

THE PARISH COUNCIL OF MERTON OXFORDSHIRE

Merton Parish Council website

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 a Meeting of Merton Parish Council on **Monday 8 March 2021** at **7.30pm** due to the Coronavirus outbreak and exceptional circumstances and in line with Government Guidelines this meeting will be held virtually.

Tracey Charlesworth, Parish Clerk.

Members of the public and press are welcome to attend during 7.45pm and 8pm when they can ask questions or express their views.

Join the meeting at 'Microsoft Team': https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZmNiYTBjZDAOTZINC00MDIzLTgzNmQtMWQ0ZGZiZjQwZTZh%40thread.v2/0?context=%7b%22Tid%22%3a%22d72bf766-eac5-473f-8170-2e4f4954c317%22%2c%22Oid%22%3a%2203e958cc-98fa-4765-8873-1e497e0d19d1%22%7d

Agenda

1. **To Accept Apologies For Absence:**
2. **PARISH COUNCIL:-**
 - 2.1. **Notice of Resignation:** Permission to co-opt.
 - 2.2. **Vacancy:** PC to consider application(s). All
 - 2.3. **To Receive Disclosable Pecuniary Interest:** Register of Members Interests.
 - 2.4. **COVID-19:** Government Guidelines: Update.
 - a) Play Area:
 - b) Village Hall:
 - c) Meetings:
 - 2.5. **Emergency Plan:** Review.
 - a) Welcome Pack. JC
 - 2.6. **Merton Village Neighbourhood Plan.** All
 - 2.7. **Annual Review of Audit 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.
 - e) Financial Regulations:
 - f) Standing Orders.
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 Parish Council meeting held on 8 February 2021.
5. **ASSET MANAGEMENT:**
 - 5.1: **Recreational Field/Play Area/Allotments:**
 - a) Oxford Cavaliers:
 - i. Village Hall Proposals: Update.
 - ii. Funding Applications: Update. GA/SK/AB/PS
 - b) Play Area: Update on order. GA

- c) Football: Update on proposals. AB
- 6. COMMUNICATIONS**
- 6.1: **Parish Matters:** To consider/approve matters for publication. All/GA
6.2: **Facebook Page:** To consider proposal to have a 'Facebook' page. GA/All
- 7. COMMUNITY:**
- 7.1: **Planning Applications:** To consider any applications received. All
7.2: **Decision Notices:** To consider any notices received. All
7.3: **Planning Matters:**
a) Merton 'Nursing Home': Update. GA
b) Cherwell Local Plan Review 2040 - Village services questionnaire February 2021. All
7.4: **Traffic Calming:** Update.
a) Proposal for a survey of traffic: Update on 'Speed Traffic Monitor'. MS/SW/TC
b) Questionnaire: Update.
c) Insurance cover for signs/Risk Assessment: Update
d) 20mph Speed Limit: Proposal to form partnership with neighbouring parishes. All
7.5: **Dog Fouling:** Update on stickers. AB
7.6: **Bus Stop Light:** Update. MS
7.7: **Notice Board:** Proposed local project update. AB
7.8: **Defibrillator:** Update.
- 8. FINANCE:**
- 8.1: **Receipts:** -
a) Petty cash and Bookings:
• March 2021:
8.2: **Account Paid Prior to the Meeting:** None.
8.3: **Accounts for Payment:** To be approved:-
a) Clerks Pay/Exp. February 2021:
b) Pest Control - £475.00.
c) Grass Cutting Contractor - Trimming the brambles etc. from the footpaths in the woodland - £360.00 plus VAT.
d) OALC Membership Invoice 2021 - M00194/2021/1 - £146.16.
e) Good Energy – Inv. No: 112425433 - £145.54 – Rec/d 23.02.2021.
8.4: **Quotes:**
a) Laptop: TC/All
8.5: **Banking:**
a) Bank Signatures: Update. AB/TC
b) On-line Banking: Consider proposal and information from OALC. All
8.6: **Financial Reports and Bank Reconciliation:** For consideration/approval. TC/AB
8.7: **Internal Auditor:** Appointment:-
a) Letter of Engagement: Consider/approve. All
- 9. GENERAL:**
- 9.1: **The Clerks Contract and Job Description:** Review. LK/AB
9.2: **Correspondence for Action:** List as attached. All
a) M.P.C. 297(13) O.C.C. - Consultation launched on Oxfordshire's draft transport blueprint – from 15 February to 28 March on a draft blueprint for the future.
9.3: **Matters for Further Information or Discussion:**
- 10. NEXT MEETING**
- 10.1. **12 April 2021:** The meeting will be held virtually in line with The Local Authorities and Police and Crime Panels (Coronavirus)(Flexibility of Local Authorities and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.