

# THE PARISH COUNCIL OF MERTON OXFORDSHIRE

Merton Parish Council website

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## **To all Members of Merton Parish Council:**

You are hereby summoned to attend the Meeting of Merton Parish Council on **Monday 10 January 2022 at 7.30pm** in Merton Village Hall.

Tracey Charlesworth, Parish Clerk.

**Members of the public and press are welcome to attend during 7.45pm and 8pm when they can ask questions or express their views.**

## Agenda

1. **To Accept Apologies For Absence:**
2. **PARISH COUNCIL:-**
  - 2.1. **Election of Vice-Chairman.**
  - 2.2. **Vacancy:**
  - 2.3. **To Receive Disclosable Pecuniary Interest:** Register of Members Interests.
  - 2.4. **COVID-19:** Government Guidelines: Update.
    - a) Letter of Support for Remote Meetings: Consider/approve support. All
    - b) New variant 'Omicron': PC to consider proposed delegation by OALC: <sup>1</sup> All
  - 2.5. **Welcome Pack:** Review. AY
  - 2.6. **Merton Village Neighbourhood Plan.**
    - a) Joint Neighbourhood Plan: Update. TC
  - 2.7. **ICO Registration:** Confirm change of entry details – Update. TC.
  - 2.8. **Annual Review of Audit and Governance Documents:**
    - a) Review Effectiveness of Internal Audit:
    - b) Review of Internal Audit.
    - c) Asset Register.
    - d) Risk Assessments: Allotments; Parish Council; Village Hall; Play Area; Woodland Volunteers.
    - e) Financial Regulations:
3. **PUBLIC PARTICIPATION:** Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chairman of the meeting.

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<sup>1</sup> At the moment it is very difficult to see what impact the new Omicron Covid variant could have on public life but you may want to dust off the scheme of delegation we encouraged all councils to have in place in March 2020 before the Coronavirus Regulations (SI no.392) came into force. Wording such as this is appropriate. It may not be necessary for it to be used but it is good to be prepared.

*"In response to the Covid-19 outbreak in the UK and in the event that it is not possible to convene a meeting of the council in a reasonable time, the Clerk, in consultation with the Chair, Vice-Chair shall have delegated authority to make decisions on behalf of the council where such decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline. The delegation does not extend to matters expressly reserved to the Council in legislation or in its Standing Orders or Financial Regulations. Any decisions made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations. This delegated authority ceases upon the first meeting of the council after the council meeting at which the delegation was put in place."*

#### 4. MINUTES:

4.1: Approval of the draft minutes of the Parish Council meeting held on 13 December 2021 at 7.30pm.

#### 5. ASSET MANAGEMENT:

##### 5.1: **Recreational Field/Play Area/Allotments/Village Hall:**

- a) Village Hall:
  - i. Air Source Heat Pump: Update on possible leak and/or service requirement. PS
  - ii. Recycling Site: Update.
  - iii. Village Hall Cleaner: To confirm/agree post. All
  - iv. Blinds/Curtains for Village Hall: Update.
  - v. Electrical Check and Safety Alarms: Update. PS

#### 6. COMMUNICATIONS

##### 6.1: **Parish Matters/Merton PC Facebook Page:**

- a) To consider/approve matters for publication. All/GA/DS
- b) Parish Matters: To confirm who will publish articles on behalf of the PC.

#### 7. COMMUNITY:

##### 7.1: **Planning Applications:**

- a) Application No.: 21/02966/F  
Applicant's Name: Mr Roy Gurprashad  
Proposal: Convert an area of walled garden into a tennis court - Location: West End Farm, West End Lane, Merton, OX25 2NG  
Parish(es): Merton  
Comments by 11 January 2022.

##### 7.2: **Decision Notices:**

- a) Planning Application No: 21/02167/LB  
Applicant's Name: Mr C. Watson  
Location: Little Chippers, Merton – OX25 2NF  
Parish(es): Merton  
Decision: Application Refusal of Permission for Development – Date of Decision: 10.12.2021

##### 7.3: **Planning Matters:**

- a) O.C.C. - Oxfordshire County Council - Local Transport and Connectivity Plan - The consultation will commence on the 5th January 2022 until the 16th March 2022. All

##### 7.4: **Traffic Calming:** Update from Traffic Calming Working Group: DR

- a) 20mph Limit Application: Update. DR

##### 7.5: **Bus Stop:**

- a) Light/Solar array and LED fixture: Update. MS/C.Miller.
- b) Book Library: Update. MS

##### 7.6: **Defibrillator:**

- a) Registration. PS

#### 8. FINANCE:

##### 8.1: **Receipts:** -

- a) Petty cash and Bookings:
  - December 2021

##### 8.2: **Account Paid Prior to the Meeting:**

- a) Village Hall Cleaner – Final payment - Cleaning Village Hall/2.7.2021-18.11.2021 - £105.00 – Cheque No: 101621.
- b) Village Fabrics – Deposit - £774.00 – Cheque No: 101622.

##### 8.3: **Accounts for Payment:** To be approved:-

- a) Clerks Pay/Exp. December 2021:
- b) Viking – Inv. No: 8145346 - £65.94.

##### 8.5: **Quotes:**

- a) Laptop: TC/All
- b) Goal Posts. All

- c) C.D.C. - Planning to increase the charge for the dog bin service that we provide for your parish from £1.75 - £1.85 as from April 2022 due to increased charges to ourselves. All
- 8.7: **Spending under COMF Parishes Fund:** Progress Form to be completed.
- i. 'Covid' Guidance signage.
  - ii. Sanitiser TC/GA
  - iii. COVID-19 Notice Board: Update. TC
- 8.8: **Training:** Consider/approve any training costs. All
- 8.9: **Banking:**
- a) Unity Trust: Update. TC
- 8.10: **Financial Reports and Bank Reconciliation:** For consideration/approval. TC
- 8.11: **End of Year Accounts 31 March 2021:**
- a) Action from Audit: Update.
    - i. Review of Risk Assessment: MS/TC
    - ii. Payroll Controls:
    - iii. Asset Controls: Deed and Titles.
    - iv. Reserves:
    - v. Pension Regulator:
    - vi. County Archives. All
- 8.12: **End of Year Accounts 31 March 2022:**
- a) Annual Review of Documents for Audit:
    - i. Review Effectiveness of Internal Audit:
    - ii. Review of Internal Audit.
    - iii. Asset Register.
    - iv. Risk Assessments: Allotments; Parish Council; Village Hall; Play Area; Woodland Volunteers.
    - v. Financial Regulations:
    - vi. Standing Orders. All
- 8.13: **Budget 2022/2023:** Draft Budget. All
- 8.14: **Precept 2022/2023:** To approve.
- 8.15: **Scribe Accounts:** Update. TC
- 9. GENERAL:**
- 9.1: **The Clerks Contract and Job Description:** Review. DR
- 9.2: **Correspondence for Action:** All as dealt with on the agenda. All
- a) MPC307(07): C.D.C. - Cherwell District Council budget consultation 2022/23.
  - b) MPC307(08): O.C.C. - Oxfordshire County Council's budget consultation 2022/23 - have your say.
  - c) MPC307(15): CFO - What to do if you have a positive Covid-19 case in your hall.
  - d) MPC307(19): C.D.C. - Estimated Tax Base 2022-23 & Parish Precepts 2022-23.
  - e) MPC307(25): OALC - Operation London Bridge – Zoom Meeting.
  - f) MPC307(26): OALC - OALC December Update for member councils.
  - g) MPC307(27): Land and Property Registration - Is all your land registered?
  - h) MPC307(28): CFO - Plan B changes- Updated information for halls
- 9.3: **Matters for Further Information or Discussion:**
- 10. NEXT MEETING**
- 10.1. **14 February 2022 –7.30pm - Parish Council Meeting:** To be held in the village hall in-line with Government guidelines.