

MERTON PARISH COUNCIL M2/18

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MINUTES OF THE MEETING OF MERTON PARISH COUNCIL
HELD IN MERTON VILLAGE HALL AT 7.30P.M.
ON 19 FEBRUARY 2018.

PRESENT:

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

IN ATTENDANCE: Tracey Charlesworth (Clerk/RFO); three guests from 'The Manor' formally 'Manor House Nursing Home' and six members of the public.

18/19 **APOLOGIES:** Accepted from:-

- 1.1: None.

18/20 **INTERESTS:**

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

18/21 **PUBLIC PARTICIPATION: (7.30pm to 7.45pm):**

- 3.1: All were welcomed; given that there were guests present from The Manor; participation was encouraged during the presentation, there were no other matters raised.

18/22 **GUEST:**

- **4.1: Manor House Nursing Home:** The three guests were welcomed; they introduced themselves as Hugo (owner); Sara (Registered Manager) and Georgie (PH Core Management Ltd). The Manor was purchased in March 2017; it was changed from a Nursing to a 'Residential Care' Home with a structure of carers; the majority of residents have been rehomed; there are currently twenty residents with proposals to scale down from the previous seventy-six to fifty-eight beds (licensed for one hundred and two) offering accommodation for singles or couples; proposed costs £800 - £1,000 per week (there will be a choice of size of room within that cost range); they are in a position to take new residents now and can also provide a few weeks of respite care; C.D.C. will impose an age limitation; all care homes are subject to 'Ofsted' CQC checks. They are open to suggestions for its plans for the future:-
 - To return the business to profitability;
 - Look at EMI Care;
 - To submit planning to Cherwell District Council; draft plans were discussed (Listed building);
 - Form a stronger link with the community; residents can engage with the community through activities; ideas: - possibility of using the garden lodge as a community café; venue for the village film show; links with the children (experience for children and adults alike); amenities that could benefit residents i.e. Merton Woodland and the recreational area (the Home has its own minibuses); create more paid and volunteer jobs (offering accommodation on the refurbished second floor).
 - Timescale: First phase; to apply for planning permission; complete works to the ground floor; move residents from the first floor to ground floor; carry out works to the first floor.
 - They would look at integrating the Parish Council Emergency Plan with any emergency plans that the Manor has or is making.

The Parish Council thanked them for taking the time to attend the meeting and respond to questions; left 8.30pm.

18/23 **MINUTES:**

- 5.1: It was **RESOLVED** that the minutes of the Meeting of:
- Merton Parish Council held on 15 January 2018 at 7.30pm are carried forward to the next meeting.
- **Publication of 'Draft' Minutes:** In accordance with the Transparency Code Para 29: '*Smaller authorities should publish the draft minutes from all formal meetings (i.e. full council or board, committee and sub-committee meetings) not later than one month after the meeting has taken place. These minutes should be signed either at the meeting they were taken or at the next meeting.*'

Action: Clerk.

18/24 **VACANCY/CO-OPTION FOR A PARISH COUNCILLOR:**

- **6.1: Vacancies for three Parish Councillors to be filled by co-option:** Four members of the parish were present to express an interest in becoming co-opted members of the Parish Council. It was **RESOLVED** that:
- Lucy Katz was co-opted; having previously expressed an interest the Clerk had provided the 'The Register of Interest' which was completed; Clerk to submit to C.D.C. The 'Declaration of Acceptance of Office' was completed and witnessed by the Clerk.
- David Richardson was co-opted: Clerk to provide documents; 'The Register of Interest' to be completed and returned to the Clerk to submit to C.D.C. and the 'Declaration of Acceptance of Office' to be completed and witnessed before the next meeting.
- Joanna (Jo) Copping was co-opted: Clerk to provide documents; 'The Register of Interest' to be completed and returned to the Clerk to submit to C.D.C. and the 'Declaration of Acceptance of Office' to be completed and witnessed before the next meeting.
- Should another vacancy occur; following C.D.C. procedure that a vacancy notice has been displayed for fourteen days and it has given permission to co-opt then the Parish Council can fill the vacancy by co-option.

Action: Clerk.

18/25 **DISTRICT/COUNTY COUNCILLOR(S):**

- No report.

18/26 **PRIORITY:**

- **8.1: Cleaner:**
 - Review of Contract and Job Description: Cllr. FF met with the Bookings Clerk to discuss a more effective way of running the hall; as a result and with the approval of councillors by email, a letter was sent confirming termination of post with effect from 28 January 2018; explaining the reasons why and thanking them for past services. It was **RESOLVED** that:-
 - Effective from 28 January 2018 the village hall cleaner would also act as the Bookings Clerk for the village hall bringing the two roles together. The Parish Council would provide two separate contracts; the cleaning contract/job description was reviewed further to previous amendments M1/18 – 18/09 – 9.1:
 - Para 13: Delete.
 - Para 15: Remove 'key holder' and replace with 'Chairman'.
 - Job Description: Addition of:
 - Check and clean as necessary cooker/oven and cupboards.
 - Check and empty play area rubbish bin into village hall green bin.
 - Clerk to amend and email to councillors for consideration/approval at the next PC meeting.
 - Chairman Cllr. AB to collect any village hall/parish council keys from previous Bookings Clerk.
 - Website and Parish Magazine to be updated with contact details.
- Action: Councillors and Clerk.**
- Noted that the microwave was not working; Cllrs. FF and PM to look at.
- Action: Cllrs. FF and PM.**
- **8.2: Meter Reading:** Meter reading to be submitted by Clerk/RFO: Day 62478 – Night 26215 – Total 88693.
- Action: Clerk/RFO**
- **8.3: Emergency Lighting:** C/fwd.
- Action: Cllr. FF.**

18/27 **PLAYGROUND/RECREATIONAL AREA:**

- **9.1: Football Clubs (FC):**
 - Hiring Agreement: Cllr. RL to follow up (*see also 18/29 – 4 below*).
 - Chairman Ashton Villa: No response.
- Action: Cllr. RL.**
- **9.2: Allotments:**
 - Allotment No's: 1/2/4/6: The vacancies had been brought to the attention of Ambrosden Parish Council. The Clerk/RFO had received three applications for allotments and 'Tenancy Agreements' had been sent. Mr Stubbs; present at the meeting; made a request for a second allotment; it was **RESOLVED** that:
 - The Clerk sends a 'Tenancy Agreement' for a second allotment.
- Action: Clerk.**
- Allotment No's: 9/10: It was **RESOLVED** to accept the Notice of Termination served on 19 January 2018: Vacancies to be advertised.
 - Shed(s): The Parish Council would have to consider if the use of the recreational ground as a football pitch would effect a decision to permit sheds on the allotments: C/fwd.
 - Extension of Allotment Area: In considering whether or not the size of the allotments is affecting the letting it was **RESOLVED** that:
 - The Clerk writes to the existing allotment holders to ask if they would want a larger plot rent would go up accordingly (compare allotment sizes and rentals with neighbouring villages);
 - Current allotments are measured.
- Action: Cllr. FF and Clerk.**
- **9.3: Play Area:**
 - Smaller Frame: Update on caps: To collect.
 - Interim Inspection Report: Cllrs. FF and PM carried out an interim inspection (to be provided for records): Items were established for replacement or repair including one replacement rope to address issue raised in Annual Inspection Report. Order for parts had been approved by email and placed with Playdale Playgrounds Ltd.
- Action: Cllrs. FF and PM.**
- Large Multiplay Unit: *See above.*

18/28 **URGENT:**

- **11.1: Actions from Previous Meetings:** Tasks completed as per minutes or c/fwd.

18/29 **PRIORITY:**

- **12.1: FINANCE:**
- 1. **Accounts for Payment agreed prior to the meeting**
 - None.
- 2. **Accounts for Payment:** It was **RESOLVED** to approve the following payments:-

	Amount	Cheque No:	Details
Clerk	£160.23	101414	Clerk's Pay/Exp. Dec 2017.
Playdale Playground Ltd.	£239.10		Order for playground equipment: The Clerk/RFO was not in receipt of an invoice. It was RESOLVED that:- the invoice was authorised for payment upon receipt if

			it arrived prior to the next meeting.
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Action: Clerk/RFO.

3. Receipts Received:

- Allotment Rent – Allotment No's: 9 and 10 - £34.00 2016/17 and 2017/18.

Action: Clerk/RFO.

4. Receipts Due:

- Village Hall Petty Cash – December 2017:
- Caravan Hire £220.00 cash - £390.00 cheques: Verified by Cllr. PM.
- Allotment: Outstanding rents: No response to further reminder letter for Allotment No. 5.

Action: Clerk/RFO.

- Village Hall- Update on outstanding:-
- FC bookings: Clerk/RFO prepared and emailed account details and diary dates to councillors and contact details to Cllr. RL as previously agreed (see 18/27 – 9.1. above).

Action: Cllr. RL.

5. Bank Reconciliation (attached): It was RESOLVED to:

- Accept and approve the Bank Reconciliations and 1.10.17 – 31.12.17 (Issue Date: 16.1.18) and 1.1.18 – 16.1.18 (Issue Date 16.11.18): Checked against bank statement.

Balance B/fwd	£	14,081.74	Balance B/fwd	£	11,381.00
Total Receipts	£	533.07	Total Receipts	£	565.13
Total Payments	£	3,233.81	Total Payments	£	435.09
Balance C/fwd	£	11,381.00	Balance C/fwd	£	11,511.04

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

- **VAT Claim:** Clerk/RFO to process claim.

Action: Clerk/RFO.

8. Quotes:

- Church Clock: Update on whether any further work required: Cllr. FF to make enquiries with M.P.C.C. with regards to providing a replacement ladder; if not, to look into the possibility of the MOD or Bicester Fire Brigade using it as practice.

Action: Cllr. FF and PM.

- Multiplay Unit: Consider/approve quote for either replacement rope or net: (See above 18/27 – 9.3).
- Grass Cutting Contract 2018/19: The PC had received a quote from the current contractors to continue for the year 2018/19 at last year's prices. It was **RESOLVED** to:
- Accept and approve the quote for 2018/19 and reinstate the contract, on a rolling two year contract, based on last year's quote; they had provided a satisfactory service and met specific requirements with regards to the Woodland.
- Clerk to amend contract accordingly; to forward to Cllr. FF to amend woodland cutting requirements as per last year;
- Clerk to forward to the contractors, once amended, accepting the quote for 2018/19.
- Discussion took place around the need to monitor the grass cutting costs i.e., reduction in cutting (this is weather dependent) or an increase in revenue to warrant the costs; on this basis councillors to generate ideas for discussion to increase revenue at next meeting; Cllr. LK would look at marketing along with Steve Kelly.

Action: Cllr's. FF; LK and (Volunteer SK) and Clerk.

9. Bank Signatory:

- Scottish Widows - Clubs & Associations 7 Day A/c – Interest account - Update on removal of signatories: Scottish Widows had written to advise that:
- Kay Crowden, Rachel Foord and John Whittaker have been removed as signatories on the account.
- Chairman Cllr. AB is added as a new signatory on the account. Clerk to follow up.

Action: Clerk.

- Barclays Bank Plc: Update on removal of signatories: This had not been processed as Barclays had requested further information from Cllr. FF.

Action: Cllr. FF.

10. Budget 2018/19: Update on the discussion for a contribution to the Woodland: Ambrosden Parish Council advised that its budget for 2018/19 had already been fixed.

12.2: PLANNING:

1. New Applications:

- C.D.C. – Development Management - Town And Country Planning Act 1990 Consultation - Application: Application No: 17/02437/F Applicant's Name: Mrs Lyn Reynolds Proposal: Erection of 1 No. two bedroom dwelling to side of existing house and single storey rear extension to existing house. Location: 10 Otmoor View Merton Bicester OX25 2NL - Parish(es): Merton: It was **RESOLVED** that:
- The Parish Council had no objections and the following observations: That the annex is restricted to remain as an annex to the existing building and not sold as a separate dwelling.
- C.D.C. – Development Management - Town And Country Planning Act 1990 Consultation - Application: Application No:17/02461/REM – Applicant's Name: Graven Hill Dev. Co – Proposal: Reserved Matters to application 16/01802/OUT – Proposed details of Graven Hill; plots 159-165 – Location: Wave 3 Plot 159 to 165 Graven Hill Circular Road Ambrosden – Parish(es): Ambrosden: Cllr. FF to take DVD to look at proposals in more details; councillors encouraged to look on website in order to decide if this has any impact on Merton. It was noted that further development in Ambrosden and Bicester needs monitoring.

2. Decision Notices:

3. Appeal Notice:

➤ None.

4. Withdrawal Notices:

➤ C.D.C. – Public Protection & Development Management – Withdrawal of Planning Application – Application No: 17/01923/F – Proposal: Erection of one agricultural workers dwelling and retention of temporary agricultural workers dwelling – Location: Brashfield Merton Bicester OX25 2NF: Noted.

5. Planning Issues:

- O.C.C. – Communities - At the meeting of the County Council's Planning and Regulation Committee on 16th October 2017, it was resolved that a consultation be carried out on a proposed update to the Local List of Information Requirements for validation of planning and related applications - The draft updated Local List can be viewed on the County Council's planning applications website <http://myeplanning.oxfordshire.gov.uk> using reference no: LL.0088/17. The consultation period formally commences on 09/02/18 and will run until 02/03/18: Council to look at document in more detail.

Action: Councillors and Clerk.

- **12.3: DATA PROTECTION REGULATIONS:** The Clerk advised the Parish Council that the new DPR come into force on 25 May 2018: Cllr. FF agreed to look at in more detail to establish what the Parish Council needs to do to be compliant.

Action: Cllr. FF.

18/30 **IMPORTANT:**

- **12.1: CLERK/RFO:**

1. **Job Description/Contract:** Approval and signing C/fwd subject to auto-pension enrolment and policies as listed in contract/description (*below*):

➤ Review of Contractual Hours: Clerk to re-send comparative hours.

2. **Auto Pension Enrolment:** This was considered at some length; it was assumed that the Parish Council has an obligation and can make a decision to contribute to a pension scheme if not eligible for auto enrolment and opts in; the process of being provided information and a staging date/deadline to enrol had been provided some time ago but, resolved not to act on by previous council members; the Clerk's understanding was that, the Parish Council was required to enrol on to the Auto Pension website; put in place a pension scheme that should be formally offered to employees of the council should they not qualify for auto-enrolment, giving them the option to opt in or out of the scheme. It was **RESOLVED** that:

3. The Parish Council did not consider this matter a priority given that the Clerk/RFO would not qualify for auto enrolment as she was below the pay level and when asked if she was given the option to opt in or out of a pension scheme she expressed that she would not wish to opt in.

- **12.2: ANNUAL REVIEW OF DOCUMENTS:**

- **Risk Assessments:**

➤ **Play Area:** To look at previous review discussion regards sign: No update. Cllr. FF had been looking at signs but had not obtained costings.

Action: Cllr. FF and Clerk.

18/31 **ACTION:**

- **13.1: Emergency Plan:**

➤ Update on 'Public Access' document for website and flyer: The Public Access document has been uploaded to the website.

Action: Cllr. FF.

➤ Community defibrillator: To consider/approve provision of: Update on application to the SSE Resilience Fund: There was no update on funding. Cllr. FF to establish if the Manor has a defibrillator.

Action: Cllr. FF.

- **13.2: Merton Woodland:** Merton Woodland Community Group:

- Volunteers had met on site on 18 February 2018 to put in place, on varying trees, twenty-eight bird boxes of varying designs; two bat boxes all constructed by Mr Bottrell and four bird boxes that had been donated.

- Aim to make Charlton-on-Otmoor School aware that the Woodland can be used as a learning facility.

Action: Cllr. FF.

- **13.3: Proposed Repositioning of 30mph limit:** O.C.C. advised that this would be a Highways matter.

Action: Cllrs. FF and AB.

- **13.4: House Numbering through Merton Village:**

➤ Advice from C.D.C: C.D.C. advised that the name 'Main Road' remains and they would put signs along the road at their costs. Given the complexity of the matter i.e., the Parish Council would propose that it was 'Main Street' not 'Road'; consent would have to be sought to add 'Main Street/Road' to an address; numbering etc., further investigations would be made before a decision is taken.

➤ Draft Letter: C/fwd pending the above.

➤ Proposals. House numbering pending the above.

Action: Chairman Cllr. AB.

18/32 **ADVICE:**

- **14.1: Correspondence/Emails:**

- **M.P.C.261 (01)** C.D.C. – Springclean 2018! Chairman Cllr. AB has volunteered to organise; he will be point of contact for C.D.C.

Action: Chairman Cllr. AB

- **Email:** Oxford-Cambridge Expressway - Call for Public Inquiry: CPRE: 19 February 2018 - call for a Public Inquiry into the Oxford-Cambridge Expressway and Growth Corridor: It was **RESOLVED** to:-

- Respond in support for demand for a public enquiry to the County Councillor; three District Councillors and MP.

Action: Clerk.

18/33 **MARKETING:** None.

18/34 **MATTERS FOR REPORT:**

- **16.1: To report on Matters of information or discussion at the next meeting.**
- **Matters of Information:**
- Cllr. R. Leaver tendered his resignation with effect of this date: Clerk to advise C.D.C. Cllr. FF on behalf of the Parish Council and the majority of residents of Merton thanked him for the time and effort that he had put into the village. The Parish Council considered his knowledge of the village immensely valuable and would be grateful for any advice he was able to offer; he would still attend meetings.
Action: Clerk.
- **Matters for further Discussion:**
- Otmoor Liaison Meeting: Proposal by Piddington Parish Council to hold a liaison meeting to include local parish councils: Merton has agreed to host; date agreed 27 February 2018: Cllr. FF to make arrangements.

18/35 **DATE and TIME OF NEXT MEETING:**

- **17.1:** Monday 19 March 2018 held at 7.30pm in Merton Village Hall:

There being no other business the Chairman closed the meeting at 11.06pm.

Draft Minutes subject to Confirmation.

Minutes approved on 19.3.18 – M3/18 – 18/39 – 4.1 with amendments.