

THE PARISH COUNCIL OF MERTON M6/18

MINUTES OF THE MEETING OF THE COUNCIL HELD AT THE VILLAGE HALL AT 19:30 ON 16 JULY 2018

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| PRESENT: | Tony Bradley | (Chairman) | AB |
| | Fred Foxon | (Vice Chairman) | FF |
| | David Richardson, Jo Copping, Simon Ward | (Councillors) | JC/LK/SW |
- IN ATTENDANCE: One Parishioner and a Representative of the Oxford Cavaliers rugby/football Club.
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|--|-----------------|---------------------|----|
| | T. Charlesworth | (Clerk/RFO) | TC |
| | Dan Sames | (County Councillor) | DS |
1. APOLOGIES: Accepted from:

Lucy Katz, Steven Kelly	(Councillors)	LK/SK
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 2. PARISH COUNCIL:
 - 2.1. Election: 'Declaration of Acceptance of Office' completed by AB; DR; FF and witnessed by the Clerk. LK/SK/JC

 - 2.2. Election of Chairman: **RESOLVED:**
 - That AB was elected Chairman; Accepted AB signed the 'Declaration of Acceptance of Office' as Chairman.
 - 2.3. Election of Vice-Chairman: It was proposed that LK be elected Vice Chairman in her absence it was **RESOLVED:**
 - That FF would continue as Vice Chairman until LK is elected.
 - 2.4. Co-Option: Simon Ward: Submission of 'Declaration of Interests' to C.D.C: Clerk to provide documents. Clerk/SW

 - 2.5. To Receive Disclosable Pecuniary Interest: None declared. **RESOLVED:**
 - That the footnote on the agenda be removed and provided to each councillor as a separate document for their reference. TC

 3. PUBLIC PARTICIPATION:
 - The ongoing proposals for a development between 1 Otmoor View and the pumping station (infill) for eight houses that fit in with the Rural Plan; a proportion/ratio of 'Affordable Housing' is proposed (development cannot go back further than the last brick building (stable)); a survey would need to be carried out by a Consultant. The owners also see this as an opportunity for a contribution to the village by the developer. FF

 4. GUEST(S): The Parish Council welcomed Jamie, a representative of the Oxford Cavaliers Rugby League Club which has 40 to 55 players over 19 and 90 to 100 aged up to 16years. The main playing period is throughout the year but mainly in the summer. Training is usually on Wednesdays from 6pm to 9:30pm and matches on Saturdays from 10:30am to 6:00pm and some Sundays from 10:30am to 3:00pm. Funding is available for improvements to the facilities. It was suggested that either a partnership where income and costs are shared or a Lease where the cost of upkeep would be for the Council. It was agreed that an invitation to meet the club chairman and attend a match be accepted; FF and/or DR or AB to liaise. FF/DR/AB

 5. MINUTES: **RESOLVED:**
 - 5.1. To approve the draft minutes of the meeting held on 14 May 2018; signed by the AB.
 - 5.2. To accept the draft minutes of the Annual Parish Meeting held on 14 May 2018.

 6. ASSET MANAGEMENT:
 - 6.1. Village Hall:
 - a) Job Description of the cleaner: Clerk had updated as previously agreed. C/fwd. AB/LK
 - b) Changing room showers and costs of fixing leaks: **RESOLVED:**
 - To accept the quote for £230.00 (not VAT registered) to provide two 'Sure Stop Valves' to the hot and cold feed including labour. FF
 - c) Electric Meter: Clerk to submit reading: Day 064062 – Night 026581 – Total 060644 TC
 - d) Emergency Lighting – Report: C/fwd. FF
 - e) Painting, gutter clearing, change rooms and ref's room: Gutters and Ref's room have been cleared; bins have been emptied; all but the painting to be removed from the agenda. Work to be done: the hot water tank, in the Ref's room, to be connected to the emersion heater in order to lift the temperature to 60°. FF/LK/DR/AB/Clerk
 - f) Funding: To discuss at a future meeting; Clerk to remove from the current agenda. Clerk
 - g) Renovation/Rebuild Proposals: Update from Architect: C/fwd.

 - 6.2. RECREATIONAL FIELD/PLAY AREA/ALLOTMENTS:
 - a) Allotments: AB to hold a meeting with tenants to discuss proposals: No new tenants. AB
 - b) Hiring Agreements: Field and allotments especially cost vs revenue – report on review: C/fwd. FF/LK
 - Enquiries, received by the Bookings Clerk, from interested FC Clubs to be followed up. AB/FF
 - Enquiries with regards to the hiring of the playing field to be re-directed. AB/FF/LK
 - c) Multi-purpose Games Area: Proposals: C/fwd. LK
 - d) Play area: Maintenance and Interim Report: Bollards and creation of wild flower area: Pending proposals for rugby club. DR/FF/JC

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- e) Play Area: Annual Inspection –. **RESOLVED:**
- f) That Item 7 of the report; large multi play unit Playdale (Noted that the new rope section is good) loose sections on the link bridge are to be monitored. AB/DR
- g) Adopt a Site Agreement 2018/19: **RESOLVED:**
 - To sign and accept the agreement. AB/TC

7. COMMUNICATIONS

- 7.1: Website: New site ' www@mertonvillage.com is open in draft form; further refinement will take place; to be presented at the September meeting. SW
- 7.2: Parish Magazine: Parish Council and Booking Clerk contact details to be updated. AB
- 7.3: Data Protection: Update. LK
 - a) ICO Registration: Complete; invoices to be presented. LK
 - b) Generic Email Addresses: FF to set up generic email address; email addresses to be linked to website. FF/SW
- 7.4: Notice Board: C/fwd. JC

8. COMMUNITY:

8.1: Planning Applications:

- a) Application No: 18/00456/REM
- b) Application No: 18/00555/REM
- c) Application No: 18/00560/REM
- d) Application No: 18/00601/REM
- e) Application No: 18/00649/F

Proposal: Erect open sided roof covering over existing manage

Location: Merton Grounds Farm Langford Lane Merton Bicester OX25 2NS

Parish(es): Merton: **RESOLVED:**

- The Parish Council had no observations or objections. TC

f) Application No: 18/00739/REM

g) Application No: 18/00940/F

Proposal: Erection of one agricultural workers dwelling and retention of temporary agricultural workers dwelling - Re-submission of 17/01923/F

Location: Brashfield Merton Bicester OX25 2NF

Parish(es): Merton: **RESOLVED:**

- The Parish Council had no observations or objections. TC

h) Application No: 18/00934/REM

i) Application No: 18/00935/REM

j) Application No: 18/00933/REM

k) Application No: 18/00937/REM

l) Application No: 18/00935/REM

m) Application No: 18/00936/REM

RESOLVED:

Items a, b, c, d, f, h, j, k, l and m: The Parish Council made no comments or observations; the applications are not considered relevant to the parish (*below 10d*). TC

8.2: Decision Notices:

a) Application No: 18/00649/F

Proposal: Erect open sided roof covering over existing manage - Location: Merton Grounds Farm, Langford Lane, Merton, OX25 2NS

Parish(es): Merton

PERMISSION FOR DEVELOPMENT SUBJECT TO CONDITIONS - Date of Decision: 29th June 2018.

9. FINANCE:

9.1: Receipts: -

- a) HMRC – Reclaimed VAT total £1,741.90: Clerk to meet with AB to discuss/resolve query. AB/TC
- b) Precept (part payment) £4,164.50
- c) Petty cash and Bookings float: None presented. AB confirmed that cheque had been cashed for floats for Bookings Clerk and Cleaner and would continue to be topped up; vouchers to be presented; cheques to be approved.

County Cllr. D. Sames arrived at 9.55pm and reported as follows:

10. COUNTY/DISTRICT COUNCILLOR:

- a) Oxford to Cambridge Expressway: Expecting decision this month; based on evidence not petition.
- b) Village Speed Limit: He has raised the Parish Council's request to have the 30mph speed limit/signs moved to the white gates and he will raise it again. It was suggested that the O.C.C. Area Manager of Oxford roads R. Wilson should be contacted regarding 30mph signs. FF
- c) Priority Fund: He will raise the Parish Council's request to make a bid for the fund in order to fund speed surveys/consultation to support the request to have the 30mph speed limit moved.

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- d) Planning: Advised that Gravenhill will be moving into Bicester so Merton would no longer be a Neighbouring Parish; he would enquire on what basis the PC is consulted on all the above applications as not relevant; the PC would be interested in Strategic Planning.

Having thanked Cllr. D. Sames for attending; he left at 10.30pm.

9.2: Account Paid Prior to the Meeting:

a)	101422	16/4/18	Water supply	Inv. 1082789	£ 97.97
b)	101423	16/4/18	Clerk	Pay expenses Feb	£170.46
c)	101424	17/4/18	Grass Cutting	Inv. 2032	£192.00
d)	101425	5/6/18	Grass Cutting	Inv. 2038/2039/2043/2044	£840.00
e)	101426		Cancelled		
f)	101427	5/6/18	dog bins service	Inv. 70060	£ 48.05
g)	101428	5/6/18	Petty cash box and floats		£ 71.90
h)	101429	3/7/18	Cleaner	Pay/materials	£ 96.00
i)	101430	6/7/18	Clerk	Pay and Expenses Mar and Apr	£326.34

9.3: Accounts for Payment: The following accounts were approved for payment:

a)	101431	Parish Election Charges	Invoice No: 7007022	£39.00
b)	101432	Adopt a Site	Oct 2017 – March 2018	£102.84
c)	101433	Grass Cutting	Inv. No's: 2050 - £384.00) – 2051	£516.00
d)	101434	Internal Audit	Inv. No: P380	£279.00
e)	101435	Play Area Inspection		£82.80
f)	101436	Clerk	Pay/Exp. March/April/May/June 2018	£326.54

• **RESOLVED:**

- To approve proposed NALC/SLCC Pay Awards to be implemented from 1 April 2018 – SCP18 = £9,808; to be back dated to 1 April 2018.
- To review expenses paid for use of printer and consumables.
- That the list of telephone/emails is no longer required on the expenses sheet; a flat rate of £5.00 per month to be paid.
C/fwd. AB/TC

9.4: Financial Reports and Bank Reconciliation: RFO tasked with converting presented documents to format presented by AB.

TC/AB

9.5: Barclays Bank Mandate: Mandate had been returned as identification documents need to be certified and copied at Barclays Bank. **RESOLVED:**

- That LK presents identification documents at Barclays Bicester as requested. LK
- That AB contacts Barclays to confirm current signatories on the account. AB
- That PM be removed as a signatory on the account (if still a signatory). AB
- That DR be added as a signatory on the account. AB
- Scottish Widows Bank Plc: New form (GDPR Compliant) to be completed and returned. AB

9.6: **Grass Cutting Contract Revision:** Contractor been advised that the Parish Council will continue on the same basis; current specification to be updated. FF

9.7: Accounts Year Ended 31.3.18:

- Internal Audit: The report was reviewed and accepted by the PC;
- Action: Annual Return Section H; to update Asset Controls with Deeds and Titles. TC
- Accounts Year Ended 31.3.18: **RESOLVED:**
- That the Accounts Year Ended 31.3.18 were accepted and approved.
- Delegated authority for AB to formally approve and sign documents. AB/TC
- Section 1 – Annual Governance Statement 2017/18: **RESOLVED:**
- Questions 1-8 answered yes.
- Question 9 – N/A.
- Delegated authority for AB to formally approve and sign documents. AB/TC
- Section 2- Accounting Statements 2017/18: **RESOLVED:**
- That the Accounts Year Ended 31.3.18 were accepted and approved.
- Delegated authority for AB to formally approve and sign documents. AB/TC
- Notice of Electors Rights: Advertised.
- Certificate of Exemption (previously approved 16 April 2081 – M4/18 – 18/64 – 12.1 - 9: To be submitted to External Auditor. TC

10: GENERAL

- 10.1: Groups: C/fwd. All
- 10.2: The Clerks Contract and Job Description: Review: C/fwd. LK/AB
- 10.3: Defibrillator: C/fwd. FF
- 10.4: Notice Board: Consideration of an additional board and visibility: C/fwd. JC
- 10.5: Matters for Further Information or Discussion.
- Merton Woodland: Annual Meeting held on 22 June 2018:
 - Accepted resignation of R. Leaver.

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- Propose to amend Constitution: to hold two meetings per annum rather than four.
 - First autumn meeting to be held on 7 October 2018: Social party at the Woodland
- FF

11. NEXT MEETING:

- 11.1. The next meeting will be held on Monday 17 September 2018 at 19.30pm in Merton Village Hall: ALL

There being no other business the Chairman closed the meeting at 23.35pm.

Draft Minutes subject to Confirmation.

Approved and Signed by the Presiding Chairman

Date