

# MERTON PARISH COUNCIL M7/17

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MINUTES OF THE MEETING OF MERTON PARISH COUNCIL  
HELD IN MERTON VILLAGE HALL AT 7.30P.M.  
ON 26 JUNE 2017.

## PRESENT:

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

**IN ATTENDANCE:** District Cllrs. D. Hughes and Dan Sames and Tracey Charlesworth (Clerk/RFO).

17/82 **APOLOGIES:** Accepted from:-

- **1.1:** Cllrs. R. Leaver (RL): It was **RESOLVED** that the Parish Council accepted a standing apology for meetings as it needs him to attend because of numbers.

17/83 **INTERESTS:**

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

17/84 **PUBLIC PARTICIPATION: (7.30pm to 7.45pm):**

- **3.1:** None.

*The Chairman brought forward the following item on the agenda and welcomed newly elected Cllr. Sames and Cllr. D. Hughes:*

17/85 **DISTRICT AND COUNTY COUNCILLORS REPORTS:**

- **7.1: Cllr D. Sames:**
- Advised of the road closure between Merton and Charlton-on-Otmoor to repair Merton Bridge for six weeks during the summer holidays with pre-works from 10 July. Two weeks prior to works signs will be erected and parishioners will be contacted.
- He will raise the following points for the Parish Council at his first Localities Meeting on 4 July 2017:-
- Repositioning of the 30mph limit to the white gates (Ambrosden Straight).
- Possibility of a 20mph limit.
- With regards to repairs to Merton Bridge: he will check if there is provision for cyclist/pedestrian access.
- The condition of the roads through Merton as a result of Network Rail works.
- **Cllr. D. Hughes:**
- Proposals for the E-W expressway from Cambridge to London, and the potential new M40 junction: Advised that there would be no decision until late 2018.
- Oxford Housing Need: The next consultation period is from 17 July 2017.
- A new Chief Executive will be starting on a part-time basis.

17/86 **MINUTES:**

- **4.1:** It was **RESOLVED** that the minutes of the Meeting of:
- Merton Parish Council held on 25 April 2017 at 7.30pm were read, agreed and signed by the Chairman Cllr. RF as a correct record..
- Annual Meeting of the Parishioners of Merton held on 22 May 2017 at 7pm were read, agreed and signed by the Chairman Cllr. RF as a correct record.
- Annual Meeting of the Merton Parish Council held on 22 May 2017 at 7.35pm were read, agreed and signed by the Chairman Cllr. RF as a correct record..

17/87 **ELECTION OF VICE-CHAIRMAN:** Cllr. PM proposed, seconded by Cllr. RF that Cllr. FF be elected Vice Chairman; this was accepted by Cllr. FF. It was **RESOLVED** that:

- Cllr. FF was elected Vice Chairman.

17/88 **VACANCY FOR A PARISH COUNCILLOR:**

- **6.1:** Co-option following resignation of Cllr. D. Crawford: To consider/approve applicant: Vacancy to be advertised on website and parish news.
- Resignation of Cllr. K. Crowden: With the need to remain quorate it was **RESOLVED** that:
- Cllr. FF would draft a letter to Cllr. KC for approval by email: Clerk to send.

**Action: Chairman Cllr. RF.**

17/89 **VILLAGE HALL:** It was **RESOLVED** that the three changing room keys would be held as follows: Chairman Cllr. RF; Cllr. RL and the bookings Clerk.

- **8.1: Cleaner:** Review of Contract and Job Description: Chairman Cllr. RF to amend, to include 'use of heating' and recirculate draft.

**Action: Chairman Cllr. RF.**

- **8.2: Meter Reading:** Meter reading to be submitted by Clerk/RFO: Day 59425 – Night 25492 – Total 84918.

**Action: Clerk/RFO**

- **8.3: Emergency Lighting:** It was **RESOLVED** that:-

- Cllr. FF contacts Kii Kii Electrical with regards to the cost of replacement emergency lighting (based on previous advice).
- A maximum cost of £400.00 was approved; and if priced at this figure or less to arrange for the work to be done.

**Action: Cllr. FF.**

17/90 **PLAYGROUND/RECREATIONAL AREA:**

- **9.1: Football Clubs (FC):**
  - Hiring Agreement: To follow up with Cllr. KC.
  - Chairman Ashton Villa: Cllr. KC had advised the Clerk that she had, had no contact with Ashton Villa FC since last year. It was **RESOLVED** that the Chairman Cllr. RF would contact follow the outstanding account up and advise that any future correspondence should be with the Clerk to the PC.

**Action: Chairman Cllr. RF.**
- **9.2: Allotments:**
  - Allotment No: 6: vacancy (May 2017): Chairman Cllr. RF to follow up.

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

**Action: Chairman Cllr. RF.**

17/91 **URGENT:**

- **10.1: Actions from Previous Meetings:** Tasks completed as per minutes.

17/92 **PRIORITY:**

- **11.1: FINANCE:**
  1. **Transparency Code for parish and town councils with a turnover not exceeding £25,000:**
    - Website: Continued to update.

**Action: Cllr. RF and Clerk/RFO.**
  2. **Accounts for Payment agreed prior to the meeting**
    - Bicester UPVC Direct Ltd – Balance of invoice upon completion of works £501.05.
    - M. R. Cross – Inv. No's: 1067 - £384.00 (grass cutting recreation and play area 18.5.17 and 30.5.17) – 1068 - £132.00 (grass cutting woodland 2.5.17) – Total £516.
    - Community First Oxfordshire – Credit Note – Inv. No: 33 £24.00 against Inv. No: 27 - £102.00 – Balance £78.00 as member.
  3. **Accounts for Payment:** It was **RESOLVED** to approve the following payments:-

	Amount	Cheque No:	Details
Clerk	£168.99	101383	Clerk's Pay/Exp. April 2017.
Castle Water Limited	£103.70	101384	Water supply period 1.2.17 – 26.5.17: checked against previous invoices. Castle Water Limited: Clerk/RFO to enquire as to whether they could supply a separate meter for the allotments and if the PC would have to pay waste water.
M. Day – 29.12.16 to 15.6.17	£110.00	101385	Village Hall cleaner.
Blackthorn Parish Council	£44.00	101386	Reimbursement Annual membership to the Society of Local Council Clerks (SLCC ) and Association of Local Council Clerks (ALCC) - £44.00 (half membership cost of £88.00 – paid in full by Blackthorn PC) approve shared membership.
M. R. Cross	£0.00		No invoice presented.

**Action: Clerrk/RFO.**

4. **Receipts Received:**
  - Village Hall Petty Cash – 2016/17: Update on outstanding FC bookings (*Above 17/90 – 9.1*): Clerk/RFO had collected £120.00 cash from the bookings Clerk:-
    - February 2017 – Village Hall hire £20.00.
    - March – No income.
    - April – Tractor Rally - £50.00.
    - May – Village hall hire £50.00.

**Action: Clerk/RFO.**

5. **Receipts Due:**
  - Allotment: Outstanding rents: Payment of £20.00 for allotments 7 and 8 received.
  - C.D.C. – Hire of Hall June Elections - £140.00.
  - Recycling Site – Record sheet presented; Clerk/RFO to forward to C.D.C. for payment.

**Action: Clerk/RFO.**

6. **Bank Reconciliation (attached):** It was **RESOLVED** to:
  - Accept and approve the Bank Reconciliations 1.4.17 to 15.6.17 (Issue Date 16 June 2017):

Balance B/fwd	£15,199.64
Total Receipts	£ 4,318.48
Total Payments	£ 3,583.98

Balance C/fwd	£15,934.14
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7. **Precept Comparison/Financial Summary:** It was **RESOLVED** to accept the Precept Comparison/Financial Summary:  
**Action: Clerk/RFO.**

8. **Quotes:**

- Village Hall – Ramp: Cllr FF had confirmed that the quote from RF Roofing and Building included steel mesh reinforcement but, did not include any of the lower concrete apron below the ramp. The revised estimate of £2,750.00 with seven years guarantee for works carried out was approved by email and works to commence two to three weeks after confirmation which was on 1 June 2017. It was **RESOLVED** to:
- Accept this as the approved decision by the PC.
- Church Clock: In hand.

**Action: Cllr. FF.**

- Playdale: Consider/approve quote for either replacement rope or net: C/fwd.

**Action: Cllr. FF.**

9. **Bank Signatory:**

- Scottish Widows - Clubs & Associations 7 Day A/c – Interest account - Update on change of signatory: C/fwd., pending clarification of Cllr. KC.
- Barclays Bank Ltd: In view of the acceptance of Cllr. RL attendance at meetings it was **RESOLVED** that:
- The PC would add Cllr. FF and AB as additional signatories on the account.

**Action: Clerk/RFO.**

10. **End of Year Accounts 31 March 2017:**

- To consider/approve Accounts Year End 31 March 2017: The RFO had been unable to complete these as figures for the village hall petty cash had not been presented until this evening. It was **RESOLVED** to:
- Hold an Extraordinary Meeting on 30 June 2017: Clerk to publish Agenda on website this evening and to go onto notice board by morning.
- To complete and approve Section 2 of the Annual Return – Annual Return and supporting documents to be submitted to BDO: Submission date extended to 10 July 2017.
- Notice of appointment of date for the exercise of electors' rights from 3 July to 11 August 2017: Update.

**Action: Cllr. PM and Clerk.**

• **11.2: PLANNING:**

1. **New Applications:**

- C.D.C. – Public Protection and Development Management - TOWN AND COUNTRY PLANNING ACT 1990 CONSULTATION - APPLICATION – Planning Application No.: 17/01208/F Applicant's Name: Mr & Mrs A. C. Evans Proposal: Erection of new detached dwelling with ancillary garage and garden room/studio buildings Location: 3 Church Close Merton Bicester OX25 2NB Parish(es): Merton – Respond by 10 July 2017.
- No objections or observations.

2. **Decision Notices:**

- None.

3. **Appeal Notice:**

- None.

4. **Withdrawal Notices:**

- None.

5. **Planning Issues:**

- Planning Notices: Update on responsibility and requirements: C/fwd.

**Action: Clerk.**

17/93 **IMPORTANT:**

• **12.1: 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 awaiting Clerks to provide income details.

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

**Action: Chairman Cllr. RF and Clerk/RFO.**

• **12.2: ANNUAL REVIEW OF DOCUMENTS:**

• **Risk Assessments:**

- **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': The PC is currently covered whilst a Parish Councillor is also the bookings clerk. Clerk to remove from agenda.

**Action: Clerk.**

- **Play Area:** To look at previous review discussion regards sign: Clerk to see if C.D.C. have a recommended suppliers list for signs.

**Action: Cllr. RF.**

17/94 **ACTION:**

• **13.1: Emergency Plan:**

- Draft Emergency Plan: It was **RESOLVED** that:
- The Parish Council adopted and approved the document as its Emergency Plan.
- There will always be certain information that needs updating. Cllr. FF to finalise and distribute document. Public Access version, in PDF format, to be produced for the website and a flyer and note in the parish magazine notifying parishioners that the plan is on the website and if they do not have access to the internet then a copy can be provided.

**Action: Working Group.**

- Community defibrillator: To consider/approve provision of: Chairman Cllr. RF has downloaded the application form from SSE Resilience Fund and would update Cllr RL.

**Action: Chairman Cllr. RF and Cllr. FF.**

- **13.2: Merton Woodland:**

- 'SPARK' Grant Application: No update.
- Merton Woodland Community Group: Constitution and agreement between PC and MWCG: To be considered/approved: C/fwd.
- Woodland 'Public Access' notice: Update on publication of document: C/fwd.
- There had been a committee meeting; there would be nothing happening at the woodland until mid to late August, the working group will re-start in September. The group are currently looking at putting in a dam in the ditch to the pond in order that it will be deeper in the wet season and dry out slower in the dry season and backfilling the ditch to create a footpath with a culvert underneath. It was **RESOLVED** that:-
- The Parish Council would purchase the 'barriers', to create the dam, from the Woodland Fund.

**Action: Chairman Cllr. FF.**

- **13.3: Proposed Application for a 20mph Limit:**

- Update on local opinion: Twenty plus slips had been returned in support of the proposal.
- O.C.C. Repositioning of 30mph limit: Raised with District Cllr. D. Sames *above 17/85*.

**Action: Chairman Cllr. RF.**

- **13.4: Network Rail:** No update.

**Action: Chairman Cllr. RF and Cllr. FF.**

- **13.5: Green Space at The Butts, Merton, Oxfordshire OX25 2NN:** Cllr. PM to draft letter to residents for approval by email; notifying of Mr Alsop's attendance at the next meeting.

**Action: Cllr. PM.**

17/95 **ADVICE:**

- **14.1: Correspondence/Emails:** None.

17/96 **MARKETING:**

- **15.1:** Dog Bag Dispenser: Clerk had provided some information for PC to look at:
- **15.2:** Email – 16.6.17 - Andrew Hornsby-Smith - Kidlington Area Community Forum 21st June 6.30pm Police HQ: No attendance.

**Action: Councillors.**

17/97 **MATTERS FOR REPORT:**

- **16.1:** To report on Matters of information or discussion at the next meeting.
- **Matters of Information:**
- Footpath/public right of way that goes down the side of Gullely Row No: 295/2: As the Authorised Parish Path Warden working to OCC and the Ramblers, Cllr. PM has cleared the vegetation.
- **Matters for further Discussion:**
- House Numbering through Merton Village: Cllr. AB to make enquiries regarding the legalities and to report back.

**Action: Cllr. AB.**

17/98 **DATE and TIME OF NEXT MEETING:**

- **17.1:** Monday 24 July 2017 held at 7.30pm in Merton Village Hall: Confirmed.
- **17.2:** Extraordinary Meeting 30 June 2017 at 7.30pm in Merton Village Hall.

There being no other business the Chairman closed the meeting at 10.15pm.

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**Draft Minutes subject to Confirmation.**