

THE PARISH COUNCIL OF MERTON M3/19

MINUTES OF THE ANNUAL MEETING OF THE COUNCIL HELD AT THE VILLAGE HALL AT 20:00 ON 20 MAY 2019

- PRESENT: Tony Bradley (Chairman) AB
 David Richardson, Jo Copping, Steve Kelly, Lucy Katz (Councillors) DR/JC/SK/LK
- IN ATTENDANCE: Two members of the public.
 T. Charlesworth (Clerk/RFO) TC
1. APOLOGIES: Cllr. S. Ward and L. Cox. SW
 2. PARISH COUNCIL:
 - 2.1. Election of Chairman: Proposed by JC; seconded by DR that AB is elected Chairman.
 - **RESOLVED** that AB is elected Chairman; 'Acceptance of Office' was signed as acceptance witnessed by the Clerk. LK
 - 2.2. Election of Vice Chairman: Proposed by SK; seconded by JC that LK is elected Vice Chairman: SK
 - **RESOLVED** that LK is elected Vice Chairman; accepted. SK
 - 2.3. Election: 'Declaration of Acceptance of Office': It was noted that in law, 'you are not a councillor until you sign'. SW
 - 2.4. Co-Option: No applications received; LK to continue to advertise. LK
 - 2.5. To Receive Disclosable Pecuniary Interest: None declared.
 - 2.6. Independent Remuneration Panel: To be considered after notice published. AB/TC
 - 2.7. Annual Review of Documents:
 - 2.8. **RESOLVED** to approve the list of documents as standing with a view to reviewing during the year in time for approval before 31 March 2020:
 - a) Review of Effectiveness of Audit.
 - b) Review of Internal Audit.
 - c) Asset Register:
 - d) Risk Assessments:
 - I. Allotments: LK
 - II. Parish Council: AB
 - III. Village Hall: JC
 - IV. Play Area: DR
 - V. Woodland/Volunteers – Recreational/Sports Field: Noted that a Risk Assessment for the Oxford Cavaliers needs to be completed in line with Insurance requirements. JC
 - 2.9. Insurance Policy: Policy documents and schedule of cover: Zurich Municipal advised that a separate Risk Assessment would need to be completed, otherwise covered by existing insurance.
 3. PUBLIC PARTICIPATION:
 - Islip Medical Practice Public Participation: LK reported that she had joined the group to be educated on the proposed structural changes and would communicate information through the parish magazine. LK
 - A 'Good Neighbourhood Scheme': this will include neighbouring villages and will be launched in the near future. LK
 4. MINUTES: **RESOLVED:**
 - 4.1. To approve the draft minutes of the meeting held on 18 March 2019; signed by the Chairman. AB
 5. ASSET MANAGEMENT:
 - 5.1. Village Hall:
 - a) Job Description of the cleaner: Completed and to be removed from agenda. TC
 - b) Electric Meter: Clerk to submit reading: Day 067995 – Night 027146. TC
 - c) Plastering; Painting; roof tiles; emergency lighting; storage room door: Roof works completed. Before renewing quotes for the store room door and plastering (*see 8.4 below*). AB
 - d) Further works: No report c/fwd. JC
 - 5.2. RECREATIONAL FIELD/PLAY AREA/ALLOTMENTS:
 - a) Allotments: Vacancies: Allotments 1, 2, 7, 8, 9 and 10 are let; vacancies to be advertised. AB/LK
 - b) Hiring Agreement Hall/Recreational Area: To be reviewed. AB
 - c) Oxford Cavaliers Rugby League Club:
 - I. Public Meeting: A public meeting was held on 29 October 2018 to which forty-five members of the public attended; proposals discussed; a vote took place with forty in favour and five abstentions.
 - II. Insurance: Confirmation and Risk Assessment requirement advised (*see 2.9 above*). LK sent a memo to councillors giving advice from Zurich Insurance; draft Risk Assessment being drawn up by JC. **RESOLVED** to
 - Action the purchase of ten road cones from Screwfix as Health & Safety issue has been identified. JC
 - III. Hiring/Deal Agreement between the PC and Oxford Cavaliers: To be finalised:
 - Clerk tasked with clarifying with C.D.C. if planning permission is required for the rugby goal posts: **RESOLVED** to action a retrospective planning application if permission is required. TC

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- Legal advice had been sourced but had not been helpful; no agreement signed as yet; whilst further legal advice is sorted the PC would look at putting in place a standard playing field contract for the interim period; to be presented for approval at the next meeting. LK
- IV. Safe Guarding Policy: Not required for village hall; a standard one required for the league.
- V. Report on Training and initial game: All good to report. ALL
- VI. Alcohol Licence: Obtained. OCRLC
- d) Footpath to Wendlebury: Update on temporary diversion: Nothing to report; JC to liaise with Pat. Clerk to remove from agenda. JC/TC

6. COMMUNICATIONS

6.1: Website:

- a) Redevelopment and Responsibilities for Input and Deletion: LK/JC to follow up. SW/LK/JC
- 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: Nothing further reported. LK

7. COMMUNITY:

7.1: Planning Applications: None.

- a) Application No: 19/00316/F
Applicant's Name: Miss Tammy Arnold
Proposal: Change of use from Classes A2 and B1 to Beauty Therapy Salon
Location: Utterly Scrumptious The Old Forge Street Through Merton Merton Bicester OX25 2NJ - Parish(es): Merton:
No comments or observations.
- b) Application No: 19/00330/F
Applicant's Name Mr & Mrs Andrew Hulbert
Proposal: Pet enclosure to rear
Location: Alpha cottage Merton Bicester OX25 2NH – Parish(es): Merton
No comments or observations.

7.2: Decision Notices: Noted.

- a) Application No: 19/00056/F
Applicant's Name: Weston Wood Shot
Proposal: Steel frame building for rearing of game birds - Location: Brashfield, Merton, Bicester, OX25 2NF - Parish(es): Merton
Permission For Development Subject To Conditions - Date of Decision: 7 March 2019.
- b) Application No: 19/00316/F
Applicant's Name: Miss Tammy Arnold
Proposal: Change of use from Classes A2 and B1 to Beauty Therapy Salon - Location: Utterly Scrumptious The Old Forge Street Through Merton Merton Bicester OX25 2NJ - Parish(es): Merton
Permission for Development Subject to conditions.

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

- a) Proposal for a survey of traffic: As reported at the Annual Meeting of the Parishioners of Merton 5.3.

FINANCE:

8.1: Receipts: -

- a) Petty cash and Bookings: April 2019:
 - 22.04.19 Hall Hire/Receipt No: #25 Cheque £ 320.00
 - Field Hire/Receipt No: #25 Cheque £ 240.00
 - 09.04.19 Hall Hire/Receipt No: #23 Cheque £ 12.50
 - 09.04.19 Hall Hire/Receipt No: #24 Cash £ 30.00
 - 22.05.19 Allotment rent (7 & 8) Cash £ 32.00
- b) HMRC – VAT Reclaim: Action. TC
- c) C.D.C. – BACS Payment - £7,500.00 – Precept part payment.

8.2: Account Paid Prior to the Meeting:

- a) 101461 11/04/19 Village Hall Water Supply/Inv. No: 1880454 £13.97
- b) 101462 11/04/19 Open Spaces Invoice No: 7009568 £48.05
- c) 101463 11/04/19 O/S Grass Cutting Invoice No's: 3003 £192.00
- d) 101464 11/04/19 Village Hall Elec Supply £314.06
- e) SSE Swalec – Statement of Account/Invoice - £152.16 – To be collected by D/D on 20.3.19.
- f) Village Hall Cleaner: Expenses and Pay: Paperwork to be collected. AB

8.3: Accounts for Payment: The following accounts were carried forward for approval for payment:

- a) Clerks Pay/Exp. Jan/Feb/March/April 2019 - £615.48 - Cheque No: 101471: The Clerk left the meeting whilst approval of payment was discussed.
- b) O.A.L.C. – Subscription Invoice – Inv. No: M00194/2019 – Rec/d 14.2.19 - £138.97 - Cheque No: 101469.

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- a) Community First Oxfordshire (CFO) – Membership Renewal 2019-20 - £35: **RESOLVED**
 - Not to renew membership.
 - c) C.D.C. – National non-domestic rate demand for the year 2019/20 - £0.00.
 - d) C.D.C. – Copy Invoice No: 7009894 - £96.10 – Emptying of Dog Bins – Additional 2 dog bins, charged at £1.40 each plus 10% admin fee - . Cheque No: 101467.
 - e) Good Energy – Statement: 2152164 - £355.32 – Account Activity 21.1.19-21.4.19: **RESOLVED** that:
 - The invoice would not be paid until meter reading submitted and new invoice issued.
 - f) Grass Cutting – Inv. No's: 3010 - £384.00 (Grass cutting and strimming at Merton Recreation Ground 8.4.19/23.4.19) – 3011 - £132.00(grass cutting of Woodland) – Total £516.00 - Cheque No: 101466: **RESOLVED** to:
 - Discuss proposals for frequency of grass cutting with contractor and agree with Oxford Cavaliers. AB
 - g) Castle Water – Inv. No ; 1943985 - £17.90 – Cheque No: 101465.
 - h) Village Hall Cleaner - £125.00 - Cheque No: 101470.
- 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: Having submitted forms and following up with a phone call Barclays advised that it had not received the paperwork; new forms to be completed and submitted. AB
- a) Barclays Bank Plc. – Account information: No update AB
 - b) Scottish Widows Plc: Update on signatories: C/fwd. AB
- 8.6: Grass Cutting Contract Review: C/fwd. LK
- 8.7: Electricity Account: The Clerk advised that the contract had been passed from SSE, without the PC knowledge, to Good Energy.
- 8.8: Electricity Contract: To be reviewed based on 8.7 above. TC
- 8.9: Quotes: To be considered/approved:- One quote received with another expected:
- a) John Hicks & Associates Ltd – Annual Inspection 2019: **RESOLVED** to
 - Approve the quote.
 - Clerk to advise John Hicks & Associates Ltd. TC
 - b) C.D.C. – Environmental Services – Dog Waste Bins – Increase in costs applicable 1.4.19: Noted.
 - **RESOLVED** to accept the increases.
- 8.10: Accounts Year Ended 31.3.19: C/fwd.
- a) Internal Audit: Update. TC
 - b) External Audit: Consider/approve any action.
- I. Official Notification To Submit Your Authority's Return and supporting Information received :
 - II. End of Year Accounts 31 March 2019: To be considered/approved.
 - III. Moore Stephens – Official Notification to Submit your Authority's Return.
 - IV. Annual Governance and Accountability Return 2018/19:
 - V. Certificate of Exemption –To consider/approve whether or not the Parish Council meets the qualifying criteria for exemption.
 - VI. Completion of Certificate of Exemption.
 - VII. Completion of Sections 1 and 2 of this Annual Governance and Accountability Return based on exemption.
- 8.11: Village Hall Fund:
- a) To approve change of name to Village Hall Regeneration Fund: **RESOLVED** to change name. TC
 - b) To confirm donations for specific spending: Clerk/RFO to confirm. TC
- 8.12: Financial Regulations: **RESOLVED**:
- That the existing regulations were approved as is; to be updated for 2019/20 based on new model. TC
- 8.13: County Councillor Discretionary Fund: An application for funds for a community notice board to be made; any difference in funding, if successful, to be met by the Village Hall Regeneration Fund. DR
- 9: GENERAL
- 9.1: The Clerks Contract and Job Description: Review: C/fwd. LK/AB
- 9.2: Litter Collection: Nine people joined in the successful litter collection carried out at the end of April; thank you was expressed to volunteers.
- 9.3: Correspondence for Action:
- a) M.P.C.268(05) M.P.C.274: March
 - 10. Environment Agency - Re: Partnership Opportunities with Cherwell Catchment and the Environment Agency – Rec/d by Email 12.3.19: Forward to Pat. LK
 - 11. Good Neighbour Scheme - Good Neighbour Schemes - here to help!
 - 12. O.C.C. - The Ridgeway 2019 events calendar – Rec/d by Email 13.3.19.
 - b) M.P.C.275: April
 - 1. Parishioner – Queries - Breach of the Transparency Code and other: Responded.
 - 5. OALC - Please nominate a councillor to stand for OALC Executive Committee.
 - 6. C.D.C. - Merton & Cherwell Community Lottery
 - c) M.P.C.276: May
 - 1. C.D.C. Merton Invitation to Cherwell Lottery Launch Event.
- 9.4: Matters for Further Information or Discussion.
- a) Information: None.

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- b) Further Discussion
 - Parish Council investigating training options.

LK

10. NEXT MEETING: It was **RESOLVED** to return to a monthly meeting as follows; with the exception of August
- 10.1. Monday 17 June 2019 at 19.30pm in Merton Village Hall.
 - 10.2. Monday 15 July 2019 at 19.30pm in Merton Village Hall.
 - 10.3. Monday 16 September 2019 at 19.30pm in Merton Village Hall.

There being no other business the Chairman closed the meeting at 22.45.

Draft Minutes subject to Confirmation.

Approved and Signed by the Presiding Chairman

Date