

# THE PARISH COUNCIL OF MERTON M8/19

MINUTES OF THE MEETING OF THE COUNCIL HELD AT THE VILLAGE HALL AT 19:30 ON 21 OCTOBER 2019

PRESENT: Tony Bradley (Chairman) AB  
 Jo Copping, and Lucy Katz (Councillors) JC/LK  
 IN ATTENDANCE: T. Charlesworth (Clerk/RFO) TC  
 One member of the public.

1. APOLOGIES: Cllrs. David Richardson, Steve Kelly and Simon Ward. DR/SK/SW
2. PARISH COUNCIL:
  - 2.1. Co-Option: No applications received; LK to continue to advertise. LK
  - 2.2. To Receive Disclosable Pecuniary Interest: None declared.
  - 2.3. Annual Review of Documents:
    - a) Risk Assessments:
      - I. Village Hall: **RESOLVED**
        - Draft Village Hall Risk Assessment approved as a working document: Information regarding asbestos needs to be updated (to identify location/label and monitor as ongoing action). JC/TC
      - II. Play Area – C/fwd. DR
      - III. Woodland Volunteers: Need to include action to ensure that the first aid kit is always on site when working. JC
      - IV. Recreational/Sports Field: C/fwd. AB/DR
      - V. Oxford Cavaliers: **RESOLVED**:
        - Draft OCRLC Risk Assessment approved as a working document. TC
    - 2.4. Training: Remove from agenda. TC
    - 2.5. Minutes and Agendas: Issue deadlines confirmed as follows:-
      - Agenda: Councillors to advise Clerk of agenda items ten days before issue; Draft agenda to be issued seven days prior to a meeting for publication three clear days prior to a meeting. TC/All
      - Draft Minutes: To be issued within ten days of a meeting. TC
3. PUBLIC PARTICIPATION: Matters raised:-
  - Traffic Calming: With no update to report on the plans for SID; it was agreed to request that Cllr. DR emails an update following the meeting of the Traffic Calming working group as requested. DR
  - Pothole: To be reported to 'Fix My Street'.
  - Parish Council Meeting Dates: To be published in the parish magazine. LK
4. MINUTES: **RESOLVED**:
  - 4.1: That the draft minutes of the Parish Council meeting held on 16 September 2019 were approved and signed by the Chairman.
5. ASSET MANAGEMENT:
  - 5.1: Village Hall:
    - a) Electric Meter – Readings to be taken on the 15<sup>th</sup> of the month in order to monitor usage (document produced by AB): Taken on 15 October 2019 Day time 68992 – Night time 27396. AB/TC
    - b) Plastering; Painting; storage room door:
      - Plastering: Work had been delayed due to the weather; now due to commence 28<sup>th</sup> October. AB
      - Painting: Colour chosen 'Subtle Ivory 3'. AB
      - Storage room door: AB to ask if Mr Griffin can do the work. AB
    - c) Further works:
      - Old curtains to be disposed of.
      - Flooring: LK to seek advice from an independent flooring company. LK
      - Leak in ceiling: **RESOLVED**
      - As a matter of urgency to contact S. Crowden to explore where the leak is emanating from and to resolve prior to decorating. AB
    - d) Asbestos Check: To be dealt with as part of the Risk Assessment 2.3 i) above. JC
    - e) Storage Room: Update on clearance of Beer Festival equipment: Following the 'Facebook' note the Beer Festival Committee have been in contact and are to clear the equipment out. LK
  - 5.2: Recreational Field/Play Area/Allotments:
    - a) Allotments: Vacancies: To continue to advertise four vacancies. Clerk/RFO sent a rent reminder for Plots 1 and 2. AB/LK
    - b) Annual Inspection: The three main points of concern to be address: AB/DR
    - c) OCRLC: Draft letter approved; to be submitted with invoice. 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: TC to follow up.

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- Merton Parish Council Website: Website provider had been tasked with investigating why the Clerk could not gain access to upload documents. TC
- 6.2: Data Protection: Database: Cllr LK and Clerk to arrange to meet. LK/TC
- 7. COMMUNITY:
- 7.1: Planning Applications:
- a) Application No: 19/01925/F  
Applicant's Name: Weston Wood Shoot  
Proposal: Proposed steel frame building for rearing of game birds – Location: Brashfield, Street Through Merton, Merton. OX25 2NF – Parish(es): Merton  
Expected Decision Level: Delegated –Comments by 15 October 2019
- **RESOLVED** that:  
The Parish Council had no objections to the applications but, the following observation:  
With reference to Planning Application No's: 14: Waste Storage and Collection and 15: Trade Effluent: The Parish Council is surprised that with the proposed increase in storage for the rearing of game birds and therefore, increased rearing of game birds and production of waste that there is no provision for increased storage or disposal of trade effluents or waste.
- b) Application No: 19/01926/F  
Applicant's Name: J. A. Calcutt  
Proposal: New agricultural building for storage of grain – Location: Astley Bridge Farm, Street Through Merton, Merton. OX25 2ND – Parish(es): Merton  
Expected Decision Level: Delegated –Comments by 22 October 2019.  
The Parish Council made no objections or observations.
- c) Application No: 19/01795/F  
Applicant's Name: Weston Wood Shoot  
Proposal: Proposed agricultural workers dwelling – Location: Brashfield, Merton, OX25 2NF – Parish(es): Merton – Expected Decision Level: Delegated – Comments by 25 October 2019.
- **RESOLVED** that:  
The Parish Council has no objections to the applications, having taken into consideration the location with regards to the Manor House Nursing Home but, the following observation:  
It would propose the following condition; that there is an 'Agricultural Tie' applied to any permission for development. TC
- d) Catalyst Bicester – Plans for anew sustainable business community to include a new David Lloyd Club for Bicester.
  - The Parish Council made no comment.
- 7.2: Decision Notices: None.
- 7.3: Traffic Calming: Report from 'Working Group': No report as meeting being held this evening.
- a) Proposal for a survey of traffic:
  - Application to County Councillors Discretionary Fund: No update. JC
  - Insurance cover for Signs/Risk Assessment: C/fwd. AB/DR
- 7.4: O.C.C. – Oxfordshire Permit Scheme Final Document & Consultation Responses: No comment.
- 8: FINANCE:
- 8.1: Receipts: -
  - a) Petty cash and Bookings: Oct 2019: None received. AB
  - b) HMRC – VAT Reclaim: No payment recorded on bank statement up to date. TC
  - c) C.D.C. – Precept final payment £7,500.00.
- 8.2: Account Paid Prior to the Meeting:
  - a) Electricity Supply - £128.92 – Cheque No: 101493.
- 8.3: Accounts for Payment: The following accounts were approved for payment:
  - a) Clerks Pay/Exp. September 2019 - £160.37 – Cheque No: 101497.
  - b) Inv. No: 7011409 - £180.18 – Emptying 3 Dog bins @ £1.75 per bin plus 10% admin fee (Half yearly invoice) – Cheque No: 101495.
  - c) Castle Water Ltd – Inv. No: 2217541 – £21.88 – 1 August 2019 – 31 August 2019 (31 days) – Cheque No: 101494
  - d) Grass Cutting – Inv. No: 3063 - £192.00 (Grass cutting and strimming recreation ground – 30.9.19) – Cheque No: 101496.
  - e) Castle Water Ltd – Inv. No: 2258536 - £11.75 – (Period 1 Sept 2019 – 30 Sept 2019 (30 days) – Cheque No: 101494.
  - f) Grass Cutting of Meadow: Invoice due but not received at time of printing: JC to check with Woodland Group if a further cut is required as previously suggested. JC
  - g) Accident Book: To be ordered. JC
  - h) First Aid Box: To be paid from petty cash. AB
  - i) Good Energy – Statement: 2289520 – Account Activity 20.5.19- 20.8.19 (Reminder received): Good Energy – Statement £215.60: Reviewed above 8.2 a).
  - j) Plastering/Painting Village Hall: See 5.1 b) above.
- 8.4: Contributions for consideration/approval:
  - 1. To AGE UK for the free film shows: **RESOLVED**:
    - Donation of £80.00 to be made under S137.

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2. For printing flyers and cost of printing Parish Matters: **RESOLVED**
- Donation of £100.00 to be made under S137.
3. To MPCC for upkeep of church grounds: **RESOLVED**
- To make a contribution of £120.00.
4. To harvest supper event: Following advice from O.A.L.C. it was **RESOLVED**
- That the PC is prohibited from making donations to the church by the Local Government Act 1894.
5. Other: None. TC/AB
- 8.5: Financial Reports and Bank Reconciliation: Documents accepted. TC/AB
- 8.6: Barclays/ Scottish Widows Bank Mandate:
- a) Scottish Widows Plc: Update on Closure:
- Scottish Widows Bank Account Statement No: 34; confirms the closure of the account and transfer to Barclays Bank Plc on 3 October 2019.
- 8.7: Grass Cutting Contract Review: C/fwd. JC
- 8.8: Quotes: To be considered/approved:
- a) Good Energy/Utility Aid:
- Comparisons for Parish Council: The Clerk confirmed that instruction had been sent to Utility Aid; As the contract with Good Energy has not been renewed it is currently on a variable contract; this would be maintained for two weeks until Utility Aid has responded; if no response is received in this timescale then the PC would go back to Good Energy for its best price plan. TC to advise councillors of any response. TC
- b) Traffic Calming: Traffic Survey/signs :
- Funding For Traffic Calming Initiatives: No information presented. All
- c) Filing Cabinet: Cost for a small lockable, steel cabinet is around £70.00 to £90.00: **RESOLVED**
- That in the first instance TC would utilise her own cabinet if lockable; if not purchase would be reconsidered.
  - That two memory sticks would be purchased as a second backup and important documents would be scanned and saved to the sticks (one to be held in different location). TC
- 8.9 Accounts Year Ended 31.3.20:
- a) Arrow Accounting – Letter of Engagement: TC confirmed that the document had been sent and a checklist had been received. TC
- 8.10: Financial Regulations: Annual Review: In hand. AB/All
- 8.11: County Councillor Discretionary Fund: Application update: See 7.3 a) above. AB/JC
- 8.12: Budget 2020/21: Commence budgeting process. TC/AB
- Community Activity Fund: Application: See 8.4. d) above. LK
  - **RESOLVED**
  - That having considered the draft budget presented by AB; to approve and accept the budget.
  - To approve a Precept Requirement of £16,000.00. TC
- 9: GENERAL
- 9.1: The Clerks Contract and Job Description: Review: C/fwd. LK/AB/SW
- 9.2: Correspondence for Action:
- M.P.C.280 – September
  - 5. O.C.C. - Youth Opportunity: Noted.
  - 7. C.D.C. - Review of Cherwell Polling Places and Polling Districts - Second Consultation: No action.
  - 8. O.C.C. - Footsteps – Poster for the notice board: To be put on 'Facebook'.
  - 9. Spacecraft Consulting - Invitation I Catalyst Bicester presentation I Thurs 17 October I 6pm - 8pm: No one to attend.
- 9.3: Matters for Further Information or Discussion:
- a) Matters for Further Information: None.
- b) Matters for Further Discussion: None.
10. NEXT MEETING:
- 10.1. Monday 18 November 2019 at 19.30pm in Merton Village Hall:

There being no other business the Chairman closed the meeting at 21:00.

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## ***Draft Minutes subject to Confirmation.***

Approved and Signed by the Presiding Chairman .....

Date .....