

MERTON PARISH COUNCIL M9/17

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

PRESENT:

- Cllrs. Chairman R. Foord (RF)
- P. Murphy (PM)
- A. Bradley (AB)
- R. Leaver (RL):

IN ATTENDANCE: Tracey Charlesworth (Clerk/RFO).

17/106 **APOLOGIES:** Accepted from:-

- 1.1: Cllrs. F. Foxon (FF)

17/107 **INTERESTS:**

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

17/108 **PUBLIC PARTICIPATION: (7.30pm to 7.45pm):**

- 3.1: None.

17/109 **MINUTES:**

- 4.1: It was **RESOLVED** that the minutes of the Meeting of:
Merton Parish Council held on 26 June 2017 at 7.30pm were read, agreed and signed by the Chairman Cllr. RF as a correct record.
- The Extraordinary Meeting of Merton Parish Council held on 30 June 2017 at 7.30pm were read, agreed and signed by the Chairman Cllr. RF as a correct record.

17/109 **VACANCY FOR A PARISH COUNCILLOR:**

- 5.1: Co-option following resignation of Cllr. D. Crawford: To consider/approve applicant: Vacancy to be advertised on website and parish news.
- Resignation of Cllr. K. Crowden: With no response to the letter it was agreed that Cllr. RL would speak to Cllr. KC and email councillors.

Action: Chairman Cllr. RL.

17/110 **DISTRICT/COUNTY COUNCILLOR(S):** None.

17/111 **VILLAGE HALL:** It was noted that the village hall heating had been left turned up. Clerk was tasked with checking with the cleaner if the village hall is cleaned before or after hiring. Chairman Cllr. RF to research into the possibility of a control switch for the heating.

Action: Chairman Cllr. RF and Clerk.

- 7.1: **Cleaner:** Review of Contract and Job Description: Chairman Cllr. RF to amend as per minutes 26 June 2017 – M7/17 – 17/89 – 8.1.

Action: Chairman Cllr. RF.

- 7.2: **Meter Reading:** Meter reading to be submitted by Clerk/RFO: Day 60006 – Night 25742 – Total 85749.

Action: Clerk/RFO

- 7.3: **Emergency Lighting:** No update.

Action: Cllr. FF.

- 7.4: **Fire Check:** Carried out by Churches Fire Security Ltd – Report received and Certificate of Inspection for the firefighting equipment at the Village Hall.

- 7.5: **Ramp:** Works had been completed in accordance with the estimate.

17/112 **PLAYGROUND/RECREATIONAL AREA:**

- 8.1: **Football Clubs (FC):**
Hiring Agreement: To follow up with Cllr. KC.
Chairman Ashton Villa: No Update: Clerk to provide the Chairman Cllr. RF with contact details.

Action: Chairman Cllr. RF and RL.

- 8.2: **Allotments:**
Allotment No: 6: vacancy (May 2017): As there had been no response to the 'Allotment Agreement' it was **RESOLVED** to:

- Re-advertise vacancy in parish magazine and on 'Facebook'.

Action: Chairman Cllr. RF.

- 8.3: **Play Area:**
Smaller Frame: Update on caps: Chairman RF to follow up.
Interim Inspection Report: To be carried out by Chairman Cllr. RF.
Annual Inspection Report: 'Background Notes':

- Large Multiplay Unit: Following reported a failure of rope section on the large multiplay unit last year the inspection date was brought forward significantly and the outcome was :

- "Last year damaged and missing bolt end covers were reported on the platform and steps but now there is a serious failure in fasteners. This item provides accessible play opportunities and under supervision it remains in the inspector's opinion usable but otherwise is rated medium risk and he recommends early remedial action in relation to the problem'. This year's inspection; the inspector found that two ropes are detached and a rope of unknown strength and so reliability is now serving as a substitute for one of the support steel ropes specified by the manufacturer. (A picture was provided).

- The inspector advises that this is an unsafe procedure and that either the unit should be permanently taken out of use or else standard parts be obtained from the supplier and fitted at the earliest possible date. Following the 'Conclusion and Recommendations' it was **RESOLVED** that:
 - The issue raised required urgent action.
 - the Chairman Cllr. RF is to contact Playdale to discuss the report.
 - Given that in 2016 a quote of £1201.64 was provided for the replacement of the whole net (without fitting costs); a maximum spend of up to £2,500 was approved; the PC would have to look at covering costs using funds.
- Action: Chairman Cllr. RF.**

17/113 **URGENT:**

- 9.1: Actions from Previous Meetings:** Tasks completed as per minutes.

17/114 **PRIORITY:**

- 10.1: 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**
 - M. R. Cross – Inv. No's: 1077 - £384.00 (grass cutting recreation and play area 14.6.17 and 28.6.17) – Cheque No: 101387.
 - Clerk's Pay & Expenses May 2017 - £166.19 – Cheque No: 101392.
 - M. R. Cross – Inv. No: 1078 - £264.00 (grass cutting Woodland 2.6.17 and 24.6.17) – Cheque No: 101389.
 - Churches Fire Service - Invoice No: SI17-11603 - £122.74 – Cheque No: 101390.
 - Arrow Accounting Ltd – Internal Audit Report Year Ended 31.3.17 – Inv. No: P260 - £270.00 – Cheque No: 101391.
 - M. R. Cross – Inv. No's: 1084 - £312.00 (cutting of woodland 25.7.17 – Grass cutting and collection of grass on future flower meadow 29.7.17) 1085 – £192.00 – Total £504.00 – Cheque No: 101393.
 - NR Roofing and Building – Based on quote QU00086 - £2,750.00 – (No invoice presented at time of printing).
- 3. **Accounts for Payment:** It was **RESOLVED** to approve the following payments:-

	Amount	Cheque No:	Details
Clerk	£330.52	101394	Clerk's Pay/Exp. June/July 2017.
M. Day	£49.92	101395	Adopt a Site Agreement/Jan-March 2017
M. R. Cross	£516.00	101396	Grass Cutting/Recreational/Play Areas/Inv. No's: 1094/1095.
Blackthorn Parish Council	£52.09	101397	Coversure Insurance/Annual Home Working Policy (shared with Blackthorn PC £104.19)
Castle Water Ltd	£154.77	101398	Supply Period 27.5.17-30.8.17 and 31.8.17-31.10.17
John Hicks	£82.80	101399	Annual Play Area Inspection 2017
Soldiers of Oxfordshire Museum			It was RESOLVED not to make a contribution.

Action: Clerk/RFO.

- 4. **Receipts Received:**
 - Scottish Widows – Interest £0.07.
 - C.D.C. – BACS - Adopt a Site January – March 2017 - £49.92.
 - Clerk/RFO to follow up an outstanding hall hire payment.

Action: Clerk/RFO.

- 5. **Receipts Due:**
 - Allotment: Outstanding rents: Clerk/RFO to follow up.
 - Village Hall Petty Cash – June/July/August 2017 - Update on outstanding FC bookings: No update *see above 17/112 – 8.1.*

Action: Clerk/RFO.

- 6. **Bank Reconciliation (attached):** It was **RESOLVED** to:
 - Accept and approve the Bank Reconciliations 1.4.17 to 30.6.17 (Issue Date 17 July 2017) and 1.7.17 – 15.8.17 (Issue Date: 16.8.17)

Balance B/fwd	£15,176.34	Balance B/fwd	£15,774.15
Total Receipts	£ 4,578.48	Total Receipts	£ 49.99
Total Payments	£ 4,010.67	Total Payments	£ 4,584.30
Balance C/fwd	£15,774.15	Balance C/fwd	£11,209.84

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

Action: Clerk/RFO.

- 8. **Quotes:**

- Church Clock: Update on whether any further work required: No update. **Action: Cllr. FF.**
- Playdale: Consider/approve quote for either replacement rope or net: *See above 17/112 – 8.3.* **Action: Chairman Cllr. RF.**
- Dog Bag Dispensers: It was **RESOLVED** that:
 - The Parish Council would not purchase any dog bag dispensers.
- Electricity Supplier: Contract due for renewal on 30 November 2017: New quotes required for 2017/18: Clerk to obtain quotes in time for consideration at the next meeting. **Action: Clerk.**

9. **Bank Signatory:**

- Scottish Widows - Clubs & Associations 7 Day A/c – Interest account - Update on change of signatory: C/fwd., pending clarification of Cllr. KC.
- Barclays Bank Ltd: Cllr. AB would arrange to meet Cllr. FF in order to complete the form and attend Barclays Bank Plc., with identification. **Action: Cllrs. FF and AB.**

- **M.P.C.256 (07): Scottish Widows Bank Plc. – Transferring you savings account to Lloyds Bank Plc:** Planned changes noted (transfer planned for 1 October 2017).

10. **End of Year Accounts 31 March 2017:**

- Internal Auditor Report: To consider/approve any action from report: It was **RESOLVED** to accept the report with no actions or recommendations.
- BDO – External Auditor - Completion of Audit - Consider/approve action: The Clerk/RFO had responded to queries raised and BDO had indicated that the audit can be completed, awaiting report. BDO has advised of its intention to qualify the audit for the following reason:
 - “Issue 5356 raised last year and answered YES this year to question 4 section 1.
 - The inspection period for the exercise of electors' rights which occurred during the year did not include the first 10 working days of July as specified in the Accounts and Audit Regulations 2015, which for last year was from the 1st to the 14th July 2016. The Accounts and Audit Regulations 2015 para 15(b) state that the inspection period for the exercise of electors rights must include the first 10 working days of July. The smaller authority has not complied with the Accounts and Audit Regulations 2015.
 - As this rolls into the current year we are auditing, by ticking yes to question 4, you stated that you had correctly treated the inspector's rights period within the year which was not correct therefore the audit has been qualified”.

11. **Budget 2018/19:** Parish Council to start the budgeting process.

• **10.2: PLANNING:**

1. **New Applications:**

- C.D.C. – Public Protection and Development Management – Town and Country Planning Act 1990 Consultation – Planning Application – Application No: 17/01346/F – Applicant's Name: Mr R. Pereire – Proposal: Re-clad the existing building envelope and form additional access doors – Location: Merton Grounds Farm Langford Lane Merton Bicester OX25 2NS – Parish(es): Merton – Rec/d 7.7.17 – Response by: 26.7.17: No objections or observations.
- C.D.C. – Public Protection & Development Management – Town and Country Planning Act 1990 Consultation – Planning Application – Application No: 17/017550/CLUE – Applicant's Name: Mr & Mrs D O'Neill – Proposal: Certificate of Lawfulness of Existing Use for occupation of dwelling house not ancillary to Merton Stud in breach of condition 7 of CHS.528/90 – Location: Merton Stud Merton Bicester OX25 2NF – Parish(es): Merton – Rec/d 9.9.17: No objections or observations.

2. **Decision Notices:**

- None. C.D.C. – **NOTICE OF DECISION** – Town and Country Planning Act 1990 (as amended) – Application No: 17/01346/F – Applicant's Name: Mr Andrew Banks – Proposal: Re-clad the existing building envelope and form additional access doors – Location: Merton Grounds Farm, Langford Lane, Merton, Bicester OX25 2NS – Parish(es): Merton – **PERMISSION FOR DEVELOPMENT SUBJECT TO CONDITIONS** – Date of Decision: 17 August 2017 – Rec/d 21.8.17.
- C.D.C. – **NOTICE OF DECISION** – Town and Country Planning Act 1990 (as amended) – Application No: 17/01208/F – Applicant's Name: Mr & Mrs A C Evans – Proposal: Erection of new detached dwelling with ancillary garage and garden room/studio buildings – Location: 3 Church Close, Merton, Bicester OX25 2NB – Parish(es): Merton – **PERMISSION FOR DEVELOPMENT SUBJECT TO CONDITIONS** – Date of Decision: 18 August 2017 – Rec/d 23.8.17.

3. **Appeal Notice:**

- None.

4. **Withdrawal Notices:**

- None.

5. **Planning Issues:**

- Planning Notices: Update on responsibility and requirements: The case officer in charge of the application is responsible for putting up and removing site notices but I believe if it's an agricultural application, the applicant is sent the notices to put up themselves. The usual time for them to be displayed is 21 days.
- C.D.C. – Strategic Planning & The Economy – Notification of C.D.C. Planning Policy Consultation – Partial Review of the Cherwell Local Plan 2011-2031 (Part 1): Oxford's Unmet Housing Need – Availability of Proposed Submission Document for Inspection – Documents available from Monday 17 July 2017 and comments should be received by no later than 5pm on Tuesday 29 August 2017: No comments.

Action: Clerk.

17/115 **IMPORTANT:**

• **11.1: CLERK/RFO:**

- 1. **Job Description/Contract:** Approval and signing C/fwd subject to auto-pension enrolment and policies as listed in contract/description (*below*):
- 2. **Auto Pension Enrolment:** Chairman Cllr. RF to follow up.
- **HMRC:** Registration and application for exemption from PAYE and NI: It was **RESOLVED** that:
 - Based on the Clerks combined earnings the Parish Council does not need to register for PAYE and NI.

Action: Chairman Cllr. RF.

- **11.2: ANNUAL REVIEW OF DOCUMENTS:**
- **Risk Assessments:**
- **Play Area:** To look at previous review discussion regards sign: C/fwd.

Action: Cllr. FF.

17/116 ACTION:

- **12.1: Emergency Plan:**
- Update on 'Public Access' document for website and flyer. **Action: Cllr. FF.**
- Community defibrillator: To consider/approve provision of: Update on application to the SSE Resilience Fund. **Action: Chairman Cllr. RF.**
- **12.2: Merton Woodland:**
- 'SPARK' Grant Application: The MWCG is in receipt of the grant.
- Merton Woodland Community Group: Constitution and agreement between PC and MWCG: To be considered/approved: C/fwd.
- Woodland 'Public Access' notice: Update on publication of document: C/fwd. **Action: Chairman Cllr. FF.**
- **12.3: Proposed Application for a 20mph Limit:**
- Update:
- O.C.C. Repositioning of 30mph limit: Clerk to follow up with County Cllr. Dan Sames. **Action: Chairman Cllr. RF and Clerk.**
- **12.4: Network Rail:** There is no update between Merton and Charlton, noted that the road has been patched in places. **Action: Chairman Cllr. RF and Cllr. FF.**
- **12.5: House Numbering through Merton Village: Update on the legalities:** It was **RESOLVED** that:
- Advice would be sought from C.D.C.
- A letter, to commence consultation with the village, would be drafted ready for consideration at the next meeting.
- Proposals to be discussed at next meeting. **Action: AB.**
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- **12.6: Green Space at The Butts, Merton, Oxfordshire OX25 2NN:** Mr Alsop had advised the PC that the land had been sold previously. As this was no longer a matter for the PC the Clerk was tasked with removing from the agenda. **Action: Clerk.**

17/117 ADVICE:

- **13.1: Correspondence/Emails:**
- **MPC256(05):** John Howell OBE MP – Neighbourhood Planning – “previously I have used the September Parliamentary recess to visit many communities and especially to meet with Parish Council representatives; a valuable way for me to keep in touch. Rather than wait for this time each year I would like to set up a rolling programme of meetings and would welcome a call to set something up with of you” – please contact if you wish to arrange a meeting: The PC currently has no questions to raise.
- **MPC256(06):** C.D.C. – Strategic Planning & The Economy – Notification of C.D.C. Planning Policy Consultation – Partial Review of the Cherwell Local Plan 2011-2031 (Part 1): Oxford's Unmet Housing Need – Availability of Proposed Submission Document for Inspection – Documents available from Monday 17 July 2017 and comments should be received by no later than 5pm on Tuesday 29 August 2017 – Rec/d 14.7.17: See above 17/114 – 10.2 – 5.
- **MPC257(06):** O.C.C. – Waste Management Team – Changes to DIY Charging at Household Waste Recycling Centres from Sunday 1 October 2017 the DIY 1,2,3 for free scheme (in place for 15yrs) is being replaced by a small fixed fee per item. Details can be found online at www.oxfordshire.gov.uk/chargeablewaste: Poster for notice board and advertised on website.
- **MPC257(07):** University of Oxford – The curiosity Carnival – a free community event on Friday 29 September 2017 – Notice for notice board - Rec/d 4.9.17: Poster for notice board. **Action: RL.**

17/118 MARKETING: None.

17/119 MATTERS FOR REPORT:

- **14.1:** To report on Matters of information or discussion at the next meeting.
- **Matters of Information:**
- C.D.C. – Business Rates account reference change: New Business Rates System no action required.
- **Matters for further Discussion:**
- Thames Water planned road closure between Merton and Ambrosden: Clerk tasked with contacting Thames Water to establish why the Parish Council/village has not been informed of the planned closure. **Action: Clerk.**

17/98 DATE and TIME OF NEXT MEETING:

- **15.1:** Monday 16 October 2017 held at 7.30pm in Merton Village Hall: Confirmed.

There being no other business the Chairman closed the meeting at 9.30pm..

Draft Minutes subject to Confirmation.

DRAFT