

THE PARISH COUNCIL OF MERTON M8/2020

MINUTES OF THE MEETING OF THE COUNCIL HELD VIRTUALLY in line with The Local Authorities and Police and Crime Panels (Coronavirus)(Flexibility of Local Authorities and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 AT 19:45 ON 19 OCTOBER 2020

PRESENT: Tony Bradley (Chairman) AB
Steve Kelly, Martin Smith and Gemma Allen. (Councillors) SK/MS/GA

IN ATTENDANCE: T. Charlesworth; (Clerk/RFO); TC
Guest: S. Ward (Traffic Calming Group Representative) and one member of the public.

1. APOLOGIES: Cllrs. Jo Copping, P. Stubbs and Lucy Katz. JC/PS/LK

2. PARISH COUNCIL:

2.1. To Receive Disclosable Pecuniary Interests: None declared.

2.2. COVID-19: Government Guidelines:

- a) Play Area: Remains open; continue to monitor guidelines.
- b) Village Hall: Closed following Government guidelines.

2.3. Emergency Plan: Review: C/fwd. JC

a) Welcome Pack:

3. PUBLIC PARTICIPATION:

a) Flower Show – Contribution towards purchase of Defibrillator: Having reported that the PC had previously deferred the decision to purchase a defibrillator it was **RESOLVED:**

- i. That SW along with another couple of residents would do the background research and costings to present to the PC.
- ii. That GA responded to an email from the Operations Manager of a Heart Charity with regards to a possible £200.00 grant and advised SW.
- iii. Based on costings PC to consider the approval of funding at the next meeting. TC

b) 'Fix My Street': The following were reported:

- i. Street light opposite the 'pub' not working.
- ii. Blocked drains
- iii. Pot hole – Islip end of village.

4. MINUTES: **RESOLVED:**

4.1: That the draft minutes of the Parish Council meeting held on 21 September 2020 were approved to be signed by the Chairman at the next face to face meeting. AB

5. ASSET MANAGEMENT:

5.1: Village Hall:

a) Cleaning Contract/Job Description: Draft document to be discussed with the cleaner in preparation for the next meeting. AB

a) Allotments: Overhanging Tree: Work completed; Clerk to remove from agenda. TC

b) Oxford Cavaliers Rugby League Club:

- i. Village Hall Proposals: The architect had prepared draft plans which had been emailed to councillors prior to the meeting; following discussions it was

RESOLVED:

- That the following was an overview of the PC's preferred proposal.
 - PC supports the Oxford Cavaliers proposal for a dedicated, purpose built standalone building
 - The PC would want to ensure a good location for the new building, which adds to, and enhances the existing village hall via the means of a new and adjoining storage room that would be a shared facility
 - The village hall would require improvements and upgrades to external cladding and flooring, which will likely need separate funding

- ii. Draft Tenancy Agreement: Requirement in order for the rugby league to access funding; it is a small document offering the use of the facility over a fixed ten year term at the cost of £800.00 per annum. SK

RESOLVED:

- That the 'Draft Tenancy Agreement' was approved. SK

6. COMMUNICATIONS

6.1: Website:

a) The Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018:

- i. Website Accessibility Statement: Published on website.
- ii. Hosting upgrade so it is an https domain name – with added security: Completed.

7. COMMUNITY:

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7.1: Planning Applications:

a) Application No: 20/02476/F

Applicant's Name: Mr Richard Hughes

Proposal: Single storey side infill extension

Location: Eden House, West End Lane, Merton, OX25 2NG – Parish(es): Merton –

Expected Decision Level: Delegated

RESOLVED:

- That the Parish Council had no observations or objections to the application.

TC

7.2: Decision Notices:

a) Application No: 20/02165/F

Location: 3 Othmoor View Merton OX25 2NL

Proposal: Two storey side extension

Permission for Development Subject to Conditions – Date of Decision: 5 October 2020

7.3: Planning Matters:

a) Merton Nursing Home: Having established who the owners are it was

RESOLVED:

- To attempt to establish contact. GA
- b) Cherwell Local Plan Review 2040 - Planning for Cherwell to 2040: A Community Involvement Paper: Update on representations: Councillor not present. JC

7.4: Traffic Calming: Report from 'Working Group':

a) Proposal for a survey of traffic: S. Ward was welcomed to the meeting and reported as follows:

- Having extended apologies from Mr F. Foxon, he advised that the group had been very active in the first nine months of its inauguration; having established funding from the PC and a grant from O.C.C. the group found itself short of funding and unable to purchase one 'SID' and enthusiasm faded out; with support from Mr Foxon it is intended to try and reinvigorate the group and hold a meeting and come back to the PC with written proposals and formal report and either one or both of them would attend the next PC meeting to discuss proposals. MS/SW

- Insurance cover for Signs/Risk Assessment: C/fwd. JC

7.5: Parish Magazine/Newsletter/Facebook/Website: Publish:-

- Contact details for 'Fix My Street':

- Traffic Calming update.

- Village Hall: Commitment to OCRLC and COVID-19 prevention of games. MS

7.6: Dog Fouling: Update on stickers: AB had made no progress as C.D.C. Environmental Services have advised that they do not hold a stock of stickers.

RESOLVED:

- That based on the wording from the C.D.C. stickers; an order would be placed through a website supplier. TC

8: FINANCE:

8.1: Receipts: -

a) Petty cash and Bookings:

- May/October 2020: Hall hire income £80.00 banked.

b) Castle Water Ltd – Credit for the period your business was closed during lockdown - £39.06.

8.2: Account for Payment Prior to the Meeting:

a) Recycling Site – Payment under 'Adopt a Site' scheme July 19 – March 2020 - £162.60.

8.3: Accounts for Payment: **RESOLVED:**

That the following accounts were approved for payment:

a) Clerks Pay/Exp. September 2020: £162.98 – Cheque No: 101555.

- i. Overtime 2018/2019 and 2019/2020: Represented in a different format and verified. Overtime 2018/2019 £0.00 – 2019/2020 - £330.71 – Cheque No: 101556.

b) Emergency Work to Leak to Ceiling: (see g) below: Assuming that the leak to the roof is now fixed as there is no leak; AB would endeavour to get the ceiling repaired. AB

c) Grass Cutting – Inv. No's: 4048 - £192.00 (grass cutting recreational area 10.9.2020) – Cheque No: 101557. AB/TC

d) C.D.C. – Inv. No: 7014662 - £ 180.18 – Emptying 3 dog bins @ £1.75 per bin plus 10% admin fee half yearly – Cheque No: 101558. AB/TC

e) Fire Safety Check: £10.00 contribution - M.C.F.P. Ltd - Current Statement of Account from MCFP Ltd - £64.75 – Confirmed that the invoice as a whole was due for payment – Cheque No: 101559. AB/TC

f) Lockforce Ltd - Your Invoice from Lockforce – Inv. No: 641884 - £65.00 – Cheque No: 101560.

AB/TC

g) Emergency Work to Leak on Roof: £420.00 (to be met by the balance of donated monies, £496.00, ring-fenced under the Village Hall Regeneration Fund): No invoice presented.

h) Pest Control - £475.00: Work in progress.

i) Insurance Renewal – **RESOLVED**

- To approve the five year long term agreement at £893.07 – Cheque No: 101561.

j) Website Hosting and HTTP site - £100.00 - £120.00 Incl. VAT – Cheque No: 101562.

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k) Castle Water – Invoice to be presented for payment on receipt.

8.4: Bank Signatories: Barclays had been unable to proceed with the Mandate change request as it was incomplete. It was

RESOLVED:

- To add MS as a further signatory. AB/LK/MS

8.5: Financial Reports and Bank Reconciliation: Presented and accepted. AB

8.6: Quotes: To be considered/approved:

- a) Memory Storage: C/fwd.
- b) Play Area:
 - i. Swing Seat: Overhaul work and/or possible upgrade to the play area: Following an on-site meeting with the original suppliers 'Playdale Playgrounds'; GA reported:-
 - That following a thorough assessment of the equipment he strongly advised that the equipment, being in such good condition at fourteen years old, be made good where possible; a quote and plan is expected by the end of the week for the following, including maintenance of existing equipment:
 - New legs for the big swing;
 - Rope bridge: Two proposals; a single rope replacement or the whole bridge; one post rotten on the left side;
 - Roundabout: Dismantle and maintain so that it spins easily;
 - Removal of the elephant; horse and seesaw and replace with a bucket swing;
 - Addition of balance type equipment;
 - Addition of a further bin with a lid.

RESOLVED:

- That workman would be granted access to the village hall toilets in-line with COVID-19 guidelines. GA/All
 - ii. Closure off the bridge with black/yellow tape and put up signage; publishing closure along with a photograph: Completed.
 - iii. Replacement of the missing slat in the surrounding play area fence: Completed.
- 8.7: Accounts Year Ended 31.3.20: No response received as advised. Clerk to remove from agenda. TC
- 8.8: Budget 2021/2022: Draft to be drawn up based on no increase. AB/TC

9: GENERAL

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

9.2: Correspondence for Action: The lists of correspondence presented M.P.C. 292/293 (Sept/Oct 2020) were considered as matters not otherwise covered by the agenda; with no further actions.

9.3: Matters for Further Information or Discussion:

- a) Matters for Further Information:
 - Merton Sign/Speed Limit Sign at the end of village: Overhanging hedge to be cut back. AB/MS
- b) Matters for Further Discussion:
 - None.

10. NEXT MEETING:

10.1. Monday 16 November 2020 at 7.30pm: The meeting will be held virtually in line with The Local Authorities and Police and Crime Panels (Coronavirus)(Flexibility of Local Authorities and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

There being no other business the Chairman closed the meeting at 21:54.

Minutes approved at the Parish Council meeting held on 16 November 2020 – M9.2020 – 4.1.

Approved and Signed by the Presiding Chairman

Date