

# THE PARISH COUNCIL OF MERTON M6/19

MINUTES OF THE MEETING OF THE COUNCIL HELD AT THE VILLAGE HALL AT 19:30 ON 15 JULY 2019

- PRESENT: Tony Bradley (Chairman) AB  
 David Richardson, Jo Copping, Steve Kelly, Lucy Katz, (Councillors) DR/JC/SK/LK
- IN ATTENDANCE: T. Charlesworth (Clerk/RFO) TC
1. APOLOGIES: Cllr. Simon Ward SW
  2. PARISH COUNCIL:
    - 2.1. Co-Option: No applications received; LK to continue to advertise. LK
    - 2.2. To Receive Disclosable Pecuniary Interest: None declared.
    - 2.3. Independent Remuneration Panel: Following publication it was **RESOLVED**
      - That the PC would not adopt the remuneration proposals.
    - 2.4. Annual Review of Documents:
      - a) Risk Assessments:
        - I. Allotments – Having considered the review it was **RESOLVED**
          - To adopt the Allotment Risk Assessment as a working document. TC
        - II. Parish Council – **RESOLVED** AB
          - That the Clerk looks at the cost of a small lockable filing cabinet in line with 'Business Continuity' comment.
          - That the Clerk looks at the possibility of scanning important documents which can be stored on 'google storage': SK and SW to provide training at the next meeting. TC/SK/SW
          - That a list of key holders for the village hall is maintained.
          - That a copy of the insurance certificate is displayed in the Village Hall.
          - That the document is updated as per draft and adopted as a working document. TC
      - III. Village Hall – C/fwd: LK
      - IV. Play Area – C/fwd. DR
      - V. Woodland Volunteers – Recreational/Sports Field: C/fwd. JC
      - VI. Oxford Cavaliers: C/fwd. JC
    - 2.5. Training: Options to be considered/approved: **RESOLVED**
      - That LK would attend a course. LK
  3. PUBLIC PARTICIPATION: None.
  4. MINUTES: **RESOLVED**:
    - 4.1. To approve the draft minutes of the Annual Parish Council meeting held on 17 June 2019 with the following amendment:
      - In Attendance: Remove the word 'none': Signed by the Chairman
    - 4.2. To approve the draft minutes of the Extraordinary Parish Council meeting held on 3 July 2019 with the following amendment:
      - Present: To remove the initials 'LK': Signed by the Chairman. AB
  5. ASSET MANAGEMENT:
    - 5.1. Village Hall:
      - a) Electric Meter – reading: Day time 68385 – Night time 27233. AB/TC
      - b) Plastering; Painting; emergency lighting; storage room door: Having invited three quotes for each job and receiving one; it was **RESOLVED**
        - Plastering; to approve the quote for plastering at £480.00 (not VAT registered) LK/AB
        - Painting: to approve the quote for painting the hall/toilet and kitchen at £2,680.00 (not VAT registered); work to be carried out once the rugby season has finished; AB to check bookings for the hall and advise start date. AB
        - Emergency Lighting: To approve the quote for £192.00incl. VAT. AB
        - Storage room door: (See 8.4a below).
      - c) Further works: Report: JC
        - Handle on window in changing room needs repairing. AB
        - Panel of glass in a window in the changing room needs replacing. AB
      - d) Asbestos Check: **RESOLVED**
        - To clearly label the porch (based on previous works carried out in 2013); noting that any contractors need to be advised. JC
        - That a visual 'condition' check would be carried out on a six monthly basis; comparative photographs to be taken and a plan drawn up. JC
      - e) Storage Room: Update on clearance of Beer Festival equipment: C/fwd. AB
    - 5.2. RECREATIONAL FIELD/PLAYAREA/ALLOTMENTS:
      - a) Allotments: Vacancies: To continue to advertise four vacancies. AB/LK
      - b) Hiring Agreement: C/fwd. AB
      - c) Annual Inspection: Report to be reviewed. AB
      - d) Oxford Cavaliers Rugby League Club: Clerk to add the following item to the next agenda:

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- Donation from OCRLC: PC to raise an invoice. TC
  - i. Hiring/Deal Agreement between the PC and Oxford Cavaliers: To continue with current arrangements until the end of season. LK
    - Commitment: To consider continuing with Oxfordshire Playing Fields Association agreement or a seven year commitment: OALC need further information to be able to advise; legal advice would be required (OCRLC to be asked if it would be prepared to share any potential costs). TC/LK
    - Future Plans: The PC authorised LK and SK to attend a meeting of the OCRLC to discuss and negotiate on behalf of the PC; report and proposals to be put to the next meeting. LK/SK
  - ii. Report on Training and Games: Last game to be held this week. All
  - iii. St. Heliers: There had been nothing further regarding this: Clerk to remove from agenda. TC
  - iv. Bar Licence: Application by PC to be considered after the meeting with OCRLC. All
- e) Football Pitch Hire Enquiry: **RESOLVED**
  - To discuss further and establish that games would not overlap with the rugby; based on this it was agreed in principal that games could be played over the winter period as long as the team could provide its own goals.
  - That for 'Health & Safety' reasons the existing football goal posts would have to be removed; the PC would consider replacement at a later stage. AB

## 6. COMMUNICATIONS

### 6.1: Website:

- a) Redevelopment and Responsibilities for Input and Deletion: 'Merton Village Community Website' review: JC and LK would re-arrange to meet with SW. As this is now regarded as a community website the Clerk was tasked with removing from the agenda. TC
- b) The Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018: To approve action: Clerk to establish from web designer if it meets with the regulations. TC

### 6.2: Parish Magazine: Parish Council and Allotment vacancies. LK

### 6.3: Data Protection: Database: Cllr LK and Clerk to arrange to meet. LK/TC

## 7. COMMUNITY:

### 7.1: Planning Applications: None.

- a) Application No: 19/00900/F
- b) Applicant's Name: Mr Peter Franklin – Proposal: Demolition of existing garage and erection of new annex – Location: Cornbrash Merton Bicester OX25 2NF – Parish(es): Merton
  - The Parish Council made the following observations: That a covenant be requested as part of any approval stating that the 'annex' cannot be sold as a separate dwelling. TC

### 7.2: Decision Notices:

- a) Proposal: Erection of new entrance gates - Merton Grounds Farm, Langford Lane, Merton, Bicester, OX25 2NS - Parish(es): Merton – Permission for Development Subject to Conditions – Date of Decision: 15.7.19: Noted.

### **Noted: LK Left the meeting at 21:05**

### 7.3: Traffic Calming: Report from 'Working Group':

- a) Proposal for a survey of traffic: Meetings have been scheduled for the first Monday in the month; the police were present at the last meeting and proposed a 'Speedwatch Project' rather than a 'Traffic Survey'; signs would need to be purchased and will need to be covered by the Insurance; Clerk to check with insurance provider; the PC currently has £500.00 ring-fenced for 'Community Fund'; it would consider approving £250.00 of this towards the purchase of signs; working group to provide the PC with written motivation providing costs/quotes. DR
- b) Budget: PC to consider provision of a £500.00 annual budget to be ring fenced for 'Traffic Calming', as part of its budgeting process; to be drawn upon by the working group. All

## FINANCE:

### 8.1: Receipts: -

- a) Petty cash and Bookings: June/July 2019: None presented.
- b) HMRC – VAT Reclaim: Clerk/RFO had submitted claim for £481.79. TC

### 8.2: Account Paid Prior to the Meeting: None.

### 8.3: Accounts for Payment: The following accounts were approved for payment:

- a) Clerks Pay/Exp. June 2019 - £164.53 – Cheque No: 101481.
- b) Grass Cutting – Inv. No's: 3034 - £384.00 (grass cutting and strimming recreation ground – 10.6.19/26.6.19) – 3035 - £132.00 (grass cutting woodland – 8.6.19) – Total £516.00 – Cheque No: 101479.
- c) Play Area - Annual Inspection - £82.80.
- d) Accident Book: C/fwd. JC
- e) First Aid Box: C/fwd. JC
- f) Good Energy – Statement: 2152164 - £355.32 – Account Activity 21.1.19-21.4.19 (Reminder received): Good Energy – Statement £331.68 (Amended o/s bill (10) above following submission of reading): Note original invoice £355.32 paid not amended invoice.  
The following invoices, not listed on the agenda, were approved for payment as previously approved or contractual works:
- g) Castle Water Ltd – Inv. No: 2086545 - £17.90 – Cheque No: 101480.
- h) John Hicks (& Associates) - Annual Play Area Inspection - £82.80 – Cheque No: 101478.

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- i) MPCF – Inv. No: 29579 - £40.99 – Cheque No: 101482 - AB to clarify if the £10 claimed by Robert Kerr for one third of the cost of the fire inspection was for part of amount invoiced by MPFC. AB
- 8.4: Financial Reports and Bank Reconciliation: Documents accepted. TC/AB
- a) Deposit for Store room door: SK to follow up before approving writing off £50.00: Contractor had a new contact number and is keen to resolve the issue and carry out works as previously agreed. SK
- 8.5: Barclays/ Scottish Widows Bank Mandate:
- a) Barclays Bank Plc. – Update on signatories: Clerk had received confirmation of the Mandate Change Request.
- b) Scottish Widows Plc: Update on Closure: Clerk provided an advice note; AB to review. AB
- 8.6: Grass Cutting Contract Review: **RESOLVED**
- That the request for two extra cuttings to the meadow area of the Woodland (one during the next 2—3wks and again in October) was approved; costs to be met from the Woodland Fund; it was noted that this should be at a lower cost than normal as the grass cutting are to be left and raked by the woodland group. JC
- 8.7: Quotes: To be considered/approved:
- a) Good Energy: C/fwd.
- b) Village Hall: Plastering/Painting of hall/toilet/kitchen: (See 5.1a above).
- 8.8: Accounts Year Ended 31.3.19:
- a) External Audit: Nothing to report. TC
- 8.9: Funds:
- a) To confirm internal transfers to funds from precept in accordance with budget allowance: Clerk/RFO to make provision for internal transfer of £2,000.00 to the Village Hall Fund and £100.00 to the Woodland Fund as provided for in the budget. TC
- b) Village Hall Regeneration Fund: Proposals: C/fwd. All
- 8.10: Financial Regulations: Annual Review: C/fwd. AB/All
- 8.11: County Councillor Discretionary Fund: Application update. AB and JC to complete application form for a public notice board; submission closing date 31 January 2020. AB/JC
- 9: GENERAL
- 9.1: The Clerks Contract and Job Description: Review: C/fwd. LK/AB
- 9.2: Correspondence for Action:
- a) M.P.C.276: M.P.C.277: June
- 11. C.D.C. - SPARK Funding for Merton.
  - 12. O.C.C. - Oxfordshire County Council - Traffic Sensitive Street consultation.
  - 13. C.D.C. - Survey from Cherwell District Council Development Management.
  - 16. Citizens Advice – North Oxon & South Northants – Update information.
  - 19. C.D.C. - Cherwell Industrial Strategy – Parish Survey.
  - 20. C.D.C. - FW: Cherwell Meeting re Expressway.
  - 21. C.D.C. - Important Update Regarding Planning Application Consultations.
  - 22. O.C.C. - Invitation to Drayton Highways Depot Open Day - Saturday July 20th 2019.
  - 23. O.C.C. - Oxfordshire County Council – Fleet Services.
- b) M.P.C.278: July
- 2. Barclays Bank Plc – Confirmation of Mandate Change Request – All changes will be in place 24 hours after receipt of letter.
- 9.3: Matters for Further Information or Discussion:
- a) Matters for Further Discussion: None.
10. NEXT MEETING:
- 10.1.Monday 16 September 2019 at 19.30pm in Merton Village Hall: JC gave her apologies for absence.

There being no other business the Chairman closed the meeting at 21.55.

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***Draft Minutes subject to Confirmation.***

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

**Date .....**