

# THE PARISH COUNCIL OF MERTON M7/2020

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 21 SEPTEMBER 2020

PRESENT: Tony Bradley (Chairman) AB  
Jo Copping, Lucy Katz, Steve Kelly, Martin Smith and Gemma Allen. (Councillors)  
JC/LK/SK/MS/GA

IN ATTENDANCE: T. Charlesworth; (Clerk/RFO); TC

1. APOLOGIES: Cllr. P. Stubbs.
2. PARISH COUNCIL:
  - 2.1. To Receive Disclosable Pecuniary Interests: None declared.
  - 2.2. New Councillors: DPI Registration form completed and submitted to C.D.C. and 'Declaration of Acceptance of Office' for MS signed and witnessed by the Clerk.
  - 2.3. COVID-19: Government Guidelines:
    - a) Play Area: No update; guidelines to be monitored.
    - b) Village Hall: Given the extra requirements on the Parish Council under the new guidelines in comparison to revenue it was  
**RESOLVED:**
      - That the village hall would be closed until further notice; bookings clerk to be notified along with the cleaner.LK/AB
  - 2.4. Emergency Plan: Review: C/fwd. JC
    - a) Welcome Pack:
3. PUBLIC PARTICIPATION: None; meeting ID had been published as part of the agenda.
4. MINUTES: **RESOLVED:**
  - 4.1: That the draft minutes of the Parish Council meeting held on 20 July 2020 were approved to be signed by the Chairman at the next face to face meeting. AB
  - 4.2: That the draft minutes of the Extraordinary Parish Council meeting held on 4 August 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: C/fwd. AB
    - b) Hiring Agreement: Further updates in-line with COVID-19 guidelines had been made but, following the decision to close the village hall (see 2.3b above) this would not currently be required.
  - 5.2: Recreational Field/Play Area/Allotments:
    - a) Allotments: Overhanging Tree: AB to cut back as required. AB
    - b) Oxford Cavaliers Rugby League Club:
      - i. Village Hall Proposals: No update from architect to report; to be followed up; drawings to be reviewed in time for submission date. LK/JC
      - ii. Health & Safety: No update: For discussion under 2.3. COVID-19 on future agendas. TC
    - c) Grass Cutting: To consider enquiry regarding 'The Butts': Ownership has not been established however, the Parish Council acknowledged and express thanks to Mr Kerr who has cut and has offered to continue to cut the area.
6. COMMUNICATIONS
  - 6.1: Website:
    - a) The Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018:
      - i. Website Accessibility Statement: The website providers had completed all the works necessary to comply with the new regulations. It was **RESOLVED:**
        - To accept and approve the draft Accessibility Statement with the following amendments; to be published on the website:
          - Capitalise each bullet point;
          - Statement beneath bullet point to be a separate paragraph. TC
        - ii. Hosting upgrade so it is an https domain name – with added security: **RESOLVED:**
          - To upgrade the website to an https domain name.
          - To confirm with provider whether or not the current hosting costs will still be payable. TC
  - 6.2: Data Protection: Database: Clerk and LK to arrange a 'zoom' meeting. LK/TC/All
7. COMMUNITY:
  - 7.1: Planning Applications:
    - a) Application No: 20/02165/F

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Applicant's Name: Mr Collins

Proposal: Two storey side extension Location: 3 Otmoor View, Merton, OX25 2NL 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: None.
- 7.3: Planning Matters:
- a) Merton Nursing Home: No update reported: A 'To Whom it May Concern' letter to be posted through the door. JC
  - b) Cherwell Local Plan 2011 - 2031 (Part 1) Partial Review - Oxford's Unmet Housing Need - Notice of Adoption.
  - c) Re: Cherwell Local Plan Review 2040 - Planning for Cherwell to 2040: A Community Involvement Paper.
  - In relation to matters a) and b) above; JC attended a 'zoom' workshop and reported as follows:-
  - Bicester town housing development has grown to one hundred and fifty thousand with proposals to reach one hundred and seventy thousand by 2040; the consultation is a call for possible development sites within parishes. Ambrosden village has stressed that it doesn't want any further development sites within its village; on behalf of Merton Parish the following key issues were raised; further representations can be made by 28 September 2020;-
    - Effects on flooding and drainage;
    - Traffic Calming: increased traffic;
    - The village is historically a ribbon development area and back-fill development would not be supported.
    - **RESOLVED:** -
    - That the following representations be made:
    - Infrastructure: The lack of public transport/bus service would mean an increase in cars; there is no cycle path.
    - The village hall could become a 'community hub' offering a space for anyone working from home to use as a base. JC
- 7.4: Traffic Calming: Report from 'Working Group':
- a) Proposal for a survey of traffic: M. Smith as representative of the 'Working Group' to re-establish contact with members of the group in order to provide an update and options for discussion at the next meeting or to welcome a representative to attend the next meeting. MS
  - Insurance cover for Signs/Risk Assessment: C/fwd. JC
- 7.5: Parish Magazine/Newsletter/Facebook/Website:
- Closure of Village Hall. LK
  - TTRO (T7131) Temporary Footpath Closure, Merton and Wendlebury, Footpath's 295/1 and 398/2: Closure extended to May 2021.
  - Parish Council meetings: Dates to be published and a notice that they will continue to be held virtually.
  - Parish Council: List of members to be updated.
  - Grass Cutting 'The Butts': Thank you to Mr Kerr.
  - Photograph and notice of closure of the 'bridge' play equipment due to damage. LK
- 7.6: Dog Fouling: Update on stickers; AB to follow up. AB
- 8: FINANCE:
- 8.1: Receipts: -
- a) Petty cash and Bookings:
    - May/September 2020: To follow up with bookings clerk; £50.00 cash taken by LK for a booking; to be banked. AB
  - b) Precept: C.D.C. had sent confirmation of final payment.
- 8.2: Account for Payment Prior to the Meeting: None recorded.
- 8.3: Accounts for Payment: **RESOLVED:**
- That the following accounts were approved for payment:
- a) Clerks Pay/Exp. July/August 2020: £341.54 (incl. pay increase back to April 2020; set out below) – Cheque No: 101549.
    - i. NALC Pay increase applicable from 1 April 2020: **RESOLVED:**
      - To approve SALARY 1 MONTH @ £10.44 PER MONTH (NALC Scales issued Sept 2020) SCP 18 new SCP from 1 April 2019 SCP 7 = £10.44 per hour x 15 = £156.60 x 12 = £1,879.20 - Implemented 1 April 2020 increase of £.28 per hour x 15 = £4.20 per month.
    - ii. Overtime 2018/2019 and 2019/2020: To be verified and considered at next meeting.
  - b) Emergency Work to Leak to Ceiling: (see h) below AB
  - c) Grass Cutting – Invoice No's: 4029 - £192.00 (Grass cutting and strimming at Recreation Ground 10.7.2020) – 4030 - £132.00 (Woodland 7.7.2020) – 4040 - £132.00 (Woodland – 22.8.2020) – 4041 - £384.00 (Grass cutting and strimming at Recreation Ground 3.8.2020/28.8.2020) – Total £840.00 – Cheque No: 101550. AB/TC
  - d) Recycling Site – Payment under 'Adopt a Site' scheme July 19 – March 2020 - £162.60: Payment approved upon confirmation of receipt of income. AB/TC
  - e) Village Hall Key - £24.00 (Reimbursement) – Cheque No: 101551. AB/TC
  - f) Website – Accessibility: Inv. No: 1873 - £120.00 – Cheque No: 101552. AB/TC

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- g) Fire Safety Check: £10.00 contribution: Payment approved upon receipt of copy invoice and confirmation that the fire apparatus has check stickers on them. AB
- h) 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): Work not yet carried out: AB
- i) Pest Control - £475.00: Payment approved upon presentation of invoice; work not completed. AB/TC
- j) Insurance Renewal: Noted as a reminder that this will be due for renewal in October.
- 8.4: Bank Signatories: Barclays had been unable to proceed with the Mandate change request as it was incomplete and the signature for LK does not match the one held on record. AB/LK
- 8.5: Financial Reports and Bank Reconciliation: Not presented; to be emailed to councillors tomorrow. AB
- 8.6: Quotes: To be considered/approved:
- a) Memory Storage: C/fwd. TC
- b) Play Area: Swing Seat: It was reported that there is also damage to the bridge equipment and a slat missing from the fence; with possible funds available it was **RESOLVED**:
- To close off the bridge with black/yellow tape and put up signage; publishing closure along with a photograph. LK
  - To replace the missing slat in the surrounding play area fence. MS/SK
  - To review overhaul work and/or possible upgrade to the play area: To contact original supplier and comparative suppliers for ideas. AB
- 8.7: Accounts Year Ended 31.3.20:
- a) Certificate of Exemption: Submitted to the External Auditor.
- b) Exercise of Public Rights: Published.
- c) All required documents to be published on the website. TC
- 8.8: Budget 2021/2022: Proposals to be presented for consideration as part of a draft budget. 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.290/291/292 (July/Sept 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:
- None.
- b) Matters for Further Discussion:
- None.
10. NEXT MEETING:
- 10.1. Monday 19 October 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.

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There being no other business the Chairman closed the meeting at 21:56.

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

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

**Date .....**