

# THE PARISH COUNCIL OF MERTON M5/2020

MINUTES OF THE MEETING OF THE COUNCIL HELD VIRTUALLY in line with The Local Authorities and Police and Crime Panels (Coronavirus)(Flexibility of Local Authorities and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 AT 19:45 ON 20 JULY 2020

PRESENT: Tony Bradley (Chairman) AB  
Jo Copping, Lucy Katz, Steve Kelly (Councillors) JC/LK/SK  
IN ATTENDANCE: T. Charlesworth; (Clerk/RFO); Martin Smith and Gemma Allen. TC

1. APOLOGIES: None.

2. PARISH COUNCIL:

2.1. Vacancy: The Parish Council has received notification from C.D.C. to fill the vacancy by co-option.

2.2. Co-Option:

- a) To consider applications received: **RESOLVED** to approve the three applications to fill three vacancies; the Chairman welcomed Martin Smith; Gemma Allen and Paul Stubbs as co-opted members of the Parish Council; there followed introductions. DPI Registration form to be completed and returned to the Clerk for submission to C.D.C. Arrangements to be made for the 'Declaration of Acceptance of Office' to be signed and witnessed; noting that the new members cannot act as councillors until the declaration is completed. TC

2.3. To Receive Disclosable Pecuniary Interest: None declared.

2.4. COVID-19: Government Guidelines: The Chairman acknowledged the work that LK had carried out on the requirements for the re-opening in order to comply with rules. Using documents provided by ACRE the following checklists were completed:

a) Play Area:

- A risk assessment has been completed and a 'condition' visit carried out; all fine but caps need replacing as noted previously but would not prevent re-opening.
- The requirement to clean 'High Traffic' touch points cannot be met; this would be advised through signage.
- Grass is being cut.
- Advisory signage is a requirement and has been prepared.
- Additional Needs: This would be a matter for consideration in the future.
- Based on the above it was **RESOLVED**:
- To re-open the play area. LK
- To source the replacement caps. TC

b) Village Hall:

- Re-opening requirements: Using the check list
- Risk Assessments:
- Legionnaires: Checks
- PAT Testing:
- Cleaning:
  - Insurers: Have been advised of the proposal to re-open the village hall; concerns were for any staff.
  - Check the security code or key logs are up to date: Done.
  - If a Pre-school is using the premises: N/A
  - Carry out a COVID-19 Risk Assessment in consultation with any employees, if you have any: Having spoken to the cleaner; it is further proposed to put a cleaning protocol in writing; to include the requirement to run taps for five minutes once a week even when the hall is not in use; to check the bins (removed from site during COVID-19 closure). PPE to be provided. See 5.1a) below. System has been flushed/disinfected and awaiting results of cultures for legionnaires.
  - Carry out the routine health and safety risk assessment of the whole premises: Annual Village Hall risk assessment covers this. Electrical inspection (required every 5 years) and PAT testing are up to date.
  - Ensure the Fire Safety Risk Assessment and routine fire safety checks are up to date: Fire checks are carried out annually: emergency lighting is working; exits are kept clear.
  - Provide hand wash and drying facilities: Various cleaning products, hand wash, paper towels etc., have been purchased as required. Hand sanitiser to be placed at entrance and exit routes; fuses on hand driers to be pulled to prevent use.
  - Consider "Engaged/Vacant" signage: Signage prepared in order to prevent queueing for the toilets.
  - All advisory signage to be placed in the hall as required.
  - Think about social distancing arrangements in corridors and at entrance and exits: Tape to be placed outside the entrance to the hall; in the kitchen to respect social distancing; restricting the kitchen area to two people at any one time. There will be a limit of twenty people in the hall at anyone time in order to meet social distancing requirements. LK/AB/JC
  - Prepare special hire conditions and instruct booking secretary: The hiring agreement has been made much clearer; the hirer is responsible for cleaning before the start of an event and is responsible for keeping a copy of contact tracing details; there will be advisory signage on what to do if someone is unwell (LK to be a follow up contact if there is an occurrence). The booking clerk has a copy of the hiring agreement and advisory information.
  - Identify designated space for someone with suspected COVID-19: The Disabled Toilet has been identified.

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- Consider Marketing and Communications: Clerk to upload hire agreement and conditions onto website when provided. LK/TC
- RESOLVED:** That having met the checklist requirements the hall would re-open on 1 August 2020.
- It was noted that in-line with requirements the Tractor Rally could not be held this year because of the proposed numbers and Age UK have cancelled the Film Club until at least January 2021.
- 2.5. Emergency Plan: Review: C/fwd. JC
- a) Welcome Pack:
3. PUBLIC PARTICIPATION: None; meeting ID had been published as part of the agenda.
4. MINUTES: **RESOLVED:**
- 4.1: That the draft minutes of the Parish Council meeting held on 15 June 2020 were approved to be signed by the Chairman at the next face to face meeting. AB
5. ASSET MANAGEMENT:
- 5.1: Village Hall:
- a) Cleaning Contract/Job Description: **RESOLVED:**
    - i. That the Contract and Job Description be updated to reflect 2.4 b) v above.
    - ii. That pay per month was approved at £55.00 per month to reflect the increase of work due to COVID-19 requirements. AB
  - b) Hiring Agreement: **RESOLVED**
    - i. To accept amendments in-line with COVID-19 requirements.
- 5.2: Recreational Field/Play Area/Allotments:
- a) Allotments: Vacancies: All allotments are let and paid for.
    - i. Enquiry regarding overhanging tree: To be inspected. AB
  - b) Oxford Cavaliers Rugby League Club:
    - i. Return to Training: Children's training has resumed with six more sessions this season.
    - ii. Village Hall Proposals: Having met as previously arranged it has been established that:
      - OCRLC would like to apply for the largest grant; the deadline being January 2021;
      - In order to apply for the grant an architect would be required to put forward three proposals;
      - Mr Foxon would be happy to lead a proposal to knock down and rebuild.
      - In order to decide if the Parish Council is in a position to commit to such a large project is was proposed that a meeting be arranged between members of the Parish Council; OCRLC and Mr Foxon; to be discussed further at the next meeting
  - c) Football Enquiry: AB had been unable to establish a response. AB
  - d) Grass Cutting: To consider enquiry regarding 'The Butts': To establish ownership of land. JC
6. COMMUNICATIONS
- 6.1: Website:
- a) The Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018: The Clerk having attended Webinar training advised the PC that the regulations had to be met and an Accessibility Statement prepared and published by September 2020. Waiting for a quote from Website Designer. TC
- 6.2: Data Protection: Database: Clerk and LK to arrange a 'zoom' meeting. LK/TC/All
7. COMMUNITY:
- 7.1: Planning Applications: None.
- 7.2: Decision Notices: None.
- 7.3: Planning Matters:
- a) Merton Nursing Home: C/fwd. AB
- 7.4: Traffic Calming: Report from 'Working Group':
- a) Proposal for a survey of traffic: M. Smith as representative of the 'Working Group' advised that the last communication had been in March; it was agreed that he would re-establish contact with members of the group in order to provide an update in September. Proposals to be published in the parish magazine. MS
  - Insurance cover for Signs/Risk Assessment: C/fwd. JC
- 7.5: Parish Magazine/Newsletter: Noted that there would be an issue printed in August; deadline 27 July 2020. The following to be published:
- Re-opening of Village Hall and Play Area. LK
  - Traffic Calming Working Group: Update. MS
  - 'Fix My Street' an app that can be used for reporting issues.
- 7.6: Dog Fouling: Update on stickers; AB to follow up. AB
8. FINANCE:
- 8.1: Receipts: -
- a) Petty cash and Bookings:

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- May/June 2020: None.
  - b) Allotment No's: 7 & 8 - £32.00.
  - c) Allotment No's: 9 & 10 - £29.00.
- 8.2: Account for Payment Prior to the Meeting:
- a) 101537 - £347.46.00 – 101540 - £20.00 – Total £364.46 Village Hall Electricity supplier Revised statement based on reading - Statement. No: 2580591 - £544.54 – (Estimated).
  - b) 101536 - OALC – Subscription Invoice – Inv. No: M00194/2020 - £140.42 – (previously paid by Cheque No: 101522 – assumed lost in transit – Cheque cancelled) – Reissue.
- 8.3: Accounts for Payment: **RESOLVED:**  
That the following accounts were approved for payment:
- a) Clerks Pay/Exp. June 2020 – Cheque No: 101541.
  - b) Emergency Work to Leak to Ceiling: C/fwd. AB
  - c) Village Hall – Legionnaires Testing: £311.10 – Cheque No: 101542.
  - d) Village Hall – Cleaning materials – Reimbursement; it was noted that the VAT could not be reclaimed as the invoices were not in the PC's name: £118.00 on submission invoices this was recalculated to £124.87 – Cheque No: 101543.
  - e) Village Hall – PAT Testing – Hire of Equipment: Required in two years' time.
  - f) Grass Cutting – Invoice No: 4024 - £192.00 (Grass cutting and strimming at Recreation Ground 23.6.2020) – Cheque No: 101544.
  - g) Five Acres PTFA – Grant - £90.00 (Community Activities) – The grant was approved under s137 – Cheque No: 101545
  - h) It was noted that the cancellation of Cheque No: 101522 had incurred bank charges of £12.50.
- 8.4: Bank Signatories: The mandate forms to be completed and returned. AB/JC
- 8.5: Transfer of Funds: As provided in the budget for 2020/21
- a) Village Hall Recreational Fund: £2,500.00.
  - b) Woodland Area Project Fund: £150.00.
  - c) Traffic Calming Fund: £3,500.00. AB/TC
- 8.6: Financial Reports and Bank Reconciliation: Documents accepted. TC/AB
- 8.7: Quotes: To be considered/approved:
- a) Memory Storage: C/fwd. TC
  - b) Village Hall Blinds: Noted that window dressings are not permitted under COVID-19 advice: existing dressings to be removed. To be removed from the agenda. LK/TC
  - c) Play Area: Swing Seat: C/fwd. AB
  - d) Storage Shed: To form part of the OCRLC proposals for the village hall. AB
  - e) Website Accessibility: Awaiting response from website provider. TC
- 8.8: Printer consumables: **RESOLVED:**  
• That the Parish Council would purchase alternately with Blackthorn Parish Council consumables as and when required.
- 8.9: Accounts Year Ended 31.3.20: COVID-19: Change of dates for completion and publication.
- a) Moore Stevens – Official Notification to submit AGAR:
  - b) End of Year Accounts 31 March 2020: Consider/Approve.
  - c) The Annual Governance Statement: Completion of Section 1.
  - d) The Accounting Statements: Completion of Section 2.
  - e) Following approval, the Chairman and Clerk of the meeting sign the Annual Governance Statement and the Chairman signs the Accounting Statements
  - f) Certificate of Exemption – To consider/approve whether or not the Parish Council meets the qualifying criteria for exemption.
  - g) Completion of Certificate of Exemption: Signed by the RFO and the Chairman; Clerk to send to the External Auditor (Page 3 only).
  - h) Exercise of Public Rights: RFO sets the commencement date.
  - i) All required documents to be published on the website.
- RESOLVED:**
- To hold an Extraordinary Meeting in order to allow time for councillors to review.
- 9: GENERAL
- 9.1: The Clerks Contract and Job Description: Review: C/fwd. LK/AB
- 9.2: Correspondence for Action: The lists of correspondence presented M.P.C.289 (June 2020) were considered as matters not otherwise covered by the agenda: The majority of correspondence was COVID-19 related with other matters not relative to a small parish council.
- 9.3: Matters for Further Information or Discussion:
- a) Matters for Further Information:
    - Having reported two drains that have grass growing out of them to 'Fix My Street'; it has become apparent that the pipe system needs clearing of sediment.
  - b) Matters for Further Discussion:
    - None.
10. NEXT MEETING:
- 10.1. Monday 21 September 2020; time to be confirmed: The meeting will be held virtually in line with The Local Authorities and Police and Crime Panels (Coronavirus)(Flexibility of Local Authorities and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

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10.2. Extraordinary Meeting: Proposed 27 July 2020: subject to change dependent on the availability of councillors: Meeting to be held virtually above.

There being no other business the Chairman closed the meeting at 21:51.

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***Draft Minutes subject to Confirmation.***

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

**Date .....**