

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 19 November 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': SW.
 - 2.2. **Co-Option:** Permission from C.D.C. to co-opt: To consider applications received.
 - 2.3. **To Receive Disclosable Pecuniary Interest:** ¹(see footnotes) Register of Members Interests.
 - 2.4. **Annual Review of Documents:**
 - a) Review Effectiveness of Internal Audit:
 - b) Review of Internal Audit.
 - c) Asset Register.
 - d) Risk Assessments: Allotments; Parish Council; Village Hall; Play Area; Woodland Volunteers.
 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 17 September 2018.
 5. **ASSET MANAGEMENT:**
 - 5.1: **Village Hall:**
 - a) Job Description of the cleaner: Update.
 - b) Electric Meter – readings. FF/TC
 - 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
 6. **COMMUNICATIONS:**
 - 6.1: **Website:**
 - a) Redevelopment and update. SW
 - b) Uploading Information: Approve responsibilities. All
 - c) 'Facebook': To consider utilising a 'Facebook' page. All
 - 6.2: **Parish Magazine:**
 - 6.3: **Data Protection:** Update.
 - a) ICO Registration: Invoice to be presented. LK
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7. COMMUNITY:

7.1: **Planning Applications:** To consider applications received. All

7.2: **Decision Notices:**

- a) Application No: 18/01319/F
Applicant's Name: Mr Frank Pereire c/o Banks Design - Proposal: Alterations and Reclad Existing Building - Location: Merton Grounds Farm, Langford Lane, Merton, Bicester, OX25 2NS
Parish(es): Merton –
PERMISSION FOR DEVELOPMENT SUBJECT TO CONDITIONS
Date of Decision: 18th October 2018
- b) Application No.: 18/01575/F
Applicant's Name: Ms K Horsley - Proposal: Single storey rear extension- Location: 3 Gulley Row, Merton, Bicester, OX25 2UH
Parish(es): Merton
Permission For Development Subject To Conditions
Date of Decision: 29th October 2018

8. FINANCE:

8.1: **Receipts:** -

- a) Allotment Rent £20.00.
- b) Petty cash and Bookings: AB/TC

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

- | | | | | | |
|----|--------|----------|--------------------------|-----------------------------------|---------|
| a) | 101441 | 26/9/18 | Clerk | Pay/Exp July/Aug 2018 | £319.82 |
| b) | 101442 | 26/9/18 | Grass Cutting | Invoice No: 2068/2069 | £324.00 |
| c) | 101443 | 26/9/18 | SLCC/ALCC/Home Insurance | Contribution | £110.78 |
| d) | 101444 | 27/9/18 | External Audit | Inv. No's: 205663 206580 | £96.00 |
| e) | 101445 | 15/10/18 | Insurance Policy | Invoice No: 33288862 | £878.36 |
| f) | 101446 | 15/10/18 | Village Hall | Water supply/Inv. No: 01409554 | £122.71 |
| g) | 101447 | 30/10/18 | Village Hall | Cleaning Materials | £16.60 |
| h) | 101448 | 30.10.18 | Village Hall | Keys | £16.00 |
| i) | 101449 | 30.10.18 | S137 | Contribution to printing of mag | £50.00 |
| j) | 101450 | 31.10.18 | Village Hall | Water Supply/Inv. No: 1452713 | £25.89 |
| k) | 101451 | 31.10.18 | Open Spaces | Dog Bin Emptying/Inv. No: 7007716 | £48.05 |

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

- a) Clerks Pay/Exp. Sept/Oct. 2018: Review of expenses.
- b) M. R. Cross – Inv. No: 2078 - £192.00 (grass cutting Merton recreational/play area 9.10.18).

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

8.5: **Barclays/Scottish Widows Bank Mandate:** Update. TC

- a) Barclays Bank Plc. – Account information needs updating. AB/TC

8.6: **Grass Cutting Contract Revision:** Report. AB

8.7: **Electricity Contract:** Approval of Contract:Update. TC

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

- a) Village Hall Plastering
- b) Village Hall Emergency Lighting
- c) Village Hall Roof Tiles. LK

8.9: **Accounts Year Ended 31.3.18:**

- a) External Audit: Consider/approve any action. All
- b) Internal Audit: Letter of Engagement: To consider/accept Terms and Conditions. All

9.0: **Budget 2019/20:** Consider draft budget. All

9.1: **Village Hall:** Regeneration Fund. AB

9.2: **Gifts:** Power to Spend. TC

9.3: **Financial Regulations:** Annual Review. All

9. GENERAL:

9.1: **The Clerks Contract and Job Description:** Review. LK/AB

9.2: **Defibrillator:** Report. FF

9.3: Correspondence:

- a) M.P.C.268(05) Oxford Cambridge Expressway Villages Meeting 3 Oct.
- b) M.P.C.268(11): Highways England - Oxford to Cambridge Expressway - Oxfordshire Parish Engagement Event.
- c) M.P.C.268(16): O.C.C. - ORG: Oxfordshire Resilience Group – Communities Evening 6:00 pm to 8:00 pm.
- d) M.P.C.268(17): C.D.C. - Cherwell Parish Liaison Invitation - Wednesday 7 November 2018.
- e) M.P.C.268(18): NHS England - Re: controlled locality determination for Bicester and surrounding towns, villages and hamlets.
- f) M.P.C.268(19): Thames Valley Air Ambulance - Textile Bank Request - Merton Village Hall & Playing Field and Thames Valley Air Ambulance.
- g) M.P.C.270(01): O.C.C. – School Organisation Planning – Entry to Primary or infant school – September 2018 – Children born between 1 Sept 2013 and 31 August 2014 – Posters for notice board. All

9.4: Matters for Further Information or Discussion. All

10. NEXT MEETING

- 10.1. Next meeting 21 January 2019 at 7.30pm in Merton Village Hall: To be confirmed. All