

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 **19 December 2016** 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 are welcome to attend during 7.30pm and 7.45pm when they can ask questions or express their views.

Agenda

1: Apologies for absence:

1. To accept apologies for absence.

2: To receive Disclosable Pecuniary Interest.

1. ¹(see footnotes) Register of Members Interests.

3: Public Participation.

1. Members of the public can ask questions and express their views.

4: Minutes.

1. To confirm minutes of the: Minutes of the Meeting of Merton Parish Council on 21 November 2016 at 7.30pm.

5: Vacancy for a Councillor/Co-option.

1. Co-option following resignation of Cllr. P. Whitford: To consider/approve applicant.
2. Co-option following resignation of Cllr. D. Crawford: To consider/approve applicant.

6: District/County Councillors.

1. To receive report(s): *Circulated by email:* District Cllrs. T. Hallchurch and D. Hughes.

7: Village Hall.

1. **Rubbish:**
 - Update of clearance of rubbish from rear of Village Hall.
2. **Cleaner:** Review of Contract and Job Description.
3. **Meter Reading:** Reading to be taken.

8: Playground/Recreational Area:

1. **Football Clubs (FC):**
 - Hiring Agreement: update.
 - Chairman Ashton Villa: Update.

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

1. **Actions from Previous Meetings:**
 - To minute completed and outstanding actions.

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

1. **Finance:**
 - **Transparency Code for parish and town councils with a turnover not exceeding £25,000:**
 - Website: Update.
 - **Accounts for Payment agreed prior to the meeting:**
 - None.
 - **Accounts for Payment:** To consider/approve payment.
 - Clerk's Pay & Expenses October 2016.
 - Thames Water Ltd – Invoice £37.96 – 22 Sept 2016 to 17 November 2016 (shows credit of £840.95).
 - SSE Swalec – Statement of Account - £8.63 in credit – Credit Note for £141.10 – Invoice based on customers reading £132.47.
 - The Body Source – Inv. £16.99 – Order No: 203-3084273-1725941 – 'Wish List' equipment for Woodland.
 - Hangerworld – Inv. £4.59 Eye wash for Woodland
 - Lawson HIS Inv. £46.00 – safety hats and glasses for Woodland
 - Verve Creative Solutions Inv. £600 for website
 - **Receipts Received:**
 - Village Hall Petty Cash – 2016: Update on outstanding FC bookings.
 - **Receipts Due:**
 - C.D.C. – Hire of Hall for Election £140.00.
 - Funding for Website: Update on application - £638.12 due
 - Safestyle Windows: Refund of deposit paid.
 - **Bank Reconciliation:** To consider/approve.
 - **Precept Comparison/Financial Summary:** To consider/approve.
 - **Quotes:**
 - Village Hall – Ramp:
 - Church Clock: Update on whether any further work required.
 - Playdale: Consider/approve quote for either replacement rope or net.
 - **Accounts Year Ending 31 March 2017:** Arrow Accounting – Letter of Engagement - Consider/approve.
 - **Bank Signatory:** Consider/approve adding further signatories to the account(s).
 - Barclays Bank Plc. – Update on change of signatory.
 - Scottish Widows - Clubs & Associations 7 Day A/c – Interest account - Update on change of signatory.
 - **Financial Regulations:** Review of existing regulations to meet the Model updated version 2016 and to approve amendment/addition to reflect provision of or increase to Petty Cash float.
 - **Budget 2017/18:** Consider draft figures.
2. **Planning:**
 - **New Applications:**
 - C.D.C. – Public Protection & Development Management – Town and Country Planning Act 1990 – Planning Application No: 16/02404/F – Applicant's Name: Mrs Jayne Hill – Proposal: New Access from the Public Highway – Location: The Plough Inn Merton Bicester OX25 2NJ – Parish(es): Merton – Rec/d 8.12.16 – Respond by 28 December 2016
 - **Decision Notices:**
 - **Appeal Notice:** None at time of printing.
 - **Withdrawal Notices:** None at time of printing.
 - **Planning Issues:**
 - C.D.C. – Strategic Planning & the Economy – Notification of planning Policy Consultations: Partial Review of the Cherwell Local Plan (Part 1): Options Consultation – Community Infrastructure Levy 9CIL) Draft Charging schedule Draft Developer contributions Supplementary Planning Document (SPD) – Consultation period extends from 14 November 2016 to 9 January 2017 - There two parish/town workshops during the consultation period – John Paul centre, Bicester, 7 December 2016 6pm to 8pm and Bodicote House, Bodicote 12 December 2016 6pm to 8pm.

11: (3) Important: Items that must be acted on by the next meeting.

1. **Clerk/RFO:**
 - Job Description/Contract: Review.
2. **Annual Review of Documents:**
 - Effectiveness of Internal Audit: Annual Review.
 - Asset Register.
 - Risk Assessments.

12.(4): Action: Items that must be acted on, but with no specific or

1. **Emergency Plan:**
 - Draft to be considered and approved: Update 'Working Group'.
 - Community defibrillator: To consider/approve provision of.

pressing timescale.

13: (5) Advice: *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.*

15 (6) Marketing: *Items seeking to advertise or promote products and/or services that might be of interest to the Parish Council.*

16. Matters for Further Information or Discussion

17: Date and Time of Next Meeting:

2. Merton Woodland:

- Merton Woodland Plan: To consider/approve.
- Grant Application: Update.

1. Correspondence/Emails:

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1. None.

1. To report on Matters of information or discussion at the next meeting.
- M.P.C.250 (15):O.C.C. – School Organisation Planning – Entry to primary or infant school – September 2017 – Children born between 1 September 2012 and 31 August 2013 – Schools admissions poster – Rec/d 22.11.16 – Notice board.
 - 20mph speed limit through village to discuss

1. 16 January 2017 - Parish Council Meeting at 7.30pm in Merton Village Hall.