

# 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 13 September 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) Vacancy Notice – Permission to co-opt.
  - 2.3. **Co-option:**
    - a) R. Gurprashad. 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
  - 2.10: **Adopt a Site Agreement 2021/22:** Consider/approve. All
3. **GUESTS:** Representatives of the Oxford Cavaliers Rugby League Club.
4. **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.
5. **MINUTES:**
  - 4.1: Approval of the draft minutes of the Parish Council meeting held on 12 July 2021 at 7.30pm.
6. **ASSET MANAGEMENT:**
  - 6.1: **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) Play Area Waste Bins: Installation update. GA
    - d) Village Hall Bookings Clerk: In attendance. WM

## 7. COMMUNICATIONS

### 7.1: **Parish Matters/Merton PC Facebook Page:**

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

## 8. COMMUNITY:

### 8.1: **Planning Applications:**

- a) Application No: 21/02059/F  
Proposal: Erection of new detached dwelling with ancillary garage and garden room/studio – revised scheme of 20/00976/F, to ensure correct decision is issued to include relevant details regarding Great Crested Newt Licence details  
Location: 3 Church Close, Merton, OX25 2NB  
Parish(es): Merton
- b) Application No: 21/02741/F  
Applicant's Name: Mr & Mrs Allen  
Proposal: Single storey rear extension  
Location: Muswell, Main Street, Merton, Oxfordshire, OX25 2NF  
Parish(es):  
Comments by 14 September 2021.

### 8.2: **Decision Notices:**

- a) Application No: 21/02059/F  
Proposal: Erection of new detached dwelling with ancillary garage and garden room/studio – revised scheme of 20/00976/F, to ensure correct decision is issued to include relevant details regarding Great Crested Newt Licence details  
Location: 3 Church Close, Merton, OX25 2NB  
Parish(es): Merton  
for Development subject to conditions.  
Date of Decision: 6.8.2021 All

### 8.3: **Planning Matters:**

- a) Merton 'Nursing Home': Update. GA  
b) C.D.C. - Cherwell District Council Draft Statement of Community Involvement - public consultation.

### 8.4: **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

### 8.5: **Bus Stop Light:** Update. MS

### 8.6: **Defibrillator:**

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

## 9. FINANCE:

### 9.1: **Receipts:** -

- a) Petty cash and Bookings:  
• June/July/August 2021

### 9.2: **Account Paid Prior to the Meeting:** None.

### 9.3: **Accounts for Payment:** To be approved:-

- a) Clerks Pay/Exp. July/August 2021:  
b) M.R. & J.S. Cross – Inv. No's: 31 - £408.00 (grass cutting recreational area 7.7.2021/29.7.2021) – 32 - £144.00 – (grass cutting Woodland area 27.7.2021) –40 - £144.00 (Grass cutting Merton Woodland 25.8.2021) – 41 - £408.00 (Grass cutting Merton Recreation Ground 12.8.2021/26.8.2021) – Total £1,104.00.  
c) Good Energy – Inv. No: I-0093120 - £253.70  
d) Blackthorn PC – SLCC Annual Membership/Inv. No: MEM235194 - £95.00 paid in full by BPC – approve contribution of £47.50.  
e) P J Stubbs – Inv. No: 042122 - £108.74 – Installation Defibrillator – Supply and fit external light.  
f) Zurich Municipal Insurance - Zurich Town and Parish policy is due for renewal 11 October 2021.

- Zurich Insurance - Renewal Docs - Long Term Agreement (LTA) with us and your policy is due for renewal. Your renewal premium is £925.90 including tax.
- 9.4: **Breakfast Club:**
- a) Update on conditions to spend: TC
  - b) To set amount if the above is approved; either as a donation or loan start-up amount. All
- 9.5: **Quotes:**
- a) Laptop: TC/All
  - b) PAT Testing:
- 9.6: **Spending under COMF Parishes Fund:** Progress Form to be completed.
- i. 'Covid' Guidance signage.
  - ii. Sanitiser TC/GA
- 9.7: **Training:**
- 9.8: **Banking:**
- a) Bank Signatures: Update. AB
  - b) Bank Account: Consider options. All
- 9.9: **Financial Reports and Bank Reconciliation:** For consideration/approval. TC
- 9.10: **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
- 9.11: **End of Year Accounts 31 March 2022:**
- a) Letter of Engagement and Terms of Acceptance: All
- 9.12: **Budget 2022/2023: Procedure.** All
- 9.13: **Scribe Accounts: Review.** TC/All
- 9.14: **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.
- 10. GENERAL:**
- 10.1: **The Clerks Contract and Job Description:** Review. LK/AB
- 10.2: **Correspondence for Action:** All as dealt with on the agenda. All
- a) MPC302(32): O.C.C. - FW: Winter Preparedness - 2021/22 – Salt Bags?
  - b) MPC302(39): Lieutenancy Office - Platinum Jubilee Celebrations
  - c) MPC302(42): C.D.C. - District-wide Community Governance Review - the opportunity for your town/parish to be involved - Response required by 17.9.2021.
  - d) MPC303(22): C.D.C. - REMINDER - Deadline 17 September for District-wide Community Governance Review.
  - e) MPC303(32): OALC - Oxfordshire 2050 consultation.
  - f) MPC303(35): C.D.C. - Symmetry Park, Oxford North.
  - g) MPC303(38): C.D.C. - Cherwell Local Plan Review - Options Paper.
  - h) MPC304(02): C.D.C. - Civil Parking Enforcement is coming to Cherwell, South and Vale.
  - i) MPC304(03): O.C.C. - County libraries set to return to pre-pandemic opening hours.
  - j) MPC304(04): O.A.L.C. - Consultation on Ox-Cam ARC.
- 10.3: **Matters for Further Information or Discussion:**
- 11. NEXT MEETING**
- 11.1. **11 October 2021 –7.30pm - Parish Council Meeting:** To be held in the village hall in-line with Government guidelines.