - £408.00 (Grass cutting Merton Recreation Ground 12.8.2021/26.8.2021) – Total £1,104.00 – Cheque No: 101602.
- c) Good Energy – Inv. No: I-0093120 - £253.70 – Cheque No: 101602.
- d) Blackthorn PC – SLCC Annual Membership/Inv. No: MEM235194 - £95.00 paid in full by BPC – approve contribution of £47.50 – Cheque No: 101603.
- e) P J Stubbs – Inv. No: 042122 - £108.74 – Installation Defibrillator – Supply and fit external light – Cheque No: 101604.
- f) Zurich Municipal Insurance - Zurich Town and Parish policy is due for renewal 11 October 2021 – Long Term Agreement – Inv. No: 509012471 - £925.90 – Cheque No: 101605.
- 9.4: Breakfast Club:
- a) Update on conditions to spend: As the club would not be a properly constituted group with a bank account the PC would not have the power to spend; Clerk to remove from agenda. TC
- 9.5: Quotes:
- a) Laptop: New councillors advised of the PC decision to purchase a new laptop: C/fwd. TC
- b) PAT Testing: C/fwd. TC
- 9.6: Spending under COMF Parishes Fund: Progress Form to be completed.
- i. 'Covid' Guidance signage.
- ii. Sanitiser: Clerk/RFO trying to resolve issues with ordering through Amazon Business. TC
- 9.7: Training: None.
- 9.8: Banking:
- a) Bank Signatures: No update. TC
- b) Bank Account: Consider options: To be considered at the October meeting. TC/All
- 9.9: Financial Reports and Bank Reconciliation: Presented and accepted. TC
- VAT Claims to be processed. TC
 - Scribe programmes for Parish Councils: To look at packages for small parish councils. DR/TC
- 9.10: End of Year Accounts 31 March 2021: Ongoing.
- i. Action from Audit:
- ii. Review of Risk Assessment:
- iii. Payroll Controls:
- iv. Asset Controls: Deed and Titles.
- v. Exercise of Public Rights:
- vi. Reserves:
- vii. Pension Regulator:
- viii. County Archives. TC/All
- 9.11: End of Year Accounts: 31 March 2022:
- a) Letter of Engagement and Terms of Acceptance: C/fwd. TC
- 9.12. Budget 2022/2023: Procedure: Deferred to October meeting. All
- 9.13. Scribe Accounts: Review: Deferred. TC/DR
- 9.14: Grant Applications:
- a) Update for Village Hall applications: No updates. GA/All
10. GENERAL
- 10.1: The Clerks Contract and Job Description: Review: C/fwd.
- 10.2: Correspondence for Action: The lists of correspondence presented M.P.C. 302/304 (July/Aug 2021) were considered as part of the agenda.
- a) MPC302(32): O.C.C. - FW: Winter Preparedness - 2021/22 – Salt Bags: Noted; if bags are provided the gritting lorries may not clear the village.
- b) MPC302(39): Lieutenancy Office - Platinum Jubilee Celebrations
- c) MPC302(42): C.D.C. - District-wide Community Governance Review - the opportunity for your town/parish to be involved - Response required by 17.9.2021.
- d) MPC303(22): C.D.C. - REMINDER - Deadline 17 September for District-wide Community Governance Review.
- e) MPC303(32): OALC - Oxfordshire 2050 consultation.
- f) MPC303(35): C.D.C. - Symmetry Park, Oxford North: No objections raised against the proposal for a high tech industrial development at the A34/M40 junction.
- g) MPC303(38): C.D.C. - Cherwell Local Plan Review - Options Paper.
- h) MPC304(02): C.D.C. - Civil Parking Enforcement is coming to Cherwell, South and Vale: To be mentioned in Parish Matters. GA
- i) MPC304(03): O.C.C. - County libraries set to return to pre-pandemic opening hours.
- j) MPC304(04): O.A.L.C. - Consultation on Ox-Cam ARC.
- 10.3: Matters for Further Information or Discussion:
- a) Matters for Further Information:
- i. Village Hall Air Source Heat Pump to be checked for possible leak: Ongoing.
- b) Matters for Further Discussion: None.

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11. NEXT MEETING:

11.1: Merton Parish Council meeting to be held on 11 October 2021 at 19.30.

There being no other business the Chairman closed the meeting at 21:27.

Draft Minutes subject to confirmation:

Approved and Signed by the Presiding Chairman

Date