

THE PARISH COUNCIL OF MERTON M8/18

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

PRESENT: Tony Bradley (Chairman) AB
David Richardson, Jo Copping, Steve Kelly, Lucy Katz (Councillors) DR/JC/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' c/fwd. SW

2.2. Co-Option: Permission from C.D.C. to co-opt: No applications received.

2.3. To Receive Disclosable Pecuniary Interest: None declared.

2.4. Annual Review of Documents: Documents to be reviewed using 'Googledrive'. SK

a) Review of Effectiveness of Audit. AB

b) Review of Internal Audit. AB

c) Asset Register: AB

d) Risk Assessments: Allotments; Parish Council; Village Hall; Play Area; Woodland/Volunteers: JC

3. PUBLIC PARTICIPATION:

a) Thank you expressed to the Parish Council for:

- The Parish Council's contribution to the parish magazine.
- The Parish Council members for their leaving present.

b) Rugby Club Proposals: Item 5.2 (c) brought forward:

- There had been a successful public meeting held with representatives of the club to discuss the proposals resulting in a majority support. Some valid suggestions have been taken from the meeting and concerns addressed i.e. car parking. Further detailed concerns raised this evening i.e., traffic flow; litter; noise; lighting; number of games etc.
- Further details to be discussed and built into a contract including a probationary period and rolling contract; and taken back to public meeting before going ahead.
- The Parish Council proposes to:
- Set up a working committee; to include village; parish council and rugby club representatives.
- To take legal and accounts advice.

4. MINUTES: **RESOLVED:**

4.1. To approve the draft minutes of the meeting held on 17 September 2018; signed by the Chairman. AB

5. ASSET MANAGEMENT:

5.1. Village Hall:

a) Job Description of the cleaner: C/fwd. LK

b) Electric Meter: Clerk to submit reading: Day 065004 – Night 026199. TC

5.2. RECREATIONAL FIELD/PLAY AREA/ALLOTMENTS:

a) Allotments: AB met with two tenants. Suggestions:

- That the site is securely fenced: To review.
- Maintenance of path: To look at providing mesh and bark path rather than mowing.
- Unattended Allotments: An annual letter to be sent to all plot holders requesting confirmation of renewal and if a plot is not being adequately utilised a letter advising that the tenancy will be terminated.
- Vacant Allotments: Cover with tarpauling to prevent weeds from growing.
- Trimming of Trees: Tenants will be allowed to trim trees on their sites.

• **RESOLVED:** To

• Increase the allotment rent to £15.00 per plot from 1 April 2019. AB/TC

b) Hiring Agreements: Field and allotments especially cost vs revenue – report on review: Costs outweigh income: Clerk tasked with removing from agenda. TC

c) Rugby Club Proposals: *See above 3 b).*

6. COMMUNICATIONS

6.1. Website:

a) Redevelopment and update: Ongoing. **RESOLVED:** SW/LK

b) That the reimbursement of £30.00 plus VAT for the two yearly auto-renewals for the domain registration and hosting was approved for payment on receipt of invoice.
AB/TC

c) Uploading Information: Approve responsibilities: C/fwd.

d) 'Facebook': To consider utilising a 'Facebook' page: C/fwd.

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- 6.2: Parish Magazine: LK is now acting as the news collector for the magazine; 13th of each month being the deadline for news items and had produced summary minutes and items on behalf of the Parish Council. LK
- 6.3: Data Protection: Database: Nothing further reported. LK
- a) ICO Registration: Invoice presented.
7. COMMUNITY:
- 7.1: Planning Applications: None.
- 7.2: Decision Notices: Noted.
- a) Application No: 18/01319/F
Applicant's Name: Mr Frank Pereire c/o Banks Design - Proposal: Alterations and Reclad Existing Building - Location: Merton Grounds Farm, Langford Lane, Merton, Bicester, OX25 2NS
Parish(es): Merton –
PERMISSION FOR DEVELOPMENT SUBJECT TO CONDITIONS
Date of Decision: 18th October 2018
- b) Application No.: 18/01575/F
Applicant's Name: Ms K Horsley - Proposal: Single storey rear extension- Location: 3 Gulley Row, Merton, Bicester, OX25 2UH
Parish(es): Merton
Permission For Development Subject To Conditions
Date of Decision: 29th October 2018
- 8.0: FINANCE:
- 8.1: Receipts: -
- a) Allotment Rent £20.00.
- b) Petty cash and Bookings: October 2018:
- | | | | | | |
|---|----------|---------------------------------|--------|---|--------|
| • | 31.10.18 | Cash/Receipt No: #12 | Cash | £ | 40.00 |
| • | 31.10.18 | Cash/Receipt No: #13 | Cash | £ | 84.00 |
| • | 31.10.18 | Cahs/Receipt No: #14 | Cash | £ | 30.00 |
| • | 31.10.18 | Hall/Field Hire/Receipt No: #15 | Cheque | £ | 320.00 |
- 8.2: Account Paid Prior to the Meeting:
- | | | | | | |
|----|--------|----------|--------------------------|-----------------------------------|---------|
| a) | 101441 | 26/9/18 | Clerk | Pay/Exp July/Aug 2018 | £319.82 |
| b) | 101442 | 26/9/18 | Grass Cutting | Invoice No: 2068/2069 | £324.00 |
| c) | 101443 | 26/9/18 | SLCC/ALCC/Home Insurance | Contribution | £110.78 |
| d) | 101444 | 27/9/18 | External Audit | Inv. No's: 205663 206580 | £96.00 |
| e) | 101445 | 15/10/18 | Insurance Policy | Invoice No: 33288862 | £878.36 |
| f) | 101446 | 15/10/18 | Village Hall | Water supply/Inv. No: 01409554 | £122.71 |
| g) | 101447 | 30/10/18 | Village Hall | Cleaning Materials | £16.60 |
| h) | 101448 | 30.10.18 | Village Hall | Keys | £16.00 |
| i) | 101449 | 30.10.18 | S137 | Contribution to printing of mag | £50.00 |
| j) | 101450 | 31.10.18 | Village Hall | Water Supply/Inv. No: 1452713 | £25.89 |
| k) | 101451 | 31.10.18 | Open Spaces | Dog Bin Emptying/Inv. No: 7007716 | £48.05 |
- 8.3: Accounts for Payment: The following accounts were carried forward for approval for payment:
- a) Clerks Pay/Exp. Sept/Oct. 2018: Review of expenses: Noted that the claim for the use of printer and expendables had been reduced to £6.00 per month. AB
- b) M. R. Cross – Inv. No: 2078 - £192.00 (grass cutting Merton recreational/play area 9.10.18). AB
- c) Castle Water - Castle Water Ltd – Inv. No: 1500755 - £30.40 (period 17 Oct 2018 – 12 Nov 2018 (27 days)) – Rec/d 17.11.18. AB
- d) Verve Creative Solutions – Domain registration and hosting for website – Two yearly auto renewal - £36.00 – Approved for payment on receipt of invoice.
- 8.4: Financial Reports and Bank Reconciliation: Documents accepted. TC/AB
- HMRC - VAT Claim submitted up to 31 March 2018 - £400.18. TC
- 8.5: Barclays/ Scottish Widows Bank Mandate: Barclays have approved forms completed by DR and are ready to submit; SW to complete his. AB/SW
- a) Barclays Bank Plc. – Account information needs updating: AB/TC
- b) Scottish Widows Bank Plc: Clerk/RFO to forward bank details. AB/TC
- 8.6: Grass Cutting Contract Revision: Contracts 2019/2020:
- Woodland: The Parish Council to continue with the current contractor:
 - Play Area/Recreational Area: To continue with current contractor if a 'break' clause can be added allowing two or three months' notice given the ongoing negotiations with the Rugby Club.
 - Specifications to be reviewed. JC
- 8.7: Electricity Contract: The Clerk advised that having sent the contract to the registered address this had been returned some weeks later; 'no one at address'; the contract has now been sent to SSE contact.
- 8.8: Quotes: To be considered/approved:- One quote received with another expected:

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- a) Village Hall Plastering
- b) Village Hall Emergency Lighting
- c) Village Hall Roof Tiles.

RESOLVED that:

- d) A quote was to be obtained for a replacement door for the storage room alongside the above quotes.
- e) That a maximum spend of £1,000.00 to cover the costs of all of the above quotes was approved from the main budget.

LK

8.9: Accounts Year Ended 31.3.18:

- a) External Audit: Nothing further to report.
- a) Internal Audit: Letter of Engagement: To consider/accept Terms and Conditions: **RESOLVED:**
 - To approve the Letter of Engagement and Terms and Conditions therein: Signed by Chairman and Clerk/RFO.

AB/TC

8.10: Budget 2019/20: Draft budget presented prior to the meeting: **RESOLVED:**

- That the Burial and Pension Funds be discontinued as there is currently no proven need and the amount of £400.00 be transferred to the Defibrillator Fund; providing a £600.00 fund and the balance to be transferred to the Village Hall Fund.
- That the British Heart Foundation grant application is submitted on the understanding that a contribution of £600.00 is required towards the cost of the package and a cabinet would need to be purchased separately (cost between £150.00 and £250.00) and CPR Training would be provided.

SK

8.11: Village Hall: Regeneration Fund: No update; given the current condition of the outside storage room; table and chairs to be stored in the internal storage room (if access can be gained); and the Beer Festival will be contacted regarding its equipment. It was agreed that the suggestion to provide a shed or container from the village hall funds be considered as part of the rugby negotiations. Clerk confirmed that an asbestos check was carried out in Nov/Dec 2013 resulting in works being carried out March 2014 to seal and label soffits (roof was ok).

AB

8.12: Gifts: As advised by OALC: There is no power to use public money to reward individual staff (employees). Clerk to establish if gifts to non-employees are allowed.

TC

8.13: Financial Regulations: Existing regulations to be updated based on new model.

AB

9: GENERAL

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

LK/AB

9.2: Defibrillator: C/fwd (see 8.10 above).

9.3: Correspondence

- a) M.P.C.268(05) Oxford Cambridge Expressway Villages Meeting 3 Oct: Attended by F. Foxon and JC.
- b) M.P.C.268(11): Highways England - Oxford to Cambridge Expressway - Oxfordshire Parish Engagement Event: JC to attend.
- c) M.P.C.268(16): O.C.C. - ORG: Oxfordshire Resilience Group – Communities Evening 6:00 pm to 8:00 pm: No attendance.
- d) M.P.C.268(17): C.D.C. - Cherwell Parish Liaison Invitation - Wednesday 7 November 2018: No attendance.
- e) M.P.C.268(18): NHS England - Re: controlled locality determination for Bicester and surrounding towns, villages and hamlets: No comments.
- f) M.P.C.268(19): Thames Valley Air Ambulance - Textile Bank Request - Merton Village Hall & Playing Field and Thames Valley Air Ambulance: **RESOLVED:**
 - Not to have a Textile Bank.
- g) M.P.C.270(01): O.C.C. – School Organisation Planning – Entry to Primary or infant school – September 2018 – Children born between 1 Sept 2013 and 31 August 2014 – Posters for notice board.

JC

AB

9.4: Matters for Further Information or Discussion.

- Information:
- Parish Council members to hold interim working meeting.
- Trees of Remembrance: Having attended 'Ringrose Tree Services' as advised all that was left was 'Blackthorn'; it was decided to plant this at the woodland; the plaque is being held by DR. BBOWT are to advise what trees are appropriate for the woodland and will let the PC have a 'Whip' (one year old small tree) at cost; to be met by the Parish Council.
- O.C.C. Footpaths to be contacted about the closure of the footpath Merton to Wendlebury and enquire about the repairs to the bridge crossing the river.

JC

10. NEXT MEETING:

10.1. The next meeting will be held on Monday 21 January 2019 at 19.30pm in Merton Village Hall: To be confirmed.

ALL

There being no other business the Chairman closed the meeting at 21.35.

Draft Minutes subject to Confirmation.

Approved and Signed by the Presiding Chairman

Date