

# THE PARISH COUNCIL OF MERTON OXFORDSHIRE

<http://www.mertonparishcouncil.co.uk>

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## Minutes: 18 March 2019 at 7.30pm

Present: Cllrs Tony Bradley, Lucy Katz, Steve Kelly, Jo Copping, David Richardson, Simon Ward  
Joined at 20.50: Cllr Dan Sames, Cllr David Hughes

### 1. APOLOGIES:

- 1.1 To note apologies for absence: Clerk  
Accepted

### 2. PARISH COUNCIL:-

- 2.1. Election: New members to sign 'Declaration of Acceptance of Office': SW  
Not done
- 2.2. Co-Option: To consider applications received  
N/A, none received
- 2.3. To Receive Disclosable Pecuniary Interest: Register of Members Interests.  
N/A, none received

### 3. PUBLIC PARTICIPATION: Members of the public may make representations, ask questions, express their views and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chairman of the meeting.

Parishioner 1 – requested that next mtg has an agenda item to book and organise a Childrens' social event at the village hall to be held after Easter Holidays AB/TC

Parishioner 2 – proposed that a sub-committee be formed to address matters raised by Traffic Calming Initiative (see point 5 below for further comments) SW/DR

Parishioner 3 – reported pot hole outside Woodland to Fix My Street, but response was negative. JC suggested that it may not have received enough complaints to warrant investigation by highways. All PC members to individually submit report. Matter was raised with Cllr Dan Sames when he joined meeting later. He will also investigate, he thought that depth of pot hole may be the reason, in spite of area measuring 10' by 50'.

### ALL/DS

Parishioner 4 – expressed gratitude to LK for improved content for Merton in Parish Matters magazine

### 4. MINUTES

- 4.1. Approval of the draft minutes of the meeting held on 21 January 2019. ALL  
All approved, no further action

### 5. TRAFFIC CALMING

DR/SW

#### 5.1 Results of questionnaire & action group meeting

Following circulation of survey, 41 villagers attended the meeting on 13 March. Consensus was to form a working group to review results of survey, evaluate cost versus benefit, investigate costs and funding. It was agreed to arrange for a traffic count at a cost of approximately £100. The group will communicate findings via village Facebook page as well as regular updates to PC. DR to canvas volunteers via Doodle Poll to agree date for inaugural meeting. Lynne Cox to forward details of traffic speed survey to DR.

DR/SW

### 6. CAVALIERS RUGBY LEAGUE CLUB

LK/SW/SK

#### 6.1 Update on negotiations & legal advice

Recap on reason why MPC is entering into a joint venture with Cavs; to restore a regular social community heart to the village, youth engagement opportunities for village children & teenagers as well as wider youth community via schools' programme, financial benefits to PC account.

No formal contract is being entered into for the first season, basis is same for any other entity hiring hall/sports field/facilities. Aim is to use this season as a taster to see how well it works in practice and to iron out any teething problems.



Cavs have requested signage; portable A frame to direct visitors to parking area, banner, score board & fixtures board  
Cavs will pay a rental of £800, plus undertaking to refurbish referees' room, changing room and will arrange for and pay for grass cutting of pitches and incremental costs of utilities to be determined at end of year for; utilities, insurance. (Cavs have expressed intention to refurbish changing room toilets, if arrangement continues into second year)

If arrangement continues into second year, then a joint management committee will be formed. 2 parishioners expressed view that they are disappointed a management committee is not already formed.

Outstanding actions;

- i. Risk assessment – to include traffic & vehicles, anti-social behaviour, under-age drinking controls, light & noise pollution, flood lights JC
- ii. Alcohol licence – Cavs to apply, will permit up to 15 events.year LK/CAVS
- iii. Dairy management to avoid bookings clashes LK
- iv. Review of Safe guarding policy LK/M Paul
- v. MPC to draw up schedule for minimum 2 Cllrs to be present at all events, so that villagers with complaints or concerns can raise them with a Cllr rather than direct with Cavs SW/LK/SK

## 7. DEFIBRILLATOR

### 7.1 Report on funding & installation

LK/AB

Funds donated from Produce Show are identified in PC accounts; purchasing & installation costs are higher than initially thought. Agreed to remove item from agenda until further options can be investigated.

## 8. TRAINING COURSES

### 8.1 Report on OALC courses, CDC & other available courses & costs

LK

OALC want Cllrs to join with other courses. LK to follow up alternative options

## 9. VILLAGE HALL

### 9.1 Review of cleaner job description

LK

Review complete, no further action.

### 9.2 Electricity account & meter readings

AB

C/f account queries (Good Energy/SSE)

Meter readings: Night 27020, Day 67218 Total 94238

### 9.3 Report on: plastering, painting, roof tiles, emergency lighting, storage room door

LK

Contractor has been appointed to undertake above tasks.

Sub-headings of further works have been identified as follows;

- i. Internal – redecorating/maintenance to be covered by current budget
- ii. External – guttering/signage/maintenance
- iii. External – landscaping/car parking
- iv. Storage annexe

Fundraising and funding streams to be investigated, once a clearer idea of what if required has been decided. All ideas to JC by 7 April.

JC

## 10. ALLOTMENTS

### 10.1 Proposed agreement & schedule for rentals for approval

AB

Agreement had been previously circulated. All agreed provided that Clause 3b is removed, the document is then approved.

## 11. FOOTPATH TO WENDLEBURY

### 11.1 Report from Pat Murphy on meeting with Beth Rutterford & enquiry to use Thames Water bridge on temporary basis

AB/JC

No further information from Pat Murphy who had met Beth Rutteridge on site, other than Beth Rutteridge had been invited to attend PC Mtg. Issue was raised with Cllr Dan Sames and he will investigate possibility of using Thames Water bridge as temporary diversion.

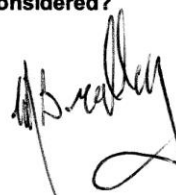
C/f to next meeting

## 12. CARAVAN CLUB

### 12.1 To consider if current charges are adequate, or should an increase be considered?

No justification to alter charges, so price to remain unchanged.

## 13. COMMUNICATIONS



- 13.1 Redevelopment of website & responsibilities for input and deletions** **SW/ALL**  
*Revised website structure is now in place. SW to circulate 'web map' to all Cllrs with call for comments to be returned ASAP. Intention is to go 'live' by end of April at latest.*
- 13.2 Social media policy & Facebook** **LK/ALL**  
*Completed, signed and approved. No further action*
- 13.3 Parish Matters magazine and Data Protection report** **LK**  
*DP Officer has advised Traffic Calming Committee that they also need to keep data compliant with GDPR regulations.*
- 14. PLANNING APPLICATIONS**
- 14.1 None noted regarding Merton in the press** **AB**  
*No action required*
- 15. FINANCE**
- 15.1 Receipts of £125 banked on 14 February 2019 all for hall rental, to be noted** **ALL**  
*Complete, no further action*
- 15.2 VAT reclaim of £400.18 only covered period to 31 March 2018. To follow upon claim for subsequent periods** **AB**  
*Input from Clerk required, c/f to next agenda*
- 15.3 Accounts paid and to be paid approval** **ALL**  
*Cheque 101457 - £319.61: T Charlesworth, pay & expenses for Nov/Dec 2018  
 Cheque 101458 - £454.50: Carl Hunt, interim payment for village hall roof/plastering  
 Cheque 101459 - £120.00: St Swithins PCC, donation for grounds upkeep  
 Cheque 101460 - £40.00: Information Commissioner, data protection annual fee  
 All approved, no further action required*
- 15.4 Financial statements for the 11 months to 28 February for approval** **ALL**  
*Balance to 28/02/2019 is £803.61. Approved, no further action*
- 15.5 Bank signatories update report** **AB**  
*Application forms have been sent to Barclays. C/f*
- 15.6 Internal audit actions if any required** **AB**  
*Procedures confirmed. No further action*
- 15.7 Village Hall Regeneration Fund – together with the budgeted amount for 2019/2020 the fund will attain the targeted sum of £5000 in the financial year commencing 1 April 2019. To decide on which possible organisation to approach in the first instance.** **ALL**  
*C/f to May meeting*
- 15.8 Financial regulations – annual review to be carried forward** **AB**  
*C/f until Clerk is available*
- 16. GENERAL**
- 16.1 Clerks' contract & job description for review** **AB/LK**  
*C/f to next meeting*
- 16.2 Litter collection day – arrangements with CDC and notice to residents** **LK/AB**  
*AB to co-ordinate the day & ask Titch to distribute a flyer to all households. JC will produce laminated signs for lampposts. Date is 27 April at 10.00am, all to meet in Orchard Close.*
- 16.3 Meeting dates for next financial year** **AB**  
*All approved*
- 16.3 AOB – Cllr Dan Sames** **SW/DR**  
*Reported that new warning sign for horses has been installed. No further information is known about OxCam expressway route. Money for community projects is still available for Merton to apply to as part of his discretionary fund, eg additional signage or to contribute to traffic calming*
- 16.4 AOB – Islip Medical Practice – Older People's Strategy**  
*In addition to Pat Murphy, LK has volunteered to join IMP Patient Participation Group*
- 17. NEXT MEETING** **ALL**
- 17.1 AGM on 20 May 2019 at 7.30pm in Merton Village Hall, followed by PC mtg at 8.00pm**  
*Approved*  
 Meeting closed: 22.40