

THE PARISH COUNCIL OF MERTON M7/18

MINUTES OF THE MEETING OF THE COUNCIL HELD AT THE VILLAGE HALL AT 19:30 ON 17 SEPTEMBER 2018

PRESENT: Tony Bradley (Chairman) AB
David Richardson, Jo Copping, Simon Ward, Steve Kelly, Lucy Katz (Councillors) DR/JC//SW/SK/LK

IN ATTENDANCE: Three Parishioners.
T. Charlesworth (Clerk/RFO) TC

1. APOLOGIES: None.

2. PARISH COUNCIL:

2.1. Election: 'Declaration of Acceptance of Office' completed by LK/SK/JC and witnessed by the Clerk. SW

2.2. Election of Vice-Chairman:

• **RESOLVED:**

• That LK was elected Vice-Chairman; LK accepted.

2.3. Co-Option: Simon Ward: Submission of 'Declaration of Interests': Clerk to submit completed document to C.D.C. TC

2.4. To Receive Disclosable Pecuniary Interest: None declared.

2.5. Resignation: Cllr. F. Foxon has tendered his resignation from the council with immediate effect. Clerk to advise C.D.C. of the vacancy. TC

3. PUBLIC PARTICIPATION:

a) To address the issue of all parishioners having access to Parish Council information regarding meetings it was **RESOLVED:**

• That LK would send a summary of the minutes to R Leaver to be issued as a leaflet with the parish magazine.

• To provide a link to the Parish website for the full minutes. LK

b) Contribution to the Parish Magazine: **RESOLVED**

• To make a contribution of £50.00 towards the printing; under Parish Council spending Power S137: As this is of benefit to the parish. AB/TC

c) Community: A coffee morning is being organised in aid of McMillan Cancer on 6 October 2018 in the village hall from 11am – 2pm. It was proposed to have a board for post-it notes to invite ideas for further events and volunteers. JC

• **RESOLVED**

• To provide a cash float of £30. AB/TC

d) The Parish Council confirmed that the £200.00, previously donated by the Produce Show, was still in funds and that it was still considering the purchase of a community defibrillator.

• To raise awareness at the coffee morning.

4. MINUTES: **RESOLVED:**

4.1. To approve the draft minutes of the meeting held on 16 July 2018; signed by the AB.

5. ASSET MANAGEMENT:

5.1. Village Hall:

a) Job Description of the cleaner: **RESOLVED**

• To approve document and obtain signature from the cleaner. LK

b) Changing room showers and costs of fixing leaks: **RESOLVED:**

• Work had been completed and invoice approved with an increase of £10.00 on the quote.

c) Electric Meter: Clerk to submit reading: Day 064363 – Night 026681. TC

d) Painting/Hot Water Tank: In order to carry out the painting some plaster needs making good: LK/DR/AB

• **RESOLVED**

• To obtain three quotes each for:

• Plastering

• Emergency Lighting

• Roof Tiles. LK.

e) Funding: To discuss at a future meeting; Clerk to remove from the current agenda. TC

5.2. RECREATIONAL FIELD/PLAY AREA/ALLOTMENTS:

a) Allotments: Allotment enquiry: The Parish Council to carry forward it's decision regarding the discussions to increase the size of allotments to the next meeting when it would be in a position to offer; two allotments as is or advise that the allotments are going to be increased in size over the winter period ready for availability in the spring. AB to arrange a meeting with allotment holders to discuss possible increases in sizes and rentals of allotments. AB

b) Hiring Agreements: Field and allotments especially cost vs revenue – report on review: C/fwd. LK

c) Multi-purpose Games Area: Proposals: Clerk to remove from agenda. TC

d) Play area: Maintenance and Interim Report: Bollards and creation of wild flower area: Clerk to remove from agenda. TC

6. COMMUNICATIONS

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- 6.1: Website: New site ' www@mertonvillage.com structure is complete and information is gradually being transferred from the existing site to the new. A website map/plan will be circulated by the end of this weekend and comments will be invited to which will be responded to in three weeks. The site is easy to use and the parish council will have to decide who will be responsible for uploaded what information; to also look at utilising a 'Facebook' page. SW
- 6.2: Parish Magazine: Parish Council and Booking Clerk contact details have been added and need to be updated to remove Cllr. F. Foxon. LB
- 6.3: Data Protection: Database: The Clerk keeps a record of village hall hirers in name only in the receipts book.
- To query information held by the bookings clerk. LK
 - a) ICO Registration: Registration is complete; invoice to be presented. LK
 - b) Generic Email Addresses: All councillors now have generic email addresses. FF/SW
- 6.4: Notice Board: Additional notice board will cost £400; to retain information pending availability of funds. TC

7. COMMUNITY:

7.1: Planning Applications:

- a) Application No: 18/01220/LB –
 Proposal: Replacement porch, tile hanging on 3 gables, vent within courtyard, painting of elevations, demolition of conservatory, replacement openings, removal of roundtop dormers, new rendered wall and internal alterations – Location: Manor House Nursing Home Merton Bicester OX25 2NF.
 Parish(es): Merton: **RESOLVED:**
- No objections or observations.
- b) Application No: 18/01219/F
 Applicant's Name: NSS (Merton) LLP – Proposal: Replacement porch, tile hanging on 3 gables, vent within courtyard, rendered walls within the parking area and enlarged parking area – Location: Manor House Nursing Home Merton Bicester OX25 2NF
 Parish(es): Merton: **RESOLVED:**
- No objections or observations.
- c) Application No: 18/01319/F
 Applicant's Name: Mr Frank Pereire – Proposal: Alterations and Re-clad Existing Building – Location: Merton Grounds Farm Langford Lane Merton Bicester OX25 2NS
 Parish(es): Merton: **RESOLVED:**
- No objections or observations.
- d) Application No: 18/00968/F
 Applicant's Name: Mr William Stables – Proposal: Install shower and WC facility to existing log cabin to be used for occasional guest accommodation – Location: 4 Otmoor View Merton Bicester OX25 2NL
 Parish(es): Merton: **RESOLVED:**
- No objections or observations.

7.2: Decision Notices:

- a) Application No: 18/00968/F
 Applicant's Name: Mr William Stables – Proposal: Install shower and WC facility to existing log cabin to be used for occasional guest accommodation – Location: 4 Otmoor View Merton Bicester OX25 2NL- Parish(es): Merton
 Permission for Development subject to Conditions – Date of Decision: 6 September 2018: Noted.

8.0: FINANCE:

8.1: Receipts: -

- a) Adopt a Site - Oct 2017 – March 2018 - £102.84.
- b) Precept (part payment) £4,164.50: Clerk confirmed receipt of April and September payments.
- c) Petty cash and Bookings: August and September received below. AB to contact the cleaner. AB

8.2: Account Paid Prior to the Meeting:

- | | | | | | |
|----|--|---------|----------------|--------------------------|--------------------------------|
| a) | 101436 | 30/7/18 | Clerk | Pay/Exp May/June 2018 | £326.54 |
| b) | 101437 | 31/7/18 | Village Hall | Repairs to Showers | £240.00 |
| c) | 101438 | 12/8/18 | Village Hall | Hire Refund deposit | £50.00 (<i>Hall checked</i>) |
| d) | | | External Audit | Inv. No's: 205663 206580 | £96.00 |
| e) | Electric – Statement of Account £171.84 – Credit Note £182.39 – Invoice £171.84 (Period 26 April 2018 to 17 July 2018/amended following submission of meter reading) – D/D collected on or after 17 August 2018: Initialled as accepted. | | | | |

8.3: Accounts for Payment: The following accounts were carried forward for approval for payment:

- a) Clerks Pay/Exp. July/August. 2018: Review of expenses: Clerk to consider breakdown of printer expenses and to provide a summary of what is received by the Clerk/RFO i.e., Home insurance/memberships/expenses, for review. TC
- b) SLCC Membership 2018/19: Annual Membership £84.00 paid by Blackthorn Parish Council: Consider/approve contribution of £42.00. AB
- c) ALCC Membership 2018/19: Annual membership £30.00 paid by Blackthorn Parish Council: Consider/approve contribution of £15.00: AB
- d) Insurance – Clerk Home Working Insurance - £107.56 paid by Blackthorn Parish Council: consider/approve contribution of £53.78: Clerk advised that documents had previously been emailed for consideration. AB
- e) Grass Cutting - Inv. No's: 2068 - £132.00 (grass cutting Merton Woodland 18.8.18) – 2069 - £192.00 (grass cutting recreation and play areas 22.8.18) – Total £324.00: Chairman to query with contractor. AB

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- f) Zurich Insurance – Policy Renewal - Invoice No: 33288862 - £878.36. AB
- g) 101439 - Village Hall Fire Safety Check - £92.90 (Received certificate). AB
- 8.4: Financial Reports and Bank Reconciliation: Following a meeting with the Chairman; the RFO/Clerk was advised to maintain her system alongside his. Documents accepted. TC/AB
- 8.5: Barclays/Scottish Widows Bank Mandate: LK had presented identification documents which had been certified and copied at Barclays Bank.
- Clerk was in receipt of confirmation that LK was a signatory.
 - Having confirmed current signatories it was **RESOLVED:**
 - That PM; RF and FF be removed as a signatories on the account; leaving AB and LK. AB
 - That DR and SW be added as signatories on the account. AB
 - Scottish Widows Bank Plc: New form (GDPR Compliant) to be completed and returned. **RESOLVED:**
 - To review the investment account: AB to look at investment rates and circulate information. AB
- 8.6: Grass Cutting Contract Revision: Contractor been advised that the Parish Council will continue on the same basis; current specification to be updated: AB to contact FF. AB
- 8.7: Electricity Contract: Based on comparable figures from 'Compare the Market' it was **RESOLVED:**
- To approve the two year contract with SSE.
 - That the contract be signed by the Chairman. AB
 - The Direct Debit form be signed by two signatories on Barclays Bank Plc: AB/LK
- 8.8: Accounts Year Ended 31.3.18:
- a) External Audit: The Clerk/RFO advised the external auditor of the completion of audit and submitted the Certificate of Exemption: Nothing further to report.
- b) Internal Audit: Letter of Engagement: To consider/accept Terms and Conditions: To be reviewed. AB
- 8.9: Budget 2019/20: To put process in place: Councillors to give this consideration and forward proposals: Chairman would prepare draft budget: **RESOLVED:** All
- To cancel the fee of £1 per annum in the 'Access to field agreement'
 - To right off the outstanding balance of £9.00. TC
- 9.0: Village Hall: Regeneration Fund: AB to talk to local architect with regards to proposals for the village hall in order that the Parish Council can put together a plan for fund raising and grant applications. Clerk to check records for the asbestos check. AB/TC
- 9: GENERAL
- 9.1: Groups: Councillors aware of their responsibilities. Clerk to remove from the agenda. TC
- 9.2: The Clerks Contract and Job Description: Review: C/fwd (see 8.3a above). LK/AB
- 9.3: Defibrillator: C/fwd (see 3d above).
- 9.4: Day Care for the Elderly: The bookings clerk had secured a regular booking from the group; Monday to Friday at £60.00 per day; the group provide their own Public Liability Insurance. In recognition of her hard work the Parish Council **RESOLVED** to:
- Purchase flowers to the value of £20.00.
 - To purchase a gift for retired councillor RL for services to the parish council and its community to the value of £40.00.
 - Clerk to confirm if the Parish Council has the powers to purchase gifts. TC
- 9.5: Matters for Further Information or Discussion.
- 9.6: Correspondence:
- Trees of Remembrance Project: Free Sapling and Commemorative Plaque for All Local Councils in Oxfordshire: **RESOLVED:**
 - To accept. TC
 - Planting etc., to be alongside park on Remembrance Sunday. AB/DR
10. NEXT MEETING:
- 10.1. The next meeting will be held on Monday 19 November 2018 at 19.30pm in Merton Village Hall: ALL

There being no other business the Chairman closed the meeting at 21.56.

Draft Minutes subject to Confirmation.

Approved and Signed by the Presiding Chairman

Date