

# THE PARISH COUNCIL OF MERTON M12/2021

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD IN MERTON VILLAGE HALL  
AT 19:30 ON 8 NOVEMBER 2021

PRESENT: David Richardson (Chairman) DR  
Martin Smith, Paul Stubbs, Deborah Smith, Andrew Yearsley and Gemma Allen. (Councillors)  
MS/PS /AY/DS/GA

IN ATTENDANCE: T. Charlesworth; (Clerk/RFO). TC  
Wendy Meads (Village Hall Bookings Clerk); County Cllr. Calum Miller and District Cllr. D. Hughes.  
WM/CM/DH

1. APOLOGIES: Accepted from Co-opted member R. Gurprashad (COVID-19).

## 2. PARISH COUNCIL:

2.1. Election of Vice-Chairman: C/fwd.

2.2. Co-option: Roy Gurprashad

a) DPI Registration: Submitted to C.D.C.

b) 'Declaration of Acceptance of Office': To be completed.

RG/TC

2.3. To Receive Disclosable Pecuniary Interests:

a) None declared.

2.4. COVID-19: Government Guidelines: Monitored.

2.5. Emergency Plan: Review:

### RESOLVED:

• Emergency WhatsApp Group: To be set up to include all councillors contact details.

• To approve the updated plan to include the above.

• To publish on the Merton Parish Council website.

AY/TC

a) Welcome Pack: C/fwd.

AY

2.6. Merton Village Neighbourhood Plan:

a) Joint Neighbourhood Plan: C/fwd.

TC/All

2.7. ICO Registration: To action.

TC

2.8. Review of Standing Orders and/or Financial Regulations: Deferred.

All.

## 3. PUBLIC PARTICIPATION:

3.1: 20mph Speed Limit:

• County Cllr. CM would support the PC's application.

• CM to forward information regarding the application process to DR in order that the application can be submitted as soon as possible.

CM/DR

## 4. MINUTES:

4.1: That the draft minutes of the Parish Council meeting held on 11 October 2021 at 7.30pm were approved to be signed by the Chairman DR.

DR

• To confirm 'Standing Orders' requirement for the publication of draft minutes.

TC

## 5. ASSET MANAGEMENT:

5.1: Recreational Field/Play Area/Allotments:

a) Oxford Cavaliers Rugby League Club:

i. Village Hall Proposals: Following discussions it was **RESOLVED:**

• That OCRLC could use the recreational area for children's training on a Tuesday evening with access to the toilets through the back access only (no access to the village hall), parking and use of the field; charges to be offered at £15.00, half the normal hire charge of £30.00 for one and a half hours; payment due in full and may be subject to increases.

• Formal contract to be drawn up based on the above for one year, if acceptable to OCRLC.

DR

• Village to be informed once an agreement is reached.

All

b) Football: Future lettings policy: Ongoing; bookings Clerk WM has received several enquiries but, as there are currently no goal posts no bookings have been made.

• Quotes for goal posts to be obtained for consideration at next meeting.

GA/TC

c) Play Area Waste Bins: Installation complete.

TC

d) Village Hall Bookings Clerk Report:

• Blinds: Costings obtained in 2019 to be updated for consideration by the PC.

WM

• Chairs: PC to consider proposal to purchase new chairs.

WM

• Kitchen Light: Faulty.

MS

• Bookings currently recorded on a diary bases; PC to be made aware of camping and caravan bookings.

WM

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- PC requested that relations are built with Gosford Hill; County Cllr. CM to pass on contact details. WM/CM
- Notice Board(s) Village Hall: PC to consider provision. All
- e) Village Hall: Department for Environment Food and Rural Affairs, giving us Notice under Regulation 5(3)(b) of the Nitrate Pollution Prevention Regulations 2015, that as Landowners in a Nitrate Vulnerable Zone: To consider/approve any action:
  - RESOLVED:**
  - To review Allotment Agreements to include advice about the non-use of Nitrates. AS
  - f) Village Hall: PAT Testing: Quote accepted:
    - Clerk to confirm date in order to arrange access to hall. TC
    - Items for testing to be listed. MS
  - g) Floodlights: Following damage the lights and poles are now redundant. Clerk to remove from asset register if listed. TC
  - h) Rabbits: Currently no activity so currently no action required; to monitor. PS
  - i) Village Hall Air Source Heat Pump: C/fwd. PS

## 6. COMMUNICATIONS

6.1: Parish Matters/Merton Facebook Page: DS updates and advertises matters as they come in; the PC supports the continuation of this action.

- a) To consider/approve matters for Publication:
  - To update the spelling of WM name. DS

## 7. COMMUNITY:

7.1: Planning Applications:

- a) None.

7.2: Decision Notices:

- a) None.

7.3: Planning Matters:

- a) Merton Nursing Home: Letter to be sent. GA
- b) Ambrosden Parish Council is looking to respond to a discharge of planning conditions of the planned Redrow development by Merton Road (21/03342/DISC): It was noted that Redrow is appealing against the request for flooding conditions:
  - RESOLVED:**
  - d) That the PC supports Ambrosden's response; AY to communicate with Ambrosden PC. AY

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

- a) S106 Agreement: Report: District Cllr. D. Hughes agreed to speak to the Planning Officers to see if there is any planning gain from Ambrosden developments. DH

7.5: Bus Stop Light:

- a) Solar array and LED Fixture: Findings to be reported to 'Fix my Street'. MS
  - County Cllr. CM to follow up. CM
- b) Book Library: To be looked into by MS. MS

7.6: Defibrillator:

- a) Light Pollution: Issue resolved and to be removed from agenda. TC
- b) Registration: Awaiting documents. PS

## 8. FINANCE:

8.1: Receipts: -

- a) Petty cash and Bookings: TC/DR
  - October 2021: £280.00 banked; Village Hall hires £80.00 and £200.00 Caravan and Camping use of field.
  - OCRLC - £1,600.00 – Hire of hall and recreational facilities 2019/20 – 2020/21.

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

8.3: Accounts for Payment:

### RESOLVED:

- That the following accounts were approved for payment:
- Clerks Pay/Exp. October 2021: £166.00 - Cheque No: 601611.
- M. R. & J.S. Cross – Inv. No: 62 - £204.00 (Grass cutting recreational ground – 25.10.2021) – Cheque No: 601612.
- C.D.C. – Inv. No: 20003343 - £180.18 – Emptying 3 dog bins @ £1.75 per bin plus 10% admin fee – Half yearly invoice.
- Bookings Clerk: Fund balance (petty cash) £38.00; receipts to be provided for £12.00; once received and accounts balanced then a cheque for cash of £12.00 to be drawn to bring balance in tin back to £50.00. WM/TC/DR.
- Castle Water – Inv. No: 0006150778 - £640.19 – less credit of £31.57 – Balance £608.62 for the period 1.8.2021 – 31.1.2022: **RESOLVED:**
- Not to pay until PC queries payment charge estimated in advance and
- Meter reading taken. DR

8.4: Petty Cash Balances:

- Village Hall Bookings Clerk: See 8.3. TC
- Cleaner: No receipts to support zero balance; PC to list in accounts against cleaning expenses. TC

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- 8.5: Quotes:
- a) Laptop: C/fwd. TC
  - b) Hoover: Consider/approve purchase of new hoover for the village hall: **RESOLVED:**
    - That having checked the hoover no purchase was required at this time. All
  - c) Chairs and Notice Board for Village Hall: **RESOLVED:**
    - To purchase 40 chairs cost to be covered by the Village Hall Fund (once Account with Viking Direct is set up – see 8.6).
    - Notice Board for Village Hall – Total spend of £60.00 approved from Village Hall Fund. TC/GA
  - e) Village Hall Smoke Alarms: It was noted that the three alarms are now out of date and need replacing: Quote to be obtained. MS
  - f) Village Hall Electrical check: To obtain quote. MS
- 8.6: Viking Direct: Consider/approve setting up of an account for supplies: **RESOLVED:**
- That an account with Viking Direct was approved; the Clerk to set up an account in the PC name. TC
  - Purchase of COVID signage under the COMF spending to be made with Viking Direct following the failure to establish an account with Amazon. T
- 8.7: Spending under COMF Parishes Fund: Progress Form to be completed.
- i. 'Covid' Guidance signage: See 8.6.
  - ii. Sanitiser: Unable to resolve issues with ordering through Amazon Business; See 8.6. TC
- 8.8: Training: None.
- 8.9: Banking:
- a) Bank Account: Enquiry submitted to 'Unity Trust'. TC
- 8.10: Financial Reports and Bank Reconciliation: Presented and accepted. TC
- 8.11: End of Year Accounts 31 March 2021: Ongoing.
- a) Action from Audit:
    - i. Review of Risk Assessment: MS/TC
    - ii. Payroll Controls: Clerk to meet with J. Olds. TC
    - iii. Asset Controls: Deed and Titles. TC
    - iv. Reserves: To provide detail.
    - v. Pension Regulator: To be actioned.
    - vi. County Archives: J. Olds. TC/All
- 8.12: Budget 2022/2023: Procedure:
- Councillors to consider any future costings for budget. All
  - Proposed 20mph costs and village hall proposals.
- 8.13: Scribe Accounts: Review: Clerk had expressed interest with no response; to follow up. TC/DR
- 8.14: Grant Applications:
- a) Update for Village Hall applications: With no updates Clerk was tasked with removing from agenda. TC
    - i. Screwfix Foundation Fund:
    - ii. National Lottery: Update.
9. GENERAL
- 9.1: The Clerks Contract and Job Description: Review: In progress. DR
- 9.2: Correspondence for Action: The lists of correspondence presented M.P.C. 305 (October 2021) were considered as part of the agenda.
- a) MPC305(13): O.C.C. - Withdrawal of Charlton Services bus route 94 – Rec/d 8.10.2021.
  - b) MPC305(19): O.C.C. - Subject: Your Oxfordshire: 20mph limits, scams and honours for our firefighters.
  - c) MPC305(20): C.D.C. - Cherwell Community Emergency plans – Rec/d 20.10.2021.
  - d) MPC305(23): C.D.C. - Invitation - Cherwell Parish Liaison Meeting - 10 November (response requested) – Rec/d 22.10.2021.
  - Forwarding of O.C.C. and C.D.C. emails: Clerk to review timescale for sending out emails in order to meet deadlines or to review the possibility of a councillor(s) receiving C.D.C. and O.C.C. emails direct. TC
- 9.3: Matters for Further Information or Discussion:
- a) Matters for Further Information:
    - i. Paperwork supporting license applications made by the Beer Festival to be held on to for information. MS
    - ii. Village Hall: The small storage area has now been cleared out and is being used to store the tables and chairs and rubbish has been removed from site and the kitchen area tidied. DR/MS/PS
    - iii. O.C.C. Budget for Consultation on 2 November.
  - b) Matters for Further Discussion: None.
10. District Cllr. D. Hughes: Introduced himself to those present; his role is the overview and scrutiny of the budget etc., and advised as follows:
- Following COVID-19 restriction the majority of officers have returned to their offices.
  - The remaining planning Officers are stretched.
  - C.D.C. is currently looking to set up a working group to interact with parish councils.

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- Neighbourhood Plans: If the PC considers working on a plan he can provide more information.

11. NEXT MEETING:

11.1: Merton Parish Council meeting to be held on 13 December 2021 at 19.30.

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There being no other business the Chairman closed the meeting at 21:32.

***Draft Minutes subject to confirmation:***

**Approved and Signed by the Presiding Chairman .....**

**Date .....**