

THE PARISH COUNCIL OF MERTON M1/2020

MINUTES OF THE MEETING OF THE COUNCIL HELD AT THE VILLAGE HALL AT 19:30 ON 20 JANUARY 2020

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. Simon Ward and Steve Kelly SW/SK

2. PARISH COUNCIL:

- 2.1. Co-Option: The Parish Council was in receipt of SW resignation of today's date; Clerk to notify C.D.C. and notice to be published on notice board. No applications received; LK and AB to continue to advertise. LK/AB/TC
2.2. To Receive Disclosable Pecuniary Interest: None declared.

3. PUBLIC PARTICIPATION: None present.

4. MINUTES: **RESOLVED:**

4.1: That the draft minutes of the Parish Council meeting held on 16 December 2019 were approved and signed by the Chairman with the following amendments initialled by the Chairman:

- 'Present': delete 'and'.
- 5.2a) Allotments: 'Rental valid to 31 March 2020' should read 2021.
- 8.6c) Village Hall: Storage Room Door: 'Total £250.00 incl. V.A.T.' should read zero rated (no VAT).

5. ASSET MANAGEMENT:

5.1: Village Hall:

- a) Further works: To be removed from agenda.
• Flooring: Quote for £12,000.00 was not considered feasible.
➢ Further quotes to be obtained.
➢ To investigate further the probability of being able to lie like for like tiles on top of the existing tiles.
➢ To investigate the probability of funding. LK
- b) Storage Room: Update on clearance of Beer Festival equipment: No update.
• To investigate the cost of providing a shed for storage. AB
• Village Hall Regeneration: Clerk to add to next agenda; AB to draw up proposed plans for consideration. AB/TC
- c) Cleaning Contract/Job Description: AB to discuss proposals of minimum working time; hourly rate and conditions with the cleaner.
- d) Hiring Agreement: To be reviewed along with charges to reflect costs of cleaning. AB
- e) Hall Hire: It was agreed to discuss this matter due to the hiring availability of the facilities: It was **RESOLVED** to
• Permit the free use of the facilities for the West England Training Squad (booking made through the O.C.R.L.C) providing that O.C.R.L.C. payment of its outstanding invoice has been made and cleared by the bank no later than 18 February 2020. LK/AB

5.2: Recreational Field/Play Area/Allotments:

- a) Allotments: Vacancies: Clerk is in receipt of signed Tenancy Agreement for Plot '3'; a Tenancy Agreement has been sent for Plots '5 and 6'; with another prospective tenant for one or two plots dependent on whether Plots '1 and 2' are available; AB to confirm. AB

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: Awaiting response. TC
- 6.2: Data Protection: Database: Cllr LK and Clerk to arrange to meet at the end of February. LK/TC
- Website Accessibility Course: Clerk to monitor if another course is advertised. TC

7. COMMUNITY:

7.1: Planning Applications: None.

7.2: Decision Notices:

- a) Planning Application: 19/02552/F –
Location: Merton Stud, Merton, OX25 2NF - Proposal: Conversion of stable to single family home with associated parking, amenity space, and landscaping (amendment to planning permission 19/00823/F) - Parish(es): Merton
Permission For Development Subject To Conditions – Date of Decision: 21.11.19: Noted.
- b) Planning Application: 19/02619/F - Location: Merton Grounds Farm, Langford Lane, Merton, OX25 2NS - Proposal: Erection of new garaging - Re-submission of 19/00672/F - Parish(es): Merton
Permission For Development Subject To Conditions - Date of Decision: 14th January 2020: Noted.

7.3: Planning Matters: None.

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

- a) Proposal for a survey of traffic: New members are being co-opted.

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- Application to County Councillors Discretionary Fund: No update.
- Insurance cover for Signs/Risk Assessment: C/fwd. AB/DR
- 7.5: Parish Magazine/Newsletter:
 - Proposal for Parish Council meeting: AB to organise a meeting as previously discussed; it has been confirmed that the last issue of the 'Parish Matters' will be the Jan/Feb edition. AB
 - Newsletter: It was **RESOLVED** to
 - Approve the draft; with a monthly issue to begin in March 2020. JC
- 8: FINANCE:
 - 8.1: Receipts: -
 - a) Petty cash and Bookings:
 - Nov/Dec 2019 and Jan 2020: £234.00 banked. AB
 - b) C.D.C. – Cherwell District Council – BACS Remittance – Ref: 19C040724 - £160.00 – Village hall hire for elections 12.12.19.
 - 8.2: Account Paid Prior to the Meeting:
 - a) A. J. Bradley (cash) – Reimbursement to 'Bookings' cash float – Purchase cleaning materials - £11.00. Parish Council to be mindful of procedures – Cheque No: 101512.
 - 8.3: Accounts for Payment: The following accounts were approved for payment:
 - a) Clerks Pay/Exp. December 2019 - £165.65 – Cheque No: 101515.
 - b) Village Hall: Curtain Rails and Curtains: Awaiting quotes. LK
 - c) Castle Water Ltd: Inv. No: 2441014 - £17.46 – 1 Dec 2019 – 31Dec 2019 (31 days - Cheque No: 101514.
 - d) Emergency Work to Leak to Ceiling: Repairs to be carried out to a tear in the roofing felt; it was **RESOLVED** to
 - Approve a spend value of up to £250.00 from the budget. AB
 - Good Energy – Inv. No: 112082824 - £345.46 – (91 days) – Following discussions with Good Energy it was **RESOLVED** to
 - Pay the estimated invoice – Cheque No: 101513.
 - To take meter readings on the 3rd of the month in order to meet invoice issuing dates of the 9th of the month (invoices presented on quarterly basis). AB/TC
 - 8.4: Financial Reports and Bank Reconciliation: Documents accepted. TC/AB
 - 8.5: Quotes: To be considered/approved:
 - a) Good Energy: The twelve month tariff contract is now in place. TC
 - b) Memory Storage: To purchase a memory stick for the storage of important documents: C/fwd. TC
 - c) Play Area: Swing Seat: AB to obtain quote from original supplier. AB
 - 8.7: Accounts Year Ended 31.3.20:
 - Arrow Accounting – Checklist Action: Work in progress. TC
 - 8.8: County Councillor Discretionary Fund: Clerk to remove from the agenda as application date had passed. TC
- 9: GENERAL
 - 9.1: The Clerks Contract and Job Description: Review: Work in progress. LK/AB
 - 9.2: Correspondence for Action:
 - M.P.C.282 – November
 - 7. C.D.C. – Finance & Procurement – Parish Precept 2020-21 Information – Rec/d by Email 11.12.19 – Clerk/RFO submitted precept requirement for 2020-21.
 - 10. Utility Aid Ltd - Letter of Authority Renewal – Rec/d by Email 16.12.19 – C/fwd to next meeting – Emailed: RESOLVED
 - Not to renew.
 - 11. Public Sector News - Council's £19m climate change emergency budget – Rec/d by Email 17.12.19 – Emailed.
 - M.P.C.283 – December:
 - 1. Healthwatch Oxfordshire Briefing, January 3, 2020 – Rec/d by Email 3.1.20 – Emailed: LK reads briefings and publishes any relevant information. LK
 - 2. O.N.P.A. - ONPA meeting - 10am 11th January 2020 – Rec/d by Email 6.1.20 – Emailed.
 - 3. Oxfordshire Neighbourhood Plans Alliance - ONPA January meeting – Rec/d by Email 8.1.20 – Emailed.
 - 4. C.F.O. - Community Halls Newsletter January 2020 – Rec/d by Email 8.1.20 – Emailed.
 - 5. C.F.O. - Oxfordshire Rural Services Survey - deadline 29 February 2020 - for town/parish councils and parish meetings – Rec/d by Email 7.1.20: Noted that the survey is based around larger rural villages and is not relevant to smaller villages with little or no facilities.
 - 9.3: Matters for Further Information or Discussion:
 - a) Matters for Further Information:
 - i. Woodland: As a follow up from 18 November 2019 – M9/19 – 9.3a (i): The findings of Nitrous Oxide gas canisters had been reported to the Community Liaison Officer and the woodland has now been added to the police area checklist.
 - b) Matters for Further Discussion:
 - i. Merton 'Nursing Home': Update to be sourced; C.D.C. has no record of any further applications over the last two years.
 - ii. Agenda item: Merton Woodland group – application for funding from the 'Woodland Fund'. TC
- 10. NEXT MEETING:
 - 10.1. Monday 17 February 2020 at 19.30pm in Merton Village Hall:

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There being no other business the Chairman closed the meeting at 21:11.

Draft Minutes subject to Confirmation.

Approved and Signed by the Presiding Chairman

Date