

# THE PARISH COUNCIL OF MERTON OXFORDSHIRE

Merton Parish Council website

Clerk to Merton Parish Council: Tracey Charlesworth, North End House, Blackbull Lane, Fencott, Kidlington, Oxon. OX5 2RD. Tel: 01865 331481; fax: 01865 331653; email: [clerkmertonpc@gmail.com](mailto:clerkmertonpc@gmail.com)

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

You are hereby summoned to attend the Meeting of Merton Parish Council on **Monday 14 February 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 reconsider extension of 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: All
  - 2.9. **Operation London Bridge:** All
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 10 January 2022 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: Contract and Job Description: All
  - iv. Electrical Check and Safety Alarms Report: Update. PS
- b) Merton Woodland:
  - i. New Fence: All

#### 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:**

- 1. Application No: 22/00225/LB  
Applicant's Name: Ms Rebecca Cunningham  
Proposal: Existing 1970s windows to be replaced with Heritage slimline double glazing. Frames will be timber, painted off-white. Glazing bars will be integral. Window pane arrangement will be horizontal. All top openings will be removed and replaced with side openings. Storm casing will be replaced with flush casements. All frosted glass will be replaced with clear glass. Existing front door will be replaced with a like-for-like solid timber, tongue and groove plank door. Existing modern door hardware will be replaced with traditional iron hardware  
Location: Little Chippers, Merton, OX25 2NF  
Parish(es): Merton – Comments by 15 February 2022
- 2. Application No.: 22/00211/NMA  
Applicant's Name: Mr & Mrs Allen  
Proposal: Non-material amendment to 21/02741/F - adding a door and window on East elevation. Replace West elevation window with larger letterbox window  
Location: Muswell, Main Street, Merton, Oxfordshire, OX25 2NF  
Parish(es): Merton  
Comments by 17.2.2022

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

- 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  
Permission For Development Subject To Conditions
- b) Application No: 21/04119/F  
Applicants: Brashville  
Proposal: Steel frame building for rearing game birds  
Location: Brashfield, Street Through Merton, Merton, OX25 2NF  
Parish(es): Merton  
Permission For Development Subject To Conditions  
Date of Decision: 3.2.2022

##### 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
- b) Consultation on support for children and young people with special educational needs and disabilities (SEND ) Oxfordshire – running from 10 January – 10 March 2022. All

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

- a) 20mph Limit Application: Update. DR

##### 7.5: **Bus Stop:** Land Registry Search update. MS

- a) Light/Solar array and LED fixture: Update. MS/C.Miller.  
b) Book Library: Update. MS
- 7.6: **Defibrillator:**  
a) Registration. PS
- 7.7: **Signage on A41:** Update from County Councillor. C.Miller
- 8. FINANCE:**
- 8.1: **Receipts:** -  
a) Petty cash and Bookings:  
• January 2022
- 8.2: **Account Paid Prior to the Meeting:**  
a) 101626 - 17-01-2022DR – Reimbursement – Village Hall toilet seat replacement - £27.00.  
b) 101627 - 03-02-2022 - Castle Water - Late Payment Interest - £39.06.  
c) 101628 - 03-02-2022 - Oxon Electrical - VH Survey - £420.00.
- 8.3: **Accounts for Payment:** To be approved:-  
a) Clerks Pay/Exp. January 2022:  
b) CFO - Community First Oxfordshire Membership Subscription 2022-23.
- 8.5: **Quotes:**  
a) Laptop: TC/All  
b) Goal Posts: 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: 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: **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) MPC308(03): OALC - petition for virtual meetings  
b) MPC308(06): C.D.C. - URGENT FOR ACTION - Estimated Tax Base 2022-23 & Parish Precepts 2022-23.  
c) MPC308(16): COMF Monitoring form – Confirmation use of funds for notice board for COVID related topics.  
d) MPC308(17): C.D.C./O.C.C. - FW: Partnership Working between CDC and OCC.  
e) MPC308(18): CFO - Village Halls Week - next week. Two training sessions and making pledges - Tuesday 25th Jan 10.00 am to 11.00 am and it is about working with volunteers - Friday 28th January at 10 am. It's about Advising the village hall network on safe WiFi.

- f) MPC308(20): O.C.C. - RE: TTRO (T9903) Temporary Road Closure, Merton, street through Merton.
- g) MPC308(22): Village News Online.
- h) MPC308(25): Final call: Interest in Good Neighbour Schemes/Mutual Aid Groups.
- i) MPC308(26): CFO - The lifting of Plan B restrictions - Rate relief 2022/23 and Hospitality and Leisure Grant info- update.
- j) MPC308(27): CFO - Energy Audits- what to expect and crowdfunding for your energy project- 2 FREE workshops for Sustainable Future day.
- 3. MPC308(29): Healthwatch Oxfordshire News Briefing.
- 4. MPC308(30): C.D.C. - Bookings open for half-term activity hubs.
- 5. MPC308(31): CDC/OCC Update.
- 6. MPC308(32): OALC Finance Courses.
- k) MPC308(33): OALC - OALC Operation London Bridge template.
- l) MPC308(34): Cherwell Parish Bulletin\_31 January 2022.
- 7. MPC309(01): East West Rail Company - Reminder – Join your EWR Local Representatives Groups – Sign up to the Bicester Town Group.
- 8. MPC309(02): OALC - OALC Operation London Bridge - OCC presentation.
- m) MPC309(03): O.C.C. - Annual Emergency Planning Unit Town and Parish Survey 2022
- 9.3: **Matters for Further Information or Discussion:**

#### **10. NEXT MEETING**

- 10.1. **14 March 2022 –7.30pm - Parish Council Meeting:** To be held in the village hall in-line with Government guidelines.