

# 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](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 16 July 2018** at 7.30pm in Merton Village Hall.

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

1. **To Accept Apologies For Absence.**
2. **PARISH COUNCIL:-**
  - 2.1. **Election:** New members to sign 'Declaration of Acceptance of Office'.
  - 2.2. **Election of Chairman:** To approve election of Chairman; to sign 'Declaration of Acceptance of Office'.
  - 2.3. **Election of Vice-Chairman:** To approve election of Vice-Chairman.
  - 2.4. **Co-Option:** Simon Ward: Submission of 'Declaration of Interests' to C.D.C. update: To sign 'Declaration of Acceptance of Office'.
  - 2.5. **To Receive Disclosable Pecuniary Interest:** <sup>1</sup>(see footnotes) Register of Members Interests.
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. **Guest(s):** Presentation by The Oxford Cavaliers rugby/football club regarding use of the field and hall.
5. **MINUTES:**
  - 5.1. Approval of the draft minutes of the meeting held on 14 May 2018
  - 5.2. Acceptance of the draft minutes of the Annual Parish Meeting held on 14 May 2018.
6. **ASSET MANAGEMENT:**
  - 6.1: **Village Hall:**
    - a) Job Description of the cleaner: Amendment.
    - b) Changing room showers and costs of fixing leaks – report following meeting with H & R Heating. FF
    - c) Electric Meter – readings. FF/TC
    - d) Emergency Lighting - Report. FF
    - e) Painting, gutter clearing, change rooms and refs room: Update. LK/DR/AB

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<sup>1</sup> Notes on Declaration of Interests: *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*

- f) Funding: Update.
- g) Renovation/Rebuild Proposals: Update from Architect. FF
- 6.2: RECREATIONAL FIELD/PLAY AREA/ALLOTMENTS:**
- a) **Allotments:** Vacancies; Allotment sizes; proposals to extend and remark. AB
- b) **Hiring Agreements:** Field and allotments especially cost vs revenue – report on review. FF/LK
- c) **Multi-purpose Games Area:** Proposals. LK
- d) **Play area:** Maintenance and Interim Report: Bollards and creation of wild flower area: DR/FF/JC
- e) **Play Area:** Annual Inspection – To consider/approve any action from report. All
- f) **Adopt a Site Agreement 2018/19:** Consider/approve - Sign and return one copy. All
- 7. COMMUNICATIONS:**
- 7.1: **Website:** Redevelopment and update. SW
- 7.2: **Parish Magazine:**
- 7.3: **Data Protection:** Update.
- a) **ICO Registration:** Update.
- b) **Generic Email Addresses:** Update. LK
- 7.4: **Notice Board:** Update. JC
- 8. COMMUNITY:**
- 8.1: Planning Applications:**
- a) Application No: 18/00456/REM  
Proposal: Reserved Matters to application 16/01802/OUT – Detailed plot design (appearance, layout, scale and landscaping) for plot 118. Design compromises a balcony to the front which projects beyond a side elevation  
Location: Sites B C D and E MOD Bicester Murcott Road Upper Arccott  
Parish(es): Arccott.
- b) Application No: 18/00555/REM  
Proposal: Reserved Matters to application 16/01802/OUT – Detailed plot design for plot 595 (appearance, layout, scale and landscaping)  
Location: Sites B C D and E MOD Bicester Murcott Road Upper Arccott  
Parish(es): Arccott
- c) Application No: 18/00560/REM  
Proposal: Reserved Matters to application 16/01802/OUT – Detailed plot design (appearance, layout, scale and landscaping) for Phase 1a, Plot 597  
Location: Sites B C D and E MOD Bicester Murcott Road Upper Arccott  
Parish(es): Arccott.
- d) Application No: 18/00601/REM  
Proposal: Reserved Matters to application 16/01802/OUT – Plot 158 – Scale, appearance, landscaping and layout – move parking to the rear of the plot – Location: Wave 3 Plot 158 Graven Hill Circular Road Ambrosden  
Parish(es): Ambrosden.
- e) Application No: 18/00649/F  
Proposal: Erect open sided roof covering over existing manage  
Location: Merton Grounds Farm Langford Lane Merton Bicester OX25 2NS  
Parish(es): Merton.
- f) Application No: 18/00739/REM  
Proposal: Reserved Matters to application 16/01802/OUT – Appearance, layout and scale for Plot No 596  
Location: Plot 596 Eaves Road Ambrosden – Parish(es): Ambrosden
- g) Application No: 18/00940/F  
Proposal: Erection of one agricultural workers dwelling and retention of temporary agricultural workers dwelling - Re-submission of 17/01923/F  
Location: Brashfield Merton Bicester OX25 2NF  
Parish(es): Merton
- h) Application No: 18/00934/REM

Proposal: Reserved matters application to 16/01802/OUT – appearance, layout, scale and landscaping for plot 228, including two alternative floor plans

Location: Plot 228 Phase 1 1B Graven Hill Circular Road Ambrosden

Parish(es): Ambrosden

- i) Application No: 18/00935/REM

Proposal: Reserved matters application to 16/01802/OUT – layout, scale, appearance and landscaping for plot 258. Two alternative floor plan layouts

Location: Plot 229 Phase 1 1B Graven Hill Circular Road Ambrosden

Parish(es): Ambrosden

- j) Application No: 18/00933/REM

Proposal: Reserved matters application to 16/01802/OUT – appearance, layout, scale and landscaping for plot 227, including two alternative floor plans

Location: Plot 227 Phase 1 1B Graven Hill Circular Road Ambrosden

Parish(es): Ambrosden.

- k) Application No: 18/00937/REM

Proposal: Reserved matters application to 16/01802/OUT – appearance, layout, scale and landscaping for plot 258, including two alternative floor plans

Location: Plot 258 Phase 1 1B Graven Hill Circular Road Ambrosden

Parish(es): Ambrosden.

- l) Application No: 18/00935/REM

Proposal: Reserved matters application to 16/01802/OUT – layout, scale, appearance and landscaping for plot 229. (Error on description) Two alternative floor plan layouts

Location: Plot 229 Phase 1 1B Graven Hill Circular Road Ambrosden

Parish(es): Ambrosden.

- m) Application No: 18/00936/REM

Proposal: Reserved matters application to 16/01802/OUT – Proposed details of Graven Hill Phase 1a, Plot 231, including two alternative plans/elevations. The outline planning application was subject to an environment impact assessment submitted to the planning authority at that time

Location: Plot 231, Phase 1 1B Graven Hill Circular Road Ambrosden

Parish(es): Ambrosden.

## 8.2: Decision Notices:

- a) Application No: 18/00649/F

Proposal: Erect open sided roof covering over existing manage - Location: Merton Grounds Farm, Langford Lane, Merton, OX25 2NS

Parish(es): Merton

PERMISSION FOR DEVELOPMENT SUBJECT TO CONDITIONS - Date of Decision: 29th June 2018.

## 9. FINANCE:

### 9.1: Receipts: -

- a) HMRC – Reclaimed VAT total £1,741.90

- b) Precept (part payment) £4,164.50

TC/ AB

- c) Petty cash and Bookings float:

### 9.2: Account Paid Prior to the Meeting:

a)	101422	16/4/18	Water supply	Inv. 1082789	£ 97.97
b)	101423	16/4/18	Clerk	Pay expenses Feb	£170.46
c)	101424	17/4/18	Grass Cutting	Inv. 2032	£192.00
d)	101425	5/6/18	Grass Cutting	Inv. 2038/2039/2043/2044	£840.00
e)	101426		Cancelled		
f)	101427	5/6/18	dog bins service	Inv. 70060	£ 48.05
g)	101428	5/6/18	Petty cash box and floats		£ 71.90
h)	101429	3/7/18	Cleaner	Pay/materials	£ 96.00
i)	101430	6/7/18	Clerk	Pay and Expenses Mar and Apr	£326.34

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

- a) Clerks Pay/Exp. March/April/May/June 2018:

- b) Consider/approve proposed NALC/SLCC Pay Awards to be implemented from 1 April 2018.

- c) Invoice No: 7007022 - £39.00 – Parish Election Charges. Merton Parish Council – Charge for uncontested parish elections May 2018.

- d) Cleaner – 15 Dec 2017-6 June 2018 - £90.00 – Expenses £6.00 – Total £96.00.
  - e) Play Area Inspection - £82.80.
  - f) Internal Audit – Inv. No: P380 - £279.00.
  - g) Grass Cutting - Inv. No's: 2050 - £384.00 (grass cutting recreation/play area 4.6.18 and 18.6.18) – 2051 - £132.00 (grass cutting of Merton Woodland 24.6.18) – Total £516.00.
- 9.4: **Financial Reports and Bank Reconciliation:** For consideration/approval. TC/AB
- 9.5: **Barclays Bank Mandate:** Update. TC
- 9.6: **Grass Cutting Contract Revision:** Report.
- 9.7: **Accounts Year Ended 31.3.18:**
- a) **Internal Audit:** Report to be considered and any action approved. All
  - b) **Accounts Year Ended 31.3.18:** To be considered/approved.
  - c) **Section 1 – Annual Governance Statement 2017/18:** Complete.
  - d) **Section 2- Accounting Statements 2017/18:** Complete.
  - e) **Notice of Electors Rights:** To be advertised.

#### 10. GENERAL:

- 10.1: **Groups:** The persons on the groups to be confirmed. All
- 10.2: **The Clerks Contract and Job Description:** Review. LK/AB
- 10.3: **Defibrillator:** Report. FF
- 10.4: **Notice Board:** Consideration of an additional board and visibility report. JC
- 10.5: **Matters for Further Information or Discussion.** All

#### 11. NEXT MEETING

- 11.1. The next meeting will be held on Monday 17 September 2018 at 7.30pm in Merton Village Hall:  
Subject to approval. All