

MERTON PARISH COUNCIL M12/16

1

MINUTES OF THE MEETING OF MERTON PARISH COUNCIL
HELD IN MERTON VILLAGE HALL AT 7.30P.M.
ON 19 DECEMBER 2016.

PRESENT:

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

IN ATTENDANCE: Tracey Charlesworth (Clerk/RFO).

16/153 **APOLOGIES:** Accepted from:-

- 1.1: Cllrs. K. Crowden (KC).

16/154 **INTERESTS:**

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

16/155 **PUBLIC PARTICIPATION: (7.30pm to 7.45pm):**

- 3.1: None.

16/156 **MINUTES:**

- 4.1: It was **RESOLVED** that the minutes of the Meeting of Merton Parish Council on 21 November 2016 at 7.30pm. were read, agreed and signed by the Chairman Cllr. RF as a correct record.

16/157 **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: Vacancy to be advertised in parish magazine and on website.

16/158 **DISTRICT AND COUNTY COUNCILLORS REPORTS:**

- 6.1: Circulated prior to meeting. Clerk to invite District Cllr. T. Hallchurch to next meeting and to follow up with District Cllr. D. Hughes to see if he had contacted Adrian Cordwell regarding proposals for the E-W expressway from Cambridge to London, and the potential new M40 junction. A concerned parishioner had been advised on the procedure for consultation and review regarding this matter.

Action: Clerk.

16/159 **VILLAGE HALL:**

- 7.1: **Rubbish:**
- Update of clearance of rubbish from rear of Village Hall: Nothing further to report. Clerk tasked with removing from agenda.

Action: Clerk.

- 7.2: **Cleaner:** Review of Contract and Job Description: C/fwd.

Action: Cllr. KC and Councillors.

- 7.3: **Meter Reading:** Meter reading to be submitted by Clerk/RFO as follows: Day 057002 – Night 024516: Clerk/RFO was tasked with keeping an excel spreadsheet of readings for future reference.

Action: Clerk/RFO.

16/160 **PLAYGROUND/RECREATIONAL AREA:**

- 8.1: **Football Clubs (FC):**
- Hiring Agreement: It was **RESOLVED** that the amended agreement was accepted and approved; signature for the current season to be sought as previously agreed. It was noted that the Ashton Villa team is to stop playing at the end of the current season (May 2017); outstanding account to be followed up.
- Chairman Ashton Villa: No response to date.
- Chairman Cllr. RF to contact the secretary of the FC to see if any other teams are looking for somewhere to play.

Action: Chairman Cllr. RF and Councillors and Clerk.

16/161 **URGENT:**

- 9.1: **Actions from Previous Meetings:**
- To minute completed and outstanding actions: All actions completed from previous meeting unless reports made, these are minuted against specific agenda items; those outstanding are listed below:-
- **ACTIONS FROM THIS MEETING and OUTSTANDING FROM PREVIOUS MEETING(S):**
- **Clerk/RFO:**
- Financial Regulations: Review with Chairman.
- Meter Readings: Submit.
- Budget 2017/18: Email draft.
- Contact Chairman Blackthorn PC.
- Excel Spreadsheet for recording meter readings.
- **Outstanding:**
- **Chairman Cllr. RF:**

- Clerk/RFO Job Description/Contract: To draw up as discussed with Clerk/RFO.
- Financial Regulations: Review with Clerk/RFO.
- **Cllr. KC:**
- Cleaner: Review of Contract and Job Description: Make amendments and email to councillors.
- **Outstanding:**
- Village Hall: Changing Room door.
- Barclays Bank – Signatory – to complete and submit forms.
- **Cllr. FF:**
- Church Clock: Contact Baldwin Clocks if need further advice.
- **Outstanding:**
- Network Rail Works:
- Open Meeting report/update: Response from O.C.C. regarding questions.
- Community defibrillator
- **Cllr. PM:**
- **Cllr. RL:**
- **Outstanding:**
- Produce abridged minutes for parish magazine.
- **All Cllrs.**
- Play Area: Interim inspection.
- Village Hall: Separate meeting to discuss future proposals.
- Financial Regulations: Consider new model document.
- Merton Woodland Plan: Review draft.
- Cleaner: Review of Contract and Job Description: Review amendments made by Cllr. KC and approve by email.
- Emergency Plan: Working Group to meet and review.
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16/162 **PRIORITY:**

- **10.1: FINANCE:**

1. **Transparency Code for parish and town councils with a turnover not exceeding £25,000:**

- Website: The website is ready to go live following councillors review; once reviewed the website can be advertised in the Parish Magazine. Clerk/RFO to provide documents to upload; there will be a separate page for payments of a hundred pound or more. Chairman Cllr. RF to establish if the 'village' website is going to remain 'live' and if so to request a link to the Merton Parish Council website.

Action: Cllr. RF and Clerk/RFO.

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

- None.

Action: Cllrs.

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

Payee	Amount	Cheque No:	Details
Clerk	£163.76	101361	Clerk's Pay/Exp. October 2016.
M. Day/Village Hall Cleaner		101355	Proposed that, provided the cleaner is in agreement, the two half yearly payments are paid in May and November in-line with a calendar year not the financial year.
5.8.16	5.00		
25.8.16	10.00		
1.9.16	5.00		
9.9.16	5.00		
16.9.16	10.00		
23.9.16	5.00		
7.10.16	10.00		
12.10.16	5.00		
20.10.16	5.00		
28.10.16	5.00		
4.11.16	10.00		
11.11.16	5.00		
24.11.16	10.00		
1.12.16	5.00		
9.12.16	5.00		
16.12.16	10.00		
Total	£110.00		
F. Foxon	£43.12	101356	Tool Net – Purchase of padlock for Woodland Area as previously agreed; M11/16 - 16/140 – 6.1. Reimbursement. Noted and accepted that VAT cannot be claimed as the invoice is not in the PC name.
Verve Creative Solutions (Oxford) Ltd – Inv. No: 1540.	£600.00	101357	Website design and build and hosting until the end of March 2017.
SWALEC – SSE – Statement of Account and Inv.	£141.10	D/d	Paid by D/D October; following submission of meter reading a credit note has been raised for the £141.10 and a new invoice raised in the sum of £132.47 leaving a credit of £8.63.
R. Foord – Inv. No's: Lawson HIS - £46.00	£67.58	101358	Health & Safety Items as previously approved for the Woodland M11/16 - 16/140 – 6.1. Approved costs

The Body Source - £16.99 Hangerworld £4.59			covered by Woodland Fund.
M. R. Cross – Inv. No: 1042	£162.00	101359	Grass cutting of Recreational and Play Area 4.11.16.
Thames Water Utilities Ltd	£37.96	101360	For the period 22.11.16 to 17.11.16.

4. **Receipts Received:**

- Village Hall Petty Cash – None.
- Merton Produce Show - £200.00 – Contribution towards the purchase of a defibrillator. It was **RESOLVED** that the RFO ring fence the money for the purchase of a defibrillator

Action: Clerk/RFO.

5. **Receipts Due:**

- C.D.C. – Hire of Hall for Election £140.00: Clerk/RFO had sent invoice: Follow up.
- Funding for Website: The application for £638.12 had been approved; no current bank statement to support receipt of the amount.
- Safestyle Windows – Deposit to be refunded; unable to carry out work as they class the village hall as commercial building: C/fwd.

Action: Clerk/RFO.

Action: Cllr. KC.

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

- Accept and approve the Bank Reconciliations 1.10.16 to 15.11.16 (St. No: 351): it was noted that the following cheques had been cancelled and rewritten due to the delay in Barclays approving the change of signature: 101343-101348 replaced with 101349-101354:

Balance B/fwd	££17,681.18
Total Receipts	£ 1,097.14
Total Payments	£ 4,301.65
Balance C/fwd	£14,476.67

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. Jobs to be prioritised as part of the budget process below 16/167 – 10.1 - 12: Formal quotes to be sought for the repair of the flooring and ramp.
- Church Clock: The clock continues to be out of time; Cllr. FF to contact Mr Baldwin for further advice.
- Playdale: Consider/approve quote for either replacement rope or net: Cllr. FF to investigate where replacement rope can be sourced.

Action: Cllr. FF.

Action: Cllr. FF.

9. **Accounts Year Ending 31 March 2017:** Arrow Accounting – Letter of Engagement: It was **RESOLVED** to accept and approve the Letter of Engagement; signed by the Chairman Cllr. RF and Clerk/RFO.

Action: Clerk/RFO.

10. **Bank Signatory:**

- Consider/approve adding further signatories to the account(s).
- Barclays Bank Plc. – Update on change of signatory: The revised letter requesting the current Chairman's signature had been signed and returned with a note advising that verification of identity had been provided on 12 November 2016.
- Scottish Widows - Clubs & Associations 7 Day A/c – Interest account - Update on change of signatory: It was **RESOLVED** that:-
- The following would be signatories on the Scottish Widows Clubs & Associations 7 Day A/c: Clerk/RFO Mrs T. Charlesworth; Chairman Cllr. RF and Cllr. PM any other remaining signatories to be removed.

Action: Chairman Cllr. RF; Cllr. PM and Clerk/RFO.

11. **Financial Regulations:** Review of existing regulations to meet the Model updated version 2016 and to approve amendment/addition to accommodate provision of or increase to Petty Cash float. C/fwd.

Action: Chairman Cllr. RF and Clerk/RFO.

12. **Budget 2017/18:** Draft figure: C/fwd to end of meeting 16/167 below.

Action: Clerk/RFO and Cllrs.

• **10.2: PLANNING:**

1. **New Applications:**

- C.D.C. – Public Protection & Development Management – Town and Country Planning Act 1990 – Planning Application No: 16/02404/F – Applicant's Name: Mrs Jayne Hill – Proposal: New Access from the Public Highway – Location: The Plough Inn Merton Bicester OX25 2NJ – Parish(es): Merton – Rec/d 8.12.16 – Respond by 28 December 2016: It was **RESOLVED** that the Parish Council objects for the following reasons:
 - Highway Safety
 - Piecemeal development
 - Property already has access to the roadside
 - Contravenes Policy H14, Villages 1 within "Category C" villages.

- Trees and Hedges

Action: Clerk.

- **Decision Notices:**

- C.D.C. – Notice of Decision – Town and Country Planning Act 1990 (as amended) - Application No: 16/02117/TPO – Applicant's Name: Mr Vic Ashworth – Proposal: T1- Horse Chestnut. Semi mature specimen in the confines of a relatively small space. Reduce and reshape by 2.5-3m Branches to be cut back to suitable branch junctions to maintain form and vigour. Crown lift to 3m pruning branch tips all at suitable junctions - subject to TPO 8/2006 – Location: 1 Pipers Mead Merton Bicester OX25 2AE Merton – Consent under Tree Preservation Order(s) subject to conditions – Date of Decision: 9 December 2016.

- 2. **Appeal Notice:**

- None.

- 3. **Withdrawal Notices:**

- None.

- 4. **Planning Issues:**

- C.D.C. – Strategic Planning & the Economy – Notification of planning Policy Consultations: Partial Review of the Cherwell Local Plan (Part 1): Options Consultation – Community Infrastructure Levy 9CIL) Draft Charging schedule Draft Developer contributions Supplementary Planning Document (SPD) – Consultation period extends from 14 November 2016 to 9 January 2017 - There two parish/town workshops during the consultation period – John Paul centre, Bicester, 7 December 2016 6pm to 8pm and Bodicote House, Bodicote 12 December 2016 6pm to 8pm: No councillors to attend.

16/163 **IMPORTANT:**

- **11.1: CLERK/RFO:**
- Job Description/Contract: Review: Clerk and Chairman Cllr. RF had reviewed the documents; amendments to be added to documents and approved at next meeting; noted that the PC needs to put policies, referred to in the documents, in place; Chairman Cllr. RF to draft documents using models provided by O.A.L.C. and N.A.L.C and to review Pension Auto-enrolment.
- **11.2: Annual Review of Documents:**
- Effectiveness of Internal Audit: Annual Review.
- Asset Register: Clerk to add Woodland Health & Safety equipment.
- Risk Assessments: Assessment responsibilities divided as follows; draft documents for consideration at next meeting:-
- Play Area/Woodland/Volunteers: Cllr. FF; in view of work planned for the woodland, would look at separating the Woodland document out and drawing up a Volunteer assessment specific to the woodland.
- Play Area/Volunteers: Cllr. RL.
- Village Hall: Cllr. PM.
- Parish Council: Chairman Cllr. RF.

Action: Clerk.

Action: Councillors.

16/164 **ACTION:**

- **12.1: Emergency Plan:**
- Draft to be considered and approved: There are a couple of volunteers in the village prepared to support the plan; in order to progress in his absence, Cllr. FF would advise the Chairman Cllr. RF what needs doing next.
- Community defibrillator: To consider/approve provision of: C/fwd. Merton Produce Show had donated £200.00. Once the website is approved a note about the provision of a Community defibrillator can be advertised
- **Action: Working Group.**
- **Action: Cllr. FF.**
- **12.2: Merton Woodland:**
- Ongoing Maintenance Plan: Following further discussions it was **RESOLVED** to approve the following for action:-
 - Insurance for volunteers: Consider provision.
 - Felling Licence: Application from Forestry Commission
 - Purchase of lighter gauge safety gloves to the cost of £20.00: Cllr. FF to research price; Chairman Cllr. RF authorised to place order on behalf of the parish council; to be reimbursed.
 - Sale of Pea Sticks: Working Group to decide on someone to co-ordinate; Chairman Cllr. RF to be advised of availability and will advertise on website; any income to be ring fenced in the Woodland Fund.
 - Purchase of 'Post Driver': To explore the opportunity to borrow first.
 - Week Day Working Group: Cllr. PM to liaise with Mr C. Bottrell.
- Grant Application: In hand. An application for 'SPARKS' grant has been made in the sum of £600.00.
- **Action: Cllrs. FF and PM.**

16/165 **ADVICE:**

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

Action: Clerk/RFO.

16/166 **MATTERS FOR REPORT:**

- **16.1:** To report on Matters of information or discussion at the next meeting.
- **Matters of Information:**
- None.
- **Matters for further Discussion:**

- Approved 20mph speed limit for Islip Village: Chairman Cllr. RF to gauge local opinion for Merton to apply for a 20mph speed limit and/or moving the limit to the 'White Gates'.
- Following a Network Rail article in the Oxford Times the parish council was asked to consider joining forces with a local parish.

16/167 **PRIORITY:**

- **10.1: FINANCE:**
 12. **Budget 2017/18:** C.D.C. written to advise that they are notified by 20 January 2017 of the precept requirement. Draft figures were reviewed as follows:
 - **Revised Figures 2016/17:**
 - **Income:**
 - **Village Hall: Produce Show:** Amend to zero outstanding.
 - M.P.C.C. Contribution: Clerk to contact the new Treasure.
 - **Forward Year 2017/18:**
 - **Income:** Open Spaces: Provision for income from football to be amended to zero given that they will not be playing next year.
 - **Funds:**
 - Burial Fund: With indications that a new burial ground will not be required in the near future it was **RESOLVED** to:
 - Leave the £300.00 ring fenced but to make no further contribution at this time.
 - Pension Fund: To defer decision to add to fund until Chairman Cllr. RF has had a chance to review the Automatic Enrolment scheme.
 - **Action: Chairman Cllr. RF.**
 - Woodland Fund: Provision to bring back up to balance prior to approval to purchase Health & Safety Equipment.
 - Village Hall Fund: With the Parish Council considering the repair of the village hall flooring and ramp from funds at an estimated cost of £950.00; provision to be made to bring the figures back up; £950.00.
 - Clerk/RFO tasked with preparing figures and emailing ahead of the next meeting.
 - **Payments:**
 - **Open Spaces:** Marking of football pitches: To amend to zero.
 - **Maintenance & Repair:** Village Hall Clock: Allowance of £250.00 year on year.

16/168 **DATE and TIME OF NEXT MEETING:**

- **17.1:** 16 January 2017: Parish Council Meeting at 7.30pm in Merton Village Hall: Apologies recorded for Cllr. FF.

There being no other business the Chairman closed the meeting at 10pm.

Draft Minutes subject to Confirmation.