

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 October 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:

2. PARISH COUNCIL:-

2.1. **Co-Option:** To consider applications received.

2.2. **To Receive Disclosable Pecuniary Interest:** Register of Members Interests.

2.3. Annual Review of Documents:

a) Risk Assessments:

I. Village Hall

JC

II. Play Area

DR

III. Woodland Volunteers – Recreational/Sports Field

JC

IV. Oxford Cavaliers – JC

JC

2.4. **Training:** Update.

LK

2.5. **Minutes and Agendas:** Confirmation of issue timing.

AB

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 16 September 2019.

5. ASSET MANAGEMENT:

5.1: Village Hall:

a) Electric Meter – readings to be taken on a fixed time each month.

AB/TC

b) Plastering; Painting; storage room door: Update.

LK/AB

c) Further works: Report.

JC

d) Asbestos Check: Update

JC

e) Storage Room: Update on clearance of Beer Festival equipment.

AB

5.2: Recreational Field/Play Area/Allotments:

a) Allotments: Vacancies: Update.

AB

b) Annual Inspection: Update on areas to address.

AB/DR

6. COMMUNICATIONS:

6.1: Website:

a) The Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018: Update from web designer.

TC

6.2: **Data Protection:** Update.

LK/TC

7. COMMUNITY:

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

- a) Application No: 19/01925/F
Applicant's Name: Weston Wood Shoot
Proposal: Proposed steel frame building for rearing of game birds – Location: Brashfield, Street Through Merton, Merton. OX25 2NF – Parish(es): Merton
Expected Decision Level: Delegated –Comments by 15 October 2019 All
- b) Application No: 19/01926/F
Applicant's Name: J. A. Calcutt
Proposal: New agricultural building for storage of grain – Location: Astley Bridge Farm, Street Through Merton, Merton. OX25 2ND – Parish(es): Merton
Expected Decision Level: Delegated –Comments by 22 October 2019.
- c) Application No: 19/01795/F
Applicant's Name: Weston Wood Shoot
Proposal: Proposed agricultural workers dwelling – Location: Brashfield, Merton, OX25 2NF – Parish(es): Merton – Expected Decision Level: Delegated – Comments by 25 October 2019.
- d) Catalyst Bicester – Plans for anew sustainable business community to include a new David Lloyd Club for Bicester.

7.2: **Decision Notices:** None at time of printing.

7.3: **Traffic Calming:** Report from 'Working Group':

- a) Proposal for a survey of traffic: DR
 - Application to County Councillors Discretionary Fund: Update.
 - Insurance cover for signs/Risk Assessment: Update AB/DR

7.4: **O.C.C.** - Oxfordshire Permit Scheme Final Document & Consultation Responses: All

8. FINANCE:

8.1: **Receipts:** -

- a) Petty cash and Bookings Oct 2019: AB/TC
- b) HMRC – VAT Reclaim: Update TC
- c) C.D.C. – Precept final payment £7,500.00.

8.2: **Account Paid Prior to the Meeting:** To be noted.

- a) Electricity Supply - £128.92 – Chq. No: 101493.

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

- a) Clerks Pay/Exp. September 2019:
- b) Inv. No: 7011409 - £180.18 – Emptying 3 Dog bins @ £1.75 per bin plus 10% admin fee (Half yearly invoice).
- c) Castle Water Ltd – Inv. No: 2217541 – £21.88 – 1 August 2019 – 31 August 2019 (31 days).
- d) Grass Cutting – Inv. No: 3063 - £192.00 (Grass cutting and strimming recreation ground – 30.9.19).
- e) Castle Water Ltd – Inv. No: 2258536 - £11.75 – (Period 1 Sept 2019 – 30 Sept 2019 (30 days).
- f) Grass Cutting of Meadow: Invoice due but not received at time of printing. All
- g) Accident Book.
- h) First Aid Box.
- i) Good Energy – Statement: 2289520 – Account Activity 20.5.19- 20.8.19 (Reminder received): Good Energy – Statement £215.60.
- j) Plastering/Painting Village Hall: All

8.4: **Contributions for consideration/approval:**

- a) To AGE UK for the free film shows.
- b) For printing flyers and cost of printing Parish Matters
- c) To MPCC for upkeep of church grounds
- d) To harvest supper event.
- e) Other All

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

8.6: **Barclays/Scottish Widows Bank Mandate:** Update. AB

- a) Scottish Widows Plc: Update on closure of account. AB/TC

8.7: **Grass Cutting Contract Review:** Update. JC

8.8: **Quotes:** To be considered/approved:-

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| a) Good Energy/Utility Aid. | |
| • Comparisons for Parish Council: Approve comparison. | All |
| b) Traffic Calming: Traffic Survey/signs – Approval of use of funds from the 'Community Fund'. | |
| • Funding For Traffic Calming Initiatives. | All |
| c) Filing Cabinet. | All |
| d) Village Hall: Storage Room Door | AB |
| e) Village Hall: Curtain Rails and Curtains. | LK |
| f) Village Hall: Changing room window replacement handle and window | TC |
| 8.9: Accounts Year Ended 31.3.20: | |
| b) Arrow Accounting – Letter of Engagement: Consider/approve. | All |
| 8.10: Financial Regulations: Annual Review. | AB/All |
| 8.11: County Councillor Discretionary Fund: Application update. | AB/JC |
| 8.12: Budget 2020/21: Commence budgeting process. | |
| a) Community Activity Fund: Application. | All |
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| 9. GENERAL: | |
| 9.1: The Clerks Contract and Job Description: Review. | LK/AB |
| 9.3: Correspondence for Action: As attached. | All |
| 9.4: Matters for Further Information or Discussion. | All |
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| 10. NEXT MEETING | |
| 10.1. Next meeting 18 November 2019 at 7.30pm in Merton Village Hall: | All |

List of Correspondence/Emails to support Agenda Item 9.3: Matters not otherwise covered by the agenda.

M.P.C.280 – September

5. O.C.C. - Youth Opportunity.
7. C.D.C. - Review of Cherwell Polling Places and Polling Districts - Second Consultation.
8. O.C.C. - Footsteps – Poster for the notice board.
9. Spacecraft Consulting - Invitation | Catalyst Bicester presentation | Thurs 17 October | 6pm - 8pm.