

MERTON PARISH COUNCIL M6/17

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MINUTES OF THE MEETING OF MERTON PARISH COUNCIL HELD IN MERTON VILLAGE HALL AT 7.35P.M. ON 22 MAY 2017.

PRESENT:

- Vice Chairman – Acting Chairman F. Foxon (FF).
- Cllrs. P. Murphy
- R. Leaver and

*In the absence of the Chairman Cllr. R. Foord it was **RESOLVED** that Cllr. FF would act as Chairman.*

IN ATTENDANCE:

- Tracey Charlesworth (Clerk/RFO) and one parishioner Mr Tony Bradley.

17/63 **APOLOGIES:** The Parish Council accepted apologies from:

- 1.1: Chairman Cllr. RF.

17/64 **INTERESTS:**

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

17//65 **MEMBERS OF PUBLIC (8pm to 8.20pm):**

- 3.1: The PC would consider; the issue of lack of house numbering through the village.

17/66 **MINUTES:**

- 4.1: Minutes of the Meeting of Merton Parish Council held on 25 April 2017 at 7.30pm; as not all members present were at the meeting a quorate decision could not be taken. C/fwd to next meeting.

Action: Clerk.

17/67 **ELECTION OF CHAIRMAN:** In the absence of Cllr RF: Cllr. FF proposed, seconded by Cllr. PM that Cllr. RF be elected Chairman; if this was accepted by Cllr. RF. It was **RESOLVED** that:

- Cllr. RF was elected Chairman.
- The 'Declaration of Acceptance of Office' to be completed and witnessed by the Clerk at or before the next meeting.

Action: Cllr. RF and Clerk.

17/68 **ELECTION OF VICE CHAIRMAN:** This was carried forward.

17/69 **VACANCY FOR A PARISH COUNCILLOR:**

- 7.1: Co-option following resignation of Cllr. P. Whitford: Mr Bradley put himself forward to be considered as a co-opted member: It was **RESOLVED**:
- To approve Mr A. Bradley as co-opted member of the Parish Council: this was accepted.
- That the Clerk sends a welcome letter and Register of Members' Interests to complete and return to the Clerk for submission to C.D.C.
- That a 'Declaration of Acceptance of Office' be signed and witnessed by the Clerk before the next meeting.
- 7.2: Co-option following resignation of Cllr. D. Crawford: To consider/approve applicant.
- 7.3: Resignation of Cllr. K. Crowden: C/fwd.

Action: Clerk.

17/70 **DISTRICT AND COUNTY COUNCILLORS REPORTS:** None present.

Action: Clerk.

17/71 **VILLAGE HALL:**

- 9.1: **Cleaner:** Review of Contract and Job Description: C/fwd.
Action: Chairman Cllr. RF.
- 9.2: **Lighting:** In the report 2014: It was recommended that:- Emergency Lighting: 'Exit lighting is not up to date – replace; 2 x ceiling light fittings by exit points – replace for non-maintainable light fittings': Cllr. FF to get electricians opinion. Clerk to continue to chase report expected from KiiKii Electrics following recent works.
Action: Chairman Cllr. FF and Clerk.
- 9.3: **Age UK:**
- Sponsored activities: This had proven to be unviable: Clerk to remove from agenda.
Action: Clerk.
- 9.4: **PAT Testing:** Repairs had been carried out to the faulty earth to the microwave and had been retested and passed. Cllr. FF had completed the PAT Test course and earned his certificate. It was noted that the PC can hire a portable device to carry out PAT Testing.

17/72 **PLAYGROUND/RECREATIONAL AREA:**

- 10.1: **Football Clubs (FC):**
- Hiring Agreement: No update; Cllr. RL to follow up with the bookings clerk.
- Chairman Ashton Villa: No update
Action: Cllr. RL.
- 10.2: **Allotments:** Allotment No. 6: Vacancy (May 2017): The 'Tenancy Agreement' had been delivered to the applicant with no response to date. Clerk tasked with emailing a list of current allotment holders to Cllr. FF.
Action: Clerk.

- **10.3: Play Area:**
- Smaller Frame: Clerk confirmed that J. Whittaker had the spare caps.

17/73 **URGENT:**

- **11.1: Actions from Previous Meetings:** Tasks completed as per minutes:
- Cllr. FF confirmed that he had completed the following tasks not included on the agenda:
- Draft pro-forma for future PAT Testing.

17/74 **PRIORITY:**

- **12.1: FINANCE:**
- 1. **Transparency Code for parish and town councils with a turnover not exceeding £25,000:**
 - Website: OALC have requested, on NALC's behalf, evidence of how the grant of £638.12 has been spent. Clerk/RFO to update the website with the required information under the Transparency Code in order to comply. **Action: Clerk/RFO.**
- 2. **Accounts for Payment agreed prior to the meeting**
 - None.
 - **Accounts for Payment:** It was **RESOLVED** to approve the following payments:-

Payee	Amount	Cheque No:	Details
T. Charlesworth	£165.52	101379	Clerk's Pay/Exp. March 2017: Query raised; as to why the amount of Clerk's pay/exp. is not written down on agenda. Invoices are presented and approved and minuted at meetings.
M. R. Cross – Inv. No: 1063	£ 384.00	101378	Grass cutting recreation and play area 12.4.17. It was noted that the woodland was cut on the 5.5.17. Although mowing less as stated in the specification; there is now a footpath being mowed though the 'Cricket Bat Willows'. Mr Cross has taken on the new proposals and carried out a first class job. Future contract to include the option to roll-on over two years.
SSE	£214.27	D/D	Statement of account: This payment will be taken when the D/D on 15.5.17.
CFO (Community First Oxfordshire) – Inv. No: 27	£102.00		The RFO had queried the invoice presented as it had been charged at a non-member rate and the PC is a member (had clarified that a cheque had been paid and cleared); awaiting a response. RESOLVED to: <ul style="list-style-type: none"> • Approve payment if invoice is reissued as a member.

- 3. **Receipts Received:**
 - C.D.C. – BACS Advice – Hire of Hall May 2017 Elections - £140.00.
- 4. **Receipts Due:**
 - Village Hall Petty Cash –2016/2017: Update on outstanding FC bookings: None. Cllr. RL to follow up with bookings Clerk. **Action: Cllr. RL.**
 - Village Hall Petty Cash – 2017/18: Non presented.
- 5. **Bank Reconciliation (attached): It was RESOLVED to:**
 - Approve the Bank Reconciliation
 - 1.4.17 to 15.5.17: Reconciled with bank statement 1.

Balance B/fwd	£ 15,199.64
Total Receipts	£ 4,298.48
Total Payments	£ 1,939.41
Balance C/fwd	£ 17,558.71

- 6. **Precept Comparison/Financial Summary:** Accepted and approved with no highlights **Action: Clerk/RFO.**
- 7. **Quotes:**
 - Village Hall – Ramp: Having considered two further quotes it was **RESOLVED** to:
 - Approve the quote from NR Roofing if it includes 'mesh' (to be clarified); an extra five hundred pounds was approved for the 'mesh' if it was not included. **Action: Cllr. FF.**
 - Church Clock: Update on whether any further work required: Further advice has been sought from Chris Baldwin and action needs to be taken. **Action: Cllr. FF.**
 - Playdale: Consider/approve quote for either replacement rope or net: In hand.
- 8. **Bank Signatory:**
 - 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.**

9. **C.D.C. - Report of the Independent and Parish Remuneration Panel on the Review of Parish Members' Allowances for the 2017/2018 Financial Year for Parish Councils in the Cherwell District – Parish Notice:** It was **RESOLVED** to:
- to adopt the Members' Allowance Scheme;
 - Upload document to website: it was noted that any future notices for the notice board are to be published on the website as a matter of course.

Action: Clerk/RFO.

10. **Accounts Year Ending 31 March 2017: BDO –** Notice of the annual review of accounts for the year ending 31 March 2017:
- Approval of Section 1 the Annual Governance Statement (this is a change from previous years). It was **RESLOVED** that:-
 - the Parish Council answered 'yes' to Questions 1 – 8 and N/A to 9: (The PC answered 'yes' to No: 5 with the knowledge that the review of the risk assessments for the Play Area/Woodland//volunteers were not completed and approved before the 31 March 2017).
 - Chairman Signed
 - Clerk/RFO to sign and add minute reference.

Action: Clerk/RFO.

- **12.2: PLANNING:**
 1. **New Applications:**
 - None.
 2. **Decision Notices:**
 - C.D.C – Notice of Decision – Town & Country Planning Act 1990 (as amended) – Application No: 17/00530/F – Applicant's Name: Lynne Cox and Robert Bustin – Proposal: Single storey side extension. Porch infill – Location: 11 Otmoor View, Merton, Bicester. OX25 2NL – Parish(es): Merton - Permission for development subject to conditions – Date of Decision: 4 May 2017.
 3. **Withdrawal Notices:**
 - None.
 4. **Planning Issues:**
 - None.

17/75 **IMPORTANT:**

- **13.1: CLERK/RFO:**
 - **Job Description/Contract:** Review: C/fwd.
 - Auto Pension Enrolment: Update.
 - HMRC: Registration and application for exemption from PAYE and NI: Consider/approve action: C/fwd.

Action: Chairman Cllr. RF and Clerk.
- **13.2: Annual Review of Documents:** Consider/approve:
- **Risk Assessments.**
- Play Area/Woodland/Volunteers (includes Allotments): It was **RESOLVED** that:
- The existing document was split into three and approved and adopted as follows:
- Woodland: 'Public Access': document to be prepared incorporating the relevant public information to be laminated and displayed on the gate of the woodland.
- Woodland: 'Volunteers': Copies to be given to the members of the woodland committee.

Action: Cllr. FF.

- 'Play Area': Separate document with no amendments.
- 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.

Action: Chairman Cllr. RF and Clerk/RFO.

17/76 **ACTION:**

- **14.1: Emergency Plan:**
 - Draft to be considered and approved: Councillors tasked with reading the extensive draft document ready for consideration at next meeting; comments to be emailed to Cllr. FF.
 - Once approved PC to consider publishing an amended version (removing personal data) on the website.

Action: All Cllrs.

- Community defibrillator: To consider/approve provision of: C/fwd.

Action: Cllr. FF.
- **14.2: Merton Woodland:**
 - Grant Application: The application to TOE2 has been withdrawn (applied for in case work needed to be carried out to deal with 'Ash Die-back'). The Woodland Community Group may re-apply.
 - 'SPARK' Grant Application: The bank account has been set up so funds should be paid in.
 - Merton Woodland Community Group: Constitution and agreement between PC and MWCG: Clerk tasked with forwarding suggested amendments as minuted on 25 April 2017 – M4/17 – 17/58 – 12.2.

Action: Cllr. FF and Clerk.
- **14.3: Proposed Application for a 20mph Limit:**
 - Update on local opinion.
 - O.C.C: Repositioning of 30mph limit: Update: C/fwd.

Action: Chairman Cllr. RF.

- **14.4: Network Rail:** No update. Cllrs. FF and RL had met with the development company proposing to build two thousand homes between Wendlebury and Merton, straddling the railway; it includes proposals for a new railway station and a cycle path; it does not significantly impact on Merton village.
- **14.5: Green Space at The Butts, Merton, Oxfordshire OX25 2NN:** Clerk has arranged for Mr Alsop to attend the meeting scheduled for 24 July 2017. Clerk was tasked with checking with the Chairman if there was a reason the meeting was being held on 24 and not the 17 July as Cllr. PM was unable to attend; he would advise the residents of The Butts of his attendance on the 24th if this could not be changed.

Action: Cllr. PM and Clerk.

17/77 ADVICE:

- Drones: Having clarified with its insurance company that the PC has no liability with regards to drones being flown on the playing field. Clerk was tasked with checking with the Chairman that the draft response letter is to be sent to the parishioner who raised the query.

Action: Clerk.

17/78 MATTERS FOR REPORT:

- **17.1: Speed/Traffic Survey:** Cllr. FF thanked the Clerk for contacting O.C.C. and C.D.C. with regards to this matter. Neither O.C.C. nor C.D.C. had any knowledge of wires being put across the road (can be used for traffic count or monitoring speed); there is no statutory requirement but, companies usual inform O.C.C. of such action; it was suggested that it could have been a private arrangement. Noted; that the equipment has now been removed.
- **17.2: Playing Field:** The PC raised no objections to the playing field being utilised for camping by a parishioner for an event being held on 1 July 2017.
- **Agenda items for discussion at next meeting:-**
 - **17.3: Planning Notices:** Clerk tasked with finding out whom is responsible for removing the notices and how long they are required to be displayed.
 - **17.4: Dog Bag Dispensers:** Clerk tasked with finding out if there is such a thing and if so; can they be erected near the dog bins.

Action: Clerk.

16/81 DATE and TIME OF NEXT MEETING:

- 26 June 2017
- Parish Council Meeting at 7.30pm in Merton Village Hall.

There being no other business the Chairman closed the meeting at 10.05pm.

Draft Minutes subject to Confirmation.