

THE PARISH COUNCIL OF MERTON M7/19

MINUTES OF THE MEETING OF THE COUNCIL HELD AT THE VILLAGE HALL AT 19:30 ON 15 JULY 2019

- PRESENT: Tony Bradley (Chairman) AB
David Richardson, Simon Ward and Lucy Katz, (Councillors) DR/SW/LK
- IN ATTENDANCE: T. Charlesworth (Clerk/RFO) TC
One member of the public.
1. APOLOGIES: Cllrs. Steve Kelly Jo Copping. SW/JC
 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. Independent Remuneration Panel: As previously agreed and to be removed from agenda. TC
 - 2.4. Annual Review of Documents:
 - a) Risk Assessments:
 - I. Village Hall – C/fwd: LK
 - II. Play Area – C/fwd. DR
 - III. Woodland Volunteers – Recreational/Sports Field: C/fwd. JC
 - IV. Oxford Cavaliers: C/fwd. JC
 - 2.5. Training: No attendance. LK
 3. PUBLIC PARTICIPATION: The Parish Council welcomed a representative of the 'Kidlington and District Community Forum' who work with the police to raise issues of concern, develop local community projects, give advice and raise awareness through sharing information; they have been running for four years and meet quarterly; the next meeting scheduled for 2 October 2019. Cllr. SW volunteered to act as a delegate for the Parish Council and it was proposed to approach F. Foxon to act as a Traffic Calming co-ordinator volunteer. Information to be shared on 'Facebook' and through the community website. SW/LK
 4. MINUTES: **RESOLVED:**
 - 4.1. To approve the draft minutes of the Annual Parish Council meeting held on 15 July 2019; signed by the Chairman.
 5. ASSET MANAGEMENT:
 - 5.1. Village Hall:
 - a) Electric Meter – reading: Taken on 9 September 2019 Day time 68638 – Night time 27319 had been presented to Good Energy and resulted in an amendment to the invoice; see 8.3 i) below. AB to monitor usage. AB/TC
 - b) Plastering; Painting; emergency lighting; storage room door:
 - Plastering; Painting: Work to commence on 30 September 2019 (preparation of hall on 28th by volunteer councillors) and should be complete in a week; if not then clearance of the hall will take place prior to a booking for the Sunday and work will recommence on the following Monday. AB
 - Emergency Lighting: Work completed as per quote. AB
 - Storage room door: Unable to commit to completing the work (See 8.4a below) it was **RESOLVED:**
 - To obtain new quotes. AB
 - c) Further works: Replacement curtain rails and curtains; LK to obtain quotes. LK
 - d) Changing Room Window: Clerk/RFO to contact Mr Griffin for a quote for a replacement handle and window. TC
 - e) Asbestos Check: C/fwd. JC
 - f) Storage Room: Update on clearance of Beer Festival equipment: Unsuccessfully able to obtain contacts it was **RESOLVED:**
 - To put a note on the notice board and on 'Facebook' advising that the equipment would be cleared out and disposed of unless claimed within a given period. LK
 - 5.2. RECREATIONAL FIELD/PLAYAREA/ALLOTMENTS:
 - a) Allotments: Vacancies: To continue to advertise four vacancies. Clerk/RFO tasked with sending a rent reminder for Plots 1 and 2. AB/LK/TC
 - b) Hiring Agreement: Updated version reviewed; **RESOLVED:**
 - Adopted and approved with the following addition; 'No hooks or materials are to be stuck to the walls'. AB
 - c) Annual Inspection: There are three main points of concern to address:
 - Once again there is evidence of deep cracking in timber sections which is characteristic of the material, might be weather related and is rated low risk
 - Evident surface damage to timber is caused by strimmer action which should be stopped since it allows water to enter timber and encourage rotting
 - The suspect support post should be checked and secured/replaced as necessary. AB/DR
 - d) Adopt a Site Agreement 2019/20: **RESOLVED:**
 - To adopt and approve the Adopt a Site Agreement 2019/20; signed by the Chairman. TC
 - e) Oxford Cavaliers Rugby League Club:

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- i. Donation from OCRLC: **RESOLVED:**
 - To present invoice for hall and recreational hire; OCRLC to deduct any outgoings to be met by the Parish Council and present a cheque for the balance. AB/TC
- ii. Hiring/Deal Agreement between the PC and Oxford Cavaliers:
 - Commitment: *Below*.
 - Future Plans: *Below*.
- iii. OCRLC Meeting: Report and consider any proposals: Feedback from the meeting had been positive; it had been a successful first season; the Youth section had increased to twenty-five members with a noticeable drop over the summer holiday; this would also be affected by a youth section being set up in Witney. There is a three year plan in place to improve on the Adult section. There has been a keen village uptake and approval. The club is happy to proceed on an annual basis but ideally are looking for a seven year commitment to gain the benefit of funding; the issue surrounding this is that the Parish Council cannot do a 'JV' so the alternative would be a seven year lease with 'Terms and Conditions' attached. In order to move up a league the club would require the provision of four showers; if this cannot be met the Parish Council would need to consider the installation of two more shower heads in the existing changing room; long term parking would have to be addressed; the pitch is in good condition with regards to grass cutting, with one more cut to go this season but, the problem with rabbit holes needs addressing; there would be no profit share from the bar as it made no money, Stuart had obtained a personal licence for future dates and LK would draw up a rota; it had been agreed that there would be no catering for the public; it is important to have a Parish Council representative. As the main benefit to the village would be gaining funding for the village hall and dependent on positive advice from O.A.L.C. regarding the legality of the Parish Council committing to a seven year lease agreement; the Parish Council **RESOLVED:**
 - To authorise LK to engage a solicitor (based on the previous quote of £850.00) to act on behalf of the Parish Council to look at drawing up a seven year lease agreement to be in place from April 2020 with OCRLC. LK
- iv. Bar Licence: *Above*. All
- f) Football Pitch Hire Enquiry: There had been no further communication.

6. COMMUNICATIONS

6.1: Website:

- a) The Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018: Having considered the advice from its internet provider it was agreed to take further advice from O.A.L.C. TC

6.2: Parish Magazine: The Parish Council was advised that the magazine is broke and has therefore reduced the amount of space for a parish council to an A5 side which means that there is no longer room for updates from the Parish Council; LK would therefore continue as the news gatherer but, will no longer generate content on behalf of the PC. LK

6.3: Data Protection: Database: Cllr LK and Clerk to arrange to meet. LK/TC

7. COMMUNITY:

7.1: Planning Applications:

- a) Application No: 19/01684/SO
Applicant's Name: Low Carbon – Proposal: Proposed solar farm, batteries and associated infrastructure – Location: Os Parcel 6086 Adjacent ad North West of Railway Line, Ploughley Road, Arncliffe – Parish(es): Fencott and Murcott
 - Expected Decision Level: Delegated – Comments by 17 September 2019
 - The Parish Council made no observations or objections. TC

7.2: Decision Notices:

- a) Application No: 19/00900/F
Applicant's Name: Mr Peter Franklin – Proposal: Demolition of existing garage and erection of new annex – Location: Cornbrash, Merton, Bicester.OX25 2NF – Parish(es): Merton
Permission for Development subject to conditions – Date of Decision: 8 August 2019.
 - Noted.

7.3: Traffic Calming: Report from 'Working Group':

- a) Proposal for a survey of traffic: The Parish Council was presented with a proposal from the Working Group; that the PC invests in 'Speed Indication Display' (S.I.D.); costs totalling approximately £7,000.00 plus an additional solar application for real time data at approximately £350.00 both subject to VAT. **RESOLVED:**
 - That the PC makes an application for £3,500.00 under the County Councillors Discretionary Fund for 'Speed Indication Display', along with the previously agreed notice board; AB to complete and sign.
 - That the PC approves a budget spend of £3,500.00 plus VAT to match a successful application.
 - That further investigation into risks and insurance are carried out. AB/DR
- b) Budget: Spend as proposed above. All

8: FINANCE:

8.1: Receipts: -

- a) Petty cash and Bookings: June – Sept 2019: £160.00 banked. AB
- b) HMRC – VAT Reclaim: No payment recorded on bank statement up to date. TC
- c) Adopt a Site Agreement – April 18 – June 19 - £266.04.

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- 8.2: Account Paid Prior to the Meeting:
- a) Castle Water Ltd – Inv. No: 02137109 - £45.93
 - b) Grass Cutting – Inv. No's: 3042/3043 - £324.00.
 - c) MPCF – Inv. No: 29579: Confirmed correct payment. All
 - d) Emergency Lighting Village Hall - £192.00.
- 8.3: Accounts for Payment: The following accounts were approved for payment:
- a) Clerks Pay/Exp. July/August 2019: £320.44 – Cheque No: 101488.
 - b) Insurance Renewal 11 October 2019 – 10 October 2020 – Schedule Documents - £943.61 – Cheque No: 101489.
 - c) Grass Cutting – Inv. No's: 3052 - £312.00 (Woodland 16.8.19/Mow and Rake Meadow Area Woodland 16.8.19) – Inv. No: 3053 - £192.00 (Grass cutting recreation ground 17.8.19) – Total £504.00 – Cheque No: 101490.
 - d) Grass Cutting of Meadow: Above.
 - e) Coversure Insurance – Home Working Insurance: Approve shared payment with Blackthorn PC - £55.49 – Cheque No: 101491.
 - f) Adopt a Site – Payment as per agreement -£266.04 – Cheque No: 101492.
 - g) Accident Book.
 - h) First Aid Box – Approved reimbursement of payment through Amazon on production of invoice. LK
 - i) Good Energy – Statement: 2289520 – Account Activity 20.5.19- 20.8.19 (Reminder received): Good Energy – Statement £215.60: Following submission of meter reading taken on 9 September 2019: Day 68638 – Night 27319; the statement would be revised to £128.92; payment approved upon receipt of revised statement. TC/AB
 - j) Plastering/Painting Village Hall: Works to commence on 30 September – C/fwd. TC
- 8.4: Financial Reports and Bank Reconciliation: Documents accepted. TC/AB
- a) Deposit for Store room door: *See 5.1.b above*: **RESOLVED**:
 - That the £50.00 paid in advance for the work would be written off. TC/AB
- 8.5: Barclays/ Scottish Widows Bank Mandate:
- a) Scottish Widows Plc: Update on Closure: **RESOLVED**
 - That the draft letter of instruction to Scottish Widows Plc was approved; to be signed by the three, known, remaining signatories: AB; TC and previous councillor P. Murphy. TC/AB
- 8.6: Grass Cutting Contract Review: C/fwd. JC
- 8.7: Quotes: To be considered/approved:
- a) Good Energy:
 - That the PC approved that Utility Aid could look into the PC's costs and comparisons. TC
 - If Utility Aid are able to obtain a cheaper quote than that provided by 'Good Energy' then the PC approved the cheaper otherwise it approved the quote provided by 'Good Energy'.
 - b) Traffic Calming: Traffic Survey/signs – Approval of use of funds from the 'Community Fund'.
 - Funding For Traffic Calming Initiatives. *See 7.3.a - above*. All
 - Filing Cabinet: TC had signed up to the SLCC provision for supplies at a discounted rate and awaiting verification. TC
- 8.8: Accounts Year Ended 31.3.19:
- a) External Audit: With nothing to report, it is assumed the accounts were audited; TC to remove from agenda. TC
- 8.9 Accounts Year Ended 31.3.20 (8.11 on the agenda – incorrectly numbered.
- a) Arrow Accounting – Letter of Engagement: **RESOLVED**
 - That the Terms and Conditions were accepted.
 - That the Letter of Engagement was approved with no visit at £302.00; to be signed by the Chairman. AB/TC
- 8.10: Funds:
- a) Village Hall Regeneration Fund: To be removed from the agenda until further updates. TC
- 8.11: Financial Regulations: Annual Review: In hand. AB/All
- 8.12: County Councillor Discretionary Fund: Application update: Carried forward. AB/JC
- 8.13: Budget 2020/21: Commence budgeting process. TC/AB
- Approval of an annual budget of £500.00 for the 'Traffic Calming Fund': **RESOLVED**
 - To make allowance for a budget of £250.00 for the 'Traffic Calming Fund'.
 - Proposed picnic benches for the recreational ground (rugby spectators) – Three to be priced so that they can be budgeted for. DR
 - Legal: An allowance of £500.00 to be budgeted for.
 - Community Activity: Provision made in the budget for the current year was £500.00: Invitation to express an interest in utilising the fund through 'Facebook'. LK
- 9: GENERAL
- 9.1: The Clerks Contract and Job Description: Review: C/fwd. LK/AB/SW
- 9.2: Correspondence for Action:
- M.P.C.279: August:
 - 4. O.C.C. – Winter Salt/Salt Bin request.
 - 5. Zurich Town & Parish Insurance - Making Risk Management Simple.
 - 6. Healthwatch Briefing - Healthwatch Oxfordshire Briefing, August 9, 2019.

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7. No Expressway Group - No Expressway Group - Latest News: To monitor. LK
 8. O.C.C. - RE: National Highway and Transport Public Satisfaction Survey - Member Consultation.
 9. O.C.C. - Deddington Depot Open Day.
 11. C.D.C. - Reminder: Oxfordshire Council Permit Scheme - Formal Consultation.
 13. C.D.C. – Community Services – Cherwell Community Lottery –Posters for notice board.
 17. OALC – August update 2019.
 - M.P.C.280 – September
 2. Clerks & Councils Direct – September 2019 Issue 125.
 3. O.C.C. - Oxfordshire Permit Scheme Final Document & Consultation Responses: Further consideration. TC
- 9.3: Matters for Further Information or Discussion:
- a) Matters for Further Information: None.
 - b) Matters for Further Discussion:
 - M.P.C.280(03): *Above*.
10. NEXT MEETING:
10.1.Monday 21 October 2019 at 19.30pm in Merton Village Hall: JC gave her apologies for absence.

There being no other business the Chairman closed the meeting at 21.38.

Draft Minutes subject to Confirmation.

Approved and Signed by the Presiding Chairman

Date