

THE PARISH COUNCIL OF MERTON

DRAFT MINUTES OF THE MEETING OF THE COUNCIL HELD AT THE VILLAGE HALL ON 16 APRIL 2018 AT 19:30

PRESENT: A.Bradley (Chairman) AB
F.Foxon (Vice Chairman) FF
J. Copping, L. Katz, P. Murphy, D. Richardson, (Councillors)
JC/LK/PM/DR
T. Charlesworth (clerk/RFO) TC
APOLOGY: S. Kelly (Councillor) SK
IN ATTENDANCE: D Hughes (District Councillor) , W Meads (Booking Clerk) DH/WM

MEMBERS INTERESTS: None reported.

1. MINUTES.

- 1.1. It was resolved that the minutes of the Council meeting held on 15 January 2018 be accepted.
- 1.2. It was resolved that the minutes of the meeting held on 19 MARCH 2018 be approved subject to the following amendment: Item 6.1 action should be LK not KC. TC

2. PARISH COUNCIL ELECTIONS:

- 2.1. As only 6 persons had registered as candidates no election would be held. A list of those nominated has been posted on the Notice Board.
- 2.2. The first meeting of the re-constituted Council will be held on Monday 14 May 2018 at 19:30. ALL
- 2.3. All Councillors must complete a number of forms obtainable from TC ALL
- 2.4. A fee of £39 has to be paid for an uncontested election, an invoice will be received.

3. VILLAGE HALL

- 3.1. The job description of the cleaner is to be amended to include 'to clean the kitchen on a monthly basis'. TC
- 3.2 . The changing room showers are dripping and a meeting with H&R Heating is to be held. FF
- 3.3 W.Meads was welcomed to the meeting and her duties were confirmed as taking bookings by phone or e-mail. Obtaining a £50 deposit and the fee and issuing a receipt for the hire of the premises before placing the key in the deposit box. Advising the cleaner of the booking . Refunding the deposit once it has been confirmed that the premises were left in good order. To account to the Chairman on a monthly basis and hand over any cash received which the chairman will deposit in the bank account. WM/AB
- 3.4. The electric meter readings of 'Day-63528 and Night- 26424 were handed to the clerk. TC
- 3.5 Emergency lights in the hall to be held over. FF

4. FIELD, PLAY AREA,ALLOTMENTS.

- 4.1 A representative of Oxford FPV Racers was expected to discuss the use of the field, no one came to the meeting.
- 4.2 A potential hirer of the football field has been in contact and it will be necessary to clean out the change rooms and the referees room : a working party to meet at the hall on Saturday at 11:00 ALL
- 4.3 It was resolved that as the rental for allotment had not been paid the amount due should be written off. TC

- 4.4. Allotments 1,5 and 6 are vacant and are to be advertised in Parish Matters magazine and at the Otmoor garden sale. JC
- 4.5. Clerk to refer new allotment holders to the Chairman to point out lots. TC/AB
- 4.6 It was suggested that the allotment area be extended during the winter to create more and bigger lots and to mark out the lots with stakes. ALL
- 4.7 An enquiry to have an area to grow flowers has been noted. SK
- 4.8 Hiring agreements for the field and allotments are to be reviewed. FF/LK
- 4.9 The matters regarding the play area e.g the small frame, the large multiplay unit, the sign, the permanent Surface and the interim report are to be carried forward to the next meeting. FF
5. FINANCE
- 5.1. The following accounts were approved for payment :-
- | | | | | |
|--------------------------------|----------------|------------------|---------|----|
| Castle Water Ltd - inv 1082789 | 1/1/18-31/7/18 | Cheque no 101422 | £97.97 | TC |
| Clerk – pay and expenses | | Cheque no 101423 | £170.46 | TC |
- 5.2. Payment to Community First Oxford was not approved.
- 5.3. Receipts of rent of £17 for allotments 9&10 and £30 from the bookings clerk were noted.
- 5.4 It was resolved to increase the booking clerks float to £50 and give a float of £30 to the cleaner to be operated on an imprest basis. A petty cash box to be purchased AB
- 5.5 The approval of the financial reports and bank reconciliation were held over as Councillors had not had sufficient time to peruse them.
- 5.6 The bank statements for the year 1/4/2017 to 31/3/2018 and the asset register are to be handed to the Chairman TC
- 5.7. The mandate for the savings account has been completed and is to be submitted to the the Scottish Widows Bank TC
- 5.8 The change of signatories on the Barclays account by removing R Leaver and adding L Katz was approved and is to be completed and submitted to the bank. AB/TC
- 5.9. The Grass Cutting contract with M Cross is to be revised, however the contractor is to be advised that the contract will continue for 2018/2019. FF
- 5.10. Notice to submit the annual financial return (AGAR) for the year to 31/3/2018 by 10 July 2018 was noted. AB /LK/TC
- 5.11 It was resolved that a limited assurance review is not required and only AGAR part 2 is to be completed. AB/TC
- 5.12. Data protection form for ICO registration has been completed and is to be submitted by e-mail. LK
- 5.13 Specific e-mail addresses to be finalised by FF and AB. FF/AB
6. PLANNING NOTICES
- 6.1. Application for a double driveway width in Ambrosden/Arcott is not relative to the parish.
- 6.2 Permission for a double storey extension to the side and a single storey extension to the rear of 10 Otmoor View , Merton was given subject to conditions

7. GENERAL

7.1 The Church clock now appears to be working normally.

7.2 . It is proposed to establish working groups of Councillors and others as follows:-

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|---|-------------|
| a) Financial and Administration – to maintain an overview and improve systems. | AB/LK |
| b) Communications - to cover data protection, website, facebook, Parish magazine, notice board, | JC/ DR/LK |
| c) Assets - includes the maintenance of the village hall, field, play area, allotments, spaces and income generation. | DR/FF/SK/AB |
| d) Community - road safety, communal events (e.g. film shows, footpaths etc). | JC/DR/FF |

7.3 The clerks contract/job description to be sent to LK

TC

7.4 Defibrillator – no report .

FF

7.5. Speed limit – 30mph signs now on the gates on the road from Ambrosden.

7.6. Street name and house numbering in main drag is to be left in abeyance.

7.7. Request to promote Sobell house moonlight stroll on website and or notice board was declined.

7.8. The visibility of the notice board was discussed , to investigate and report.

JC

7.9. The allotment vacancies and notice of the Annual General Meeting to be placed on the Notice Board, Parish magazine and Web site.

TC/JC

8. NEXT MEETING

8.1. The Annual General meeting of the Parish will be held at the Village Hall on Monday 14 May 2018 at 1915.

ALL

8.2. A meeting of the reconstituted Council will be held immediately after the Parish AGM .

The chairman closed the meeting, as there was no further business to discuss, at 21:30

Minutes approved at the meeting held on 14 May 2018 – Minute Ref: M5/18 – 1.1.

