

THE PARISH COUNCIL OF MERTON OXFORDSHIRE

Merton Parish Council website

Clerk to Merton Parish Council: Tracey Charlesworth, North End House, Blackbull Lane, Fencott, Kidlington, Oxon. OX5 2RD. Tel: 01865 331481; fax: 01865 331653; email: clerkmertonpc@gmail.com

To all Members of Merton Parish Council:

You are hereby summoned to attend the Meeting of Merton Parish Council on **Monday 14 March 2022 at 7.30pm** in Merton Village Hall.

Tracey Charlesworth, Parish Clerk.

Members of the public and press are welcome to attend during 7.45pm and 8pm when they can ask questions or express their views.

Agenda

1. **To Accept Apologies For Absence:**
2. **PARISH COUNCIL:-**
 - 2.1. **Election of Vice-Chairman.**
 - 2.2. **Resignation:** Cllr. D. Smith.
 - 2.3. **Vacancies:**
 - 2.4. **Election:** Parish Council Election May 2022: To consider advertising: C.D.C. – Parish Elections - Should Merton Parish have a contested election in May, the maximum cost to the Parish Council will be: £1125.62 If it is an uncontested election the cost to the parish will be: £100. All
 - 2.5. **To Receive Disclosable Pecuniary Interest:** Register of Members Interests.
 - 2.6. **COVID-19:** Government Guidelines: Update.
 - 2.5. **Welcome Pack:** Review. AY
 - 2.6. **Merton Village Neighbourhood Plan.**
 - a) Joint Neighbourhood Plan: Update. TC
 - 2.7. **ICO Registration:** Confirm change of entry details – Update. TC.
 - 2.8. **Annual Review of Audit and Governance Documents:**
 - a) Review Effectiveness of Internal Audit:
 - b) Review of Internal Audit.
 - c) Asset Register: New chairs added.
 - d) Risk Assessments: Allotments; Parish Council; Village Hall; Play Area; Woodland Volunteers.
 - e) Financial Regulations: All
 - 2.9. **Operation London Bridge:** All
 - 2.10. **Platinum Jubilee Celebration:** WM
 - 2.11. **Spring Clean 2022:** All
3. **PUBLIC PARTICIPATION:** Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chairman of the meeting.
4. **MINUTES:**
 - 4.1: 13 December 2021 at 7.30pm: Suggested amendments M2/2022-4.1.
 - 4.2: Approval of the draft minutes of the Parish Council meeting held on 10 January 2022 at 7.30pm.
 - 4.3: Approval of the draft minutes of the Parish Council meeting held on 14 February 2022 at 7.30pm.
5. **ASSET MANAGEMENT:**
 - 5.1: **Recreational Field/Play Area/Allotments/Village Hall:**
 - a) Village Hall:

D:\Parish Council\mertonpc\Merton Parish Council\Agenda\Agenda- 14.3.2022 .docx

- i. Air Source Heat Pump: Update on possible leak and/or service engineer. PS
- ii. Recycling Site: Update.
- iii. Village Hall Cleaner: Contract and Job Description: All
- iv. Removal of old chairs and football posts. PS
- b) Play Area: Inspection to be considered. All
- c) Allotments:
 - i. Tenancy Agreement: Update. All

6. COMMUNICATIONS

6.1: **Parish Matters/Merton PC Facebook Page:**

- a) To consider/approve matters for publication. All/GA/DS
- b) Parish Matters: To confirm who will publish articles on behalf of the PC.

7. COMMUNITY:

- 7.1: **Planning Applications:** None at time of printing.
- 7.2: **Decision Notices:** None at time of printing.
- 7.3: **Planning Matters:** None at time of printing.
- 7.4: **Traffic Calming:** Update from Traffic Calming Working Group:
 - a) 20mph Limit Application: Update. DR
- 7.5: **Bus Stop:** Land Registry Search update. DR
- a) Light/Solar array and LED fixture: Update. MS
- b) Book Library: Update. MS/C.Miller.
- 7.6: **Defibrillator:**
 - a) Light Pollution. MS
- 7.7: **Signage on A41:** Update from County Councillor. All
C.Miller

8. FINANCE:

8.1: **Receipts:** -

- a) Petty cash and Bookings:
 - January/February 2022

8.2: **Account Paid Prior to the Meeting:**

- a) Good Energy - 05-07-21 to 30-12-21 for Village Hall - £31.76.

8.3: **Accounts for Payment:** To be approved:-

- a) Clerks Pay/Exp. January/February 2022: To include salary award for 2021-22.
- b) CFO - Community First Oxfordshire Membership Subscription 2022-23.
- c) O.A.L.C. – Annual Membership Inv. No: M00194/2022/4 - £150.00.
- d) Village Hall cleaner - Invoice for Village Hall cleaning and purchases - Dec /Jan/Feb.
- e) Goal Posts:

8.5: **Quotes:**

- a) Laptop: TC/All
- b) Electrical Check and Safety Alarms: Works following report. PS/MS
- c) Merton Woodland: New Fence:

8.7: **Spending under COMF Parishes Fund:** Progress Form to be completed.

- i. COVID-19 Notice Board: TC

8.8: **Training:** Consider/approve any training costs. All

8.9: **Banking:**

- a) Unity Trust: Update. TC

8.10: **Financial Reports and Bank Reconciliation:** For consideration/approval. TC

8.11: **End of Year Accounts 31 March 2021:**

- a) Action from Audit: Update.
 - i. Review of Risk Assessment: MS/TC
 - ii. Payroll Controls:
 - iii. Asset Controls: Deed and Titles.
 - iv. Reserves:
 - v. Pension Regulator:
 - vi. County Archives. All

8.12: **End of Year Accounts 31 March 2022:**

- a) Annual Review of Documents for Audit:
 - i. Review Effectiveness of Internal Audit:
 - ii. Review of Internal Audit.
 - iii. Asset Register.
 - iv. Risk Assessments: Allotments; Parish Council; Village Hall; Play Area; Woodland Volunteers.
 - v. Financial Regulations:
 - vi. Standing Orders. All
- 8.13: **Scribe Accounts:** Update. TC

9. GENERAL:

- 9.1: **The Clerks Contract and Job Description:** Review. DR
- 9.2: **Correspondence for Action:** All as dealt with on the agenda. All
- a) MPC309(04): O.C.C. - Annual Emergency Planning Unit Town and Parish Survey 2022.
- b) MPC309(08):C.D.C. - Parish Briefing on 24 February 2022 at 5pm to update clerks on the 5 May 2022 elections.
- c) MPC309(09):C.D.C. - Members' Allowances - Report of the Independent Remuneration Panel.
- d) MPC309(10):C.D.C. - 22/23 Parish Precept Requirement Confirmation.
- e) MPC309(12): John Harris – Walking England - Article for your local newsletter.
- f) MPC309(13):Healthy Place Shaping - Survey for Healthy Bicester Stakeholders.
- g) MPC309(15): OALC Pay negotiations and employment training - Rec/d 10.2.2022.
- h) MPC309(16): OxPCF CAMHS Survey – Rec/d 10.2.2022.
- i) MPC309(17): Your invitation to the Healthy Bicester stakeholder meeting - Wednesday 9 March.
- j) MPC309(18): OALC - NALC/SLCC Civility and Respect Project – Rec/d 11.2.2022.
- k) MPC309(20): OALC New - Chairs Q&A sessions starting 2nd March 2022.
- l) MPC309(23): C.D.C. - Cherwell District Council Waste Service.
- m) MPC309(24): Healthwatch Oxfordshire has sent you a message.
- n) MPC309(25): Please Reply - Healthy Bicester Stakeholder Meeting invitation and agenda - Wednesday 9 March at 9am - Rec/d 17.2.2022.
- o) MPC309(26): C.D.C. - Parish Briefing on 24 February has had to be CANCELLED. Unfortunately this has not been a suitable date. I have re-scheduled the meeting for Friday 11 March at 5pm.
- p) MPC309(28): FW: update from Yvonne – C.D.C./OCC update.
- q) MPC309(29): Update: Project Gigabit Public Review.
- r) MPC309(31): C.F.O. - Briefing for halls about the lifting of the Covid Plan B restrictions tomorrow.
- s) MPC309(33): C.D.C. - Vacancy Notice - Merton February.doc
- t) MPC309(34): OALC - OALC February Update for member councils.
- u) MPC309(35): CFO - No longer a requirement to check in to halls using the QR Code.
- v) MPC309(36): C.D.C. - Cherwell Parish Bulletin_28 February 2022.
- w) MPC310(01): ABCD and Active Listening for Town and Parish Councils – Free workshops.
- x) MPC310(04): Healthwatch Oxfordshire has sent you a message – Rec/d 3.3.2022.
- y) MPC310(06): Zurich Insurance - Merton Parish Council, your Account Manager is changing.

9.3: **Matters for Further Information or Discussion:**

10. NEXT MEETING

- 10.1. **11 April 2022 – 7.30pm - Parish Council Meeting:** To be held in the village hall in-line with Government guidelines.