

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

To all Members of Merton Parish Council:

You are hereby summoned to attend the Meeting of Merton Parish Council on **Monday 11 October 2021** 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. **Co-option:**
 - a) R. Gurprashad:
 - b) DPI Registration: Update.
 - c) 'Declaration of Acceptance of Office': To be completed. TC/RG
 - 2.3. **To Receive Disclosable Pecuniary Interest:** Register of Members Interests.
 - 2.4. **COVID-19:** Government Guidelines: Update.
 - a) Village Hall: Risk Assessment. All
 - 2.5. **Emergency Plan:** Review.
 - a) Welcome Pack. JC
 - 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. **Review of Standing Orders and/or Financial Regulations:** To reflect proposed spending 'Trigger Point'.
 - All
 - 2.9. **Adopt a Site Agreement 2021/22:** Consider/approve. 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.
4. **MINUTES:**
 - 4.1: Approval of the draft minutes of the Parish Council meeting held on 13 September 2021 at 7.30pm.
5. **ASSET MANAGEMENT:**
 - 5.1: **Recreational Field/Play Area/Allotments:**
 - a) Oxford Cavaliers:
 - i. Village Hall Proposals: Update. All
 - b) Football: Future lettings policy. All
 - c) Play Area Waste Bins: Installation update. GA
 - d) Village Hall Bookings Clerk: In attendance. WM
6. **COMMUNICATIONS**
 - 6.1: **Parish Matters/Merton PC Facebook Page:**

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- a) To consider/approve matters for publication. All/GA/DS
 6.2: **Newsletter**: Update on V/H proposal letter. GA

7. COMMUNITY:

7.1: **Planning Applications:**

- a) Application No.: 21/02771/AGN - Applicant's Name: Mr Rodney Hughes
 Proposal: Erection of a steel portal frame for storage of forage and straw
 Location: Home Farm, Street through Merton, Merton, OX25 2ND
 Parish(es): Merton
 Comments by 27 September 2021.

7.2: **Decision Notices:**

- a) Application No: 21/02771/AGN
 Proposal: Erection of a steel portal frame for storage of forage and straw
 Location: Home Farm, Street through Merton, Merton, OX25 2ND
 Parish(es): Merton
 Prior Approval Not Required. All

7.3: **Planning Matters:**

- a) Merton 'Nursing Home': Update. GA
 b) C.D.C. - Cherwell District Council Draft Statement of Community Involvement - public consultation.
 c) C.D.C. - Planning for Cherwell – the Cherwell Local Plan Review - Community Involvement Paper 2: Developing our Options.
 d) C.D.C. - Cherwell Local Plan Review - Community Involvement Paper 2: Developing our Options - Invitation to Parish, Town Council and Parish Meeting webinars.

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

- a) Proposal for a survey of traffic: Update. MS/SW/TC
 b) S106 Agreement: Report.
 c) 20mph Speed Limit: Proposal to form partnership with neighbouring parishes – update. All

7.5: **Bus Stop Light:** Update.

- a) Solar array and LED fixture MS/All

7.6: **Defibrillator:**

- a) Light Pollution: Update.
 b) Insurance: Update.
 c) Registration. All

8. FINANCE:

8.1: **Receipts:** -

- a) Petty cash and Bookings:
 • September 2021
 • HMRC – Direct Credit – VAT Reclaim - £2,443.56.

8.2: **Account Paid Prior to the Meeting:** None.

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

- a) Clerks Pay/Exp. September 2021:
 b) M. R. & J.S. Cross – Inv. No's: 50 - £204.00 – (Grass cutting and strimming Merton Recreation Ground – 17.9.2021) - 51 - £204.00 (Grass cutting Merton Woodland – Meadow – 30.9.2021) – Total £408.00.
 c) C.D.C. – Inv. No: 20003343 - £180.18 – Emptying 3 dog bins @ £1.75 per bin plus 10% admin fee – Half yearly invoice.
 d) Reimbursement – Inv. No's: INV-GB-130670421-2021-269307 – Discounted Cleaning Supplies Ltd - £21.00 (incl.VAT) – INV-GB-130051001-2021-180437 – Ideal 356 Ltd - £28.00.
 e) Bookings Clerk: Funds.
 f) M. Day – Adopt a Site Payment - £224.76.

8.4: **Quotes:**

- a) Laptop: TC/All
 b) PAT Testing:

8.5: **Spending under COMF Parishes Fund:** Progress Form to be completed.

- i. 'Covid' Guidance signage.
 ii. Sanitiser TC/GA

8.6: **Training:**

- 8.7: **Banking:**
- a) Bank Signatures: Update. AB
- b) Bank Account: Consider options. All
- 8.8: **Financial Reports and Bank Reconciliation:** For consideration/approval. TC
- 8.9: **End of Year Accounts 31 March 2021:**
- a) Action from Audit:
- i. Review of Risk Assessment:
- ii. Payroll Controls:
- iii. Asset Controls: Deed and Titles.
- iv. Exercise of Public Rights:
- v. Reserves:
- vi. Pension Regulator:
- vii. County Archives. All
- 8.11: **End of Year Accounts 31 March 2022:**
- a) Letter of Engagement and Terms of Acceptance: All
- 8.12: **Budget 2022/2023: Procedure.** All
- 8.13: **Scribe Accounts: Review.** TC/All
- 8.14: **Grant Applications:**
- a) Update for Village Hall applications.
- i. C.D.C. – Grant Information.
- ii. Viridor: Stage 2 – Update.
- Letter/Return Slips: To gauge support for the proposals. All
- iii. ‘Just Giving Page’ – Update.
- iv. National Lottery: Update.
- 9. GENERAL:**
- 9.1: **The Clerks Contract and Job Description:** Review. LK/AB
- 9.2: **Correspondence for Action:** All as dealt with on the agenda. All
- a) MPC304(04): O.A.L.C. - Consultation on Ox-Cam ARC.
- b) MPC304(10): RBLI Shop - Preparation for Remembrance 2021.
- c) MPC304(11): C.D.C. - FINAL REMINDER - Deadline 17 September for District-wide Community Governance.
- d) MPC304(17): CEE Bill Alliance.
- e) MPC305(03): O.C.C. - Workshops to introduce Oxfordshire County Council's new priorities.
- 9.3: **Matters for Further Information or Discussion:**
- 10. NEXT MEETING**
- 10.1. **8 November 2021 –7.30pm - Parish Council Meeting:** To be held in the village hall in-line with Government guidelines.