

# THE PARISH COUNCIL OF MERTON M4/19

MINUTES OF THE MEETING OF THE COUNCIL HELD AT THE VILLAGE HALL AT 19:30 ON 17 JUNE 2019

PRESENT: Tony Bradley (Chairman) AB  
 David Richardson, Jo Copping, Steve Kelly, Lucy Katz, Simon Ward (Councillors) DR/JC/SK/LK/SW

IN ATTENDANCE: None.  
 T. Charlesworth (Clerk/RFO) TC

1. APOLOGIES: None.

2. PARISH COUNCIL:

- 2.1. New Member: 'Declaration of Acceptance of Office': Signed and witnessed by Clerk .
- 2.2. Co-Option: No applications received; LK to continue to advertise. LK
- 2.3. To Receive Disclosable Pecuniary Interest: None declared.
- 2.4. Independent Remuneration Panel: To be considered after notice published. AB/TC
- 2.5. Annual Review of Documents:
  - a) Risk Assessments:
    - I. Allotments – C/fwd. LK
    - II. Parish Council – C/fwd. AB
    - III. Village Hall – C/fwd: As part of assessment it was **RESOLVED**
      - To purchase a new first aid box to the cost of £25.00 approximately for the village hall. LK
    - IV. Play Area – C/fwd. DR
    - V. Woodland Volunteers – Recreational/Sports Field – Clerk to advise previous asbestos check dates: C/fwd. JC
  - 2.6. Oxford Cavaliers : C/fwd. JC
  - 2.7. Training: Options to be considered/approved: C/fwd. LK

3. PUBLIC PARTICIPATION: None.

4. MINUTES: **RESOLVED:**

- 4.1. To approve the draft minutes of the Annual Parish Council meeting held on 20 May 2019; signed by the Chairman.
- 4.2. To approve the draft minutes of the Annual Meeting of the Parishioners of Merton held on 20 May 2019: Signed by the Chairman. AB

5. ASSET MANAGEMENT:

5.1. Village Hall:

- a) Electric Meter – reading: Day time 68214 – Night time 27189. AB/TC
- b) Plastering; Painting; emergency lighting; storage room door: The parish council is in receipt of one quote for plastering and making good only; quotes to be obtained for painting and store room door. An electrician to be consulted regarding the emergency lighting. LK/AB
- c) Further works: C/fwd. JC
- d) On-line Booking Diary: Bookings would be kept in paper format for the present LK

5.2. RECREATIONAL FIELD/PLAY AREA/ALLOTMENTS:

- a) Allotments: Vacancies: To continue to advertise vacancies. AB/LK
- b) Hiring Agreement Hall/Recreational Area: To be reviewed. AB
- c) Oxford Cavaliers Rugby League Club:
  - I. Playing Field Contract: To be considered/approved: Nothing to be signed this year, to continue as is. It was noted that a legionnaires Certificate has been received and the cost of the check has been covered by Oxford Cavaliers and will be deducted from donations to the PC. LK
  - II. Hiring/Deal Agreement between the PC and Oxford Cavaliers: (See above i) Clerk to establish if the PC can commit to a seven year venture. LK/TC
  - III. Planning Requirement: C.D.C. Duty Planning Officer advised; that given the temporary nature of the rugby posts and that the use of the land is for recreation, the erection of the posts are unlikely to require planning permission as there has not technically been a change of use to the land TC
  - IV. Report on Training and Games: The PC has received positive feedback since its inception.
    - Cleanliness of the hall to be monitored and reviewed.
    - Owners of the beer festival equipment to be contacted; if not needed this will be cleared and used as storage for the Cavaliers equipment; currently in the hall. All
    - There has been a clash of scheduling and a village hall booking on the 20<sup>th</sup> July. It was **RESOLVED** that priority would be given to the village hall booking as this was booked first.
    - The PC needs to find someone to run the bar for the next home match.
    - Propose that the PC look at the possibility of applying for a licence. LK
    - To purchase an accident book. LK
    - To consider proposals for two to three benches to be put outside for spectators next spring. All
  - V. St. Heliers: Establish if dates clash with any other bookings (late July/early August) All

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- VI. Removable Digital Score Board: **RESOLVED:**
- To approve request for club to purchase and attach to village hall outside wall. OCRLC
6. COMMUNICATIONS
- 6.1: Website:
- a) Redevelopment and Responsibilities for Input and Deletion: SW thanked members for their feedback.
- RESOLVED:**
- That the new website would become the village website and known as 'Merton Village Community Website' with a link to the Parish Council Website; a live version to be prepared for the next meeting. SW/LK/JC
  - That the existing Parish Council website would be maintained as is by the Clerk/RFO; Clerk to advise R. Foord that it wishes to keep the domain name and website etc. TC
- b) The Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018: To be reviewed. LK
- 6.2: Parish Magazine: Parish Council and Allotment vacancies. LK
- 6.3: Data Protection: Database: Cllr LK and Clerk to arrange to meet. LK/TC
7. COMMUNITY:
- 7.1: Planning Applications: None.
- a) Application No: 19/00672/F  
Applicant's Name: Mr F Pereire – Proposal: Erection of new garaging – Location: Merton Grounds Farm Langford Lane Merton Bicester OX25 2NS – Parish(es): Merton  
The Parish Council made no observations or objections.
- b) Application No: 19/00673/F  
Applicant's Name: Mr F Pereire – Proposal: Erection of new entrance gates – Location: Merton Grounds Farm Langford Lane Merton Bicester OX25 2NS – Parish(es): Merton.  
The Parish Council made no observations or objections.  
A site visit to be arranged to establish long term proposals. JC
- c) Application No: 19/00823/F  
Applicant's Name: Mr & Ms D O'Neill – Proposal: Conversion of stable to single family home with associated parking, amenity space and landscaping – Location: Merton Stud Merton Bicester OX25 2NF.  
The Parish Council made no observations or objections.
- d) Proposed housing on the Merton Road Ambrosden: **RESOLVED**
- To re-object to the resubmission of planning for eighty houses. AB
- 7.2: Decision Notices: None.
- 7.3: Traffic Calming: Report from 'Working Group':
- a) Proposal for a survey of traffic: Seven out of the twelve members have held a meeting to discuss proposals; the next meeting is arranged for the first Monday in July; members will be reviewed. It is proposed to produce updates for the 'Parish Matters'. DR
- FINANCE:**
- 8.1: Receipts: -
- a) Petty cash and Bookings: May 2019: None presented.
- b) HMRC – VAT Reclaim: Action. TC
- 8.2: Account Paid Prior to the Meeting: None.
- 8.3: Accounts for Payment: The following accounts were approved for payment:
- a) Clerks Pay/Exp. May 2019 - £161.32 – Overtime 2017/18 £613.14 - Cheque No: 101477.
- b) Blackthorn Parish Council - ALCC - ALCC Membership – Renewal due £40.00 (Paid in full by Blackthorn PC) approve £20.00 contribution - Cheque No: 101476.
- Blackthorn Parish Council -  SLCC - Your SLCC Membership Renewal Notice - £89.00 (Paid in full by Blackthorn PC) approve £44.50 contribution - Cheque No: 101476.
- c) Grass Cutting – Inv. No's: 3015 - £384.00 (grass cutting Merton recreation ground 7.5.19 – 21.5.19) – 3016 - £132.00 (grass cutting woodland 15.5.19) – Total £516.00 - Cheque No: 101474.
- d) Good Energy – Statement: 2152164 - £355.32 – Account Activity 21.1.19-21.4.19 (Reminder received): Clerk contacted Good Energy regarding the submission of meter reading; invoice reviewed to £331.68 and approved for payment - Cheque No: 101475.
- e) Arrow Accounting – Inv. No: P71 £289.00 – Cheque No: 101473.
- f) Castle Water Ltd – Inv. No: 2005424 - £18.50 – 1 May 2019 – 31 May 2019 – Cheque No: 101472.
- 8.4: Financial Reports and Bank Reconciliation: Documents accepted. TC/AB
- Deposit for Store room door: SK to follow up before approving writing off £50.00. SK
- 8.5: Barclays/ Scottish Widows Bank Mandate: No update. AB
- a) Barclays Bank Plc. – Update on signatories No update AB
- b) Scottish Widows Plc: Update on signatories: Having reviewed the account interest it was **RESOLVED**
- To action the closure of the account. AB/TC
- 8.6: Grass Cutting Contract Review: Clerk to forward current contract. JC

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8.7: Electricity Contract: The Clerk having spoken to Good Energy; confirmed that the account had been transferred in Sept 2018:

## RESOLVED

- Not to contest the transfer with SSE Swalec.
- To remain with Good Energy for the remainder of the year.

8.8: Quotes: To be considered/approved:- One quote received with another expected:

a) Electricity Comparisons:

- **RESOLVED** not to accept but to remain with Good Energy (*above*).
- Clerk to contact Good Energy for quotes for the new contract year.

TC

8.9: Accounts Year Ended 31.3.19: C/fwd.

a) Internal Audit: Report – Section C – Internal Controls - Recommend that a review of Internal Audit is completed each and every financial year; this was noted. All

b) External Audit: Consider/approve any action.

I. Moore Stephens – Official Notification to Submit your Authority's Return - Official Notification To Submit Your Authority's Return and supporting Information received :

II. End of Year Accounts 31 March 2019: To be considered/approved: C/fwd. Clerk and AB to meet and arrangements for an Extraordinary Meeting to be made if necessary to meet deadlines. AB/TC

III. Annual Governance and Accountability Return 2018/19:

IV. Certificate of Exemption –To consider/approve whether or not the Parish Council meets the qualifying criteria for exemption:

- **RESOLVED** that:
- During the financial year 2018/19 the higher of the authority's gross income for the year or gross annual expenditure, for the year did not exceed £25,000.
- The Parish Council was able to confirm the required statements and certified itself exempt.

V. Completion of Certificate of Exemption: The Certificate of Exemption was signed by the Chairman JL and would be completed by the RFO and submitted to external audit

VI. Completion of Sections 1 and 2 of this Annual Governance and Accountability Return based on exemption: C/fwd to next/Extraordinary meeting if required. AB/TC

VII. Notice Of Public Rights: Requirements to be met. TC

8.10: Village Hall Fund:

a) To confirm donations for specific spending: The Village Hall Regeneration Fund consists of £496.00 donations.

8.11: Financial Regulations: Annual Review: C/fwd.

AB/All

8.13: County Councillor Discretionary Fund: Application update. AB to contact Cllr. D. Sames.

AB

## 9: GENERAL

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

LK/AB

9.2: Correspondence for Action:

a) M.P.C.276: May

- 10: C.D.C. - Mid-Cherwell Neighbourhood Plan 2018-2031.
- 12: C.D.C. - Invitation: Cherwell Parish Liaison Meeting - 12 June 2019.
- 13 Healthwatch Oxfordshire - Healthwatch Oxfordshire Briefing, May 24 2019.

b) M.P.C.277: June

- 1: Driver & Vehicle Standards Agency – Oxfordshire Safe Towing Campaign 2019.
- 2: South Central Ambulance Service - Your health matters!
- 3: John Howell MP - Planning issues - Neighbourhood Planning.
- 4: No Expressway Group - No Expressway Group - Launch of "Expressway Stories".
- 8: Membership Secretary of Friends of Dorchester Abbey - Day Conference September 28th 2019.

9.3: Matters for Further Information or Discussion:

a) Matters for Further Discussion:

I. Proposals for Village Hall Regeneration Fund.

II. Internal Transfer: Transfer of budget allowance for the Woodland and Village Hall Fund from precept. TC

## 10. NEXT MEETING:

10.1. Monday 15 July 2019 at 19.30pm in Merton Village Hall.

There being no other business the Chairman closed the meeting at 21.49.

**Draft Minutes subject to Confirmation.**

**Approved and Signed by the Presiding Chairman .....**

**Date .....**