

## Merton Parish Council

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### To all Members of Merton Parish Council:

You are hereby summoned to attend the **Annual** meeting of Merton Parish Council on **22 May 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:

- To accept apologies for absence.

#### 2: To receive Disclosable Pecuniary Interest.

- <sup>1</sup>(see footnotes) Register of Members Interests.

#### 3: Public Participation.

- Members of the public can ask questions and express their views.

#### 4: Minutes.

- To confirm minutes of the Parish Council meeting held on 25 April 2017 at 7.30pm.

#### 5: Election of Chairman.

- To elect a Chairman and to sign 'Acceptance of Office' upon acceptance witnessed by an Officer.

#### 6: Election of Vice-Chairman.

- To elect a Vice Chairman.

#### 7: Vacancy for a Parish Councillor.

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

#### 8: District/County Councillors.

- To receive reports.

#### 9: Village Hall.

- Cleaner:** Review of Contract and Job Description.
- Lighting:** Check.
- Age UK:**
  - Sponsored activities: Update.
- PAT Test:** Update on microwave.

#### 10: Playground/Recreational Area:

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

<sup>1</sup> 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

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

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

**13: (3) Important:** Items that must be acted on by the next meeting.

**14.(4): Action:** Items that must be acted on,

- Allotment No: 6: vacancy (May 2017): Update.
3. **Play Area:**  
Smaller Frame: Update on caps
1. **Actions from Previous Meetings:**
- To minute completed and outstanding actions.
1. **Finance:**
1. **Transparency Code for parish and town councils with a turnover not exceeding £25,000:**
- Website: To consider/approve how the PC will provide.
2. **Accounts for Payment agreed prior to the meeting**
- Bicester UPVC – Deposit for changing room door - £501.05 – Cheque No:101377.
3. **Accounts for Payment:** To consider/approve payment.
- Clerk's Pay & Expenses March 2017.
  - M. R. Cross – Inv. No: 1063 - £384.00 (grass cutting recreation and play area – 12.4.17 and 24.4.17).
  - SSE Swalec – Statement of Account and Inv. £214.27 (D/d collected on or after 15.5.17)
- Receipts Received:**
- C.D.C. BACS Advice – Hire of Hall May 2017 Elections - £140.00.
- Receipts Due:**
- Village Hall Petty Cash – 2016/2017: Update on outstanding FC bookings.
  - Village Hall Petty Cash – 2017/2018.
5. **Bank Reconciliation:** To consider/approve.
6. **Precept Comparison/Financial Summary:** To consider/approve.
7. **Quotes:**
- Village Hall – Ramp:
  - Church Clock: Update on whether any further work required.
  - Playdale: Consider/approve quote for either replacement rope or net.
8. **Bank Signatory:**
- Scottish Widows - Clubs & Associations 7 Day A/c – Interest account - Update on change of signatory.
- 9.
10. **C.D.C. - Report of the Independent and Parish Remuneration Panel on the Review of Parish Members' Allowances for the 2017/2018 Financial Year for Parish Councils in the Cherwell District – Parish Notice:**
- To review Parish Members' Allowance document.
11. **Accounts Year Ending 31 March 2017:** BDO – Notice of the annual review of accounts for the year ending 31 March 2017.
- Approval of Section 1 the Annual Governance Statement (this is a change from previous years).
2. **Planning:**
1. **New Applications:**
2. **Decision Notices:**
- C.D.C – Notice of Decision – Town & Country Planning Act 1990 (as amended) – Application No: 17/00530/F – Applicant's Name: Lynne Cox and Robert Bustin – Proposal: Single storey side extension. Porch infill – Location: 11 Otmoor View, Merton, Bicester. OX25 2NL – Parish(es): Merton - Permission for development subject to conditions – Date of Decision: 4 May 2017
3. **Withdrawal Notices:**
4. **Planning Issues:**
1. **Clerk/RFO:**
- Job Description/Contract: Review.
  - Auto Pension Enrolment: Update.
    - HMRC: Registration and application for exemption from PAYE and NI: Consider/approve action.
2. **Annual Review of Documents:** Consider/approve:
- Risk Assessments.
    - Play Area/Woodland/Volunteers (includes Allotments):
    - 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.

*but with no specific or pressing timescale.*

- 2. **Merton Woodland:**
  - Grant Application: Update.
  - 'SPARK' Grant Application: Update.
  - Merton Woodland Community Group: Constitution and agreement between PC and MWCG.
- 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.

**15: (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:**
  - None.

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

- 1.

**17 Matters for Further Information or Discussion**

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

**18: Date and Time of Next Meeting:**

- 1. 26 June 2017
  - Parish Council Meeting at 7.30pm in Merton Village Hall.