

MERTON PARISH COUNCIL M10/16

1

MINUTES OF THE MEETING OF MERTON PARISH COUNCIL HELD IN MERTON VILLAGE HALL AT 7.30P.M. ON 17 OCTOBER 2016.

PRESENT:

- Cllrs. P. Murphy (PM)
- R. Leaver (RL)
- F. Foxon (FF)
- K. Crowden (KC).

IN ATTENDANCE: Ms R. Foord and Tracey Charlesworth (Clerk/RFO).

It was **RESOLVED** that Cllr. FF would act as Chairman for the meeting:

16/120 APOLOGIES:

- 1.1: None.

16/121 INTERESTS:

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

The following agenda items were brought forward.

16/122 VACANCY FOR A PARISH COUNCILLOR:

- 7.1: Resignation of Cllr. PW: C.D.C. has given permission for the Parish Council to fill the vacancy by co-option.
- 7.2: Co-option following resignation of Cllr. D. Crawford: C.D.C. has given permission for the Parish Council to fill the vacancy by co-option.
- 7.3: Co-option following resignation of Cllr. J. Whittaker: To consider/approve applicant.
- One application received. It was proposed and **RESOLVED** to:
- Accept and approve the application from R. Foord to be co-opted as a member of the Parish Council. Clerk to submit completed 'Register of Interests' to C.D.C.
- 'Declaration of Acceptance of Office' was signed and witnessed by the Clerk.

Action: Clerk.

16/123 ELECTION OF CHAIRMAN:

- 3.1: It was **RESOLVED** to elect Cllr. RF as Chairman: Cllr. RF accepted and signed the 'Declaration of Office' as Chairman of the Parish Council.

16/124 ELECTION OF VICE-CHAIRMAN:

- 4.1: It was **RESOLVED** to elect Cllr. FF as Vice-Chairman: Cllr. FF accepted on the understanding that he would be absent for a period of five months.

16/125 PUBLIC PARTICIPATION: (7.30pm to 7.45pm):

- 5.1: None.

16/126 MINUTES:

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

16/127 **DISTRICT AND COUNTY COUNCILLORS REPORTS:** Circulated prior to meeting. Clerk tasked with sending meeting dates etc., to Cllr. D. Hughes; T. Hallchurch and S. Holland.

16/128 VILLAGE HALL:

- 9.1: **Electrical Work:** Update KiiKii Electrical Ltd. (Williams Electrical): Confirmation of works following on-site meeting: Clerk to continue to follow up.
- **Meter Readings:** Clerk to submit new readings as of this evening 1: 56001 and 2: 24215.
- 9.2: **Rubbish:**
- Update of clearance of rubbish from rear of Village Hall: An email had been sent to C.D.C. Sue Smith. Grundon's had quoted several hundred pounds to remove commercial waste. C/fwd.

Action: Clerk.

Action: Cllr. FF.

16/129 PLAYGROUND/RECREATIONAL AREA:

- 10.1: **Football Clubs (FC):**
- Hiring Agreement: The Bookings Clerk confirmed that the Sunday Club had signed the hiring agreement for 2015/16, not 2016/17; clarification required as to how many games have been played at the reduced rate in order to work out when to increase match charges to £40.00; keys have not been returned again and there is still an outstanding balance. It was **RESOLVED** that the hiring agreement would be amended as follows:-
- Keys: to pay a deposit of £20.00; refundable on return;
- Use of Hall: A charge of £10.00 per hour; if the heating is left on then an extra £5.00 per day, for however long it is left on, will be charged.
- Clerk to type up revised contract and email for consideration.

- Chairman Ashton Villa: Draft letter to be amended to say the contract needs signing for 2016/17; Clerk to send as previously agreed.
- **10.2:** Caravan Club: It was **RESOLVED** not to grant permission to fit an outside tap as there is already a tap provided outside for the allotments that can be accessed.

Action: Councillors and Clerk.

16/130 **URGENT:**

- **11.1: Actions from Previous Meetings:**
- To minute completed and outstanding actions: All actions completed from previous meeting unless reports made, these are minuted against specific agenda items; those outstanding are listed below:-
- **ACTIONS FROM THIS MEETING and OUTSTANDING FROM PREVIOUS MEETING(S):**
- **Clerk/RFO:**
- Follow up letter Ashton Villa and review hiring agreement.
- Village Hall – Electrical Work: To arrange on-site meeting with KiiKii Electricals.
- Financial Regulations: Amend and email along with new Model 2016.
- Meter Readings: Submit.
- Grass Cutting: Thank Mr Holmes for tender.
- Financial Regulations: Review.
- Budget 2017/18: Start process.
- Scottish Widows Interest: Research accounts.
- Contact Chairman Blackthorn PC.
- **Outstanding:**
- Job Description/Contract: Review: Clerk/RFO to review both documents and track any changes; to email to all councillors for review.
- **Chairman Cllr. RF:**
- Website: Setting up and funding.
- Barclays Bank – Signatory – to complete and submit forms if not already a signatory.
- Emergency Plan: Working Group to meet and review.
- **Cllr. KC:**
- Village Hall: Changing Room door.
- Barclays Bank – Signatory – to complete and submit forms.
- **Outstanding:**
- **Cllr. FF:**
- Rubbish: To make further enquiries regarding disposal of 'commercial' fridges.
- Church Clock: Contact Baldwin Clocks if need further advice.
- Play Area: Check if the order is what is required and if the PC needs to order more.
- Emergency Plan: Working Group to meet and review.
- **Outstanding:**
- Network Rail Works:
- Open Meeting report/update: Response from O.C.C. regarding questions.
- Community defibrillator
- **Cllr. PM:**
- O.C.C. – Oxfordshire Comet Transport Service: Cllr. PM to review.
- Emergency Plan: Working Group to meet and review.
- **Cllr. RL:**
- Bank Signatures: Check with Barclays if Cllr. RF is still a signature.
- **Emergency Plan: Working Group to meet and review.**
- **Outstanding:**
- Produce abridged minutes for parish magazine.
- **All Cllrs.**
- Play Area: Interim inspection.
- Village Hall: Separate meeting to discuss future proposals.
- Financial Regulations: Consider new model document.
- FC Hiring Agreement: Review.
- Financial Regulations: Review.
- Merton Woodland Plan: Review draft.
- **11.2: Grass Cutting Contract:**
- **Play Area:** Update on contractor until end of season: Mr Hawes has completed the cutting for the season; if cutting is needed for football pitch to contact M. R. Cross. Clerk was tasked with thanking Mr Holmes for his tender for 2017/18, unfortunately it had already been awarded to a contractor.

Action: Clerk.

16.131 **PRIORITY:**

- **12.1: FINANCE:**
- 1. **Transparency Code for parish and town councils with a turnover not exceeding £25,000:**
 - Website: S. Blood has provided the PC with a CD copy of current content. It was **RESOLVED** that Cllr. RF would be responsible for this project and would also look at the application for funding.
- 2. **Accounts for Payment agreed prior to the meeting**
 - Insurance: The PC had approved the insurance quote from Zurich Municipal on a three year long term agreement: Payment had not been made prior to the meeting as Zurich Municipal were prepared to wait until this meeting, cover had still been provided from the expiry date.

Action: Cllr. RF.

- E. Hawes - Grass cutting of recreational area - £576.00.
- 3. **Accounts for Payment:** It was **RESOLVED** to approve the following payments:-

Payee	Amount	Cheque No:	Details
Clerk	£162.02 £454.27	101340 101339	Clerk's Pay/Exp. August 2016 and overtime contributable to 2015/16:
M. Day/Village Hall Cleaner/12 July to October 2016	£ 0.00		No ticket presented; to be paid half yearly.
S. Holmes	£250.00	101337	Grass Cutting Play Area – 12 cuts for Merton Play Area - Season 1st April to 30th Sept 2016.
Thames Water Utilities Ltd - 11 May – 8 August 2016	£288.46		See 5 below.
Playdale Playgrounds Ltd – Inv. No: 0000022967	£81.62		See 16/131 – 12.1 – 8 below.
CFO – PAT Testing Workshop - £65.00 plus VAT			RESOLVED that Cllr. FF attends the workshop. The workshop was oversubscribed.
Zurich Municipal	£803.18	101338	Insurance Renewal: See below 16/10.1 – 8.
SWALEC – SSE	£129.73		Statement of Account – Credit Note £590.40 – Invoice for period 21 April 2016 – 18 July 2016 - £129.73: Updated calculation: Invoices for period had been recalculated: No amount due.

4. **Receipts Received:**

- Insurance.
- ~~Mr Hawes – £576.00 – Grass cutting of recreational area.~~ Deletion approved 21.11.16.
- Village Hall – August 2016 - £55.00.

5. **Receipts Due:**

- C.D.C. – Hire of Hall for Election £140.00: Clerk/RFO had sent invoice.
- Thames Water: Refund expected.

Action: Clerk/RFO.

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

- Accept and approve the Bank Reconciliation 1.7.16 to 15.9.16 (St. No: 348/349):-

Balance B/fwd	£18,163.48
Total Receipts	£ 4,905.94
Total Payments	£ 5,428.24
Balance C/fwd	£17,641.19

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

Action: Clerk/RFO.

8. **Quotes:**

- Village Hall – Changing Room Door and repairs to Main Entrance Lock: Entrance lock repair completed. The PC considered the two quotes received; it was **RESOLVED** to approve the quote for a replacement PVC Door at a cost of £800.00.

Action: Cllr. KC.

Cllr. KC gave her apologies and left the meeting at 8.30pm.

- Village Hall – Ramp: Simon Jenkins advised that he could re-screed the horizontal and ramp for four hundred pounds.
- Church Clock: Having responded to C. Baldwin's email as previously agreed; Cllr. FF reported that having followed C. Baldwin's advice the clock was running but, a little fast; he will take further advice from C. Baldwin.
- Playdale: Consider/approve quote for either replacement rope or net: Having considered the quote for £1,291.64 it was **RESOLVED** to consider the following:-
 - Is the order what is needed;
 - Does the order need to be returned or
 - Does the PC need to order more?

Action: Councillors.

Action: Cllr. FF.

Action: Cllr. FF.

9. **Thames Water Utilities:** See 16/111 – 7.2 above. See 16/131 – 5 above.

10. **Accounts Year Ending 31 March 2016:** Accounts Year Ending 31 March 2016: BDO –

- BDO – External Auditor – Completion of Audit - Consider/approve action: No report received to date.

Action: Clerk/RFO.

11. **Bank Signatory:**

- Consider/approve adding further signatories to the account(s).

- Barclays Bank Plc. – Update on change of signatory: Further to minute Ref: M9/16 – 16/114 – 10.1 – 11: It was **RESOLVED** that:
- Cllr. FF would not be added as a signatory on Barclays Bank Plc., due to his absences but, Cllr RF would be added if, following confirmation, she is not already an existing signatory. Forms to be completed and submitted to Barclays.
- Scottish Widows - Clubs & Associations 7 Day A/c – Interest account - Update on change of signatory: No update.
Action: Cllrs. RF and Clerk/RFO.
- 12. **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. Clerk had amended the existing Financial Regulations to include the addition of 6.23. The Clerk/RFO was tasked with amending the Model updated version 2016 to include the provision of/increase to Petty Cash float; to be reviewed for consideration at next meeting.
Action: Clerk/RFO.
- 13. **Budget 2017/18:** To start process: Grass cutting costs for 2017/18 to be taken from successful quote. PC to consider one-off costs.
Action: Clerk/RFO and signatories.

12.2: PLANNING:

1. **New Applications:**
 - C.D.C. – Public Protection & Development Management – Town and Country Planning Act 1990 consultation – Planning Application – Application No: 16/01881/F – Applicant's Name: Mr F Pereire – Proposal: Change of use of buildings to the storage and restoration of classic cars – Location: Merton Grounds Farm Langford Lane Merton Bicester OX25 2NS – Parish(es): Merton – Rec/d 29.9.16 – Respond by 19 October 2016: The PC had no objections or observations.
 2. **Decision Notices:**
 - C.D.C. – Notice of Decision – Town & Country Planning Act 1990 (as amended) – Application No: 16/01085/F – Applicant's Name: Weston Wood Shoot – Proposal: Erection of agricultural building for rearing of pheasants – Location: Brashfield, Merton, Bicester, Oxon. OX25 2NF – Parish(es): Merton – Permission for Development subject to Conditions – Date of Decision: 26.8.16.
 3. **Appeal Notice:**
 - None.
 4. **Withdrawal Notices:**
 - None.
 5. **Planning Issues:**
 - None.
- **12.3: NETWORK RAIL WORKS:**
 - Open Meeting report/update: Response from O.C.C. regarding questions.
 - Responses to flyer 'Impacts of Network Rail HGV Traffic':
 - Consider/approve project for support from project: Result of survey.
 - Letter to Chief Executive Network Rail: No update: Clerk had been advised that a response had been sent to Cllr. RF (copy to be forwarded to Clerk for the records).

Action: Cllr. FF and Clerk.

16/132 IMPORTANT:

- **13.1: CLERK/RFO:**
- Job Description/Contract: Review: Clerk tasked with reviewing for consideration at next meeting.
Action: All Cllrs. and Clerk/RFO.

16/133 ACTION:

- **14.1: Emergency Plan:**
 - Draft to be considered and approved: Cllr. FF to email copy to Clerk. A 'Working Group' to include Cllrs. RF; PM; FF and RL to meet to discuss content and to provide final draft for consideration/adoption at a PC meeting.
Action: Working Group.
 - Community defibrillator: To consider/approve provision of: C/fwd.
Action: Cllr. FF.
- **14.2: Merton Woodland:**
 - Ongoing Maintenance Plan: Based on information gained from an on-site meeting with C. Bottrell and Tim Reed BBOWT; Cllr. FF had prepared a draft 'Merton Woodland Plan' which has two primary purposes; public and wildlife space.; it takes into consideration:-
 - Commercial; fuel for resource (to add 'Cricket Bat Willows (~~Cllr. RL donates his half to the PC~~))' Deletion approved 21.11.16.
 - Blackthorn Hedge: Taking into account that there are two types of butterfly present that each require either young or old Blackthorn; guidance will be required which can be sourced through the Vale Countryside Volunteers at a £140.00 per day for a group of volunteers and other such groups (if booking leave until new year or next Autumn). There is also a visit arranged tomorrow from the Chairman of 'Bicester Green Gym';
 - Management: Willows; moan ride and grass cutting; will need to meet with M. R. Cross to discuss the proposal to cut the lawn area in late spring, removing cuttings.
 - 'Ash Die Back': Part of management plan.
 - Wildlife Meadow: Consider as part of the plan
 - Grant Application: Submitted.
 - **RESOLVED** to:
 - Review the plan;
 - Draft a note asking for volunteers to be distributed door to door by Cllrs. PM and RL and to be published on the 'Facebook' page by Cllr. RF; responses to be directed to the Clerk to be collated for next meeting.
Action: Cllrs. FF, RL and PM and Clerk.

16/134 **ADVICE:**

- **15.1: Correspondence/Emails:**
- M.P.C.249(02): C.D.C. – Local Enforcement Plan – Electronic Version available www.cherwell.gov.uk/planningenforcement: No comment.
- M.P.C.249(03): O.C.C. – Oxfordshire Comet Transport Service: Notice on notice board.
- M.P.C.249(06): Scottish Widows Bank Plc. – Savings Account decrease in interest rate – Effective from 18 November 2016 – option to close the account without charge until 17 November 2016: It was **RESOLVED** that:
- The Clerk/RFO researches accounts before the deadline; if there is an account that offers better interest;
- The Clerk/RFO has approved permission to change the account.

Action: Clerk/RFO.

16/135 **MATTERS FOR REPORT:**

- **16.1:** To report on Matters of information or discussion at the next meeting.
- **Matters of Information:**
- Funding: PC's are entitled to benefit from the new 'Community Infrastructure Levy' (previously s106) if it has a Neighbourhood Plan.
- **Matters for further Discussion:**
- Village Hall Flooring: To consider as part of the future plans for the village hall; options are:-
- If the PC has spare tiles then they can be used to replace lifting tiles;
- Slight miss match tiles could be used creating a contrasting pattern;
- Floor preparation would be required; Simon Jenkins visited the site and advised that the damage may be being caused by damp and the cost to prepare the floor and tile would be approximately three thousand pounds; report to follow.
- Clerk to contact Chairman Blackthorn to see if she would be willing to talk to Cllr. RF regarding funding for village halls.

Action: Parish Council and Clerk.

16/449 136 **DATE and TIME OF NEXT MEETING:** amendment approved 21.11.16.

- 21 November 2016: Parish Council Meeting at 7.30pm in Merton Village Hall: Cllrs. FF and PM gave their apologies; they are away for the next meeting.

There being no other business the Chairman closed the meeting at 9.55pm.

Draft Minutes subject to Confirmation.

Approved at meeting held on 21.11.16 – Min. Ref: M11/16 – 16/143 – 4.1.