

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 12 July 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. **Notice of Resignation:**
 - a) Resignation of Cllr. AB – C.D.C. notified and Vacancy Notice displayed.
 - 2.3. **Vacancy:** Update
 - a) DPI Registration:
 - b) 'Declaration of Acceptance of Office' TC
 - 2.4. **To Receive Disclosable Pecuniary Interest:** Register of Members Interests.
 - 2.5. **COVID-19:** Government Guidelines: Update.
 - a) Village Hall: Risk Assessment. All
 - 2.6. **Emergency Plan:** Review.
 - a) Welcome Pack. JC
 - 2.7. **Merton Village Neighbourhood Plan.**
 - a) Joint Neighbourhood Plan: Update. TC
 - 2.8. **ICO Registration:** Confirm change of entry details – Update. TC.
 - 2.9. **Review of Standing Orders and/or Financial Regulations:** To reflect proposed spending 'Trigger Point'. 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 14 June 2021 at 7.30pm.
 - 4.2: Approval of the Draft Minutes of the Meeting of the Parishioners of Merton held on 21 June 2021 at 7.30pm.
 - 4.2: Approval of the Extraordinary Minutes of the Parish Council meeting held on 21 June 2021 at 8.50pm.
 - 4.3: Approval of the Extraordinary Minutes of the Parish Council meeting held on 28 June 2021 at 7.30pm.
5. **ASSET MANAGEMENT:**
 - 5.1: **Recreational Field/Play Area/Allotments:**
 - a) Oxford Cavaliers:
 - i. Village Hall Proposals: Update following consultation with parish. All
 - ii. Review of Risk Assessment. OCRLC
 - b) Football: Future lettings policy. All
 - c) Tractor Run: Hire of Hall. All

6. COMMUNICATIONS

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

- a) To consider/approve matters for publication. All/GA
6.3: **Newsletter:** Consider/approve lead. All

7. COMMUNITY:

7.1: **Planning Applications:** To consider any applications received.

7.2: **Decision Notices:**

- a) DECISION ISSUED: 21/01228/F
2 Manor Farm Close Merton Bicester OX25 2NA
Proposal: Proposed front, side and rear extensions and garage conversion
Location: 2 Manor Farm Close, Merton, Bicester, OX5 2NA
Parish(es): Merton –
Permission for Development subject to conditions. All

7.3: **Planning Matters:**

- a) Merton 'Nursing Home': Update. GA
b) Proposed Diversion Under the Highways Act 1980 s119 at Merton Grounds Farm – Part of Merton Footpath No. 2 and FP3 at Merton Grounds Farm.

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. MS

7.6: **Notice Board:** Update.

7.7: **Defibrillator:**

- a) Light Pollution.
b) Insurance
c) Asset Register
d) Registration. All

8. FINANCE:

8.1: **Receipts:** -

- a) Petty cash and Bookings:
• May 2021
b) Allotment Rent – Plots 7 & 8 – 2021/22 - £32.00
c) Allotment Rent – Plots 9 & 10 – 2021/22 - £29.00

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

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

- a) Clerks Pay/Exp. June 2021:
b) M. R. & J. S. Cross – Inv. No's: 20 - £408.00 (Grass cutting/stripping Recreation Ground 11.6.2021/25.6.2021) – 21- £144.00 (Grass cutting Merton Woodland 22.6.2021) – Total £552.00.

8.4: **Breakfast Club:**

- a) To confirm if the PC has the power to spend. TC
b) To set amount if the above is approved; either as a donation or loan start-up amount. All

8.5: **Quotes:**

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

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

- i. 'Covid' Guidance signage.
ii. Sanitiser.
iii. Waste bin for park. TC/GA

8.7: **Training:**

8.8: **Banking:**

- a) Bank Signatures: Update. AB
b) Barclays Bank Plc. – Changes to our terms and conditions for business accounts.
c) Bank Account: Consider options. GA/TC

8.9: **Financial Reports and Bank Reconciliation:** For consideration/approval. TC

8.10: **End of Year Accounts 31 March 2021:**

- a) Completion of Certificate of Exemption:
- b) Exercise of Public Rights:
- c) Publication of Documents
- d) Action from Audit:
 - i. Review of Risk Assessment:
 - ii. Payroll Controls:
 - iii. Asset Controls: Deed and Titles.
 - iv. Exercise of Public Rights:
 - v. Standing Orders:
 - vi. Reserves:
 - vii. Pension Regulator:
 - viii. County Archives.

TC

8.11: **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.
 - iii. 'Just Giving Page' – Update.
 - iv. National Lottery: Update.

All

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

10. **NEXT MEETING**

- 10.1. **13 September 2021 –7.30pm - Parish Council Meeting:** To be held in the village hall in-line with Government guidelines.