

MERTON PARISH COUNCIL M3/18

1

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

PRESENT:

- Chairman Cllr. A. Bradley (AB)
- Vice Chairman: Cllr. F. Foxon (FF):
- Cllrs: P. Murphy (PM):
- D. Richardson (DR)
- L. Katz (LK)

IN ATTENDANCE: Tracey Charlesworth (Clerk/RFO); two parishioners and District Cllr. D. Hughes.

18/36 **APOLOGIES:** Accepted from:-

- 1.1: None.

18/37 **INTERESTS:**

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

18/38 **PUBLIC PARTICIPATION: (7.30pm to 7.45pm):**

- 3.1: No matters raised.

18/39 **MINUTES:**

- 4.1: It was **RESOLVED** that the minutes of the Meeting of:
- Merton Parish Council held on 15 January 2018 at 7.30pm were carried forward to the next meeting for approval.
- Merton Parish Council held on 19 February 2018 at 7.30pm were read, agreed and signed as a correct record with the following amendments:
- 18/22 – 4.1: End of the first bullet point 'Ofsted' is replaced with 'CQC'.
- 18/22 – 4.1: Fifth bullet point; first line 'to' be removed.
- 18/27 – 9.2: Sixth bullet point; 'The Clerk writes to the existing allotment holders to as' the last word should read 'ask'.
- Clerk to upload to website; copy to be put on the notice board. Mr Leaver offered to put abbreviated versions of the minutes in the 'Parish Matters' (Clerk to provide copy of the minutes).
- Cllr. LK to contact the editor of the 'Parish Matters' to request that the Parish Council website is advertised and also a note stating that the minutes are posted on the notice board.

Action: Cllr. LK and Clerk.

18/40 **VACANCY/CO-OPTION FOR A PARISH COUNCILLOR:**

- 5.1: **Co-option:** Cllrs. JC and DR completed 'Register of Interests'; Clerk submitted to C.D.C. and signed their 'Declaration of Acceptance of Office', witnessed by the Clerk, prior to the meeting.
- 5.2: **Vacancies for one Parish Councillor to be filled by co-option:** The Clerk had received confirmation, today's date, to fill the vacancy by co-option (as the Parish Council has an election within 6 months, an election cannot be called the Parish Council can co-opt for the period until the scheduled elections in May); Applicant Mr Steve Kelly confirmed that he had lived within three miles of the parish prior to moving into the village in 2017. It was **RESOLVED** to:
- Co-opt Mr Steve Kelly: Clerk to forward 'Register of Interests' form (to be submitted to C.D.C.) and Welcome Letter along with relevant documents and to arrange for the 'Declaration of Acceptance of Office' to be signed and witnessed.

Action: Clerk.

18/41 **PARISH COUNCIL ELECTIONS 3 MAY 2018:**

- 6.1: Timetable of events:
- Notice of Election: to be published by Tuesday 27 March and must be displayed in the Parish (Chairman Cllr. AB to put on notice board);
- Nominations: Can be submitted from 28 March to 6 April between 10am and 4pm. An appointment system will be in operation; they must be delivered by hand to Bodicote House and must be submitted no later than 4pm on 6 April (statutory deadline that cannot be extended). Cllr. LK offered to collect and deliver all nominations.
- Good Friday and Easter Monday fall in the middle of the nomination period and Bodicote House will be closed on these days.

Action: Chairman Cllr. AB; Cllr. ~~LKK~~ and Clerk.

18/42 **DISTRICT/COUNTY COUNCILLOR(S):**

- 7.1: District Cllr. DH reported as follows:
- The full Council meeting covered the 'Oxford Housing Need' and the 'Oxford Growth Strategy'; which can be viewed on webcast through the C.D.C. website.
- The council, whilst not agreeing as a council, is submitting its plans to meet the Housing Need and Growth Strategy to the Inspector to resolve.
- Future plans are to look at a 'Garden City' masterplan and at how to improve the centre of Bicester.
- The land off of the Oxford Road has been granted planning permission.

18/43 **VILLAGE HALL:**

- 8.1: **Cleaner:**

- Review of Contract and Job Description: The Clerk had made the amendments as previously agreed. It was **RESOLVED** to:
 - Add the 'fridge' to item number seven of the job description.
 - To carry forward the 'contract' until the Parish Council has clarity with regards to employment status;
 - Cllr. LK to take advice from an HR Specialist with regards to the proposed 'zero hour' contract; self-employment and also the Clerks contract;
 - Chairman Cllr. AB to contact HMRC to clarify if the Parish Council is registered.

Action: Chairman Cllr. AB and Cllr. LK.
- **8.2: Bookings Clerk:**
 - Review of Contract and Job Description: Circumstances have changed since the previous meeting and the proposal to combine the two roles will now not happen. **RESOLVED** that:
 - The role of 'Bookings Clerk' will be taken on by Wendy Meads: a booking form has been devised and a price structure has been agreed; the 'Hiring Agreement' needs to be revised; contact details to be amended on website and in Parish Matters.

Action: Cllr. FF and Clerk.
- **Meter Reading:** Meter reading to be submitted by Clerk/RFO: Day 63276 – Night 26292 – Total 89569.
Action: Clerk/RFO
- **8.3: Emergency Lighting:** C/fwd.
Action: Cllr. FF.

18/44 **PLAYGROUND/RECREATIONAL AREA:**

- **9.1: Football Clubs (FC):** (See 18/46 – 11.1 – 4 below).
 - 'Cavaliers Rugby Club' (Rugby League) have viewed the facilities and have expressed an interest. They are currently preparing a document to present to the Parish Council:-
 - Parish Council to consider document;
 - Look at the fixtures list and attend a game and meet team.
 - Look into the possibility of having a bar license.
 - Drones: Responding to a complaint about drones being regularly flown on the recreational area; Cllr. PM had spoken to the person concerned and advised that the land is owned and maintained by the Parish Council. He established that the person is the Chairman of an Oxfordshire FPV Racers club and would be interested in using the facility for events. It was **RESOLVED** to:
 - Invite the Chairman to a Parish Council meeting in order to discuss the matter further.

Action: Cllr. PM.
- **9.2: Allotments:**
 - Allotment No's: 1/2/4/6/10: One signed 'Tenancy Agreement' returned; allotment No: 1 is now vacant again, as the applicant has taken up the option of having two allotments side by side, No's: 9 and 10; No: 6 is also vacant providing all the agreements sent out are signed and returned.
 - Chairman Cllr. AB to measure existing allotments and clearly number.
 - SK to respond to a 'Facebook' enquiry for land for growing flowers to establish what sort of area of land is required.

Action: Chairman Cllr. AB and SK and Clerk.
- Extension of Allotment Area: C/fwd.
Action: Clerk.
- **9.3: Play Area:**
 - Smaller Frame: Update on caps: To collect.
 - Interim Inspection Report: Interim inspection report to be completed once repairs have been carried out, weather permitting. One of the items had been returned, incorrect, and a credit note has been received, the correct part will be sent out free of charge.

Action: Cllrs. FF and PM.
- Large Multiplay Unit: See above.
- Purchase of Sign: C/fwd.
Action: Cllr. FF.

18/45 **URGENT:**

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

18/46 **PRIORITY:**

- **11.1: 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	£169.26	101421	Clerk's Pay/Exp. January 2018 (see below 18/47 – 12.1).
Playdale Playground Ltd – Inv. No: 0000030620	£147.70	101417	Order for playground equipment: Invoice presented ££239.10 – Credit note provided for pinball plunger £91.40 inclusive VAT – leaving £147.70 to pay against invoice.
O.A.L.C. (Oxfordshire Association of Local Councils) – Inv. No: M00194/2018	£135.06	101416	Annual Subscription 2018/19

L. Katz	£35.00	101418	Reimbursement of £35.00 payment for Registration with the Information Commissioner.
K. Crowden	£50.00	101419	Expenses for removal of rubbish to recycling site as approved on 16 May 2016 – M6/16 – 16/73 – 9.3. Chairman Cllr. AB to deliver by hand along with letter.
Oxford Green Belt Network	£15.00		Annual Subscription – RESOLVED not to approve membership.
F. Foxon	£120.96	101420	Reimbursement/Barstows x 2 £7.18/Screwfix £34.97/LightBulb Co. £51.31/Safeshop £27.50

3. **Receipts Received:** **Action: Clerk/RFO.**
- Allotment Rent – Allotment No's: 4 - £10.00 2018/19. **Action: Clerk/RFO.**
4. **Receipts Due:**
- Village Hall Petty Cash – January/February 2018: None presented.
 - Allotment: Outstanding rents: No response to further reminder letter for Allotment No. 5. **Action: Clerk/RFO.**
 - Village Hall- Update on outstanding:-
 - FC bookings: It was **RESOLVED** to:
 - Write off the £140.00 outstanding by the end of March 2018: The Parish Council had pursued this matter as far as it could.
 - Village Hall Hiring: **RESOLVED** to:
 - Write off the outstanding hire charge of £30.00. **Action: RFO.**
5. **Bank Reconciliation (attached):** It was **RESOLVED** to:
- Carry forward approval for the Bank Reconciliation 1.1.18 – 16.2.18 (Issue Date 16.2.18):
6. **Precept Comparison/Financial Report/VAT Claim:** It was **RESOLVED** to
- Carry forward approval;
 - To look at methods of simplifying the accounts (*see below 18/47 – 12.1*).
 - **VAT Claim:** Claim submitted. **Action: Parish Council and Clerk/RFO.**
7. **Quotes:**
- Church Clock: Having sprayed the clock workings with WD40 it is now reported to be running slow. **Action: Cllr. FF and PM.**
 - Grass Cutting Contract 2018/19: Revision of contract carried forward; in order to reduce costs it was **RESOLVED** that-
 - The cutting length of the recreational area would be maintained at 100mm. **Action: Cllr. FF and Clerk.**
 - Play Area: Cllr. FF to approach the beer festival to see if they would help with a proposal to put a permanent surface in. **Action: Cllr. FF.**
 - John Hicks & Associates: It was **RESOLVED** to:-
 - Accept and approve the quote for the Annual Inspection for ten plus items. **Action: Clerk/RFO.**
8. **Bank Signatory:**
- Scottish Widows - Clubs & Associations 7 Day A/c – Interest account – Addition of Chairman:
 - Chairman Cllr. AB had not been added as a new signatory on the account: Form to be completed to add the Chairman as previously agreed.
 - It was **RESOLVED** that Cllr. R. Leaver would be removed as a signatory: **Action: Chairman Cllr. AB and Clerk.**
 - Barclays Bank Plc: Update on removal of signatories: Further information not yet provided. It was **RESOLVED** that:
 - The mandate given to Barclays Bank PLC (the Bank) 1 be amended to remove R. Leaver named in Section 3 so they no longer act as an authorised person; to be signed by the Chairman and one councillor. Clerk/RFO to submit to Barclays on completion. **Action: Clerk/RFO and Cllr. FF.**
9. **Financial Regulations:** Annual Review: It was **RESOLVED** that:
- The current Financial Regulations were approved with no amendments. **Action: Clerk.**
- 11.2: **PLANNING:**
1. **New Applications:**
- None.
2. **Decision Notices:**
3. **Appeal Notice:**
- None.
4. **Withdrawal Notices:**
- None.
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: The Parish Council had no comments.

- **11.3: DATA PROTECTION REGULATIONS:** Cllr. LK had researched further; established that:-
 - The council is required to register with the ICO; Annual Fee of £35.00 (*see above 18/46 – 11.1*).
 - It must be more careful with personal data:
 - There are six headings under which it can hold data; look at historical financial documents i.e., allotments.
 - data must be identified and assigned to a heading;
 - It must rationalize why the data is being held;
 - Obtain consent to hold data;
 - It may be required to appoint a 'Data Protection Officer'.
 - It was **RESOLVED** that:
 - The Parish Council will register with the ICO.
 - That all councillors would set up a generic email address specifically for Parish Council business.
- Action: Cllr. LK.**
- **11.4: ANNUAL REVIEW OF DOCUMENTS:** It was **RESOLVED** that:
 - Effectiveness of Internal Audit:
 - The Review of Internal Audit was accepted and approved with no amendments.
 - The Effectiveness of Internal Audit was accepted and approved with no amendments.
 - The Asset Register was accepted and approved with no amendments.
 - Risk Assessments:
 - Woodland/Volunteers:
 - Public Access to Merton Wood was accepted and approved with no amendments.
 - Volunteers Undertaking Work on Woodland was accepted and approved with no amendments.
 - Allotment: Forms part of the Village Hall Comprehensive Risk Assessment Item 7.5.
 - Parish Council Risk Assessment was accepted and approved with no amendments
 - Village Hall Comprehensive Risk Assessment: Was accepted and approved with the following amendments:-
 - Premises Safety Management – No: 1 – Action Required: to read 'Cupboards, etc. to be checked periodically'.
 - Premises Safety Management – No: 2 – Action Required: to read 'Installation of additional ramp at store room end of Village Hall to be considered when financial resources permit'.
 - Emergency Escape Routes – No. 6.3 Existing Safety Precautions to read 'Regular checks to ensure that emergency doors can be opened easily, that there are no obstructions to escape routes and that emergency exit signs are properly illuminated and remain so in the event of a power failure (with batteries and/or bulbs replaced if necessary)'
 - No. 7.1 – General Cleaning – Action Required to read 'As soon as financial resources permit, the floor ought to be repaired as several tiles have lifted and have had to be taped down, thereby presenting a potential trip hazard'.
 - No: 7.3 – Water Hygiene - Action Required to read: 'During periods when the changing room facilities are hired out, the showers should be run regularly (e.g., once a month) with the water temperature no less than 20°C or greater than 50oC in order to minimise risk of users contracting Legionnaires' Disease. Also, users of the changing rooms to be advised to run the showers at a reasonably high temperature for about 5 minutes before they engage in their intended activities'.
 - Play Field/Play Area: was accepted and approved with no amendments.
- Action: Clerk.**

18/47 **IMPORTANT:**

- **12.1: CLERK/RFO:**
 1. **Job Description/Contract:**
 - Review of Contractual Hours and Contract in relation to Pension Facilities: Having reviewed the comparative hours over the past five years and discussed with the Clerk reasons for increased work load; rather than increase the Clerk/RFO hours the Parish Council, whilst reviewing its costs, would look at ways of maintaining the contractual hours i.e., by councillors sharing the work load (*areas of expertise*), reviewing financial systems, reducing meetings and reviewing the agenda; in order to achieve this smaller groups, utilising areas of expertise, would be formed to put together proposals to be considered at a full council meeting;
 - Minutes: Initially it was **RESOLVED** that the meetings for the year would continue as follows: April; May; July. September; November; January; March.
 - Areas to be covered by groups as follows:
 - Accounts: Financial records; improvements.
 - Communication: Website; general communication; 'Facebook'; parish matters; noticeboard; Data Protection; use of 'googledocs' (Clerk to add as an agenda item).
 - Revenue Streams: Open Spaces; Assets'; Recreational usage (football, rugby etc.) and maintenance; Play area; allotments.
 - Community: Involvement; Home; road safety.
- Action: Councillor and Clerk.**

18/48 **ACTION:**

- **13.1: Emergency Plan:**
 - Community defibrillator: To consider/approve provision of: Update on application to the SSE Resilience Fund: There was no update on funding (*See 18/49 – 14.1 below*).

Action: Cllr. FF.
- **13.2: Merton Woodland:** Merton Woodland Community Group: No update; Clerk tasked with removing from agenda.

Action: Clerk.
- **13.3: Proposed Repositioning of 30mph limit:** To follow up with Highways.

Action: Chairman Cllr. AB.

- **13.4: House Numbering through Merton Village:**
- Advice from C.D.C: No update.
- Draft Letter: C/fwd pending the above.
- Proposals. House numbering pending the above.

Action: Chairman Cllr. AB.

18/49 **ADVICE:**

- **14.1: Correspondence/Emails:**
- **M.P.C.262(01):** SSE communities funding – Email Rec/d 1.3.18: C/fwd.
- **M.P.C.262(05):** Town & Ward Councillor – Ledbury North inc Wellington Heath - Dispute Resolution in Oxfordshire – Rec/d Email 5.3.18: No response.
- **M.P.C.262(06):** Buckinghamshire County Council - Buckinghamshire Minerals and Waste Local Plan Proposed Submission Consultation Monday 5th March to Thursday 19th April 2018: No response.
- **M.P.C.262(07):** RAF Brize Norton Airspace Change Consultation ****Reminder**** - Consultation Period will close on Thursday 5th April 2018 – Email Rec/d 8.3.18: No response.

Action: Clerk.

18/50 **MARKETING:** None.

18/51 **MATTERS FOR REPORT:**

- **16.1: To report on Matters of information or discussion at the next meeting.**
- **Matters of Information:**
- None.
- **Matters for further Discussion:**
- None.

18/52 **MATTERS FOR PARISH NEWS:**

- **17.1:** Matters approved for publication:
- Abbreviated version of minutes.
- Allotment vacancies.
- Notice of Election: to be published by Tuesday 27 March.
- Bookings Clerk (Village Hall): Contact details to be updated.

DATE and TIME OF NEXT MEETING:

- **18.1:** Monday 16 April 2018 held at 7.30pm in Merton Village Hall (See 18/47 – 12.1).

There being no other business the Chairman closed the meeting at 11.20pm.

Draft Minutes subject to Confirmation.

Minutes approved 16 April 2018 – M3/18 – 18/56 – 4.1

Note: The amendment to 18/41 – 6.1 – Action: KC to LK was also approved on 16 April 2018 – M3/18 – 18/56 – 4.1