

# 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 Annual Meeting of Merton Parish Council on **Monday 9 May 2022 at 8pm** in Merton Village Hall.

Tracey Charlesworth, Parish Clerk.

**Members of the public and press are welcome to attend during 8.15pm and 8.30pm when they can ask questions or express their views.**

## **Agenda**

- 1. To Accept Apologies For Absence:**
- 2. PARISH COUNCIL:-**
  - 2.1. **Election:** Parish Council Election May 2022:
    - a) Non-contested Election: Results.
    - b) 'Acceptance of Office' to be signed by newly elected councillors witnessed by an Officer.
    - c) DPI Registration: To be completed by newly elected councillors and submitted to C.D.C. by Monday 6 June 2022.
    - d) Candidate Spending Form must be completed and submitted to C.D.C. by Monday 6 June 2022.
  - 2.2. **Election of the Chairman.** To sign 'Acceptance of Office' upon acceptance witnessed by an Officer.
  - 2.3. **Election of Vice-Chairman.**
  - 2.4. **Co-option:** Rules to be considered.
    - a) Virtual Meetings: All
  - 2.5. **To Receive Disclosable Pecuniary Interest:** Register of Members Interests.
  - 2.6. **COVID-19:** Government Guidelines: Update.
  - 2.5. **Welcome Pack:** Review. MS
  - 2.6. **Merton Village Neighbourhood Plan.**
    - a) Joint Neighbourhood Plan: Update. MS
  - 2.8. **Platinum Jubilee Celebration:** WM
  - 2.9. **Code of Conduct:** Review. All
  - 2.10. **Independent Remuneration Panel Report and Notice:**
- 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.
- 4. MINUTES:**
  - 4.1: Approval of the draft minutes of the Parish Council meeting held on 11 April 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 engineer. PS
      - ii. Recycling Site: Update.
      - iii. Village Hall Cleaner: Contract and Job Description: All
      - iv. Stock Check: Document to be drawn up to support Insurance policy. All
    - b) Play Area: Update on RoSPA. All
    - c) Adopt a Site Agreement: Update. WM

- d) Allotments:  
i. Tenancy Agreement: Update on addendum. All
- 6. COMMUNICATIONS**
- 6.1: **Merton PC Facebook Page:**  
a) To consider/approve matters for publication. All
- 7. COMMUNITY:**
- 7.1: **Planning Applications:**  
None at time of printing.
- 7.2: **Decision Notices:** To note:-  
None at time of printing.
- 7.3: **Planning Matters:**  
a) O.C.C. - Notice of Definitive Map and Statement Legal Event Modification Order 2022.  
b) O.C.C. - Ploughley Road / A41 junction improvements - update on planned closure.  
c) EV charging points - OCC want to know levels of interest in parishes &.
- 7.4: **Traffic Calming:** Update from Traffic Calming Working Group:  
a) 20mph Limit Application: Update. DR  
DR
- 7.5: **Bus Stop:** Land Registry Search update. MS  
MS
- a) Light/Solar array and LED fixture: Update. MS/C.Miller.  
MS
- b) Book Library: Update.  
MS
- c) Maintenance: Update on roof tiles and painting.
- 8. FINANCE:**
- 8.1: **Receipts:** -  
a) Petty cash and Bookings:  
• April 2022  
a) C.D.C. – Remittance Advice – Ref: 30010440 – Precept – First payment £8,240.00.  
b) Allotment Rent 2022/23 – Plots 5 & 6 - £27.00.
- 8.2: **Account Paid Prior to the Meeting:** None.
- 8.3: **Accounts for Payment:** To be approved:-  
a) Clerks Pay/Exp. April 2022:  
b) Oxfordshire Tree Services – Inv. No: 110 - £300.00 – Fallen conifer on recreational area – Emergency work.  
c) M.R. & J.S. Cross.  
d) Cherwell District Council – National Non-Domestic Rate Demand for the year 2022/23 - £-1,571.85 – Small Business Rate Relief – Total Liability for the Period £0.00.
- 8.5: **Quotes:**  
a) Laptop: TC/All  
b) Electrical Check and Safety Alarms: Update from on-site meeting. PS/MS  
c) Merton Woodland: New Fence:
- 8.7: **Spending under COMF Parishes Fund:** Progress Form to be completed.  
i. COVID-19 Notice Board: TC
- 8.8: **Training:** Consider/approve any training costs. All
- 8.9: **Banking:**  
a) Unity Trust: Application update.
- 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) To consider/approve End of Year Account 31 March 2022.  
b) Internal Auditor Report: Consider and approve any action from report.

8.13: **Scribe Accounts:** Update.

TC

**9. GENERAL:**

9.1: **The Clerks Contract and Job Description:** Review.

DR

9.2: **Correspondence:** – To note correspondence received not otherwise on the agenda where decisions are not required.

9.3: **Matters for Further Information or Discussion:**

**10. NEXT MEETING**

10.1. **13 June 2022 – 7.30pm – Parish Council Meeting:** To be held in the village hall in-line with Government guidelines.