

THE PARISH COUNCIL OF MERTON OXFORDSHIRE

<http://www.mertonparishcouncil.co.uk>

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 15 June 2020 at 7.45pm** due to the Coronavirus outbreak and exceptional circumstances and in line with Government Guidelines this meeting will be held virtually via the tool 'Zoom':

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.

Join the meeting at 'Microsoft Team': https://teams.microsoft.com/join/19%3ameeting_NDlxMzQxNmUtZGVmZi00OGlyLWlzZjUtZTQxZDIhNTk1M2Uw%40thread.v2/0?context=%7b%22id%22%3a%22d72bf766-eac5-473f-8170-2e4f4954c317%22%2c%22oid%22%3a%2203e958cc-98fa-4765-8873-1e497e0d19d1%22%7d

Agenda

1. To Accept Apologies For Absence:

2. PARISH COUNCIL:-

2.1. **Vacancy:** The PC has received the resignation of Cllr. D. Richardson.

2.2. Co-Option:

a) To consider applications received.

2.3. **To Receive Disclosable Pecuniary Interest:** Register of Members Interests.

2.4. **C.D.C. - Members' Allowances:** Review.

2.5. **COVID-19:** Government Guidelines:

a) Meetings:

b) Allotments:

c) Play Area:

d) Woodland:

e) Village Hall

- Cleaning

f) Helping Vulnerable Residents:

2.6. **Emergency Plan:** Review.

2.7. **Election of Chairman:**

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 16 March 2020.

4.2. Cancellation of proposed meetings scheduled for 20 April 2020 and 18 May 2020 (Annual Parish Council Meeting and Annual Parish Meeting of Merton).

5. ASSET MANAGEMENT:

5.1: Village Hall:

a) Adopt a Site Agreement 2020/21 –To be completed and returned.

All

5.2: Recreational Field/Play Area/Allotments:

a) Allotments: Vacancies: Update.

AB/TC

b) Oxford Cavaliers: Return to training.

AB

c) Football Enquiry: Received by Bookings Clerk. AB

6. COMMUNICATIONS:

6.1: Website:

a) The Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018: Update from web designer. TC

6.2: **Data Protection:** Update. LK/TC

7. COMMUNITY:

7.1: Planning Applications:

a) Application No: 20/01251/F - Applicant's Name: Mr F Periere - Proposal: Change of Use of building from horse stabling to provide auxiliary space to existing adjoining workshops/stores - Location: Merton Grounds Farm, Langford Lane, Merton, OX25 2NS - Parish(es): Merton - Expected Decision Level: Delegated - Comments by 9 June 2020.

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

7.3: Planning Matters:

a) Merton 'Nursing Home': Update.

7.4: **Traffic Calming:** Report from representatives of the 'Working Group':

a) Proposal for a survey of traffic: DR
• Insurance cover for signs/Risk Assessment: Update AB/DR

7.5: **Parish Magazine/Newsletter:**

• Update. AB

7.6: **Dog Fouling:** Update on stickers. JC

8. FINANCE:

8.1: Receipts: -

- a) Petty cash and Bookings:
 - February/March £530.00 banked.
 - April/May 2020:
- b) County Councillors Discretionary Fund £2,500.00.
- c) C.D.C. – Precept £8,000.00.
- d) Allotment No's: 1 & 2 - £64.00.

8.2: **Account Paid Prior to the Meeting:** To be noted.

- a) 101525 - £192.00 – Grass Cutting
- b) 101527 - £180.18 – Dog Bin Emptying
- c) 101528 - £68.62 – Electricity
- d) 101529 - £165.21 – Clerk Pay/Exp.
- e) 101530 - £159.87 – Water Supply

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

- a) Clerks Pay/Exp. April/May 2020:
- b) Emergency Work to Leak to Ceiling: AB
- c) Printer – Consider/approve shared cost with BPC for the purchase of a printer – total £105.44 total excluding VAT – £52.72.
- d) SLCC Membership – Consider/approve shared cost with BPC – Total paid by BPC £92.00 - £46.00.
- e) SLCC – Consider/approve shared cost with BPC for Webinar – Website Accessibility - £120.00 exclusive of VAT - £60.00.
- f) National Non-Domestic Rate Demand for the year 2020/21 - £0.00.
- g) Electricity Supply - Statement. No: 2580591 - £544.54 – (Estimated).
- h) OALC – Subscription Invoice – Inv. No: M00194/2020 - £140.42 – (previously paid by Cheque No: 101522 – assumed lost in transit) – Reissue.
- i) Grass Cutting – Inv. No: 4006 - £192.00 (Recreation ground 14.4.20) – 4011 - £384.00 (Recreation ground 2.5.20/18.5.20) – 4012 - £132.00 (Merton Woodland 18.5.20) – Total £708.00.

8.4: **Bank Signatories:** AB

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

8.6: **Quotes:** To be considered/approved:-

- a) Village Hall Flooring: Vinyl tiles. LK
 - b) Memory Storage: All
 - c) Village Hall Blinds: LK
 - d) Play Area: Swing Seat. AB
 - e) Storage Shed:
- 8.7: **Printer:** Consider shared costs with Blackthorn PC. TC
- 8.8: **Accounts Year Ended 31.3.20: COVID-19:** Change of dates for completion and publication.
- a) Arrow Accounting – Internal Audit Report: Consider and approve any actions. All
 - b) Moore Stevens – Official Notification to submit AGAR:
 - c) End of Year Accounts 31 March 2020: Consider/Approve.
 - d) The Annual Governance Statement: Completion of Section 1.
 - e) The Accounting Statements: Completion of Section 2.
 - f) Following approval, the Chairman and Clerk of the meeting sign the Annual Governance Statement and the Chairman signs the Accounting Statements
 - g) Certificate of Exemption –To consider/approve whether or not the Parish Council meets the qualifying criteria for exemption.
 - h) Completion of Certificate of Exemption: Signed by the RFO and the Chairman; Clerk to send to the External Auditor (Page 3 only).
 - i) Exercise Of Public Rights: RFO sets the commencement date.
 - j) All required documents to be published on the website.
- 9. GENERAL:**
- 9.1: **The Clerks Contract and Job Description:** Review. LK/AB
 - 9.3: **Correspondence for Action:** As attached. All
 - 9.4: **Matters for Further Information or Discussion.** All
- 10. NEXT MEETING**
- 10.1. Next meeting 20 July 2020: Time and date to be approved. All

List of Correspondence/Emails to support Agenda Item 9.3: Matters not otherwise covered by the agenda.


M.P.C. 287 – April:

1. Aspire Oxford - Aspire's Spring Newsletter 2020: Our Response to COVID-19 – Rec/d by Email 1.4.2020 – Emailed.
2. O.C.C.- SSE Resilient Communities Fund 2020 – Rec/d by Email 2.4.2020 – Emailed.
3. Calor Rural Community Fund - There's only one week left to apply for funding! – Rec/d by Email 2.4.2020 – Emailed.
4. Public Sector Executive - Sport England £195m in sector support – Rec/d by Email 2.4.2020 – Emailed.
5. CPRE - Taking care in the countryside; Great Wolf win; OxCam budget update – Rec/d by Email 2.4.2020 – Emailed.
6. Castle Water - Changes from Ofwat in relation to COVID-19 business closures – Rec/d by Email 3.4.2020 – Emailed.
7. Arncott Parish Council - Egg Production Unit – Rec/d by Email 3.4.2020 – Emailed.
8. C.D.C. - FW: Cherwell Parishes Newsletter_06 April 2020 – Rec/d by Email 6.4.2020 – Emailed.
9. C.D.C. - Cherwell District Councillor Covid-19 Priority Fund – Rec/d by Email 6.4.2020 – Emailed.
10. Dynamic Print Media - Lockdown Mind Therapy booklets – Rec/d by Email 7.4.2020 – Emailed.
11. O.C.C. - Updated scam advice for residents (charity worker scams) – Rec/d by Email 7.4.2020 – Emailed.
12. O.C.C. - Rural Mobility Fund and Electric Bus Tow: Your views. – Rec/d by Email 7.4.2020 – Emailed – Response by 15.4.2020.
13. Oxfordshire Preservation Trust Award - OPT Awards 2020 - open for entries – Rec/d by Email 9.4.2020 – Emailed.
14. O.C.C. - Community Matters Fund – Rec/d by Email 9.4.2020 – Emailed.
15. Healthwatch Oxfordshire - Healthwatch Oxfordshire has sent you a message – Rec/d 10.4.2020 – Emailed.
16. O.C.C. - Press Release: Domestic abuse support shared by Oxfordshire County Council and partners – Rec/d by Email 10.4.2020 – Emailed.
17. C.D.C. - Cherwell Parishes Update Bulletin_14 April 2020 – Rec/d by Email 14.4.2020 – Emailed.
19. C.D.C. - News and Updates from Oxfordshire County Council – Rec/d by Email 15.4.2020 – Emailed.
20. Arncott Parish Council – Egg Production Unit – Rec/d by Email 15.4.2020.
18. O.C.C. - Get Going on a Good Neighbour Scheme! – Rec/d by Email 16.4.2020 – Emailed.
22. Steve Shaw (Power for the People) - Request for your help with the Local Electricity Bill – Rec/d by Email 16.4.2020 – Emailed.
23. C.D.C. - Cherwell Parishes Update Bulletin_20 April 2020 – Rec/d by Email 20.4.2020 – Emailed.
24. My Parish Council - FW: Somerset - Parish Council Websites Challenge - WCAG 2.1 – Rec/d by Email 21.4.2020 – Emailed.
25. Barclays Bank Plc – Community Account Statement – Issued on 16 April 2020 – Rec/d 21.4.2020.
27. Public Sector Executive - Additional £1.6bn for councils – Rec/d by Email 21.4.2020 – Emailed.
28. Public Sector Executive - Key transport link worth £23m to begin – Rec/d by Email 23.4.2020 – Emailed.
29. C.D.C. - Access to Parks, Public Spaces and Cemeteries - Response Required Please – Rec/d by Email 24.4.2020 – Emailed – Need to respond.
30. O.C.C. - Press Release: Oxfordshire businesses warned to protect against COVID19 scams – Rec/d by Email 24.4.2020 – Emailed.
31. Healthwatch Oxfordshire - Healthwatch Oxfordshire has sent you a message – Rec/d by Email 24.4.2020 – Emailed.
32. Castle Water Ltd - Have you had to close your business? - You must let us know to avoid charges – Rec/d by Email 24.4.2020 – Emailed.
35. C.D.C. – Small Business and RLH Grants – Business Rates Grants for those affected by COVID -19 – Rec/d 23.4.2020 – C/fwd to next meeting – Form to be completed (available on-line).
36. Rural Services Network - Tell us about your rural community working together during COVID-19 lockdown – Rec/d by Email 27.4.2020 – Emailed.
37. C.D.C. - Cherwell Parish Bulletin_28 April 2020 – Rec/d by Email 27.4.2020 – Emailed.

• **M.P.C.288 – May:**

1. OALC - OALC letter from Robert Jenrick MP – Rec/d by Email 1.5.2020 – Emailed.
2. OALC – Update – Rec/d 14.5.2020 – Emailed.
3. O.C.C. - News Release: Cancer consultations available via telephone and video – Rec/d by Email 4.5.2020 – Emailed.

4. O.C.C. - News Releases: Coronavirus Carer ID scheme & Praising Care Teams – Rec/d by Email 4.5.2020 – Emailed.
5. O.C.C. - Caring in a Crisis: day centre launches new YouTube channel – Rec/d by Email 6.5.2020 – Emailed.
6. Oxfordshire Neighbourhood Plans Alliance - Update from ONPA – Rec/d by Email 6.5.2020 – Emailed.
7. Healthwatch Oxfordshire - Healthwatch Oxfordshire has sent you a message – Rec/d by Email 7.5.2020 – Emailed.
8. Community Action Suffolk - FW: Insurance for Your Parish Council – Rec/d by Email 10.5.2020 – Emailed.
9. C.D.C. - FW: Cherwell Parish Bulletin_11 May 2020 – rec/d by Email 11.5.2020 – Emailed.
10. NALC - 📧 CORONAVIRUS — INFORMATION FOR PARISH AND TOWN COUNCILS – Rec/d by Email 12.5.2020 – Emailed.
11. O.C.C. - Revised TTRO (T7703) Temporary Road Closure - Ambrosden, Merton Road, Bicester OX26 2LZ – Rec/d by Email 12.5.2020 – Emailed.
12. O.C.C. - Revised 2 TTRO (T7703) Temporary Road Closure - Ambrosden, Merton Road, Bicester OX26 2LZ – Rec/d by Email 12.5.2020 – Emailed.
13. Oxford Garden Contractors - Merton Parish Council Grounds Work Quotes - Rec/d by Email 12.5.2020 – Emailed.
14. Public Sector Executive - Housing Secretary to re-start housing market – Rec/d by Email 13.5.2020 – Emailed.
15. Thames Valley Police - Campaign Materials - Online Child Sexual Abuse – Rec/d by Email 13.5.2020 – Emailed.
16. NALC - 📧 CORONAVIRUS — INFORMATION FOR PARISH AND TOWN COUNCILS – Rec/d by Email 14.5.2020 – Emailed
17. C.P.R.E. - Planning & Democracy during Covid-19 – Rec/d by Email 14.5.2020 – Emailed.
18. Public Sector Executive - Multi-billion-pound fund for road and railway – Rec/d by Email 15.5.2020 – Emailed.
19. C.D.C. - FW: Cherwell Parish Bulletin_18 May 2020 – Rec/d by Email 18.5.2020 – Emailed.
20. O.C.C. - Two Stories: Mental Health Awareness Week – Rec/d by Email 19.5.2020 – Emailed.
21. C.D.C. - Sports courts and playground areas – Rec/d by Email 19.5.2020 – Emailed.
22. Public Sector Executive - Business Loan extended to £200m – Rec/d by Email 19.5.2020 – Emailed.
24. Public Sector Executive - Innovative start-ups 40m Government boost- Rec/d by Email 20.5.2020 – Emailed.
25. Oxfordshire for the Blind - Support for people with sight loss during Covid-19 – Rec/d by Email 21.5.2020 – Emailed.
26. Healthwatch Oxfordshire - Healthwatch Oxfordshire has sent you a message – Rec/d by Email 22.5.2020 – Emailed.
27. Public Sector Executive - This weeks biggest stories – Rec/d by Email 25.5.2020 – Emailed.
28. Public Sector Executive - £50m for councils to safely reopen non-essential retail – Rec/d by Email 22.5.2020 – Emailed.
29. O.C.C. - TTRO: Updating contact details for distribution list – Rec/d by Email 27.5.2020 – Emailed.
30. Barclays Bank Plc – Community Account Statement – Issued on 18 May 2020 – Rec/d 27.5.2020.
31. Neil Homer - Merton Neighbourhood Plan – Rec/d by Email 28.5.2020 – Emailed.
32. O.C.C. - Cycleways and footpaths to be cleared and repaired as council anticipates demand surge – Rec/d by Email 28.5.2020 – Emailed.
33. NALC - 🧑‍🤝🧑 HELP NALC IN ITS GROUND-BREAKING RESEARCH ON DEMENTIA – Rec/d by Email 28.5.2020 – Emailed
34. NALC - 🧑‍🤝🧑 OPEN LETTER TO ALL COUNCILLORS – Rec/d by Email 28.5.2020 – Emailed.
35. Allotment – Rec/d by Email 29.5.2020 – Responded.
- **MPC289 – June**
 1. C.D.C. - Council's £2.5m plan to support town centres – Rec/d by Email 1.6.2020 – Emailed.
 2. C.D.C. - Cherwell Parish Bulletin_02 June 2020 – Rec/d by Email 2.6.2020 – Emailed.
 4. Thames Water - Thames Water update - looking to the future – Rec/d by Email 3.6.2020 – Emailed.
 5. O.C.C. - Information: Shielding the Vulnerable in Oxfordshire – Rec/d by Email 3.6.2020 – Emailed.
 6. Public Sector Executive - PHE report reveals Covid-19 disparity – Rec/d by Email 3.6.2020 – Emailed.
 7. Calor Rural Community Fund - Public supporting starts now – Rec/d by Email 4.6.2020 – Emailed.
 8. Healthwatch Oxfordshire - Healthwatch Oxfordshire has sent you a message – Rec/d 5.6.2020 – Emailed.
 9. Public Sector Oxfordshire - Gov pays £1.7bn in contracts for Covid response – Rec/d by Email 5.6.2020 – Emailed.
 10. Steve Shaw – Power for the People - Urgent: Local Electricity Bill - House of Commons debate on Wednesday – Rec/d by Email 6.6.2020 – Emailed.

11. Public Sector - This weeks biggest stories – Rec/d by Email 7.6.2020 – Emailed.
 12. C.D.C. – Vacancy for a Councillor notice – D. Richardson – Rec/d by Email 8.6.2020 – Emailed and requested put on notice board – C/fwd to next meeting.
 13. NALC -  NALC LAUNCHES NEW PUBLICATION ON WEBSITE ACCESSIBILITY – Rec/d by Email 8.6.2020 – emailed.
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