

# THE PARISH COUNCIL OF MERTON M9/19

MINUTES OF THE MEETING OF THE COUNCIL HELD AT THE VILLAGE HALL AT 19:30 ON 18 NOVEMBER 2019

- PRESENT: Tony Bradley (Chairman) AB  
Jo Copping, David Richardson and Lucy Katz (Councillors) JC/DR/LK  
IN ATTENDANCE: T. Charlesworth (Clerk/RFO) TC
1. APOLOGIES: Cllrs. Steve Kelly and Simon Ward. SK/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. Annual Review of Documents:
- a) Risk Assessments:
- I. Play Area: Noted that the document covered the 'Playing Field' (iii below) and Children's Play Area:
- **RESOLVED**
  - To adopt as a working document with an amendment to 'monthly' checks to read 'periodical'. TC
- II. Woodland Volunteers: C/fwd. JC
- III. Recreational/Sports Field: See (i) above. TC
3. PUBLIC PARTICIPATION: None present.
4. MINUTES: **RESOLVED:**
- 4.1: That the draft minutes of the Parish Council meeting held on 21 October 2019 were approved and signed by the Chairman.
5. ASSET MANAGEMENT:
- 5.1: Village Hall:
- a) Plastering; Painting; storage room door:
- Plastering: Work complete. AB
  - Painting: Work complete. AB
  - Storage room door: Mr Griffin is unable to carry out the work. See quotes 8.6(e) below. AB
- b) Further works:
- Old curtains disposed of.
  - Flooring: The Parish Council discussed its options regarding flooring and decided to obtain a quote for 'comfigrip' style floor tiles for the main hall; designs and quote would be discussed at the next meeting. LK
- c) Storage Room: Update on clearance of Beer Festival equipment: No update. AB
- d) Hire Agreement: Following the approval of the updated version 16 September 2019 – M7/19-5.2(b); it was further **RESOLVED**
- That the new version of the 'Conditions Applicable to the Agreement for Hire' along with the 'Agreement for Hire of Playing field and Village Hall' form would be retained for the use of any long term bookings agreed by the PC.
  - That the shorter version of 'Conditions Applicable to the Agreement for Hire of Village Hall and Playing Field' along with the 'Agreement for Hire of Playing field and Village Hall' would be used for local hiring. AB
  - In order to comply with No: 8 of the Agreement it was **RESOLVED:**
  - To purchase a replacement notice board and a spend of up to £50.00 was approved. LK
- 5.2: Recreational Field/Play Area/Allotments:
- a) Allotments: Vacancies: To continue to advertise four vacancies on 'Facebook' as well as website and notice board. Clerk/RFO sent rent reminder for Plots 1 and 2 with no response to date. AB/LK
- b) Annual Inspection: The three main points of concern to be address: AB and DR to meet on site Wednesday at 2pm. AB/DR
6. COMMUNICATIONS
- 6.1: Website:
- a) The Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018: Further advice had been forwarded to LK and the website provider: TC to follow up. TC
- 6.2: Data Protection: Database: Cllr LK and Clerk to arrange to meet. LK/TC
7. COMMUNITY:
- 7.1: Planning Applications:
- a) C.D.C. – Planning & Development - Notification of Planning Policy Consultation. Proposed Main Modifications to the Partial Review of the Cherwell Local Plan Part 1 - Oxford's Unmet Housing Need - The consultation period extends from Friday 8 November 2019 to Friday 20 December 2019 **RESOLVED** that:
- The Parish Council had no comments.
- 7.2: Decision Notices: None.
- 7.3: Traffic Calming: Report from 'Working Group': Progress has been made; following a positive meeting today with an O.C.C. Highways representative; it is planned for him to return with a team to carry out a review of the village not just from a speed aspect but from a safety aspect as well. DR was also pleased to report that the hedge had now been trimmed to reveal the 30mph sign on

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the right hand side as you drive into the village from Islip; it is also noted that as the sign is situated behind a tree and that it should be relocated. A report of the meeting will be drawn up and circulated to the PC and put on 'Facebook' and the in the parish magazine.

a) Proposal for a survey of traffic:

- Application to County Councillors Discretionary Fund: An application has been submitted on behalf of the PC.
- Insurance cover for Signs/Risk Assessment: C/fwd. AB/DR

8: FINANCE:

8.1: Receipts: -

a) Petty cash and Bookings:

- Oct 2019: £570.00 banked
- Nov 2019: None received. AB

b) HMRC – VAT Reclaim: £481.79 received. TC

8.2: Account Paid Prior to the Meeting:

- a) Plastering and Painting works to Village Hall - £480.00 – Cheque No: 101502 as agreed previously.
- b) First aid box purchased £25.00 - Key purchased £4.50 - Sign purchased £1.50 Total £31.00 -Cheque No: 101501.
- c) Grass Cutting – Inv. No: 3071 - £132.00 (Woodland – 12.10.19) – Cheque No: 101504: It was noted that the original invoice had to be amended to show the correct VAT calculation and total.
- d) Plastering/Painting village Hall - £2,680.00 as per quote – Cheque No: 101503.

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

- a) Clerks Pay/Exp. October 2019 - £161.67– Cheque No: 101506.
- Employment Briefing E02-18 | 2018-2019 National Salary Award: TC to clarify if the new spinal scales apply to part time clerks TC

b) Village Hall: Changing room window replacement handle and window: Quote for £150.00 previously accepted; payment approved on completion of work.

c) Castle Water Ltd: Inv. No: 2324185 - £17.46 – 1 Oct 2019 – 31 Oct 2019 – Cheque No: 101505.

d) Accident Book: C/fwd.

e) Emergency Work to Leak to Ceiling: See 8.6(e) below. AB

8.4: Financial Reports and Bank Reconciliation: Documents accepted. TC/AB

8.5: Grass Cutting Contract Review: **RESOLVED**

- To continue with the current contractors for 2020/21 based on the current contracts for the Woodland and Recreational/Play Area JC

8.6: Quotes: To be considered/approved:

a) Good Energy/Utility Aid:

- Comparisons for Parish Council: Utility Aid had provided best quotes previously and is to provide updated comparisons as these are now out of date. **RESOLVED** that
- The PC remains with its current supplier.
- TC obtains quotes for comparative 12mths and 24mths fixed price based on quarterly cheque payments from its current supplier; readings to be taken on the 15<sup>th</sup> of every month; one quote to be approved by email as it is currently on a variable rate. TC/All

b) Traffic Calming: Traffic Survey/signs :

- Funding For Traffic Calming Initiatives: **RESOLVED**
- Match funding to be used from the ring fenced 'Community Fund'. AB/TC

c) Filing Cabinet: Having confirmed that the filing cabinet owned by TC is neither lockable or metal it was **RESOLVED**

- Not to purchase a filing cabinet but to facilitate the backing up of important documents to a memory stick. TC

• To reflect the decision in the 'Parish Council Risk Assessment' – under 'Business Continuity' – 'Measures' and 'Comments/Review'. TC

d) Memory Storage: To purchase a memory stick for the storage of important documents. TC

e) Village Hall: Storage Room Door: **RESOLVED**

- To approve a spend of up to £200.00 from the budget. AB
- Provider also agreed to look at the attic where the leak may be emanating from. AB

f) Village Hall: Curtain Rails and Curtains: Following discussions it was **RESOLVED**:

- To approve the purchase of blue, non-blackout, roller blinds for the narrow windows and vertical blinds across the rear double door (noted that cords meet with Health & Safety standards ((an advisory note to be placed on the wall; that the Emergency Exit should be kept clear during hiring)); quote to be revised to reflect this requirement as it included the double front door. LK

g) Village Hall: Changing room window replacement handle and window: Emergency approval of quote for £150.00; see 8.3(b) above.

8.7 Accounts Year Ended 31.3.20:

- Arrow Accounting – Checklist Action: TC in the process of completing; provision of documents is dependent upon approval see 2.3(a) above and 8.8 below. TC

8.8: Financial Regulations: Annual Review: In hand. AB/All

8.9: County Councillor Discretionary Fund: Application update: See 7.3 a) above. AB/JC

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## 9: GENERAL

9.1: The Clerks Contract and Job Description: Review: C/fwd.

LK/AB/SW

### 9.2: Correspondence for Action:

- M.P.C.281 – October
- 11: O.C.C. - Youth Opportunity Fund Workshop 4th November - Monday, 4th November 2019 from 2pm to 4.30pm in County Hall, Meeting Rooms 1 and 2 – Rec/d by Email 28.10.19 – Emailed.
- 12: Raymond Holden - Urban and Neighbourhood Renewal Specialist New and Updated for 2019/2020 - Urban Regeneration and Neighbourhood Renewal Seminar Training Days – Rec/d by Email 29.10.19
- M.P.C.282 – November
- C.D.C. – RE: Parish Council planning training sessions – Rec/d by Email 1.11.19.
- Healthwatch Oxfordshire - Healthwatch Oxfordshire Briefing, November 1, 2019 – Rec/d by Email 1.11.19.
- Urban Regeneration and Neighbourhood Renewal Specialist - New and Updated for 2019/2020 - Urban Regeneration and Neighbourhood Renewal Seminar Training Days.
- O.C.C. – School Organisation Planning – Entry to Primary or Infant School – September 2020 – Children born between 1 September 2015 and 31 August 2016 – Poster – Rec/d 6.11.19 – Poster for notice board – scanned and emailed for website too.

### 9.3: Matters for Further Information or Discussion:

#### a) Matters for Further Information:

- I. Having resumed the Woodland volunteers; it was reported that during a litter pick that several Nitrous Oxide gas canisters had been found; for Health & Safety reasons the PC will be taking the action to report the findings to the Community Liaison Officer at Kidlington Police Station.

LK

#### b) Matters for Further Discussion: None.

## 10. NEXT MEETING:

10.1. Monday 16 December 2019 at 19.30pm in Merton Village Hall:

There being no other business the Chairman closed the meeting at 21:10.

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

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

**Date .....**