

THE PARISH COUNCIL OF MERTON M10/19

MINUTES OF THE MEETING OF THE COUNCIL HELD AT THE VILLAGE HALL AT 19:30 ON 16 DECEMBER 2019

PRESENT: Tony Bradley (Chairman) AB
Jo Copping, David Richardson and (Councillors) JC/DR

IN ATTENDANCE: T. Charlesworth; (Clerk/RFO) a member of the public and Mr Foxon (representative of the Traffic Calming Group). TC

1. APOLOGIES: Cllrs. Lucy Katz. LK
2. PARISH COUNCIL:
 - 2.1. Co-Option: No applications received; LK to continue to advertise. LK
 - 2.2. To Receive Disclosable Pecuniary Interest: None declared.
 - 2.3. Annual Review of Documents:
 - a) Risk Assessments:
 - I. Woodland Volunteers:
 - **RESOLVED**
 - To adopt as a working document. TC
3. PUBLIC PARTICIPATION:
 - I. Traffic Calming: Mr Foxon expressed thanks to the Parish Council for its approval to match a successful application for funding through the County Councillors Discretionary Fund. He confirmed that O.C.C. had cut back the vegetation obscuring the 30mph limit, at the Islip end of the village, following a report that it was not compliant. The following options have been discussed with O.C.C. Highways:-
 - Proposal to move the 30mph sign, at the Ambrosden end of the village, to the white gates would cost a standard fee of £3,220.00 for the administration of a 'Traffic Order'; which may/may not be granted.
 - Proposal to erect 'Vehicle Activated Signs' (VAS), would cost in the region of £1,100.00 per sign for solar powered ones but, there may be a problem with re-charging during the winter months, or, the more effective option of mains powered signs costing £2,100.00 with a further cost of up to a £1,000.00 per hole, using an O.C.C. contractor, to provide the holes for fixed posts, there would also be the added cost of an isolator switch and the option to have a data logger. Although this is the more favourable option viability would have to be considered.
 - Funding:
 - An application to the County Councillors Discretionary Fund has been made by the Traffic Calming Group providing the Parish Council banking details.
 - Look at the possibility of applying to the Highways Designated Funds.
 - Look at the possibility of applying for funding as a local village that would be impacted if the planning application at Ambrosden is approved.

The Parish Council agreed in principal to match funding again but, this would depend on the current parish council at the time, if it was agreed to look at purchasing one VAS now and another in the future.
 - II. Parish Magazine: Given the prospects of the parish magazine; there is the possibility that production may stop in January; it was **RESOLVED**:
 - That AB would contact the Chairmen of the parish council's to be effected to see if they are interested in attending a meeting to discuss the future of the magazine. AB
 - That JC would look at a design for a parish Newsletter; which could be printed and delivered by Mr Leaver. JC
 - To trial run the Newsletter for a couple of months, if the parish magazine ceases production in January. JC/Leaver
4. MINUTES: **RESOLVED**:
 - 4.1: That the draft minutes of the Parish Council meeting held on 18 November 2019 were approved and signed by the Chairman.
5. ASSET MANAGEMENT:
 - 5.1: Village Hall:
 - a) Storage room door: Work completed. AB
 - b) Further works:
 - Old curtains disposed of.
 - Flooring: C/fwd; it was noted that the man that replaced the storage room door could do the flooring work. LK
 - c) Storage Room: Update on clearance of Beer Festival equipment: No update. It was noted that there is asbestos in the roof and given that there are different types and not all require specialist contractors for removal; the previous report is to be referred to as a reference. AB/TC
 - d) Cleaning: Following a report from the Caravan Club that the oven had, had to be cleaned by them in order to be able to use it; the hiring charge had been reduced by £75.00 and AB had then cleaned the kitchen cupboards and the windows but, not the fridge. It was **RESOLVED**:
 - i) That AB check with LK with regards to the cleaner's job description and contract before considering a review of payment and whether or not the oven could be cleaned professionally on an annual basis. AB

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- ii) Review the hiring agreement ensuring it states that the hall should be 'left as found' and a deposit payment which can be retained if it is not. AB
- 5.2: Recreational Field/Play Area/Allotments:
 - a) Allotments: Vacancies: AB had emailed paperwork for allotment 3 with no response to date. Clerk to process hiring agreements for further allotment enquiries with the first Rental valid to 31 March 2020. With no response to the rent reminder for Plots 1 and 2; AB to follow up. AB
 - b) Annual Inspection: Following on on-site inspection by AB/DR; it is noted that some nut covers need replacement; it was agreed to silicone over during a dry period in spring; photos of the swing seat have been taken as it is cracking; quotes to be obtained for a replacement. AB/DR
- 6. COMMUNICATIONS
 - 6.1: Website:
 - a) The Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018: Further advice had been forwarded to LK and the website provider: TC to follow up. TC
 - b) Website Accessibility Course on 22nd January 2020 - Price per Delegate - Member Council: £50.00 + VAT - Non-Member Council: £100.00 + VAT: No attendance.
 - 6.2: Data Protection: Database: Cllr LK and Clerk to arrange to meet. LK/TC
- 7. COMMUNITY:
 - 7.1: Planning Applications:
 - a) Application No: 19/02552/F
 Applicant's Name: Mr & Mrs O'Neill
 Proposal: Conversion of stable to single family home with associated parking, amenity space, and landscaping (amendment to planning permission 19/00823/F)
 Location: Merton Stud, Merton, OX25 2NF – Parish(es): Merton – Expected Decision Level: Delegated .
RESOLVED that:
 The Parish Council had no comments.
 - b) Application No: 19/02619/F
 Applicant's Name: Mr F Pereire
 Proposal: Erection of new garaging – Re-submission of 19/00672/F
 Location: Merton Ground Farm, Langford Lane, Merton OX25 2NS – Parish(es): Merton – Expected Decision Level: Delegated.
 a) **RESOLVED** that:
 - The Parish Council had no objections but the following observation:
 - Point 9: Site Visit: *Can the site be seen from a public road, public footpath, bridleway or other public land? Answer 'No';* the PC disagreed and proposed that the answer is 'Yes'.
 - 7.2: Decision Notices:
 - a) Planning Application 19/01925/F – Brashfield Street Through Merton Merton OX25 2NF – Proposal: Erection of steel frame building for rearing of game birds - Permission for Development – Date of Decision: 21.11.19: Noted.
 - 7.3: Planning Matters:
 - a) Great Wolf Application: Request for support from Chesterton PC: **RESOLVED:**
 That the Parish Council supports Chesterton's objections. TC
 - 7.4: Traffic Calming: Report from 'Working Group':
 - a) Proposal for a survey of traffic:
 - Application to County Councillors Discretionary Fund: *See item 3 above.*
 - Insurance cover for Signs/Risk Assessment: C/fwd. AB/DR
- 8: FINANCE:
 - 8.1: Receipts: -
 - a) Petty cash and Bookings:
 - Nov/Dec 2019: None received. AB
 - b) HMRC – VAT Reclaim: £481.79 received. TC
 - 8.2: Account Paid Prior to the Meeting:
 - a) Village Hall Cleaner – Period May – November 2019 - £160.00 – Cheque No: 101507.
 - b) Village Hall: Changing room window replacement handle and window – Inv. No: DG15403 - £180.00 - Cheque No: 101508.
 - 8.3: Accounts for Payment: The following accounts were approved for payment:
 - c) Clerks Pay/Exp. November 2019 - £203.91 (incl. back pay) – Cheque No: 101510
 - Employment Briefing E02-18 | 2018-2019 National Salary Award: **RESOLVED:**
 That in-line with the Briefing the salary would be £10.16 per hr applicable from 1 April 2019. TC
 - d) Grass Cutting – Noted that the season has finished.
 - e) Village Hall: Curtain Rails and Curtains: Awaiting quotes. LK
 - f) Castle Water Ltd: Inv. No: 2369215 - £16.89 – (Period 1 Nov = 30 Nov 2019 (30 days)) - Cheque No: 101509.
 - g) Accident Book: Off agenda as this has now been found along with a first aid kit and blanket. TC
 - h) Emergency Work to Leak to Ceiling: As this has re-occurred it was **RESOLVED** to get someone to look at it. AB
 - i) Village Hall – Replacement storage room door – Inv. No: 00014 - £250.00 – Cheque No: 101511.
 - 8.4: Financial Reports and Bank Reconciliation: Documents accepted. TC/AB

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- 8.5: Grass Cutting Contract Review: There were no extra cuts in the autumn; Clerk to remove from agenda. TC
- Woodland: It was noted that overhanging branches had been removed by the Woodland Group.
- 8.6: Quotes: To be considered/approved:
- a) Good Energy:
- Comparisons for Parish Council: Having considered the comparisons: **RESOLVED**
 - That the 12mth tariff was approved. TC
- b) Memory Storage: To purchase a memory stick for the storage of important documents: C/fwd. TC
- c) Village Hall: Storage Room Door: Work completed *see above 5.1 a)* – Total £250.00 incl. V.A.T. TC
- 8.7 Accounts Year Ended 31.3.20:
- Arrow Accounting – Checklist Action: In hand. TC
- 8.8: Financial Regulations: Annual Review: **RESOLVED:**
- To accept the current Financial Regulations as a working document with no amendments. TC
- 8.9: County Councillor Discretionary Fund: Application update: C/fwd. AB/JC
- 9: GENERAL
- 9.1: The Clerks Contract and Job Description: Review: C/fwd. LK/AB/SW
- 9.2: Correspondence for Action:
- M.P.C.282 – November
9. Hylton Planning Ltd - Arncott Solar Farm - Public Consultation Poster – Rec/d by Email 19.11.19 – Emailed.
11. C.D.C. - Follow-ups from Cherwell Parish Liaison Meeting 13 November 2019 – Rec/d by Email 26.11.19 – Emailed.
12. No Expressway Group - Urgent letter from No Expressway Group – Rec/d by Email 29.11.19 – Emailed.
13. Healthwatch Oxfordshire - Healthwatch Oxfordshire Briefing, November 29 2019 – Rec/d by Email 29.11.19 – Emailed.
14. Steve Shaw - Request to support the Local Electricity Bill.
- M.P.C.283 – December:
3. The Oxford Green Belt Network - Oxford-Cambridge Expressway – Rec/d by Email 2.12.19 – Emailed.
4. C.D.C. - Deddington Neighbourhood Plan – Notification of Withdrawal Statement – Rec/d 2.12.19 – Emailed.
5. O.A.L.C. - OALC two items - Community Resilience and Sec 137 limit for 2020-21 – Rec/d by Email 2.12.19 – Emailed: Noted.
- 9.3: Matters for Further Information or Discussion:
- a) Matters for Further Information: None.
- b) Matters for Further Discussion: None.
10. NEXT MEETING:
- 10.1.Monday 20 January 2020 at 19.30pm in Merton Village Hall:

There being no other business the Chairman closed the meeting at 21:12.

Draft Minutes subject to Confirmation.

Approved and Signed by the Presiding Chairman

Date