

## 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 19 March 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. <sup>1</sup> (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"> <li>■ Meeting of Merton Parish Council on 15 January 2018 at 7.30pm.</li> <li>■ Meeting of 19 February 2018 at 7.30pm.</li> </ul>	
<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'. 2. Vacancies for one Parish Councillors to be filled by co-option: Permission from C.D.C. to co-opt had not been received at time of printing.	Council
<u>6: Parish Council Election.</u>	1. Parish Council Elections 3 May 2018: Timetable of events.	Council
<u>7: 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>8: Village Hall.</u>	1. <b>Cleaner:</b> Update. <ul style="list-style-type: none"> <li>■ Review of Contract and Job Description: Consider/approve.</li> </ul> 2. <b>Bookings Clerk:</b> <ul style="list-style-type: none"> <li>• Contract/Job Description: Consider/approve requirement and content of document.</li> </ul>	Council Council

<sup>1</sup> 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

	<ul style="list-style-type: none"> <li>• Review of Hiring Agreement: Consider/approve.</li> </ul>	Council
	3. <b>Meter Reading:</b> Reading to be taken.	Council
	4. <b>Emergency Lighting:</b> Update.	FF
<b>9: Playground/Recreational Area:</b>	<ol style="list-style-type: none"> <li>1. <b>Football Clubs (FC):</b> <ul style="list-style-type: none"> <li>▪ Review of Hiring Agreement: update.</li> <li>▪ Chairman Ashton Villa: Update.</li> </ul> </li> <li>2. <b>Allotments:</b> <ul style="list-style-type: none"> <li>▪ Allotment No's: 1/2/4/6/9/10: Update on vacancies.</li> </ul> </li> <li>3. <b>Play Area:</b> <ul style="list-style-type: none"> <li>▪ Smaller Frame: Update on caps.</li> <li>▪ Interim Inspection: Update on repairs/replacements.</li> <li>▪ Large Multiplay Unit: Update on replacement rope.</li> <li>▪ Purchase of Sign: Update.</li> </ul> </li> </ol>	Council Clerk FF/PM FF/PM FF
<b>10. (1) Urgent:</b> <i>Items that should have been acted upon before the current meeting.</i>	<ol style="list-style-type: none"> <li>1. <b>Actions from Previous Meetings:</b> <ul style="list-style-type: none"> <li>▪ Actions List:</li> </ul> </li> </ol>	
<b>11. (2) Priority:</b> <i>Items that must be acted upon at this meeting.</i>	<ol style="list-style-type: none"> <li>1. <b>Finance:</b> <ul style="list-style-type: none"> <li>▪ <b>Accounts for Payment agreed prior to the meeting:</b></li> <li>▪ None.</li> <li>▪ <b>Accounts for Payment:</b> To consider/approve payment.</li> <li>▪ Clerk's Pay/Expenses January 2018:</li> <li>▪ Playdale Playgrounds Ltd - £239.10 – Credit note provided for pinball plunger £91.40 inclusive VAT – leaving £147.70 to pay against invoice No: 0000030620.</li> <li>▪ O.A.L.C. (Oxfordshire Association of Local Councils) – Inv. No: M00194/2018 - £135.06.</li> <li>▪ Oxford Greenbelt Network – Annual Subscription £15.00: Consider membership.</li> <li>▪ LC - Reimbursement of £35.00 payment for Registration with the Information Commissioner.</li> <li>▪ K. Crowden - £50.00 expenses for removal of rubbish to recycling site as approved on 16 May 2016 – M6/16 – 16/73 – 9.3.</li> <li>▪ <b>Receipts Received:</b></li> <li>▪ Allotment Rent 2018/19 – Allotment No: 4 - £10.00.</li> <li>▪ <b>Receipts Due:</b></li> <li>▪ Village Hall Petty Cash –January/February 2018:-</li> <li>▪ Update on outstanding FC bookings and village hall hiring.</li> <li>▪ Allotment: Outstanding rents update.</li> <li>▪ <b>Bank Reconciliation:</b> To consider/approve.</li> <li>▪ <b>Precept Comparison/Financial Report/VAT Claim:</b> To consider/approve.</li> <li>▪ <b>Quotes:</b></li> <li>▪ Church Clock: Update on whether any further work required.</li> <li>▪ Grass Cutting Contract 2018/19: Approve revised contract.</li> <li>▪ <b>Bank Signatory:</b></li> <li>▪ Scottish Widows - Clubs &amp; Associations 7 Day A/c – Interest account – Addition of Chairman.</li> <li>▪ Barclays Bank Plc: Update on removal of signatories.</li> <li>▪ <b>Financial Regulations:</b> Annual Review.</li> </ul> </li> <li>2. <b>Planning:</b> <ul style="list-style-type: none"> <li>▪ <b>New Applications:</b> None at time of printing.</li> <li>▪ <b>Decision Notices:</b> None.</li> <li>▪ <b>Appeal Notice:</b> None.</li> <li>▪ <b>Withdrawal Notices:</b> None at time of printing.</li> <li>▪ <b>Planning Issues:</b></li> <li>▪ O.C.C. – Communities - At the meeting of the County Council's Planning and Regulation Committee on 16th October 2017, it was resolved that a consultation be carried out on a proposed update to the Local List of Information Requirements for validation of planning and related applications - The draft updated Local List can be viewed on the County Council's planning applications website <a href="http://myeplanning.oxfordshire.gov.uk">http://myeplanning.oxfordshire.gov.uk</a> using reference no: LL.0088/17. The consultation</li> </ul> </li> </ol>	RFO/ Council  RL/RFO RFO  FF Clerk/FF  Council  RFO Council

	period formally commences on 09/02/18 and will run until 02/03/18.	Council
	3. <b>Data Protection Regulations:</b> To consider requirements and approve action.	
	4. <b>Annual Review of Documents:</b> To review the following documents and approve. <ul style="list-style-type: none"> <li>▪ Effectiveness of Internal Audit: Annual Review.</li> <li>▪ Asset Register.</li> <li>▪ Risk Assessments: Allotments; Parish Council; Village Hall; Play Area (To look at previous review discussion regards sign); Woodland Volunteers.</li> </ul>	FF/Council
		Council
<b>12: (3)</b> <b>Important:</b> Items that must be acted on by the next meeting.	1. <b>Clerk/RFO:</b> <ul style="list-style-type: none"> <li>▪ Job Description/Contract: Review of Contractual Hours and contract in relation to pension facilities.</li> </ul>	Council
<b>13.(4): Action:</b> Items that must be acted on, but with no specific or pressing timescale.	1. <b>Emergency Plan:</b> <ul style="list-style-type: none"> <li>▪ Community defibrillator: To consider/approve provision of: Update on application to the SSE Resilience Fund.</li> <li>▪ <b>Merton Woodland:</b> Update.</li> </ul> 3. <b>Proposed Repositioning of 30mph limit:</b> Highways Update. 4. <b>House Numbering through Merton Village:</b> To consider/approve: <ul style="list-style-type: none"> <li>▪ Advice from C.D.C.</li> <li>▪ Draft Letter.</li> <li>▪ Proposals.</li> </ul>	FF FF AB AB/Council
<b>14: (5) Advice:</b> 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.	1. <b>Correspondence/Emails:</b> <ul style="list-style-type: none"> <li>▪ M.P.C.262(01): SSE communities funding – Email Rec/d 1.3.18.</li> <li>▪ M.P.C.262(05): Town &amp; Ward Councillor – Ledbury North inc Wellington Heath - Dispute Resolution in Oxfordshire – Rec/d Email 5.3.18</li> <li>▪ M.P.C.262(06): Buckinghamshire County Council - Buckinghamshire Minerals and Waste Local Plan Proposed Submission Consultation Monday 5th March to Thursday 19th April 2018.</li> <li>▪ M.P.C.262(07): RAF Brize Norton Airspace Change Consultation <b>**Reminder**</b> - Consultation Period will close on Thursday 5th April 2018 – Email Rec/d 8.3.18.</li> </ul>	
<b>15: (6)</b> <b>Marketing:</b> Items seeking to advertise or promote products and/or services that might be of interest to the Parish Council.	<ul style="list-style-type: none"> <li>▪ None.</li> </ul>	
<b>16: Matters for Further Information or Discussion</b>	1. To report on Matters of information or discussion at the next meeting.	
<b>17: Matters for Parish News.</b>	1. Approve Matters for Publication:	
<b>18: Date and Time of Next Meeting:</b>	1. Monday 16 April 2018 held at 7.30pm in Merton Village Hall:	