

MERTON PARISH COUNCIL M4/17

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MINUTES OF THE MEETING OF MERTON PARISH COUNCIL
HELD IN MERTON VILLAGE HALL AT 7.30P.M.
ON 25 APRIL 2017.

PRESENT:

- Cllrs. Chairman R. Foord (RF)
- P. Murphy (PM)
- F. Foxon (FF).

IN ATTENDANCE: Tracey Charlesworth (Clerk/RFO).

17/46 **APOLOGIES:** Accepted from:-

- 1.1: Cllrs. R. Leaver (RL).

17/47 **INTERESTS:**

- 2.1: None.
- Register of Members Interests: No updates.

17/48 **PUBLIC PARTICIPATION: (7.30pm to 7.45pm):**

- 3.1: None.

17/49 **MINUTES:**

- 4.1: It was **RESOLVED** that the minutes of the Meeting of the Merton Parish Council held on 3 April 2017 at 7.30pm: were read, agreed and signed by the Chairman Cllr. RF as a correct record.

17/50 **VACANCY FOR A PARISH COUNCILLOR:**

- 5.1: Co-option following resignation of Cllr. P. Whitford: To consider/approve applicant.
- 5.2: Co-option following resignation of Cllr. D. Crawford: To consider/approve applicant.
- No applications received: Continue to advertise vacancy in parish magazine and on website.
- Cllr. KC has expressed her intentions to resign; to be clarified; Clerk to establish if a formal resignation is required: Cllr. KC is still reviewing her position as a councillor; she will continue with her tasks.

17/51 **DISTRICT AND COUNTY COUNCILLORS REPORTS:** (See below 17/59).

17/52 **VILLAGE HALL:**

- 7.1: **Cleaner:** Review of Contract and Job Description: Chairman Cllr. RF had prepared a draft 'Zero Hour' contract as the current 'Casual Labour' contract is now out of date. It was **RESOLVED** that:
 - The Clerk details will be completed as the point of contact.
 - Termination notice would be four weeks.

Action: Chairman Cllr. RF.
- 7.2: **Meter Reading:** Meter reading to be submitted by Clerk/RFO: Day 58970 – Night 25299 – Total 84270.

Action: Clerk/RFO
- 7.3: **Lighting:** Batteries replaced but, emergency lighting not working. Clerk to check the previous electrical survey to see if they were checked. Cllr. FF to draw up a specification for future checks.

Action: Chairman Cllr. RF.
- 7.4: **Age UK: Sponsored activities:**
 - **Sponsored activities:** No response to date.
 - **Donation:** It was **RESOLVED** that:
 - The Parish Council would make a donation of £50.00 to Age UK under s137 as the PC has no specific power to make a contribution: A free film service had been provided to the village for the past two years.
 - The RFO was authorised to arrange payment once details of who the cheque should be made payable to are confirmed.

Action: Cllr. PM and RFO.
- **Recycling Site:** C.D.C. – Environmental Services – Adopt a Site Agreement 2017/18: It was **RESOLVED** to approve the Adopt a Site Agreement 2017/18; the Chairman signed the agreement; Clerk to submit to C.D.C.

Action: Clerk.
- **Bookings Clerk:** Clerk/RFO tasked with following up collection of any village hall income.

Action: Clerk/RFO.
- **PAT Test:** The PAT Test had been completed; it was noted that the microwave had failed its test as it had no 'earth' connection: Cllr. FF to follow up.

Action: Cllr. FF.

17/53 **PLAYGROUND/RECREATIONAL AREA:**

- 8.1: **Football Clubs (FC):**
 - **Hiring Agreement:** No update.
 - **Chairman Ashton Villa:** No update.

Action: Cllr. RL.
- **Update on enquiry regarding a new football team:** Clerk had been advised that there would no longer be a new team.
- 8.2: **Allotments:**
 - Allotment No: 6: vacancy (May 2017): Chairman Cllr. RF to deliver the 'Tenancy Agreement' for signing.

Action: Chairman Cllr. RF.
- 8.3: **Play Area:**
 - Smaller Frame: Update on caps: Chairman RF to follow up.

Action: Chairman Cllr. RF.

17/54 **URGENT:**

- **9.1: Actions from Previous Meetings:** Tasks completed as per minutes: Councillors had found the action list useful; the current list was worked through, marking off completed tasks.

17/56 **PRIORITY:**

- **10.1: FINANCE:**

1. **Transparency Code for parish and town councils with a turnover not exceeding £25,000:**
 - Website: Continued to update. It was **RESOLVED** that payments over one hundred pounds would be updated on a quarterly basis using the payment book headings.

Action: Cllr. RF and Clerk/RFO.

2. **Accounts for Payment agreed prior to the meeting**

- None.

3. **Accounts for Payment:** It was **RESOLVED** to approve the following payments:-

	Amount	Cheque No:	Details
Clerk	£166.16	101375	Clerk's Pay/Exp. February 2017.
Oxon Electrical Services Ltd – Inv. No: 4151	£72.00	101371	Village hall PAT Testing.
R. Foord - Tesco	£4.50	101372	Reimbursement for replacement 'emergency light' batteries purchased from Tesco.
Cherwell District Council – Inv. No: 7002841	£48.05	101373	Dog Bin Emptying Oct 16 –March 17.
M. Day	£99.84	101374	Recycling Site (Adopt a Site Agreement) – July – December 2016.

4. **Receipts Received:**

- Village Hall Petty Cash – 2016/17: Update on outstanding FC bookings (*Above 17/38 – 8.1*): None presented due to the absence of the Bookings Clerk; Clerk had offered to collect.

5. **Receipts Due:**

- Allotment Rents 2016/17: Reminders had been sent for outstanding rent payments: The Clerk/RFO had received an email from the tenant of Allotment No's: 2 and 4 advising that he moved two years ago; an email was sent at the time to say the allotment would no longer be required (the email was never received); no outstanding rent.
- As there had been no response from the tenant of allotment No. 5; the reminder letter would be delivered by hand.

Action: Chairman Cllr. RF.

- C.D.C. – Precept April 2017 - £4,058.00 – BACS Payment: Advice received but, not showing on bank statement to date.

- C.D.C. – Adopt a Site Agreement July – Dec 2016 - £99.84: Advice received but, not showing on bank statement to date.

Action: Clerk/RFO.

6. **Bank Reconciliation (attached):** It was **RESOLVED** to:

- Accept and approve the Bank Reconciliations 1.1.17 to 31.3.17 (St. No: 357) and 1.4.17 to 13.5.17 (St. No: 357):-

Balance B/fwd	£14,139.00	Balance B/fwd	£15,199.64
Total Receipts	£ 1,734.69	Total Receipts	£ 0.69
Total Payments	£ 674.06	Total Payments	£ 783.54
Balance C/fwd	£15,199.64	Balance C/fwd	£14,416.10

7. **Precept Comparison/Financial Summary:** It was **RESOLVED** to accept the Precept Comparison/Financial Summaries for End of year 31.3.17 and the start of the new year: It was **RESOLVED** to:

- Write off the outstanding Debtor - Adopt a site April/May2014 £31.37: no Recycling record Sheet was presented for payment by C.D.C.

Action: Clerk/RFO.

8. **Quotes:**

- Village Hall – Ramp: C/fwd. Cllr. RL to obtain another quote.

Action: Cllr. RL and Clerk/RFO.

- Church Clock: Update on whether any further work required: C/fwd.

Action: Cllr. FF.

- Playdale: Consider/approve quote for either replacement rope or net: Cllr. FF to look at another supplier to see if they sell a replacement rope, he confirmed that he had the original rope from the play area frame. C/fwd.

Action: Cllr. FF.

- Changing Room Door: Update on quote for replacement door: UPVC confirmed that a verbal quote had been provided for the provision of a 'basic' door; having visited the site, using measurements taken, they provided a written quote for a replacement 'fire' door (based on regulations) with a push pad; it is not self-closing but has a restricted opening of ninety degrees. It was **RESOLVED** that:

- The Paris Council approved the quote £1,002.10 incl. of VAT;
- The Clerk/RFO formally accepts the quote and makes arrangements for the work to be carried out;

- If required, a deposit of £300.00 was approved for payment: Clerk/RFO to confirm.

Action: Clerk/RFO.

9. Bank Signatory:

- Barclays Bank Plc. – Update on change of signatory: Barclays Bank Plc., had written to confirm that the request to update signing arrangements on the account would be in place 24hrs after receipt of the letter (10.4.17).

Action: Chairman Cllr. RF.

- Scottish Widows - Clubs & Associations 7 Day A/c – Interest account - Update on change of signatory: C/fwd., pending clarification of Cllr. KC.

Action: Clerk/RFO.

• **10.2: PLANNING:**

1. New Applications:

- C.D.C. Public Protection & Development Management – Town and Country Planning Act 1990 Consultation – Planning Application – Application No: 17/00626/F – Applicant's Name: Mrs Katie Simmons – Proposal: Proposed Demolition of existing conservatory and erection of proposed single storey rear extension – Location: 8 Othmoor View Merton Bicester OX25 2NL – Parish(es): Merton No objections or observations.

2. Decision Notices: None.

3. Appeal Notice: None.

4. Withdrawal Notices: None.

5. Planning Issues: None.

17/57 IMPORTANT:

• **11.1: CLERK/RFO:**

- 1. Job Description/Contract:** Approval and signing C/fwd subject to auto-pension enrolment and policies as listed in contract/description (*below*):

- 2. Auto Pension Enrolment:** Chairman Cllr. RF is awaiting Clerks income details.

- **HMRC:** Registration and application for exemption from PAYE and NI: C/fwd.

Action: Chairman Cllr. RF and Clerk/RFO.

• **11.2: ANNUAL REVIEW OF DOCUMENTS:**

• **Risk Assessments:**

- **Play Area/Woodland/Volunteers (including Allotments):** C/fwd. It was **RESOLVED** that:

- The 'Play Area & Playing Field' would be amended as follows:

- *Nature of Hazard 1,2,3 and 4 – Preventative Measures:* Would be adapted to accommodate the erection of a sign to encourage regular users to report any concerns/findings to the Clerk;

- Chairman Cllr. RF to draft wording for a sign and advise Clerk;

- Clerk/RFO to obtain quotes.

Action: Chairman Cllr's. RF, FF and Clerk/RFO.

- **Parish Council:** Review - Item 'Loss of Money through theft or dishonesty' – Measurers 'Restricted cash float used by VH co-ordinator and kept in locked box'. – Comment/Review 'Look at possibility of indemnifying against loss through insurance': C/fwd pending the decision of Cllr. KC.

Action: Cllr. RF.

17/58 ACTION:

- **12.1: Emergency Plan:** C/fwd.

Action: Working Group.

- **Community defibrillator:** To consider/approve provision of: To look at applying for funding through SSE Electrical when it becomes available again; Chairman Cllr. RF is on the list to be notified when funding is open. C/fwd.

Action: Chairman Cllr. RF and Cllr. FF.

• **12.2: Merton Woodland:**

- **Grant Application:** No update.

- **'SPARK' Grant Application:** Awaiting new bank account to release funds; application form has been signed by committee members.

- **Merton Woodland Community Group:** Constitution and agreement between PC and MWCG:

- The Woodland Community Group has been established and a constitution adopted (copy to forwarded to PC); Cllr FF (Chairman Woodland Community Group) presented a draft agreement to be considered/approved at next meeting: the following additions/amendments agreed:

- Minutes of meetings to be presented to the Parish Council;
- Committee to present the Parish Council with any budget requirements from the Parish Council in September of each year for consideration as part of its budget;
- The Committee or representative(s) would attend the 'Annual Parish Meetings of Merton' and give a presentation.

Action: Parish Council.

• **12.3: Proposed Application for a 20mph Limit:**

- **Update on local opinion:** No further update.

- **O.C.C. Repositioning of 30mph limit:** Chairman Cllr. RF follow up both proposals with O.C.C. Highways.

Action: Chairman Cllr. RF.

- **12.4: Network Rail:** The Chairman Cllr. RF and Cllr. FF met with representatives of O.C.C. at Islip Railway Station regarding the reinstatement of the roads. They were unaware of the history behind the meeting or that the Parish Council had been led to understand that work was to commence in the spring. Although an affable meeting, no progress was made. Recent lorry activity appears to be coming from the bottom of Manns Moor Lane where topsoil appears to be being laid.

Action: Chairman Cllr. RF and Cllr. FF.

District Cllr. D. Hughes arrived at 9pm; the Chairman Cllr. RF welcomed him and invited him to address the meeting:

17/59 DISTRICT AND COUNTY COUNCILLORS REPORTS:

- 6.1: Circulated prior to meeting.
- Proposals for the E-W expressway from Cambridge to London, and the potential new M40 junction: There are no updates that he is aware of.
- He advised that it might be worth speaking to Dan Sames, who is standing for election in May, regarding any issues concerning the village. Cllr. FF agreed to contact him.

Action: Cllr. FF.

The Chairman Cllr. RF thanked District Cllr. Hughes for his time. The meeting continued...

- **12.5: Green Space at The Butts, Merton, Oxfordshire OX25 2NN:** Following further correspondence it was decided that the Clerk invites Mr Alsop to a meeting; he was unable to attend this evening. Clerk to let him know dates of meetings, once confirmed, to advise councillors; Cllr. PM would then invite the residents of The Butts to attend.

Action: Cllr. PM and Clerk.

17/60 ADVICE:

- **13.1: Correspondence/Emails:**
M.P.C.253(06): O.C.C. – Chief Executive's Office – Reminder to residents to vote in county council elections – Rec/d 11.4.17 – Poster for notice board.
- Email – 10 April 2017 – MPCC acknowledge the contribution from the Parish Council.

Action: Chairman Cllr. RF.

17/61 MATTERS FOR REPORT:

- **14.1:** To report on Matters of information or discussion at the next meeting.
- **Matters of Information:**
- None.
- **Matters for further Discussion:**
- The Good Neighbourhood Group: To be raised at the AGM.
- Cllr. FF to contact the grass cutting contractors to set up a meeting to discuss the woodland.

Action: Cllr. FF and Clerk.

17/62 DATE and TIME OF NEXT MEETING:

- **15.1:** Monday 22 May 2017 – Annual Meeting of the Parishioners of Merton at 7pm and the Annual Meeting of Merton Parish Council at 7.30pm: Contributions from the Woodland Committee and Beer Festival (Chairman Cllr. RF to invite).
- **15.2:** Future Meeting Dates: Confirmed.

Action: Chairman Cllr. RF.

There being no other business the Chairman closed the meeting at 9.30pm.

Draft Minutes subject to Confirmation.