

THE PARISH COUNCIL OF MERTON M9/2021

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD IN MERTON VILLAGE HALL
AT 19:30 ON 12 JULY 2021

PRESENT: David Richardson (Chairman) DR
Martin Smith, Gemma Allen, Paul Stubbs, Deborah Smith,
Andrew Yearsley. (Councillors) MS/GA/PS/DS/AY
IN ATTENDANCE: T. Charlesworth; (Clerk/RFO). TC
County Cllr. Calum Miller.

1. APOLOGIES: None.
2. PARISH COUNCIL:
 - 2.1. Election of Vice-Chairman: C/fwd.
 - 2.2. Notice of Resignation:
 - a) Resignation of Cllr. AB – C.D.C. Vacancy Notice displayed for a period of 14 days. TC
 - 2.3. Vacancy:
 - a) DPI Registration: New members completed and Clerk submitted to C.D.C.
 - b) 'Declaration of Acceptance of Office':
 - i. Completed by newly co-opted members and witnessed by the Clerk.
 - ii. Completed by DR as elected Chairman of the Parish Council.
 - 2.4. To Receive Disclosable Pecuniary Interests: None declared.
 - 2.5. COVID-19: Government Guidelines: Monitored.
 - a) Village Hall Risk Assessment: C/fwd.
 - 2.6. Emergency Plan: Review:
 - i. Page 13: To check contact details are current.
 - ii. Addresses updated.
 - iii. Manor House – Letter.
 - iv. GDPR – Contact anyone listed to obtain confirmation that their information can be published.
 - v. Defibrillator: Confirm information to be published.
 - a) Welcome Pack: To update information including the village hall, Church, Spa and Post Office.
 - 2.7. Merton Village Neighbourhood Plan:
 - a) Joint Neighbourhood Plan: There had been no response to the emails sent to Ambrosden PC. TC
 - 2.8. ICO Registration: Awaiting receipt of the security code to enable updates on the system. TC
 - 2.9. Review of Standing Orders and/or Financial Regulations: To be held over pending banking decisions (*see 9.8-c below*). All.
3. COUNTY/DISTRICT COUNCILLOR(S) REPORT:
 - The Parish Council welcomed County Councillor Callum Miller: Report as follows:
 - Speedwatch: O.C.C. does not have any funding to support the PC's proposals; he advised that there is a modest amount of funding available through Aviva and Barclays Bank.
 - COVID-19: There is an emergency situation in Oxford with the outbreak of COVID-19 cases; O.C.C. encourages people to tested and vaccinated.
 - Bus Service Ambrosden: Apologies were extended for the problems with the service; there had been some confusion with road works and the consultation to extend the 30mph limit in Ambrosden.
4. PUBLIC PARTICIPATION: None present.
5. MINUTES: **RESOLVED:**
 - 5.1: That the draft minutes of the Parish Council meeting held on 14 June 2021 at 7.30pm were approved and signed by the Chairman DR.
 - 5.2: That the Draft Minutes of the Meeting of the Parishioners of Merton held on 21 June 2021 at 7.30pm were approved and signed by the Chairman DR..
 - 5.3: That the draft Extraordinary Minutes of the Parish Council meeting held on 21 June 2021 at 8.50pm were approved and signed by the Chairman DR.
 - 5.4: Approval of the Extraordinary Minutes of the Parish Council meeting held on 28 June 2021 at 7.30pm were approved and signed by the Chairman DR. DR
6. ASSET MANAGEMENT:
 - 6.1: Recreational Field/Play Area/Allotments:
 - a) Oxford Cavaliers Rugby League Club:
 - i. Village Hall Proposals: OCRLC provided with copies of Parish Council's :-
 - Public Liability Certificate
 - Health & Safety Policy: To be reviewed. TC
 - ii. Review of Risk Assessment: OCRLC to provide a copy of its Risk Assessment. GA
 - b) Football: Future lettings policy: To consult with A. Bradley PS/All

THE PARISH COUNCIL OF MERTON M9/2021

- c) Tractor Run: Noted that the event took place yesterday.

7. COMMUNICATIONS

7.1: Parish Matters/Merton Facebook Page: It was **RESOLVED**:

- That DS would take over the responsibility to monitor and publish any emergency or important notices from the PC in order to keep the parish informed on the Facebook Page; GA to pass on login details. DS
- a) To publish the following matters:
 - i. To update list of Councillors and contact details. GA

7.2: Newsletter: It was agreed to use the newsletter in September. Draft Village Hall proposal letter; it was proposed to rewrite the letter asking for support with a return slip. GA

8. COMMUNITY:

8.1: Planning Applications:

- a) Application No.: 21/02167/LB
Proposal: To replace the existing windows with slimline double-glazed units, also removing top light/vent openings and storm casing
Location: Little Chippers, Merton, OX25 2NF
Parish(es): Merton
- No comments or objections.

8.2: Decision Notices:

- a) **DECISION ISSUED: 21/01228/F**
2 Manor Farm Close Merton Bicester OX25 2NA
Proposal: Proposed front, side and rear extensions and garage conversion
Location: 2 Manor Farm Close, Merton, Bicester, OX5 2NA
Parish(es): Merton –
Permission for Development subject to conditions.

8.3: Planning Matters:

- a) Merton Nursing Home: Letter to be drafted and sent. GA
- b) Proposed Diversion Under the Highways Act 1980 s119 at Merton Grounds Farm – Part of Merton Footpath No. 2 and FP3 at Merton Grounds Farm:

RESOLVED:

- To object to the proposal to divert part of Merton Footpath No. 2 and Fp3 at Merton Grounds Farm, Merton based on the historical information as sourced and the fact that the field between points F and C is usually grazed by cattle; this in itself presents problems for dog walkers which is already a local issue with farmers and query who would be responsible for the maintenance. TC

8.4: Traffic Calming: Report from 'Working Group': Meeting scheduled for 14 May 2021.

- a) Proposal for a survey of traffic: Documents to be obtained from S. Ward; Traffic Calming Working Group.
- b) S106 Agreement: Report: To follow up. TC
- c) 20mph Speed Limit: Proposal to form partnership with neighbouring parishes: Information to be obtained from S. Ward as above.

8.5: Bus Stop Light: Ongoing. MS

8.6: Notice Board: Refurbishment completed. AB

8.7: Defibrillator:

- a) Light Pollution. In response to a query; it was noted that the defibrillator is an Emergency life saving measure and a fixed light was fitted to illuminate, not only, to the defibrillator but a light to show its position leading up to it not having wait until you are close to it before the light comes on; the PC would change the operating time setting to eliminate some of the 'light pollution': Clerk to email response.
- b) Insurance: Clerk awaiting response from Zurich Insurance. TC
- c) Asset Register: Updated to include the defibrillator.
- d) Registration: Awaiting documents. PS

9: FINANCE:

9.1: Receipts: -

- a) Petty cash and Bookings: To review who co-ordinates with bookings clerk; next agenda. TC
- May 2021: None.
- b) Allotment Rent – Plots 7 & 8 – 2021/22 - £32.00
- c) Allotment Rent – Plots 9 & 10 – 2021/22 - £29.00
- Clerk/RFO to send reminders for any outstanding rents. TC

9.2: Account for Payment Prior to the Meeting: None.

9.3: Accounts for Payment:

RESOLVED:

- That the following accounts were approved for payment:
- a) Clerks Pay/Exp. June 2021 - £169.90 – Cheque No: 101599.

THE PARISH COUNCIL OF MERTON M9/2021

- b) M. R. & J. S. Cross – Inv. No's: 20 - £408.00 (Grass cutting/strimming Recreation Ground 11.6.2021/25.6.2021) – 21-£144.00 (Grass cutting Merton Woodland 22.6.2021) – Total £552.00 – Cheque 101598.
- 9.4: Breakfast Club: To confirm if the PC has the power to spend: Advice from OALC "Assuming it is a properly constituted group with a bank account that will be setting up the breakfast club you would be able to do this under s137 of the Local Government Act 1972. Reference the relevant legal topic note". To be confirmed. GA
- 9.5: Quotes:
- a) Laptop: New councillors advised of the PC decision to purchase a new laptop: C/fwd. TC
 - b) PAT Testing:
 - i. Quote to be obtained from Expertise Repairs. TC
 - ii. Quote to be obtained for a tester. PS
- 9.6: Spending under COMF Parishes Fund: Progress Form to be completed.
- i. 'Covid' Guidance signage.
 - ii. Sanitiser: Clerk/RFO trying to resolve issues with ordering through Amazon Business. TC
 - iii. Waste bin for park: Received and in GA possession for installation. GA
- 9.7: Training: None.
- 9.8: Banking:
- a) Bank Signatures: No update. TC
 - b) Barclays Bank Plc. – Changes to our terms and conditions for business accounts: Noted.
 - c) Bank Account: Consider options: To be considered at the September meeting. TC/All
- 9.9: Financial Reports and Bank Reconciliation: Presented and accepted.
- VAT Claims to be processed. TC
 - Scribe programmes for Parish Councils: To look at packages for small parish councils. DR/TC
- 9.10: End of Year Accounts 31 March 2021:
- a) Completion of Certificate of Exemption: Submitted to external auditor.
 - b) Exercise of Public Rights: Dates published as agreed and photographic evidence filed as advised by Internal Auditor.
 - c) Publication of Documents: All required documents had been published on the Merton Parish Council website. TC
 - d) Action from Audit: Noted as actions c/fwd. TC/All
 - i. Review of Risk Assessment:
 - ii. Payroll Controls:
 - iii. Asset Controls: Deed and Titles.
 - iv. Exercise of Public Rights:
 - v. Standing Orders: Model Standing Orders 2018 – Adopted 29 March 2021 and published on Merton PC website.
 - vi. Reserves:
 - vii. Pension Regulator:
 - viii. County Archives.
- 9.11: Grant Applications:
- a) Update for Village Hall applications.
 - i. O.C.C. – Grant Information: None available.
 - ii. Viridor: Stage 2:
 - Letter/Return Slips: To gauge support for the proposal: As 7.2 above.
 - iii. 'Just Giving Page': C/fwd.
 - iv. National Lottery: Application presented and second set of paperwork submitted. GA/All.

10. GENERAL

10.1: The Clerks Contract and Job Description: Review: C/fwd.

10.2: Correspondence for Action: The lists of correspondence presented M.P.C. 301/302 (June/July 2021) were considered as part of the agenda.

10.3: Matters for Further Information or Discussion:

- a) Matters for Further Information:
 - i. Village Hall Air Source Heat Pump to be checked for possible leak.
- b) Matters for Further Discussion:
 - Budget 2022/2023. Agenda

11. NEXT MEETING:

11.1: Merton Parish Council meeting to be held on 13 September 2021 at 7.30pm.

There being no other business the Chairman closed the meeting at 21:20.

Draft Minutes subject to confirmation:

Approved and Signed by the Presiding Chairman

Date