

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 21 January 2019** 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:** Clerk
2. **PARISH COUNCIL:-**
 - 2.1. **Election:** New members to sign 'Declaration of Acceptance of Office': SW.
 - 2.2. **Co-Option:** To consider applications received.
 - 2.3. **To Receive Disclosable Pecuniary Interest:** 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.
 - 2.5. **Insurance Policy:** Policy documents and schedule of cover.
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 19 November 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: AB
 - b) Rugby Club Proposals: To consider/approve; 'Working Committee' update: All
 - c) Footpath to Wendlebury: Report. AB
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. LK
7. **COMMUNITY:**
 - 7.1: **Planning Applications:** To consider applications received. All
 - 7.2: **Decision Notices:**

- a) Application No: 18/01674/F
Applicant's Name: Mr & Mrs Andrew Hulbert - Proposal: Two storey extension to rear - Location: Alpha Cottage, Merton, Bicester, OX25 2NH - Parish(es): Merton
Permission For Development Subject To Conditions - Date of Decision: 16th November 2018
- b) Application No: 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
Permission For Development Subject To Conditions - Date of Decision: 28.12.18
- c) Application No:18/01220/LB/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 - Permission For Development Subject To Conditions – Date of Decision: 28.12.18

7.3: **Traffic Calming:** Proposal for a survey of traffic. AB

8. FINANCE:

8.1: Receipts: -

- a) Petty cash and Bookings Nov/Dec 2018: AB/TC
- b) HMRC – VAT Reclaim £400.18 – Period 1 August – 31 March 2018. TC

8.2: Account Paid Prior to the Meeting:

- | | | | | | |
|----|--------|----------|---------------|-------------------------------|---------|
| a) | 101452 | 20/11/18 | Village Hall | Water Supply/Inv. No: 1500755 | £30.40 |
| b) | 101453 | 20/11/18 | Grass Cutting | Invoice No: 2078 | £192.00 |
| c) | 101454 | 20/11/18 | Clerk Pay/Exp | Sept/Oct | £354.86 |
| d) | 101455 | 13/12/18 | Admin | Inv. No: 1756 | £36.00 |
| e) | 101456 | 13/12/18 | Village Hall | Cleaner June – Dec 2018 | £110.00 |

8.3: Accounts for Payment: To be approved:-

- a) Clerks Pay/Exp. Nov/Dec 2018:
- b) M.P.C.C. – Contribution to upkeep of churchyard. ALL

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

8.5: Barclays/Scottish Widows Bank Mandate: Update. AB

- a) Barclays Bank Plc. – Account information: Update AB
- b) Scottish Widows Plc: Update on signatories. AB

8.6: Grass Cutting Contract Review: Update. JC

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

8.8: **Electricity:** Account report. AB

8.9: **Quotes:** To be considered/approved:- A total spend of £1,000.00 previously approved for the cost of the following:

- a) Village Hall Plastering
- b) Village Hall Emergency Lighting
- c) Village Hall Roof Tiles.
- d) Village Hall Replacement door for storage room. LK

8.10: Accounts Year Ended 31.3.18:

- a) External Audit: Consider/approve any action. All
- b) Internal Audit: Update. TC

8.11: Budget 2019/20: Consider draft budget.

- a) Provision for professional fees.
- b) Provision for community activities. All

8.12: **Precept 2019/20:** To approve precept requirement based on budget. All

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

8.14: **Defibrillator Grant Application:** British Heart Foundation grant application: Update. SK

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

8.16: **Financial Regulations:** Annual Review. AB/All

9. GENERAL:

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

9.2: **Correspondence:**

a) M.P.C.271(01) C.D.C. - Consultation on the Oxfordshire Plan Statement of Community Involvement. All

9.3: **Matters for Further Information or Discussion.** All

10. NEXT MEETING

10.1. Next meeting 18 March 2019 at 7.30pm in Merton Village Hall: To be confirmed. All
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