

MERTON PARISH COUNCIL M3/17

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MINUTES OF THE MEETING OF MERTON PARISH COUNCIL HELD IN MERTON VILLAGE HALL AT 7.30P.M. ON 3 APRIL 2017.

PRESENT:

- Cllrs. Chairman R. Foord (RF)
- P. Murphy (PM)
- R. Leaver (RL)

IN ATTENDANCE: Tracey Charlesworth (Clerk/RFO).

It was noted that the meeting scheduled for the 20 March 2017 had been postponed as the PC was not quorate.

17/31 APOLOGIES: Accepted from:-

- 1.1: Cllrs. F. Foxon (FF).

17/32 INTERESTS:

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

17/33 PUBLIC PARTICIPATION: (7.30pm to 7.45pm):

- 3.1: None.

17/34 MINUTES:

- 4.1: It was **RESOLVED** that the minutes of the Meeting of the Merton Parish Council on 20 February 2017 at 7.30pm: were read, agreed and signed by the Chairman Cllr. RF as a correct record.

17/35 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.
Action: Cllr. RL and Clerk.

17/36 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: No update.

17/37 VILLAGE HALL:

- 7.1: **Cleaner:** Review of Contract and Job Description: Chairman Cllr. RF to look at.
Action: Chairman Cllr. RF.
- 7.2: **Meter Reading:** Meter reading to be submitted by Clerk/RFO: Day 58830 – Night 25264 – Total 84094.
Action: Clerk/RFO
- 7.3: **Lighting:** Batteries purchased for the emergency exit signs; to be replaced. Invoice to be presented at next meeting for reimbursement.
Action: Chairman Cllr. RF.
- 7.4: **Age UK: Sponsored activities:** With four people interested in participating in 'Mature Movers' classes it was proposed to inform the instructor to see if she wishes to go ahead.
Action: Chairman Cllr. RF.
- **Donation to Age UK:** Following the provision of free films for the film nights for the past two years it was proposed that the PC considers making a donation to Age UK: Clerk was tasked with confirming its 'power' to contribute before a decision can be taken.
Action: Clerk/RFO.

17/38 PLAYGROUND/RECREATIONAL AREA:

- 8.1: **Football Clubs (FC):**
 - Hiring Agreement: To follow up with Cllr. KC.
 - Chairman Ashton Villa: No update.
Action: Cllr. RL.
- Clerk tasked with following up inquiry regarding the availability of the football pitch for a proposed new team.
Action: Clerk.
- 8.2: **Allotments:**
 - Allotment No: 6: vacancy (May 2017): Clerk to send information to Mr & Mrs Whittaker following a response to the advert; following amendment to the Tenancy Agreement, below.
 - Tenancy Agreement: Review. Paragraph 3 of the Tenancy Agreement 'The tenancy may be terminated by either party to this agreement serving on the other not less than twelve month's written notice to quit expiring on or before the 6th day of April or on or after the 29th day of September in any year'. It was **RESOLVED** that the twelve month's written notice would be changed to 'six months written notice'.
Action: Clerk/RFO.
- 8.3: **Play Area:**
 - Interim Inspection Report: Prepared record sheet was accepted. Next interim inspection to be carried out in September 2017.
 - Smaller Frame: Update on caps: Chairman RF to follow up.
Action: Chairman Cllr. RF.

- **8.4: DEFRA – Letter regarding Nitrate Pollution Prevention:** Clarification on compliance – consider/approve action: Following further investigation it was **RESOLVED** that this was not relevant to the PC.

17/39 **URGENT:**

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

17/40 **PRIORITY:**

- **10.1: 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**
 - None.
- 3. **Accounts for Payment:** It was **RESOLVED** to approve the following payments:-

	Amount	Cheque No:	Details
Clerk	£163.47	101367	Clerk's Pay/Exp. January 2017.
Oxfordshire Association of Local Councils (O.A.L.C.) - Inv. No: M00294/2017	£133.07	101366	Subscription Invoice 2017/18.
Merton Parochial Church Council (M.P.C.C.).	£240.00	101368	Letter received requesting contribution to the upkeep of the churchyard for 2016/17. Contribution as approved in the precept.
Community First Oxfordshire	£55.00	101369	Membership renewal 2017/18 - £55.00 based on population of 325 for 2015/16.
M. R. Cross - Inv. No: 1053	£192.00	101370	Grass cutting at Merton Recreation Area and Play Area – Farmers & Mercantile Insurance Brokers – Insurance – Public Liability Insurance with Indemnity Limit of £10,000,000. Payment authorised as contractual work.

It was **RESOLVED** to review making a contribution to the Parish Magazine and to contact other parish councils to suggest an amount.

Action: Chairman Cllr. RF.

- 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; Cllr. RL to clarify if KC is to continue as the bookings clerk.

Action: Cllr. RL.

- 5. **Receipts Due:**
 - C.D.C. – Hire of Hall for Election £140.00: C.D.C. has made a BACS payment for £280.00 for the hire of the hall for the May Elections and the Brexit Elections; Clerk confirmed by email that the May elections had been paid for; the cheque had been cleared through its bank account (C.D.C. had advised that the cheque had not been cleared); C.D.C. having initially said that the cheque for the May Elections had not been cleared; checked its records again and confirmed that it had. It would look into this further and advise the PC if it has been overpaid.
 - Allotment Rents 2016/17: Reminders had been sent for outstanding rent payments: Clerk/RFO to follow up.

Action: Clerk/RFO.

- 6. **Bank Reconciliation (attached):** It was **RESOLVED** to:
 - Accept and approve the Bank Reconciliations 1.1.17 to 15.3.17 (St. No: 356):

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

- 7. **Precept Comparison/Financial Summary:** It was **RESOLVED** to accept the Precept Comparison/Financial Summary:

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. C/fwd.

Action: Cllr. FF.

- PAT Testing: It was **RESOLVED** to accept the quote from Oxon Electrical Services Ltd at £60.00 plus VAT for ten appliances. Clerk/RFO to accept.

Action: Clerk/RFO.

- Changing Room Door: Update on quote for replacement door: Clerk/RFO to contact UPVC to establish if they have made a site visit and if so, could they provide a written quote or alternatively to make arrangements for a site visit and written quote.
Action: Clerk/RFO.
- Zurich Insurance: Petty Cash (held by bookings Clerk) cost of indemnifying against Loss of Money through theft or Dishonesty: Zurich Insurance had advised that the Council has Money cover included on the policy which covers employees and members only (they can only provide cover if an employee or member of the council). This covers any money that the Council may have on their premises or in transit, on an all risks basis. Once the position of Cllr. KC is clarified the PC will have to reconsider and review its Risk Assessment, under which this issue was first raised.
Action: Cllr. RL.
- John Hicks & Associates – Annual Play Area Inspection: It was **RESOLVED** to accept the quote; Clerk/RFO to advise John Hicks & Associates.
Action: Clerk.

9. **Bank Signatory:**

- Consider/approve adding further signatories to the account(s): No further signatories required.
- Barclays Bank Plc. – Update on change of signatory: Clerk had submitted form as requested with no response to date; Chairman to follow up.
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.
- Scottish Widows Bank Plc. – changes to Scottish Widows Bank Charity Deposit 7 Day Notice and Club and Association 7 Day Notice Non-Personal Savings account conditions: Consider/approve acceptance of changes to account: It was **RESOLVED** to accept the changes to the account.

• **10.2: PLANNING:**

1. **New Applications:**

- C.D.C. – Public Protection & Development Management – Town and Country Planning Act 1990 Consultation – Planning Application – Application No: 17/00530/F – Applicant's Name: Lynne Cox & Robert Bustin – Proposal: Single storey side extension. Porch infill – Location: 11 Otmoor View Merton Bicester OX25 2NL – Parish(es): Merton: No objections or observations.

2. **Decision Notices:**

- None.

3. **Appeal Notice:**

- None.

4. **Withdrawal Notices:**

- C.D.C. – Public Protection & Development Management – Application No: 16/02404/F – Proposal: New Access from Public Highway – Location: The Plough Inn Merton Bicester OX25 2NJ – Notification of withdrawal of planning application.

5. **Planning Issues:**

- None.

17/41 **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 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.
- **11.2: ANNUAL REVIEW OF DOCUMENTS:**
- **Risk Assessments:**
- **Play Area/Woodland/Volunteers (including Allotments):** C/fwd. This was with the knowledge that this would be outside of the year end of 31 March 2017; the Parish Council meeting scheduled for 20 March 2017 had been postponed as it was not quorate.
Action: Cllr. RF.

17/42 **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. C/fwd.
Action: Cllr. FF and Clerk/RFO.
- **12.2: Merton Woodland:**
- Grant Application: No update.
- 'SPARK' Grant Application: Based on the advice received, the voluntary group has been set up with nominated members and a constitution and is currently looking into setting up a bank account (the SPARK grant will be held by C.D.C. whilst this is done). The group needs to be able to satisfy the council that it complies with all the required health and safety requirements as any contractor would need to do, appropriate risk management would need to be done etc.
- Insurance: Clarification if volunteers over the age of eighty are covered and if they have to be individually named on the policy: Personal Accident covers volunteers, members and employees up until the age of 90 and they do not need to be named on the policy. Some kind of register is needed, naming them, should a claim ever arise.
- Merton Woodland Community Group: Constitution and agreement between PC and MWCG: *See above*. An agreement needs to be drawn up defining responsibilities; i.e., who should benefit from any income etc.

Action: Chairman Cllr. RF.

- **12.3: 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: Chairman Cllr. RF follow up both proposals with O.C.C. Highways.

Action: Chairman Cllr. RF.
- **12.4: Network Rail:** Parish Council to consider/approve request for it to join forces with local parish council: The Chairman had not received a response from Wendlebury or Islip Parish Councils. Nemo Smith has advised that they need to agree with Network Rail as to who is to pay for the repair to the roads. This matter would be taken up with Network Rail, as they had indicated last summer that the matter of who was to pay for the repairs had been sorted with O.C.C. and work was due to start in Spring. The Chairman Cllr. RF and Cllr. FF would contact the concerned councils with a view to forming a larger group response.

Action: Chairman Cllr. RF and Cllr. FF.
- **12.5: Green Space at The Butts, Merton, Oxfordshire OX25 2NN:** A copy of the letter had been circulated to residents of The Butts with no response. The PC considered the response and information from Wadham College. The Clerk was tasked with responding; requesting clarification of what is being proposed and asking if they would like to attend a meeting to discuss further.

Action: Clerk.
- **12.6: End of Year Accounts 31 March 2017:** BDO LLP – Notice of the annual review of accounts for the year ending 31 March 2017– Changes to the annual return – Approval of the Annual Return Section 1 to be approved by members, meeting as a whole, asap after the year end or in any event before Section 2. The accounting Statements must be improved in the for the smaller authority to exercise the rights of the public which in any event this year is by Sunday 2 July 2017 – Exercise of public rights commences on 3 July 2017 for a period of 30 working days to include the first 10 working days of July and will end on 11 August 2017 – Submission Date 19 June 2017: Dates were noted along with the changes to the annual return.

Action: Clerk/RFO.
- **12.7: M.P.C. 252(09):** C.D.C. – Leader of the Council – Extraordinary Parish Liaison Meeting – 21 March 2017 – Proceedings can be watched on http://cherwell.public-i.tv/core/portal/webcast_interactive/279343 - Request for support in stopping O.C.C.'s plans to abolish C.D.C. and replace it with a single unitary authority for the whole of the county – obtain signatures for petition – Rec/d 24.3.17: Noted.

17/43 **ADVICE:**

- **13.1: Correspondence/Emails:**
- M.P.C.251(19): Oxfordshire FA – Marketing and Communications Officer – Raise awareness of football in Oxfordshire: Poster to be put on notice board.

Action: Chairman Cllr. RF.

17/44 **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:**
- None.

17/45 **DATE and TIME OF NEXT MEETING:**

- **15.1:** 17 April 2017: Parish Council Meeting at 7.30pm in Merton Village Hall:
- **15.2: Future Meeting Dates:** In order to ensure meetings are quorate the following dates are to be rescheduled; dates to be emailed and confirmed with councillors:
- 17 April 2017 will be held on **Tuesday** 25 April 2017 at 7.30pm in Merton Village Hall;
- 15 May 2017 will be held on **Monday** 22 May 2017 – Annual Meeting of the Parishioners of Merton at 7pm and the Annual Meeting of Merton Parish Council at 7.30pm;
- 19 June 2017 will be held on **Monday** 26 June 2017 at 7.30pm;
- 17 July 2017 will be held on **Monday** 24 July 2017 at 7.30pm.

Action: Clerk.

There being no other business the Chairman closed the meeting at 9.15pm.

Draft Minutes subject to Confirmation.