

MERTON PARISH COUNCIL M1/17

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MINUTES OF THE MEETING OF MERTON PARISH COUNCIL HELD IN MERTON VILLAGE HALL AT 7.30P.M. ON 20 JANUARY 2017.

PRESENT:

- Cllrs. Chairman R. Foord (RF)
- P. Murphy (PM)
- K. Crowden (KC)

IN ATTENDANCE: District Cllr. D. Hughes and Tracey Charlesworth (Clerk/RFO).

17/01 **APOLOGIES:** Accepted from:-

- **1.1:** Cllrs. R. Leaver (RL); F. Foxon (FF) and District Cllr. T. Hallchurch.

17/02 **INTERESTS:**

- **2.1:** None.
- Register of Members Interests: No updates.

17/03 **PUBLIC PARTICIPATION: (7.30pm to 7.45pm):**

- **3.1:** None.

17/04 **MINUTES:**

- **4.1:** It was **RESOLVED** that the minutes of the Meeting of Merton Parish Council on 19 December 2016 at 7.30pm. were read, agreed and signed by the Chairman Cllr. RF as a correct record.

17/05 **VACANCY FOR A PARISH COUNCILLOR:**

- **5.1:** Co-option following resignation of Cllr. P. Whitford: To consider/approve applicant.
- **5.2:** Co-option following resignation of Cllr. D. Crawford: To consider/approve applicant.
- No applications received: Vacancy to be advertised in parish magazine and on website.

17/06 **DISTRICT AND COUNTY COUNCILLORS REPORTS:**

- **6.1:** Circulated prior to meeting. *See below 17/11.*

17/07 **VILLAGE HALL:**

- **7.1: Cleaner:** Review of Contract and Job Description: Document to be resent to Cllr. KC for review. **RESOLVED** that the cleaner's point of contact would be Cllr. KC.
Action: Cllr. KC and Councillors.
- **7.2: Meter Reading:** Meter reading to be submitted by Clerk/RFO: Day 57674 – Night 24785 – Total 82460.
Action: Clerk/RFO.

17/08 **PLAYGROUND/RECREATIONAL AREA:**

- **8.1: Football Clubs (FC):**
- Hiring Agreement: Ashton Villa FC have now advised Cllr. KC that the team are not stopping play; the PC are happy for them to continue to play providing that any outstanding charges are paid; that keys are returned and the hiring agreement is signed and adhered to. Keys have now been returned; debt still outstanding. Chairman to send league website details to Cllr. KC so that matches can be checked and to follow up expected call from the Club Secretary.
Action: Cllr. KC.
- Chairman Ashton Villa: Letters sent as previously agreed with no response to date:
 - Clerk/RFO to chase outstanding charges.
Action: Councillors and Clerk.

17/09 **URGENT:**

- **9.1: Actions from Previous Meetings:**
 - To minute completed and outstanding actions: Having discussed the effectiveness of this item on the agenda it was **RESOLVED** that:-
 - the item would remain on the agenda;
 - Actions would not be listed in the minutes as there are action references against each agenda item and they are repeated throughout the agenda.
 - Clerk would prepare a 'working' action list which is to be emailed to councillors following each meeting.
Action: Clerk.

17/10 **PRIORITY:**

- **10.1: FINANCE:**
 1. **Transparency Code for parish and town councils with a turnover not exceeding £25,000:**
 - Website: The Clerk had compiled PDF documents for publication on the website; it was **RESOLVED** that:-
 - The documents were approved for publication;
 - That the website is advertised in the parish magazine and a flyer distributed round the village.
Action: Cllr. RF and Clerk/RFO.
 2. **Accounts for Payment agreed prior to the meeting**
 - None.
 3. **Accounts for Payment:** It was **RESOLVED** to approve the following payments:-

Payee	Amount	Cheque No:	Details
Clerk	£162.26	101362	Clerk's Pay/Exp. November 2016.

4. **Receipts Received:**

- Village Hall Petty Cash – 2016: Update on outstanding FC bookings (*Above 17/08 – 8.1*):
- September – None.
- October – Morris Motors Caravan & Camping Club £260.00 – Cheque No: 101743.
- November – None.
- December – Thames Valley Caravan Club - £210.00 – Cash – Verified.
- Morris Motors Caravan & Camping Club - £540.00 – Cheque No: 101746.
- Kay Weston - £20.00 – Cash – Verified.
- January 2017 – Morris Motors Caravan Club - £40.00 – Cheque No: 101749.
- Total to be banked £1,070.00.
- O.A.L.C. – Funding for Transparency Code – Grant application £638.12.
- Swalec SSE – Credit £8.63.
- It was noted that the donation made by the 'Produce Show' had been returned not paid; cheque to be returned.

Action: Clerk/RFO.

5. **Receipts Due:**

- C.D.C. – Hire of Hall for Election £140.00: C.D.C. advised that the payment had been made by cheque; following clarification that the cheque had not been cleared (PC not in receipt of) they would reissue the cheque.

Action: Clerk/RFO.

- Safestyle Windows – Safestyle Windows had made payment by cheque to Cllr. KC instead of the Parish Council; Cllr. KC is to arrange for a BACS payment to the Parish Council; for clearance, through audit trail, on the bank statement she would state that payment was from Safestyle Windows.

- As previously agreed; provided a like for like quote can be sourced then the PC approved that the work go ahead as planned.

Action: Cllr. KC.

District Councillor attended the meeting at 8pm: The Chairman invited him to address the meeting:-

17/11 **DISTRICT AND COUNTY COUNCILLORS REPORTS:**

- District Cllr. DH advised the PC that he had spoken to Adrian Cordwell with regards to the update for the proposals for the E-W expressway from Cambridge to London, and the potential new M40; AC is currently writing a report which he will circulate on receipt.

The PC thanked District Cllr. DH for attending and for following the matter up; he left the meeting at 8.05pm.

6. **Bank Reconciliation (attached):** It was **RESOLVED** to:

- Accept and approve the Bank Reconciliations 1.10.16 to 15.12.16 (St. No: 352):-

Balance B/fwd	£17,681.18
Total Receipts	£ 1,943.89
Total Payments	£ 5,486.07
Balance C/fwd	£14,139.00

7. **Precept Comparison/Financial Summary:** It was **RESOLVED** to accept the Precept Comparison/Financial Summary:

Action: Clerk/RFO.

8. **Quotes:**

- Village Hall – Ramp: Clerk/RFO tasked with requesting a formal quote from S. Jenkins (M10/16 – 16/131 – 12.1 – 8).
- Church Clock: Update on whether any further work required: C/fwd.

Action: Cllr. FF.

- Playdale: Consider/approve quote for either replacement rope or net: Chairman Cllr. RF to email Cllr. FF for update and carry out safety check of the play area.

Action: Chairman Cllr. RF.

- Purchase of Back-up Hard drive: It was **RESOLVED** that the Chairman Cllr. RF would purchase an external back-up hard drive up to the cost of £50.00; to be reimbursed by the PC.

Action: Chairman Cllr. RF and Cllr. FF.

9. **Bank Signatory:**

- Consider/approve adding further signatories to the account(s).
- Barclays Bank Plc. – Update on change of signatory:
- Barclays Bank Plc had written to advise that the change of signatory has not been completed as they required personal details of the Clerk/RFO: As the Clerk/RFO was not and could not be a signatory on the account the Chairman Cllr. RF agreed to follow the matter up.

Action: Chairman Cllr. RF.

- Scottish Widows - Clubs & Associations 7 Day A/c – Interest account - Update on change of signatory: Clerk to clarify with Scottish Widows current signatories.

Action: Clerk/RFO.

10. **Financial Regulations:** Review of existing regulations to meet the Model updated version 2016 and to approve amendment/addition to accommodate provision of or increase to Petty Cash float. Chairman Cllr. RF and Clerk/RFO had reviewed the document. It was **RESOLVED** that:-
- The amended draft Financial Regulation were accepted and adopted as the Financial Regulations for Merton PC.
 - Clerk to email final copy to councillors.

Action: Clerk/RFO.

11. **Budget 2017/18:** Consider/approve draft figures following amendments: It was **RESOLVED** to:

- Approve the draft figures.

12. **Precept 2017/18:** Approve Precept figure for 2017/18: It was **RESOLVED** that:

- Based on the budget the precept requirement for 2017/18 is £8,116.00: Clerk/RFO to submit to C.D.C.

Action: Clerk/RFO.

• **10.2: PLANNING:**

1. New Applications:

- C.D.C. – Public Protection & Development Management – Town and Country Planning Act 1990 – Planning Application No: 16/02404/F – Applicant’s Name: Mrs Jayne Hill – Proposal: New Access from the Public Highway – Location: The Plough Inn Merton Bicester OX25 2NJ – Parish(es): Merton – Rec/d 8.12.16 – C/fwd to next meeting – Respond by 28 December 2016: The PC had raised objection on the following grounds: Piecemeal Development; Highways Safety; Trees and Hedges; Policy H14, Villages 1 within “Category C” villages; Existing Access.

2. Decision Notices:

- None.

3. Appeal Notice:

- None.

4. Withdrawal Notices:

- None.

5. Planning Issues:

- None.

17/12 **IMPORTANT:**

• **11.1: CLERK/RFO:**

- **Job Description/Contract:** Review: Final amendments to be made prior to approval at next meeting.
- **Policies:** Parish Council to consider/adopt/approve the following:-
- Discipline & Grievance Policy
- Equal Opportunities Policy
- Sickness absence policy
- Expenses Policy
- Health and Safety Policy
- To be reviewed by councillors prior to the next meeting with a view to adopting.

Action: All Cllrs.

• **11.2: ANNUAL REVIEW OF DOCUMENTS:**

- **Effectiveness of Internal Audit:** Annual Review: Clerk/RFO had amended; Chairman Cllr. RF to review.

Action: Chairman Cllr. RF.

- **Asset Register:** Clerk amended to include woodland equipment. Councillors to review.

Action: All Cllrs.

• **Risk Assessments:**

- **Village Hall:** The following items reviewed and amendments approved:

- Premises Safety Management: Item 2 – Ref: 5.5: Changing Room Door: Actioned by and Date: New door by April 2017.
- Premises Safety Management: Item 3 – Ref: 6.3: Escape route(s) for people with limited mobility: Review possibility of installing ramp at end of village hall as extra fire exit for people with limited mobility: Not financially viable.
- Premises Safety Management: Item 4 – Ref: 7.3: Risk of Legionnaires in showers: Review legislation and checking procedure: Legislation to be reviewed and procedure to be checked: C/fwd to next meeting.
- Premises Location and Description: Item 3.4: Access Hazards: Ramp surface and handrail well maintained: Surface to be renewed.
- Electrical Safety: Equipment Testing, Reporting and Maintenance: Item 4.1: Existing Safety Precautions: Inspection carried out March 2014. Clerk to check when last PAT test was carried out. It is the intention of Cllr. FF to do a PAT test workshop

Action: Clerk.

- Electrical Safety: Equipment Testing, Reporting and Maintenance: Item 4.2: Electrical controls: The village hall is serviced by two domestic meters, one located in the garage and one in the cleaner’s cupboard. No longer one in garage.
- Fire Safety Risk Assessment: Item 5.5: Arson: Action Required: The Changing Rooms are currently not secure and there is a possibility that someone could enter the hall with the intention of setting a fire: Door to be renewed by April 2017.
- Fire Safety: Primary Control Measures: Item 6.3: Emergency Escape Routes: Existing Safety Precautions: A test of continued illumination in the event of a power failure carried out monthly: Clerk to add agenda item ‘check lights’.
- Fire Safety: Primary Control Measures: Item 6.3: Emergency Escape Routes: Existing Safety Precautions: The ramp and handrail are in good repair: Ramp to be resurfaced.
- Fire Safety: Primary Control Measures: Item 6.3: Emergency Escape Routes: Existing Safety Precautions: Action Required: Review creating an extra ramp exit at patio doors at end of hall: Not financially viable.
- Cleaning, Coshh, Water Hygiene, Asbestos, Allotments: Item 7.1: General cleaning: Existing Safety Precautions: Floors maintained clean and free from trip or slip hazards. Experienced cleaner, familiar with the premises, with own mobile phone in case of emergency: Floor not free from trip or slip hazards: Action: To repair floor 2017/18.

- Cleaning, Coshh, Water Hygiene, Asbestos, Allotments: Item 7.3: Water hygiene: Risk to Village Hall Users: Bacterial contamination: Existing Safety Precautions: The water supply is mains fed Action Required: Review need to check for Legionnaires disease in showers: Review legislation and checking procedure: Legislation to be reviewed and procedure to be checked: C/fwd to next meeting.
- Cleaning, Coshh, Water Hygiene, Asbestos, Allotments: Item 7.5: Allotments: Risk to parish property: Frozen water supply to horse trough. Existing Safety Precautions: Feed tap turned off and system drained during winter months: Action: To ensure done.

Action: Cllr. PM.

- **Parish Council:**

- Dates: Amended.
- Business and Continuity: To utilise metal filing cabinet in village hall (unlockable); no filing cabinet and village hall.
- Loss of Money through theft or Dishonesty: Restricted cash float used by VH co-ordinator and kept in locked box: State float of '£50.00': Look at indemnifying against loss.

Action: Chairman Cllr. RF.

- Play Area:

Action: Cllr. RL.

- Woodland/Volunteers:

Action: Cllr. FF.

- Volunteers:

Action: Cllr. RL.

17/13 ACTION:

- **12.1: Emergency Plan:** C/fwd.

Action: Working Group.

- Community defibrillator: To consider/approve provision of: C/fwd.

Action: Cllr. FF and Clerk/RFO.

- **12.2: Merton Woodland:**

- Woodland Plan: To consider/approve.
- Grant Application: No update.
- 'SPARK' Grant Application: No update.
- Consider/approve provision of Insurance for volunteers: Zurich Insurance had provided a quote for both public liability and personal accident based on six, nine and twelve volunteers: Email to be circulated to councillors. It was **RESOLVED** that:

- If the quote for both public liability and personal accident based on twelve people is £50.00 or less the PC approved the cover; Clerk/RFO to action cover.

- Clerk/RFO to obtain quote to cover first aid equipment; hard hats and safety glasses.

Action: Clerk/RFO.

- Felling License: Chairman Cllr. RF to clarify with C. Bottrell that the application is made in the PC name.

Action: Chairman Cllr. RF.

- Post Driver: Update on loan of equipment; consider/approve purchase if loan not available: Arrangements have been made to borrow one from BBOWT.

Action: Cllr. FF.

- **12.3: Proposed Application for a 20mph Limit:** Update on local opinion: C/fwd. Chairman Cllr. RF to contact O.C.C. Highways with regards to the alternative proposal to relocate the 30mph limit.

Action: Chairman Cllr. RF.

- **12.4: Network Rail:** Parish Council to consider/approve request for it to join forces with local parish council: Information is being gathered from local parishes.

Action: Chairman Cllr. RF and Cllr. FF.

17/14 ADVICE:

- **13.1: Correspondence/Emails:**
- C.D.C. Litter Pick: Chairman Cllr. RF to organise.

Action: Chairman Cllr. RF.

17/15 MATTERS FOR REPORT:

- **14.1:** To report on Matters of information or discussion at the next meeting.
- **Matters of Information:**
- None.
- **Matters for further Discussion:**
- Age UK: Sponsored activities: Cllr. PM had raised enquiry with no response to date.

17/16 DATE and TIME OF NEXT MEETING:

- **15.1:** 20 February 2017: Parish Council Meeting at 7.30pm in Merton Village Hall:

There being no other business the Chairman closed the meeting at 9.50pm.

Draft Minutes subject to Confirmation.

Approved at meeting held on 20.02.17 – Min. Ref: M2/17 – 17/20 – 4.1.