

Merton Parish Council

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To all Members of Merton Parish Council:

You are hereby summoned to attend the meeting of Merton Parish Council on **Monday 16 April 2018** at 7.30pm in Merton Village Hall. The business to be dealt with is listed in the Agenda below.

Tracey Charlesworth, Parish Clerk.

Members of the public and press are welcome to attend during 7.30pm and 7.45pm when they can ask questions or express their views.

Agenda

<u>1: Apologies for absence:</u>	1. To accept apologies for absence:	Actions
<u>2: To receive Disclosable Pecuniary Interest.</u>	1. ¹ (see footnotes) Register of Members Interests.	
<u>3: Public Participation.</u>	1. Members of the public can ask questions and express their views.	
<u>4: Minutes.</u>	1. To confirm minutes of the: <ul style="list-style-type: none"> ■ Meeting of Merton Parish Council on 15 January 2018 at 7.30pm. ■ Meeting of 19 March 2018 at 7.30pm. 	Council
<u>5: Vacancy for a Councillor/Co-option.</u>	1. Co-option: Update on completion of 'Register of Interests' and signing of 'Declaration of Acceptance of Office'.	SK/Clerk
<u>6: Parish Council Election.</u>	1. Parish Council Elections 3 May 2018: Timetable of events: Update.	
<u>7: Guest(s):</u>	2. Oxfordshire FPV Racers: Representative.	
<u>8: District/County Councillors.</u>	1. To receive report(s): <i>Circulated by email:</i> District Cllrs. T. Hallchurch and D. Hughes; County Cllr. Dan Sames.	
<u>9: Village Hall.</u>	1. Cleaner: Update. <ul style="list-style-type: none"> ■ HMRC and HR Advice: Update. ■ Review of Contract and Job Description: Consider/approve. 2. Bookings Clerk:	AB/LK Council

¹ Notes on declaration of interest

The Code requires that, at a meeting, where a member or co-opted member has a disclosable pecuniary interest (of which they are aware) in any matter being considered, they disclose that interest to the meeting. **It is essential that members and co-opted members do this clearly, in order that the disclosure may be recorded, which will protect the member in the event of a subsequent allegation.**

The requirement to disclose such interests is applicable from 1 July 2012, whether or not the interests have been notified to the Monitoring Officer. The Council will include an appropriate item on agendas for all meetings, to facilitate this. Parish Clerks are also encouraged to include such an item on the agenda for all meetings of their council and any committees.

Although not explicitly required by the legislation or by the code, it is recommended that in the interests of transparency and for the benefit of all in attendance at the meeting (including members of the public) the **nature** as well as the **existence** of the interest is disclosed

A member or co-opted member who has disclosed a pecuniary interest at a meeting must not participate (or participate further) in any discussion of the matter; and must not participate in any vote or further vote taken; and must withdraw from the room.

However, the requirement in paragraph 0 above not to participate does not apply in the event of a dispensation having been granted

**10: Playground/
Recreational
Area:**

	<ul style="list-style-type: none"> ▪ Contract/Job Description: Consider/approve requirement and content of document. ▪ Review of Hiring Agreement: Consider/approve. 	Council Council Council FF
	3. Meter Reading: Reading to be taken.	
	4. Emergency Lighting: Update.	
	1. Football Clubs (FC):	Council
	<ul style="list-style-type: none"> ▪ Review of Hiring Agreement: update. 	
	2. Allotments:	Clerk SK Council
	<ul style="list-style-type: none"> ▪ Allotment No's: 1/2/4/6/9/10: Update on vacancies. ▪ Facebook enquiry to grow flowers: To consider. ▪ Extension of Allotments: To consider. 	
	3. Play Area:	FF/PM FF/PM FF FF
	<ul style="list-style-type: none"> ▪ Smaller Frame: Update on caps. ▪ Interim Inspection: Update on repairs/replacements. ▪ Large Multiplay Unit: Update on replacement rope. ▪ Purchase of Sign: Update. ▪ Permanent Surface: Update on proposal. 	
	1. Actions from Previous Meetings:	Council
	<ul style="list-style-type: none"> ▪ Actions List: 	
	1. Finance:	
	<ul style="list-style-type: none"> ▪ Accounts for Payment agreed prior to the meeting: ▪ None. ▪ Accounts for Payment: To consider/approve payment. ▪ Clerk's Pay/Expenses February 2018: ▪ Community First Oxfordshire (CFO) – Annual Membership Renewal £50.00. ▪ C.D.C. – National Non-Domestic Rate Demand for the year: 2018/19 - £0.00. ▪ Citizens Advice – Request for donation. ▪ Receipts Received: ▪ Allotment Rent 2018/19 – Allotment No: 9 and 10 - £17.00. ▪ Receipts Due: ▪ Village Hall Petty Cash –January/February/March 2018:- ▪ Allotment: Outstanding rents update. ▪ Bank Reconciliation: To consider/approve. ▪ Precept Comparison/Financial Report/VAT Claim: To consider/approve. ▪ Quotes: ▪ Church Clock: Update on whether any further work required. ▪ Grass Cutting Contract 2018/19: Approve revised contract. ▪ Bank Signatory: ▪ Scottish Widows - Clubs & Associations 7 Day A/c – Interest account – Addition of Chairman. ▪ Barclays Bank Plc: Update on removal of signatories. ▪ Accounts Year Ending 31.3.18: External Auditor: Moore Stephens: Smaller Authorities Audit Arrangements: ▪ Moore Stephens – Notice to submit the Annual Return for 2017/18. 	RFO/ Council
	2. Planning:	FF/PM
	<ul style="list-style-type: none"> ▪ New Applications: None at time of printing. ▪ Decision Notices: ▪ C.D.C. – NOTICE OF DECISION - Town And Country Planning Act 1990 (As Amended) - Application No: 17/02437/F - Applicant's Name: Mrs Lyn Reynolds - Proposal: Erection of 1no two bedroom dwelling to side of existing house and single storey rear extension to existing house - Location: 10 Otmoor View, Merton, Bicester, OX25 2NL - Parish(es): Merton - PERMISSION FOR DEVELOPMENT SUBJECT TO CONDITIONS - Date of Decision: 5th April 2018. ▪ Appeal Notice: None at time of printing. ▪ Withdrawal Notices: None at time of printing. ▪ Planning Issues: None at time of printing. 	FF/AB
	3. Data Protection Regulations: To consider requirements and approve action.	RFO Council
	<ul style="list-style-type: none"> ▪ ICO Registration: Update. ▪ Generic Email Addresses: Update. 	
	4. Working Groups: Update:	Council

11. (1) Urgent:
Items that should have been acted upon before the current meeting.

12. (2)
Priority: *Items that must be acted upon at this meeting.*

<p>13: (3) Important: <i>Items that must be acted on by the next meeting.</i></p>	<ul style="list-style-type: none"> ▪ Accounts: Financial records; improvements. ▪ Communication: Website; general communication; 'Facebook'; parish matters; noticeboard; Data Protection; use of 'googledocs' (Clerk to add as an agenda item). ▪ Revenue Streams: Open Spaces; Assets'; Recreational usage (football, rugby etc.) and maintenance; Play area; allotments. ▪ Community: Involvement; Home; road safety. 	Council
<p>14: (4) Action: <i>Items that must be acted on, but with no specific or pressing timescale.</i></p>	<ol style="list-style-type: none"> 1. Clerk/RFO: <ul style="list-style-type: none"> ▪ Job Description/Contract: Review. 	Council
<p>15: (5) Advice: <i>Items that provide advice to the Parish Council, and that may impact future actions, but that do not themselves require any specific action in response.</i></p>	<ol style="list-style-type: none"> 1. Emergency Plan: <ul style="list-style-type: none"> ▪ Community defibrillator: To consider/approve provision of: Update on application to the SSE Resilience Fund. 2. Proposed Repositioning of 30mph limit: Highways Update. 3. House Numbering through Merton Village: To consider/approve: <ul style="list-style-type: none"> ▪ Advice from C.D.C. ▪ Draft Letter. ▪ Proposals. 4. Parish Remuneration: Consider/approve action. 	FF AB AB/Council
<p>16: (6) Marketing: <i>Items seeking to advertise or promote products and/or services that might be of interest to the Parish Council.</i></p>	<ol style="list-style-type: none"> 1. Correspondence/Emails: <ul style="list-style-type: none"> ▪ M.P.C.262(01): SSE communities funding – Email Rec/d 1.3.18. ▪ M.P.C.263(02): Sobell House – 'Moonlight Stroll' - Request to promote event on website and/or notice board – Rec/d by email 6.4.18 – Poster attached. 	Council
<p>17: Matters for Further Information or Discussion</p>	<ul style="list-style-type: none"> ▪ None. 	
<p>18: Matters for Parish News</p>	<ol style="list-style-type: none"> 1. To report on Matters of information or discussion at the next meeting. 	
<p>19: Date and Time of Next Meeting:</p>	<ol style="list-style-type: none"> 1. Approve Matters for Publication: 	
<p>19: Date and Time of Next Meeting:</p>	<ol style="list-style-type: none"> 1. Change of date to be approved; <i>'In an election year, the annual meeting of the council shall be held on or within 14 days following the day on which the new councillors elected take office'.</i> 	