

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 the **Annual** Meeting of Merton Parish Council on **Monday 3 May 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_MjdkN2VjNGYtMzc1NC00ThmLWE0DEtZTgyZWM3YTYxMmFj%40thread.v2/0?context=%7b%22Tid%22%3a%2231723f34-5d08-4c51-a1c8-f6100c5c53f9%22%2c%22Oid%22%3a%227f66b45f-5a44-4506-a145-e4d4d005357e%22%7d

Agenda

1. **To Accept Apologies For Absence:**
2. **PARISH COUNCIL:-**
 - 2.1. **Election of Chairman:** To sign 'Acceptance of Office' upon acceptance witnessed by an Officer.
 - 2.2. **Election of Vice-Chairman.**
 - 2.3. **Notice of Resignation:**
 - a) Permission to co-opt.
 - b) Resignation of Cllr. SK – C.D.C. notified and vacancy notice to be displayed. TC
 - 2.4. **Vacancy:** PC to consider application(s) for the two vacancies. All
 - a) C.D.C. – Clarification of procedure should the PC not be quorate. TC
 - 2.5. **To Receive Disclosable Pecuniary Interest:** Register of Members Interests.
 - 2.6. **COVID-19:** Government Guidelines: Update.
 - a) Play Area:
 - b) Village Hall:
 - i. Local Elections: Action to make COVID safe. All
 - ii. PAT Testing: Action. All
 - c) Meetings:
 - 2.7. **Emergency Plan:** Review.
 - a) Welcome Pack. JC
 - 2.8. **Merton Village Neighbourhood Plan.**
 - a) Joint Neighbourhood Plan: Consider proposal from Ambrosden PC. All
 - 2.9. **Annual Review of Audit Documents:**
 - a) Asset Register: Final document following amendments. All.
 - 2.10. **ICO Registration:** Confirm change of entry details. All.
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 March 2021.
 - 4.2: Approval of the draft minutes of the Extraordinary Parish Council meeting held on 29 March 2021.

5. ASSET MANAGEMENT:

5.1: **Recreational Field/Play Area/Allotments:**

- | | |
|--|-------------|
| a) Oxford Cavaliers: | |
| i. Village Hall Proposals: Update on plans. | |
| ii. Funding Applications: Update. | GA/SK/AB/PS |
| iii. Village Consultation: Consider/approve plans. | All |
| iv. Review of Risk Assessment. | OCRLC |
| b) Play Area: | |
| i. Update on order. | GA |
| ii. Insurance: Addition and removal of play equipment. | TC |
| c) Football: Future lettings policy. | AB |

6. COMMUNICATIONS

6.1: **Parish Matters:**

- | | |
|---|--------|
| a) To consider/approve matters for publication. | All/GA |
| b) Insert: Consider proposal. | |

6.2: **Facebook Page:** Update.

GA

6.3: **Newsletter:** Consider proposal.

All

7. COMMUNITY:

7.1: **Planning Applications:** To consider any applications received.

- | | |
|---|-----|
| a) Application No.: 21/00893/F Proposal: Timber weather screening to upper walls of existing menage building Location: Merton Grounds Farm, Langford Lane, Merton, OX25 2NS Parish(es): Merton Expected Decision Level: Delegated | 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 |
| c) Ox-Cam Expressway – Cancelled. | |

7.4: **Traffic Calming:** Update from Traffic Calming Working Group:

- | | |
|--|----------|
| a) Proposal for a survey of traffic: Update on 'Speed Traffic Monitoring' van. | MS/SW/TC |
| b) S106 Agreement: Report. | |
| c) 20mph Speed Limit: Proposal to form partnership with neighbouring parishes. | All |

7.5: **Bus Stop Light:** Update.

MS

7.6: **Notice Board:** Proposed local project update.

AB

7.7: **Defibrillator:** Update.

7.8: **Adopt a Phone Box:** To consider proposal as a community project.

All

7.9: **Merton Borrow Pit:** Proposed Cherwell District Wildlife Site.

All

8. FINANCE:

8.1: **Receipts:** -

- | | |
|---|--|
| a) Petty cash and Bookings: | |
| • April 2021: | |
| • Allotment No's: 5 & 6 – Rent 2021/22 - £27.00 – Banked. | |
| • Precept part payment £8,000.00. | |

8.2: **Account Paid Prior to the Meeting:** None.

8.3: **Accounts for Payment:** To be approved:-

- | | |
|---|--|
| a) Clerks Pay/Exp. March 2021: | |
| b) Pest Control - £475.00. | |
| c) Grass Cutting Contractor – Inv. No: 1 -Trimming the brambles etc. from the footpaths in the woodland - £432.00 - Inv. No: 2 – Grass cutting and strimming at Merton Recreation Ground (30.3.2021) - £204.00. | |
| d) Playdale Playgrounds Ltd. – Inv. No: 0000041678 - £5024.04 (includes extra £50.00 delivery only charge for the timber pinball leg). | |
| e) Dog Bin Emptying x 3 (1/2 yearly invoice plus 10% Admin fee). – Inv. No; 20001403 - £180.67. | |
| f) Water Supply - £31.57 credit. | |

8.4: **Quotes:**

- | | |
|---|--------|
| a) Laptop: | TC/All |
| b) Fallen/Damaged Trees: | All |
| c) Village Hall Plans. | All |
| 8.5: Banking: | |
| a) Bank Signatures: Update. | AB/TC |
| 8.6: Financial Reports and Bank Reconciliation: For consideration/approval. | TC/AB |
| 8.7: End of Year Accounts 31 March 2021: | |
| a) Internal Auditor: Letter of Engagement: Receipt acknowledged: | |
| i. Completion of Checklist. | TC |
| b) Oxon SA; Official Notification to Submit Your Authority's Return 2020/2021: Dates to be noted. | TC |
| 8.8: Grant Applications: | |
| a) Update for Village Hall applications. | |
| b) Calor Rural Community Fund: Consider application. | All |
| 8.9: Parishes Containing Outbreak management fund: Successful COMF offer following confirmation that the PC agrees to the conditions. | All |
| 9. GENERAL: | |
| 9.1: The Clerks Contract and Job Description: Review. | LK/AB |
| 9.2: Correspondence for Action: List as attached. | All |
| a) Pre-Briefing Invitation East West Rail Consultation – Rec/d 30.3.2021. | |
| b) Age UK Oxfordshire – Thank you letter for donation – Rec/d 15.4.2021. | |
| c) Charlton-on-Otmoor Parish Council – Flooding – Consider signing the letter to enforce the PC's cause to resolve the flooding at Oddington Crossing. | |
| d) C.D.C. – Springclean 2021 –Rec/d 22.4.2021. | |
| 9.3: Matters for Further Information or Discussion: | |
| 10. NEXT MEETING | |
| 10.1. 14 June 2021 –Parish Council Meeting: Date to be confirmed - to discuss plans for a Face to Face meeting given that the regulation to hold virtual meetings ends on 7 May 2021 unless information is received to the contrary :- The Local Authorities and Police and Crime Panels (Coronavirus)(Flexibility of Local Authorities and Police and Crime Panel Meetings) (England and Wales) Regulations 2020. | |
| 10.2. Annual Meeting of Parishioners of Merton: Date to be confirmed dependent on any changes to the regulations regarding virtual meetings. | |