

# 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 17 September 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': LK/SK/JC.
  - 2.2. **Election of Vice-Chairman:** To approve election of Vice-Chairman.
  - 2.3. **Co-Option:** Simon Ward: Submission of 'Declaration of Interests' to C.D.C. update:
  - 2.4. **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. **MINUTES:**
  - 4.1. Approval of the draft minutes of the meeting held on 16 July 2018.
5. **ASSET MANAGEMENT:**
  - 5.1: **Village Hall:**
    - a) **Job Description of the cleaner:** Amendment.
    - b) **Changing room showers and costs of fixing leaks:** Update. FF
    - c) **Electric Meter – readings.** FF/TC
    - d) **Emergency Lighting - Report.** FF
    - e) **Painting/Hot Water Tank:** Update. LK/DR/AB
    - f) **Renovation/Rebuild Proposals:** Update from Architect. FF
  - 5.2: **Recreational Field/Play Area/Allotments:**
    - a) **Allotments:** Vacancies; Allotment sizes; proposals to extend and remark: Update following meeting with tenants. AB
    - b) **Hiring Agreements:** Field and allotments especially cost vs revenue – report on review. FF/LK
    - c) **Rugby Club Proposals:** To consider/approve. ALL
    - d) **Multi-purpose Games Area:** Proposals. LK
    - e) **Play area:** Maintenance and Interim Report: Bollards and creation of wild flower area: DR/FF/JC
6. **COMMUNICATIONS:**
  - 6.1: **Website:** Redevelopment and update. SW
  - 6.2: **Parish Magazine:**
  - 6.3: **Data Protection:** Update.
    - a) **ICO Registration:** Invoice to be presented.
    - b) **Generic Email Addresses:** Update. LK/FF

**7. COMMUNITY:****7.1: Planning Applications:**

- a) Application No: 18/01220/LB –  
Proposal: Replacement porch, tile hanging on 3 gables, vent within courtyard, painting of elevations, demolition of conservatory, replacement openings, removal of roundtop dormers, new rendered wall and internal alterations – Location: Manor House Nursing Home Merton Bicester OX25 2NF.  
Parish(es): Merton
- b) Application No: 18/01219/F  
Applicant's Name: NSS (Merton) LLP – Proposal: Replacement porch, tile hanging on 3 gables, vent within courtyard, rendered walls within the parking area and enlarged parking area – Location: Manor House Nursing Home Merton Bicester OX25 2NF  
Parish(es): Merton.
- c) Application No: 18/01319/F  
Applicant's Name: Mr Frank Pereire – Proposal: Alterations and Re-clad Existing Building – Location: Merton Grounds Farm Langford Lane Merton Bicester OX25 2NS  
Parish(es): Merton.
- d) Application No: 18/00968/F  
Applicant's Name: Mr William Stables – Proposal: Install shower and WC facility to existing log cabin to be used for occasional guest accommodation – Location: 4 Otmoor View Merton Bicester OX25 2NL  
Parish(es): Merton

**7.2: Decision Notices:**

- a) Application No: 18/00968/F  
Applicant's Name: Mr William Stables – Proposal: Install shower and WC facility to existing log cabin to be used for occasional guest accommodation – Location: 4 Otmoor View Merton Bicester OX25 2NL- Parish(es): Merton  
Permission for Development subject to Conditions – Date of Decision: 6 September 2018.

**8. FINANCE:****8.1: Receipts: -**

- a) Adopt a Site - Oct 2017 – March 2018 - £102.84.
- b) Precept (part payment) £4,164.50 TC/ AB
- c) Petty cash and Bookings:

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

- a) 101436 30/7/18 Clerk Pay/Exp May/June 2018 £326.54
- b) 101437 31/7/18 Village Hall Repairs to Showers £240.00
- c) 101438 12/8/18 Village Hall Hire Refund deposit £50.00
- d) Insurance Policy Invoice No: 33288862 £878.36
- e) Grass cutting Invoice No: 2057 £
- f) External Audit Inv. No's: 205663 206580 £96.00
- g) Electric – Statement of Account £171.84 – Credit Note £182.39 – Invoice £171.84 (Period 26 April 2018 to 17 July 2018/amended following submission of meter reading) – D/D collected on or after 17 August 2018.

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

- a) Clerks Pay/Exp. July/August. 2018: Review of expenses.
- b) SLCC Membership 2018/19: Annual Membership £84.00 paid by Blackthorn Parish Council: Consider/approve contribution of £42.00.
- c) ALCC Membership 2018/19: Annual membership £30.00 paid by Blackthorn Parish Council: Consider/approve contribution of £15.00.
- d) Insurance – Clerk Home Working Insurance - £107.56 paid by Blackthorn Parish Council: consider/approve contribution of £53.78.
- e) Village Hall Fire safety check.
- f) Grass Cutting - Inv. No's: 2068 - £132.00 (grass cutting Merton Woodland 18.8.18) – 2069 - £192.00 (grass cutting recreation and play areas 22.8.18) – Total £324.00.

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|-------------------------|---|-------|
| 8.4:                    | <b>Financial Reports and Bank Reconciliation:</b> For consideration/approval.     | TC/AB |
| 8.5:                    | <b>Barclays/Scottish Widows Bank Mandate:</b> Update.                             | TC    |
| 8.6:                    | <b>Grass Cutting Contract Revision:</b> Report.                                   | FF    |
| 8.7:                    | <b>Electricity Contract:</b> Approval of Contract:                                | All   |
| 8.8:                    | <b>Accounts Year Ended 31.3.18:</b>   |       |
|                         | a) External Audit: Consider/approve any action.                                   | All   |
|                         | b) Internal Audit: Letter of Engagement: To consider/accept Terms and Conditions. | All   |
| 8.9:                    | <b>Budget 2019/20:</b> To put process in place.                                   | All   |
| 9.0:                    | <b>Village Hall:</b> Regeneration Fund.   | AB    |
| <b>9. GENERAL:</b>      |   |       |
| 9.1:                    | <b>Groups:</b> The persons on the groups to be confirmed.                         | All   |
| 9.2:                    | <b>The Clerks Contract and Job Description:</b> Review.                           | LK/AB |
| 9.3:                    | <b>Defibrillator:</b> Report.   | FF    |
| 9.4:                    | <b>Notice Board:</b> Consideration of an additional board and visibility report.  | JC    |
| 9.5:                    | <b>Day Care For the Elderly:</b> Report.  | AB    |
| 9.5:                    | <b>Matters for Further Information or Discussion.</b>                             | All   |
| <b>10. NEXT MEETING</b> |   |       |
| 10.1.                   | Next meeting 19 November 2018 at 7.30pm in Merton Village Hall: To be confirmed.  | All   |