

THE PARISH COUNCIL OF MERTON M11/2021

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD IN MERTON VILLAGE HALL AT 19:30 ON 11 OCTOBER 2021

PRESENT: David Richardson (Chairman) DR
Martin Smith, Paul Stubbs and Gemma Allen. (Councillors) MS/PS/GA

IN ATTENDANCE: T. Charlesworth; (Clerk/RFO).
Jamie and one other from Oxford Cavaliers rugby League Club and one member of the parish.

1. APOLOGIES: Accepted from Cllrs. Deborah Smith and Andrew Yearsley, County Cllr. Calum Miller; W. Meads (Village Hall Bookings clerk) and co-opted member R. Gurprashad.
2. PARISH COUNCIL:
 - 2.1. Election of Vice-Chairman: C/fwd.
 - 2.2. Co-option: Roy Gurprashad
 - a) DPI Registration: Clerk waiting for signed copy for submission to C.D.C. RG/TC
 - b) 'Declaration of Acceptance of Office': To be completed. RG/TC
 - 2.3. To Receive Disclosable Pecuniary Interests:
 - a) None declared.
 - 2.4. COVID-19: Government Guidelines: Monitored.
 - a) Village Hall Risk Assessment: Completed; Clerk to remove from agenda. TC
 - 2.5. Emergency Plan: Review: Ongoing.
 - a) Welcome Pack: Outdated information removed; contact details to be removed in-line with GDPR ; information regarding the stopping of the 94 bus to be added and old photos to be replaced with new. GA
MS
 - 2.6. Merton Village Neighbourhood Plan:
 - a) Joint Neighbourhood Plan: C/fwd. TC
 - 2.7. ICO Registration: Security code received. TC
 - 2.8. Review of Standing Orders and/or Financial Regulations: Deferred. All.
 - 2.9. Adopt a Site Agreement 2021/2022: **RESOLVED:**
 - To approve and accept the Adopt a Site Agreement terms for 1 April 2021-31 March 2022.
 - Chairman DR to sign on behalf of Merton Parish Council referred to as 'The Recycling Group'. TC
3. PUBLIC PARTICIPATION: Following on from the previous meeting and parishioners expressing that they do not want to lose the club; the PC has re-entered into negotiations with the OCRLC; whilst plans to renovate the village hall are not a possibility; the application for a twenty thousand pound grant withdrawn; the PC agrees to work on proposals for a contract to address the requirements and needs of the club and the PC.
 - Club: Needs to receive clear offers by Christmas otherwise the club may be forced to change venue; whilst the current changing rooms are usable they do not meet with the clubs standards of provision;
 - Kids' training on a Tuesday is priority (they do not use the changing room facilities).
 - For women's rugby to progress there are certain provisions required i.e., separate toilets (there may be a grant available); more showers. For the PC to hire out the hall separate to the field the extra toilets would need to be provided in the changing room area.
 - Refurbishment of the referees' room.
 - Will not hold matches every weekend.
 - They have paid the PC invoices in full (this cannot be clarified until a bank statement is received).
 - Parish Council: Needs the revenue from the hire of the hall separate from the field hire.
 - To produce costings based on discussion.

All three left the meeting on the understanding that the PC would invite them back to a meeting once it was in a position to discuss the matter further.

4. MINUTES:

- 4.1: That the draft minutes of the Parish Council meeting held on 12 July 2021 at 7.30pm were signed by the Chairman DR as previously agreed.
- 4.2: That the draft minutes of the Parish Council meeting held on 13 September 2021 at 7.30pm were approved to be signed by the Chairman DR. DR

5. ASSET MANAGEMENT:

- 5.1: Recreational Field/Play Area/Allotments:
 - a) Oxford Cavaliers Rugby League Club: See 3: In progress; the Parish Council is working closely with the CAVS.
 - i. Village Hall Proposals: See 3. TC
 - b) Football: Future lettings policy: Ongoing. All
 - c) Play Area Waste Bins: In hand. GA/PS

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- d) Village Hall Bookings Clerk Report: Deferred. WM
6. COMMUNICATIONS
- 6.1: Parish Matters/Merton Facebook Page:
- a) To consider/approve matters for Publication: DS
- 6.2: Newsletter: Clerk to remove from agenda. TC
7. COMMUNITY:
- 7.1: Planning Applications:
- a) Application No.: 21/02771/AGN - Applicant's Name: Mr Rodney Hughes
 Proposal: Erection of a steel portal frame for storage of forage and straw
 Location: Home Farm, Street through Merton, Merton, OX25 2ND
 Parish(es): Merton
 Comments by 27 September 2021. **RESOLVED:**
 • No comments or objections. TC
- 7.2: Decision Notices:
- a) Application No: 21/02771/AGN
 Proposal: Erection of a steel portal frame for storage of forage and straw
 Location: Home Farm, Street through Merton, Merton, OX25 2ND
 Parish(es): Merton
 Prior Approval Not Required.
- b) Application No: 21/02741/F
 Proposal: Single storey rear extension
 Location: Muswell, Main Street, Merton, Oxfordshire. OX25 2NF
 Parish(es): Merton
 Decision: Permission for Development subject to conditions.
 Date of Decision: 7 October 2021.
- 7.3: Planning Matters:
- a) Merton Nursing Home: It is understood that it will revert to being a care home; ongoing. GA
- b) C.D.C. - Cherwell District Council Draft Statement of Community Involvement - public consultation: No comments.
- c) C.D.C. - Planning for Cherwell – the Cherwell Local Plan Review - Community Involvement Paper 2: Developing our Options – No comments recorded.
- d) C.D.C. - Cherwell Local Plan Review - Community Involvement Paper 2: Developing our Options - Invitation to Parish, Town Council and Parish Meeting webinars: No attendance.
- 7.4: Traffic Calming: Report from 'Working Group':
- a) Proposal for a survey of traffic: See c.
- b) S106 Agreement: Report: Funding application delayed. TC
- c) 20mph Speed Limit: The purchase of SID's to be held over pending more information regarding the possibility of the reduction of speed limits to 20mph.
- 7.5: Bus Stop Light:
- a) Solar array and LED Fixture: The clearance of all the vegetation has exposed a cable that runs to the apex of the pole where there is a grey box; this would be reported to 'Fix my Street', pending the outcome of this; Plan B to fit a solar array and LED Fixture would be considered. MS
- b) Woodwork to be repainted and shelves to be erected to facilitate a 'Book Library'. DR
- 7.7: Defibrillator:
- a) Light Pollution: A response to an enquiry to be drafted. TC/PS
- b) Insurance: Added to Zurich Insurance policy. TC
- c) Registration: Awaiting documents. PS
- 8: FINANCE:
- 8.1: Receipts: -
- a) Petty cash and Bookings: TC/DR
- September 2021: £180.00 banked.
 - HMRC – Direct Credit – VAT Reclaim - £2,443.56.
 - C.D.C. – Precept final payment - £8,000.00: In accordance with precept requirement.
- 8.2: Account for Payment Prior to the Meeting: None.
- 8.3: Accounts for Payment:
- RESOLVED:**
- That the following accounts were approved for payment:
- a) Clerk Clerks Pay/Exp. September 2021 - £161.60 – Cheque No: 101606.
- b) M. R. & J.S. Cross – Inv. No's: 50 - £204.00 – (Grass cutting and strimming Merton Recreation Ground – 17.9.2021) - 51 - £204.00 (Grass cutting Merton Woodland – Meadow – 30.9.2021) – Total £408.00 – Cheque No: 101607.

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- c) C.D.C. – Inv. No: 20003343 - £180.18 – Emptying 3 dog bins @ £1.75 per bin plus 10% admin fee – Half yearly invoice – Cheque No: 101608.
- d) GA - Reimbursement – Inv. No's: INV-GB-130670421-2021-269307 – Discounted Cleaning Supplies Ltd - £21.00 (incl.VAT) – INV-GB-130051001-2021-180437 – Ideal 356 Ltd - £28.00 – Total £49.00 – Cheque No: 101609.
- e) Bookings Clerk: None presented.
- f) M. Day – Adopt a Site Payment - £224.76 – Cheque No: 101610 – Cheque to be signed but not dated or handed over until confirmation that Adopt a Site Payment has been verified as in the bank account from C.D.C. TC
- 8.4: Village Hall Cleaner:
- Contents of the petty cash tin to be confirmed and any invoices to support to be presented to the PC.
 - Suppliers: See 8.6; to investigate suppliers that provide an account based on invoice purchasing. TC
- 8.5: Quotes:
- a) Laptop: C/fwd. TC
- b) PAT Testing: To approve the quote from Expertise Repair; Clerk to co-ordinate access to the village hall. TC
- 8.6: Spending under COMF Parishes Fund: Progress Form to be completed.
- i. 'Covid' Guidance signage.
- ii. Sanitiser: Unable to resolve issues with ordering through Amazon Business; See 8.4. TC
- 8.7: Training: None.
- 8.8: Banking:
- a) Bank Signatures: No update. TC
- b) Bank Account: Consider options: Having considered three possible providers it was:
- RESOLVED:**
- That the Parish Council would open a current account with Unity Trust offering a cheque book, regular online or paper statements and access to its governance friendly Internet Banking Service;
 - To close its Barclays Account and transfer the balance to a Unity Trust account.
 - All current councillors to be signatories; authority level to be dual in order to replicate a cheque payment signed by two councillors.
 - To propose a pre-paid card with a maximum spend limit of £100.00. TC
- 8.9: Financial Reports and Bank Reconciliation: Presented and accepted. TC
- 8.10: End of Year Accounts 31 March 2021: Ongoing.
- a) Action from Audit:
- i. Review of Risk Assessment: MS/TC
- ii. Payroll Controls: Clerk to meet with J. Olds. TC
- iii. Asset Controls: Deed and Titles. TC
- iv. Exercise of Public Rights: Actioned in-line with Internal Audit advice.
- v. Reserves: To provide detail.
- vi. Pension Regulator: To be actioned.
- vii. County Archives. TC/All
- 8.11: End of Year Accounts: 31 March 2022:
- a) Letter of Engagement and Terms of Acceptance:
- RESOLVED:**
To accept and approve the Letter of Engagement and Terms of Acceptance; signed by the Chairman and RFO; Clerk to complete minute reference. TC
- 8.12: Budget 2022/2023: Procedure:
- To consider and include budget for replacement flooring to village hall and the removal of the rear buildings to the village hall and possible storage.
 - Woodland proposals for spending to be submitted for consideration.
 - Additions to Traffic Calming fund £3,000.00 and Village Hall Fund £2,500. All
- 8.13: Scribe Accounts: Review: Clerk had expressed interest with no response; to follow up. TC/DR
- 8.14: Grant Applications:
- a) Update for Village Hall applications:
- i. C.D.C. – Grant Information: No funding available.
- ii. Viridor: Stage 2 – No application to be submitted at this stage.
- iii. Letter/Return Slips: To remove from agenda. TC
- iv. 'Just Giving Page' – Update: To remove from agenda. TC
- v. National Lottery: C/fwd.
- vi. Screwfix Foundation Fund: Application submitted for village hall flooring. GA/All
9. GENERAL
- 9.1: The Clerks Contract and Job Description: Review: Model to be forwarded for review. DR
- 9.2: Correspondence for Action: The lists of correspondence presented M.P.C. 302/304 (July/Aug 2021) were considered as part of the agenda.
- a) MPC304(04): O.A.L.C. - Consultation on Ox-Cam ARC: PC to review. All.
- b) MPC304(10): RBLI Shop - Preparation for Remembrance 2021.

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- c) MPC304(11): C.D.C. - FINAL REMINDER - Deadline 17 September for District-wide Community Governance.
- d) MPC304(17): CEE Bill Alliance.
- e) MPC305(03): O.C.C. - Workshops to introduce Oxfordshire County Council's new priorities.

9.3: Matters for Further Information or Discussion:

a) Matters for Further Information:

- i. Footpath Warden: To be made aware that the new bridge to Wendlebury is complete but the gate on the public footpath is locked.
- ii. PS/MS to review floodlights.
- iii. Rabbit holes: To be treated with a spray and an ultra-sonic solar powered unit to be utilised.

b) Matters for Further Discussion: None.

- i. Village Hall Air Source Heat Pump to be checked for possible leak: Ongoing; to review if service required.

10. NEXT MEETING:

10.1: Merton Parish Council meeting to be held on 8 November 2021 at 19.30.

There being no other business the Chairman closed the meeting at 22:00.

Draft Minutes subject to confirmation:

Approved and Signed by the Presiding Chairman

Date