

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 26 June 2017** 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:
 - Meeting of Merton Parish Council on 25 April 2017 at 7.30pm.
 - Annual Meeting of the Parishioners of Merton held on 22 May 2017 at 7pm.
 - Annual Meeting of the Merton Parish Council held on 22 May 2017 at 7.35pm.

5: Election of Vice-Chairman

1. To elect a Vice-Chairman.

6: Vacancy for a Councillor/Co-option.

1. Co-option following resignation of Cllr. D. Crawford: To consider/approve applicant.
2. Resignation of Cllr. K. Crowden: Confirmation.

7: District/County Councillors.

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

8: Village Hall.

1. **Cleaner:** Review of Contract and Job Description.
2. **Meter Reading:** Reading to be taken.
3. **Emergency Lighting:** Update.

9: Playground/Recreational Area:

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

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

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

12: (3) Important: Items that must be acted on by the next

- Allotment No: 6: vacancy (May 2017): Update.
 - 3. **Play Area:**
 - Smaller Frame: Update on caps.
- 1. **Actions from Previous Meetings:**
 - Actions List: Emailed.
- 1. **Finance:**
 - **Transparency Code for parish and town councils with a turnover not exceeding £25,000:**
 - Website: Evidence of grant spending update.
 - **Accounts for Payment agreed prior to the meeting:**
 - Bicester UPVC Direct Ltd – Balance of invoice upon completion of works £501.05.
 - M. R. Cross – Inv. No's: 1067 - £384.00 (grass cutting recreation and play area 18.5.17 and 30.5.17) – 1068 - £132.00 (grass cutting woodland 2.5.17) – Total £516.
 - Community First Oxfordshire – Credit Note – Inv. No: 33 £24.00 against Inv. No: 27 - £102.00 – Balance £78.00 as member.
 - **Accounts for Payment:** To consider/approve payment.
 - Clerk's Pay & Expenses April 2017.
 - M. R. Cross – No invoice at time of printing.
 - Blackthorn Parish Council – Reimbursement Annual membership to the Society of Local Council Clerks (SLCC) and Association of Local Council Clerks (ALCC) - £44.00 (half membership cost of £88.00 – paid in full by Blackthorn PC) approve shared membership.
 - M. Day – Village Hall Cleaning – 16.12.16 – to June 2017.
 - **Receipts Received:**
 - **Receipts Due:**
 - Village Hall Petty Cash – 2016/2017: Update on outstanding FC bookings.
 - Village Hall Petty Cash – 2017/2018.
 - Allotment: Outstanding rents update.
 - C.D.C. – Hire of Hall June Elections - £140.00.
 - **Bank Reconciliation:** To consider/approve.
 - **Precept Comparison/Financial Summary:** To consider/approve.
 - **Quotes:**
 - Village Hall – Ramp: Update.
 - Church Clock: Update on whether any further work required.
 - Playdale: Consider/approve quote for either replacement rope or net.
 - **Bank Signatory:** Consider/approve adding further signatories to the account(s).
 - Scottish Widows - Clubs & Associations 7 Day A/c – Interest account - Update on change of signatory.
 - **End of Year Accounts 31 March 2017:**
 - To consider/approve Accounts Year End 31 March 2017.
 - To complete and approve Section 2 of the Annual Return – Annual Return and supporting documents to be submitted to BDO: Submission date extended to 10 July 2017.
 - Notice of appointment of date for the exercise of electors' rights from 3 July to 11 August 2017: Update.
- 2. **Planning:**
 - **New Applications:**
 - C.D.C. – Public Protection and Development Management - TOWN AND COUNTRY PLANNING ACT 1990 CONSULTATION - APPLICATION – Planning Application No.: 17/01208/F Applicant's Name: Mr & Mrs A. C. Evans Proposal: Erection of new detached dwelling with ancillary garage and garden room/studio buildings Location: 3 Church Close Merton Bicester OX25 2NB Parish(es): Merton – Respond by 10 July 2017.
 - **Decision Notices:** None at time of printing.
 - **Appeal Notice:** None at time of printing.
 - **Withdrawal Notices:** None at time of printing.
 - **Planning Issues:**
 - Planning Notices: Update on responsibility and requirements.
- 1. **Clerk/RFO:**
 - Job Description/Contract: Review.
 - Auto Pension Enrolment: Update.
 - HMRC: Registration and application for exemption from PAYE and NI: Consider/approve

meeting.

action.

13.(4): Action: *Items that must be acted on, but with no specific or pressing timescale.*

2. **Annual Review of Documents:** Consider/approve:
 - Risk Assessments.
 - Parish Council: Review - Item 'Loss of Money through theft or dishonesty' – Measurers 'Restricted cash float used by VH co-ordinator and kept in locked box'. – Comment/Review 'Look at possibility of indemnifying against loss through insurance'.
1. **Emergency Plan:**
 - Draft to be considered and approved: Update 'Working Group'.
 - Community defibrillator: To consider/approve provision of.
2. **Merton Woodland:**
 - 'SPARK' Grant Application: Update.
 - Merton Woodland Community Group: Constitution and agreement between PC and MWCG: To be considered/approved.
 - Woodland 'Public Access' notice: Update on publication of document.
3. **Proposed Application for a 20mph Limit:**
 - Update on local opinion.
 - O.C.C: Repositioning of 30mph limit: Update.
4. **Network Rail:** Update.
5. **Green Space at The Butts, Merton, Oxfordshire OX25 2NN:** Update.

14: (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.*

1. **Correspondence/Emails:**
 - Dog Bag Dispenser: Update.
 - Email – 16.6.17 - Andrew Hornsby-Smith - Kidlington Area Community Forum 21st June 6.30pm Police HQ.

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

1. None.

16. Matters for Further Information or Discussion

1. To report on Matters of information or discussion at the next meeting.

17: Date and Time of Next Meeting:

1. Monday 24 July 2017 held at 7.30pm in Merton Village Hall: PC to confirm.