

# MERTON PARISH COUNCIL M11/17

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CMINUTES OF THE MEETING OF MERTON PARISH COUNCIL  
HELD IN MERTON VILLAGE HALL AT 7.30P.M.  
ON 18 DECEMBER 2017.

## PRESENT:

- Vice Chairman: F. Foxon (FF):
- Cllrs. P. Murphy (PM): Approved acting Chairman.
- A. Bradley (AB)
- R. Leaver (RL)

**IN ATTENDANCE:** Tracey Charlesworth (Clerk/RFO).

17/138 **APOLOGIES:** Accepted from:-

- 1.1: L. Cox; ~~Clerk to Ambrosden PC Parishioner (M1/18 -18/06 -6.1).~~

17/139 **ELECTION OF CHAIRMAN:**

- 2.1: To elect a Chairman to act for the meeting: It was **RESOLVED** that:
- Cllr. PM was approved acting Chairman.
- 2.2: To elect a Chairman: Upon election and acceptance to sign 'Declaration of Acceptance of Office': C/fwd.

17/140 **INTERESTS:**

- 3.1: None.
- Register of Members Interests: No updates.

17/141 **PUBLIC PARTICIPATION: (7.30pm to 7.45pm):**

- 4.1: None.

17/142 **MINUTES:**

- 5.1: It was **RESOLVED** that the minutes of the Meeting of:
- Merton Parish Council held on 20 November 2017 at 7.30pm were read, agreed and signed by the Chairman Cllr. PM as a correct record.

17/143 **VACANCY/CO-OPTION FOR A PARISH COUNCILLOR:**

- 6.1: Co-option: The Parish Council has received no applications for the two current vacancies: Clerk has advertised on the Parish Council website.
- Resignation of Cllr. R. Foord: C.D.C. notified that there has been no call for a by-election and it can fill the vacancy by co-option.
- Resignation of Cllr. K. Crowden: The Clerk, having met with Cllr. KC as previously agreed, advised that Cllr. KC, verbally confirmed, that she no longer wished to continue as a Parish Councillor. It was **RESOLVED** that:
- In accordance with LTN (Legal Topic Note) 8 – Elections – 42: "Section 85 of 1972 Act: A councillor vacates office he fails to attend a relevant meeting for six consecutive months after his last attendance, unless before the expiry of that period the council approves a reason for his absence." That Cllr. KC has failed to attend a relevant meeting for six consecutive months after her last attendance and no reason has been approved for her absence and has therefore vacated office.
- Clerk to advise C.D.C. of the vacancy.
- The three vacancies to be advertised parish news and on the 'Facebook' page.

**Action: Cllr. AB and Clerk.**

17/144 **DISTRICT/COUNTY COUNCILLOR(S):** None present. Cllr. FF had responded to Cllr. D. Sames' email regarding the proposed application for 20mph limit; with no response to date.

17/145 **PRIORITY:**

- 8.1: **FINANCE:**
- 1. **Transparency Code for parish and town councils with a turnover not exceeding £25,000:**
  - Website: Continued to update.
- 2. **Accounts for Payment agreed prior to the meeting**
  - Castle Water – Inv. No: 712708 - Period 1.12.12 – 31.12.17 - £59.75 – Cheque No: 101408.
- 3. **Accounts for Payment:** It was **RESOLVED** to approve the following payments:-

**Action: Cllr. RF and Clerk/RFO.**

	Amount	Cheque No:	Details
Clerk	£647.16	101410	Overtime for 2016/17: Approved against timesheet provided prior to the meeting.
F. Foxon	£65.01	101409	Reimbursement in respect of invoices for Woodland: Tool-Net – £27.60 GS Products - £25.96 Wyre Direct £11.45 <ul style="list-style-type: none"> <li>• It was noted that VAT could not be reclaimed as the invoices were not in the PC name.</li> </ul> A vote of thanks was expressed to Cllr. FF for carrying out the work at the village hall and for organising the bridge in the woodland.

**Action: Clerk/RFO.**

4. **Receipts Received:**

- Village Hall Petty Cash – June/July/August/Sept/Oct 2017: RFO had banked £530.00 (Village Hall hiring £270.00 – Open Spaces – Football and Caravan booking £260.00).

Action: Clerk/RFO.

5. **Receipts Due:**

- Allotment: Outstanding rents: Clerk/RFO to follow up.
- Village Hall- Update on outstanding FC bookings: No update: Clerk to provide Cllr. RL with contact information and he would follow up. The bookings clerk clarified that the 'Facebook' advert for fitness classes on a Monday evening; had been booked but, not gone ahead and that she had advised that the PC held its meeting on the third Monday in the month.
- Allotment: Outstanding rents update: Cllr. RL to follow up.

Action: Clerk/RFO.

6. **Bank Reconciliation (attached):** It was **RESOLVED** to:

- Accept and approve the Bank Reconciliations 1.7.17 to 30.9.17 (Issue Date 13 Oct 2017) and 1.10.17 – 15.11.17 (Issue Date: 16.11.17)

Balance B/fwd	£	14,081.74
Total Receipts	£	533.07
Total Payments	£	2,461.89
Balance C/fwd	£	<b>12,152.92</b>

- It was **RESOLVED** that:-
- Arrangements are to be made to remove R. Foord and K. Crowden as signatories for Barclays and Scottish Widows Banks.
- The Scottish Widows account should hold a balance equal to the amount of ring fenced funds held by the PC.

Action: Clerk/RFO.

7. **Precept Comparison/Financial Report:** It was **RESOLVED** to accept the Precept Comparison/Financial Report:

Action: Clerk/RFO.

8. **External Auditor:** Smaller Authorities Audit Appointments (S.A.A.A.) – Notification of external auditors' appointments for the 2017-18 financial year:

- Clerk to resend email for councillors to read in preparation of next meeting.

Action: Cllrs. and Clerk/RFO

- Cllr. AB to look into 'who qualifies as an internal auditor'.

Action: Cllr. AB.

9. **Budget 2018/19:** C/fwd below.• **8.2: PLANNING:**1. **New Applications:**

- C.D.C. – Public Protection & Development Management – Town and Country Planning Act 1990 Consultation – Planning Application - Application No: 17/02254/F – Applicant's Name: Weston Wood Shoot – Proposal: Steel frame barn for rearing of game birds – Location: Brashfield, Merton, Bicester, OX25 2NF – Parish(es): Merton: The Parish Council had no observations or objections.
- C.D.C. – Public Protection & Development Management – Town and Country Planning Act 1990 - CONSULTATION - APPLICATION - Application No: 17/01923/F Applicant's Name: Weston Wood Shoot Proposal: Erection of one agricultural workers dwelling and retention of temporary agricultural workers dwelling Location: Brashfield Merton Bicester OX25 2NF - Parish(es): Merton: It was **RESOLVED** that:-
- The Parish Council objected on the following grounds:-
- It did not represent 'infill';
- It would extend the boundary of Merton Village;
- It does not meet the local housing need.

Action: Clerk.

2. **Decision Notices:**

- C.D.C. – NOTICE OF DETERMINATION – Town and Country Planning (General Permitted Development) (England) Order 2015 – Application No: 17/01924/AGN – Applicant's Name: Weston Wood Shoot – Proposal: Steel frame barn for rearing of game birds – Location: Brashfield, Merton, Bicester, OX25 2NF – Parish(es): Merton – Prior Approval is required to carry out the proposed development specified and that this application is REFUSED for the reason(s) set out in the attached schedule – Date of Decision: 30 October 2017: Noted.

3. **Appeal Notice:**

- C.D.C. – Planning Enforcement Team - Planning Inspectorate APP/C3105/D/17/3180657: 8 Otmoor View, OX25 2NL – Appeal Dismissed: Noted.

4. **Withdrawal Notices:**

- None.

5. **Planning Issues:**

- C.D.C. - Notification of Planning Policy Consultations - Draft Developer Contributions Supplementary Planning Document (SPD) - Draft Design Guide Supplementary Planning Document (SPD) - The consultation period extends from Thursday 23 November 2017 to Thursday 21 December 2017 – Rec/d 22.11.17: No comments.

17/146 **ACTION:**• **9.1: ISLIP PARISH COUNCIL:**

- Proposed shared purchase of speed camera system: Cllr. RL to obtain further information

Action: Cllr. RL.

17/147 **PRIORITY:**

- **8.1: FINANCE:**
- 9. Budget 2018/19: It was **RESOLVED** to amend the:-
  - **'Revised Figure'** for the Village Hall – Electricity o/s figure to £400.00.
  - **'Forward Year 2018/19'** – Village Hall Fund – To make provision over the next three years, for the roof and floor to the village hall to be repaired, of £1,500.00 per year.
  - Provision of £800.00 Parish Council election costs.

**Due to a power cut in the village the meeting had to be stopped;** it was **RESOLVED** that:

- Cllr. AB and the Clerk/RFO meet prior to the next meeting to go through the budget figures, to include the above, in preparation for discussion as the next meeting in order that a precept requirement can be set

**Action: Cllr. AB and Clerk/RFO.**

17/148 **DATE and TIME OF NEXT MEETING:**

- **12.1:** Monday 15 January 2018 held at 7.30pm in Merton Village Hall:

There being no other business the Chairman closed the meeting at 9pm..

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*Minutes approved 15 January 2018 – Minute Ref: M1/18 – 18/06 – 6.1.*