

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 13 December 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:** R. Gurprashad:
 - a) DPI Registration: Update.
 - b) '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) Letter of Support for Remote Meetings: Consider/approve support. All
 - b) New variant 'Omicron': PC to consider proposed delegation by OALC: ¹ 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.

¹ 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 8 November 2021 at 7.30pm.

5. ASSET MANAGEMENT:

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

- a) Oxford Cavaliers:
 - i. Village Hall Keys: Update. All
 - ii. Proposed Hire Contract: Update.
- b) Football: Future lettings policy. All
- c) Village Hall:
 - i. Purchase of Chairs: Update. TC
 - ii. Purchase of Notice Boards: Update. TC
 - iii. Faulty Kitchen Light: Update. MS
 - iv. PAT Testing: Update. TC
 - v. Air Source Heat Pump: Update on possible leak and/or service requirement. PS
- d) Review of Allotment Agreement: To reflect advice about the non-use of Nitrates in-line with Department for Environment Food and Rural Affairs, giving us Notice under Regulation 5(3)(b) of the Nitrate Pollution Prevention Regulations 2015, that as Landowners in a Nitrate Vulnerable Zone: Consider/approve. AY/All

6. COMMUNICATIONS

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

- a) To consider/approve matters for publication. All/GA/DS

7. COMMUNITY:

7.1: **Planning Applications:** None at time of printing.

7.2: **Decision Notices:** None at time of printing.

7.3: **Planning Matters:**

- a) Merton 'Nursing Home': Update. GA
- b) Ambrosden Parish Council is looking to respond to a discharge of planning conditions of the planned Redrow development by Merton Road (21/03342/DISC): Update. AY

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

- a) S106 Agreement: Report. D. Hughes.
- b) 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:
 - November 2021

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

- a) Castle Water – Inv. No: 0006150778 - £640.19 – less credit of £31.57 – Balance £608.62 increased by £40.00 incurred for late payment- for the period 1.8.2021 – 31.1.2022:

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

- a) Clerks Pay/Exp. November 2021:
- b) Good Energy – Inv. No: I-0112922 - £286.37 for period 1.8.2021 – 1.11.2021.
- c) Expertise Repairs – Inv. No:20489 - £30.00 (PAT Testing).
- d) Bookings Clerk: Float top up £12.00 upon receipt of any purchase receipts. All
- e) Blackthorn Parish Council – Contribution to Homeworking Insurance with Coversure Insurance – Paid in full by BPC £114.31 – Half £57.15.

8.5: **Quotes:**

- a) Laptop: TC/All

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| b) Goal Posts. | All |
| c) Blinds/Curtains for Village Hall: | All |
| d) Village Hall Smoke Alarms: | MS |
| e) Village Hall Electrical check: | MS |
| 8.6: Viking Direct: Update on account. | TC |
| 8.7: Spending under COMF Parishes Fund: Progress Form to be completed. | |
| i. 'Covid' Guidance signage. | |
| ii. Sanitiser | TC/GA |
| iii. Proposal to spend remainder of funding: To be considered. | All |
| 8.8: Training: Consider/approve any training costs. | All |
| 8.9: Banking: | |
| a) Unity Trust: Approval of the following:- | |
| i. Current Account. | |
| ii. All signatories on the account with a dual requirement for transactions. | |
| iii. Unity Corporate MultiPay Card. | All |
| 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: | |
| i. List of Questions for completion: | TC |
| 8.13: Budget 2022/2023: Draft Budget. | All |
| 8.14: Scribe Accounts: Update. | TC |
| 8.15: Grant Applications: | |
| a) Update for Village Hall applications. | |
| i. Screwfix Foundation Fund: Unsuccessful. | GA |
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| 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) MPC306(15): Zurich Municipal - Merton Parish Council, when were your buildings last valued?. | |
| b) MPC306(22): C.D.C. - COMF Monitoring form Forwarding of O.C.C. and C.D.C. emails. | |
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| 9.3: Matters for Further Information or Discussion: | |
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| 10. NEXT MEETING | |
| 10.1. 10 January 2022 –7.30pm - Parish Council Meeting: To be held in the village hall in-line with Government guidelines. | |