

THE PARISH COUNCIL OF MERTON OXFORDSHIRE M1/19

<http://www.mertonparishcouncil.co.uk>

Clerk to Merton Parish Council: Tracey Charlesworth, North End House, Blackbull Lane, Fencott, Kidlington, Oxon. OX5 2RD. Tel: 01865 331481; fax: 01865 331653; email: clerkmertonpc@gmail.com

Minutes: 21 January 2019 at 7.30pm

Present: Cllrs Tony Bradley, Lucy Katz, Steve Kelly, Jo Copping, David Richardson, Simon Ward

2 Members of the public attended the meeting

1. To Accept Apologies For Absence: Clerk

Accepted

2. PARISH COUNCIL:-

2.1. Election: New members to sign 'Declaration of Acceptance of Office': SW.

Not done

2.2. Co-Option: To consider applications received

N/A, none received

2.3. To Receive Disclosable Pecuniary Interest: Register of Members Interests.

N/A, none received

2.4. Annual Review of Documents:

a) Review Effectiveness of Internal Audit:

b) Review of Internal Audit.

c) Asset Register.

d) Risk Assessments: Allotments; Parish Council; Village Hall; Play Area; Woodland Volunteers

C/F to next meeting

2.5. Insurance Policy: Policy documents and schedule of cover.

C/F to next meeting

3. Public Participation: Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chairman of the meeting.

Parishioner raised need to re-visit the need for traffic calming, in specific response to additional housing under planning consideration in Ambrosden. Was agreed that a questionnaire would be circulated to all villagers, to ascertain level of support for this initiative. Pending outcome of questionnaire, a formal traffic survey will follow. PC hope that a working party from villagers would be created to take this forward.

SW/DR

Parishioner requested update on negotiations with Oxford Cavaliers. PC confirmed that working agreement had been drafted, during course of discussion, was agreed that it needs further legal input.

SW/SK

Parishioner gave information about Resilient Communities Funding in relation to acquiring a defibrillator

LK

Parishioner suggested PC representative contact Murcott & Fencott Village hall to view the refurbishment that was recently completed

LK

Parishioner advised PC to look at OALC training courses and investigate possibility of arranging evening training session options

LK

4. MINUTES:

4.1. Approval of the draft minutes of the meeting held on 19 November 2018.

All approved

5. ASSET MANAGEMENT:

5.1: Village Hall:

- a) Job Description of the cleaner: Update
No progress, LK to request job description from Fred Foxon again
- b) Electric Meter – readings
66291 and 26903

5.2: Recreational Field/Play Area/Allotments:

- a) Allotments: Vacancies; Allotment sizes; proposals to extend and remark: AB
Plots have been re-delineated and all current holders will be invited to renew from 1 April, with option to take up vacancies on vacant plots.

Rental costs have been increased to bring them in line with local allotment providers per the minutes of the Parish Council meeting of 19th November 2018. An increase in rents was agreed at that Meeting when a blanket increase to £15 per plot was approved. After the plots had been newly delineated, they differ in size, so it was proposed to flex the fees around the previously agreed £15. The proposal was approved unanimously.

Wendy Meads will issue receipt for rent

Plot Number	Availability	Length m	Width m	Area m	Annual rental
1	Free	6.3m	2.9m	18.27	£ 17.00
2	Free	6.3m	2.5m	15.75	£ 15.00
3	Taken	6.3m	2.5m	15.75	£ 15.00
4	Taken	6.3m	2.2m	13.86	£ 13.50
5	Free	6.3m	2.2m	13.86	£ 13.50
6	Free	6.3m	2.2m	13.86	£ 13.50
7 & 8	Taken	6.3m	5.3m	33.39	£ 32.00
9 & 10	Taken	6.3m	4.8m	30.24	£ 29.00

- b) Rugby Club Proposals: To consider/approve; 'Working Committee' update: All
See earlier discussions, under Parishioner participation
- c) Footpath to Wendlebury ref. 295/1: Report. AB/JC
CDC have advised, no budget to reinstate bridge over Langford Brook until 2020. Pat Murphy (village footpath warden) will meet with Beth Rutterford when she makes site inspection. JC to contact PM, to investigate if temporary diversion can be agreed using Thames Water bridge. SK reported closure on 'Fix My Street'

6. COMMUNICATIONS:

6.1: Website:

- a) Redevelopment and update. SW
- b) Uploading Information: Approve responsibilities. All
- c) *Revised website, ready for final approval before going 'live'. All to meet 30 Jan for tutorial on uploading info*
- d) 'Facebook': To consider utilising a 'Facebook' page. All
- e) *Develop social media policy to be adopted at meeting of 18th March 2019* LK

6.2: Parish Magazine:

C/f nothing to report

6.3: Data Protection: Update.

C/f nothing to report

7. COMMUNITY:

7.1: Planning Applications: To consider applications received.

All

7.2: Decision Notices:

- a) Application No: 18/01674/F

Applicant's Name: Mr & Mrs Andrew Hulbert - Proposal: Two storey extension to rear - Location: Alpha Cottage, Merton, Bicester, OX25 2NH - Parish(es): Merton
 Permission For Development Subject To Conditions - Date of Decision: 16th November 2018

- b) Application No: Application No: 18/01219/F
 Applicant's Name: NSS (Merton) LLP - Proposal: Replacement porch, tile hanging on 3 gables, vent within courtyard, rendered walls within the parking area and enlarged parking area - Location: Manor House Nursing Home, Merton, Bicester, OX25 2NF - Parish(es): Merton
 Permission For Development Subject To Conditions - Date of Decision: 28.12.18
- c) Application No:18/01220/LB/F
 Applicant's Name: NSS (Merton) LLP - Proposal: Replacement porch, tile hanging on 3 gables, vent within courtyard, rendered walls within the parking area and enlarged parking area - Location: Manor House Nursing Home, Merton, Bicester, OX25 2NF - Parish(es): Merton - Permission For Development Subject To Conditions – Date of Decision: 28.12.18

All noted

7.3: **Traffic Calming:** Proposal for a survey of traffic. AB
See earlier discussion, under Parishioner participation

8. FINANCE:

8.1: Receipts: -

- a) Petty cash and Bookings Nov/Dec 2018: AB/TC
Approved
- b) HMRC – VAT Reclaim £400.18 – Period 1 August – 31 March 2018. TC
C/f claim amount queried by TB

8.2: Account Paid Prior to the Meeting:

- | | | | | | |
|----|--------|----------|---------------|-------------------------------|---------|
| a) | 101452 | 20/11/18 | Village Hall | Water Supply/Inv. No: 1500755 | £30.40 |
| b) | 101453 | 20/11/18 | Grass Cutting | Invoice No: 2078 | £192.00 |
| c) | 101454 | 20/11/18 | Clerk Pay/Exp | Sept/Oct | £354.86 |
| d) | 101455 | 13/12/18 | Admin | Inv. No: 1756 | £36.00 |
| e) | 101456 | 13/12/18 | Village Hall | Cleaner June – Dec 2018 | £110.00 |

All approved

8.3: Accounts for Payment: To be approved:-

- a) Clerks Pay/Exp. Nov/Dec 2018: ALL
Approved
- b) M.P.C.C. – Contribution to upkeep of churchyard. ALL
Approved £55
NB: Subsequent proposal to increase amount to £120.00 based on previous payments, subject to approval from all Cllrs

8.4: **Financial Reports and Bank Reconciliation:** For consideration/approval. TC/AB
Approved

8.5: **Barclays/Scottish Widows Bank Mandate:** Update. AB
Final forms submitted 22/01/2019

- a) Barclays Bank Plc. – Account information: Update AB
In process
- b) Scottish Widows Plc: Update on signatories. AB
C/f no progress

8.6: **Grass Cutting Contract Review:** Update. JC
C/f until further indication of OCRF is known. Woodland requirements will continue unchanged

8.7: **Electricity Contract:** Approval of Contract:Update. TC

8.8: **Electricity:** Account report. AB
C/f Good Energy bill in query by AB

8.9: **Quotes:** To be considered/approved:- A total spend of £1,000.00 previously approved for the cost of the following:

- a) Village Hall Plastering
- b) Village Hall Emergency Lighting
- c) Village Hall Roof Tiles.
- d) Village Hall Replacement door for storage room. LK

Quotes currently within £1000.00 budget. External grade door for storage room may need additional budget to be approved

- 8.10: **Accounts Year Ended 31.3.18:**
- a) External Audit: Consider/approve any action. All
N/A no approval needed
 - b) Internal Audit: Update. TC
C/f to next meeting
- 8.11: **Budget 2019/20:** Consider draft budget.
Approved, subject to revisions listed below
- a) Provision for professional fees. All
Approved
 - b) Provision for community activities. All
Approved £500
- 8.12: **Precept 2019/20:** To approve precept requirement based on budget. All
Approved precept request amendment to £15k
- 8.13: **Village Hall:** Regeneration Fund. AB
Approved intention to save £5k to attract match funding grants applications.
- 8.14: **Defibrillator Grant Application:** British Heart Foundation grant application: Update. SK
See earlier discussion under Parishioner participation
- 8.15: **Gifts:** Power to Spend. TC
Noted
- 8.16: **Financial Regulations:** Annual Review. AB/All
C/f to next meeting
- 9. GENERAL:**
- 9.1: **The Clerks Contract and Job Description:** Review. LK/AB
C/f to next meeting
- 9.2: **Correspondence:**
- a) M.P.C.271(01) C.D.C. - Consultation on the Oxfordshire Plan Statement of Community Involvement. All
Noted, no action required
- 9.3: **Matters for Further Information or Discussion.** All
*Reported that Level crossing at Ambrosden will be closed to through traffic Saturday 9th & Sunday 10th March. Notice to be put on Facebook page and in Parish Matters, **action by LK***
- Request from Ambrosden PC to object to additional 80 houses proposed for NE side Merton Road, entering Ambrosden from Merton, **action AB***
- 10. NEXT MEETING**
- 10.1. Next meeting 18 March 2019 at 7.30pm in Merton Village Hall: To be confirmed. All
Approved

Meeting closed: 9.50 pm

Minutes approved at the Parish Council Meeting held on 18 March 2019 – Min. Ref: M2/19 – 4.1