

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 11 April 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. **Vacancies:**
 - 2.3. **Election:** Parish Council Election May 2022:
 - a) Notice of Election published.
 - b) Nominations.
 - 2.4. **To Receive Disclosable Pecuniary Interest:** Register of Members Interests.
 - 2.5. **COVID-19:** Government Guidelines: Update.
 - 2.5. **Welcome Pack:** Review. AY
 - 2.6. **Merton Village Neighbourhood Plan.**
 - a) Joint Neighbourhood Plan: Update. TC
 - 2.8. **Platinum Jubilee Celebration:** WM
 - 2.9. **Spring Clean 2022:** Update. All
 - 2.10. **Code of Conduct:** Review. All
 - 2.11. **Independent Remuneration Panel Report and Notice:**
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: Approval of the draft minutes of the Parish Council meeting held on 14 March 2022 at 7.30pm.
5. **ASSET MANAGEMENT:**
 - 5.1: **Recreational Field/Play Area/Allotments/Village Hall:**
 - a) Village Hall:
 - 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. Signage: Consider/approve proposal to have sign 'Take your mess away'. All
 - v. Removal of old chairs and football posts. PS
 - vi. Stock Check: Document to be drawn up to support Insurance policy. All
 - b) Play Area: Update on RoSPA. All
 - c) Adopt a Site Agreement: Approve person for role. All
 - d) Allotments:
 - i. Tenancy Agreement: Update on addendum. All

6. COMMUNICATIONS

6.1: **Merton PC Facebook Page:**

- a) To confirm who will maintain. All
- b) To consider/approve matters for publication. All

7. COMMUNITY:

7.1: **Planning Applications:**

- a) Application No.: 22/00855/F
Proposal: Single storey rear extension
Location: 3 Gulley Row, Merton, Bicester, OX25 2UH
Parish(es): Merton
Comments by 18 April 2022

7.2: **Decision Notices:** To note:-

- a) Application No: 22/00225/LB
Proposal: Existing 20thC windows to be replaced with Heritage slimline double glazing. Frames will be timber, painted off-white. Glazing bars will be integral. Window pane arrangement will be horizontal. All top openings will be removed and replaced with side openings. Storm casing will be replaced with flush casements. All frosted glass will be - replaced with clear glass. Existing front door will be replaced with a like-for-like solid timber, tongue and groove plank door. Existing modern door hardware will be replaced with traditional iron hardware
Location: Little Chippers, Merton, OX25 2NF - Parish(es): Merton
LISTED BUILDING CONSENT SUBJECT TO CONDITIONS - Cherwell District Council, as Local Planning Authority, hereby GRANTS listed building consent for the works described in the above-mentioned application, the accompanying plans and drawings and any clarifying or amending information, SUBJECT TO THE CONDITIONS SET OUT IN THE
Date of Decision: 18th March 2022.

7.3: **Planning Matters:**

- a) O.C.C. - Notice of Definitive Map and Statement Legal Event Modification Order 2022.
- b) C.D.C. - Cherwell - Parish/Town Council Survey.

7.4: **Traffic Calming:** Update from Traffic Calming Working Group:

- a) 20mph Limit Application: Update. DR

7.5: **Bus Stop:** Land Registry Search update.

- a) Light/Solar array and LED fixture: Update. MS
- b) Book Library: Update. MS/C.Miller.
- c) Maintenance: Update on roof tiles and painting. MS

7.6: **Defibrillator:**

- a) Light Pollution: Update. All

8. FINANCE:

8.1: **Receipts:** -

- a) Petty cash and Bookings:
 - March 2022
- b) Remittance Advice from Cherwell District Council – £224.76 - Adopt a Site April-Dec 20 & Jan-Mar.

8.2: **Account Paid Prior to the Meeting:** None.

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

- a) Clerks Pay/Exp. March 2022:
- b) CFO - Community First Oxfordshire Membership Subscription 2022-23.
- c) Village Hall cleaner.
- d) Recycling site – Payment under Adopt a Site agreement April-Dec 2020/Jan-March 2021.
- e) C.D.C. – Inv. No: 20005702 – £180.18 - Emptying 3 dog bins @ £1.75 per bin plus 10% admin fee Half yearly invoice.
- f) M.R. & J.S. Cross - Inv. No's: 76 - £222.00 (grass cutting recreational area 30.3.2022) – 77 - £156.00 (grass cutting Woodland 31.3.2022) – Total £378.00.
 - Increase in grass cutting costs for 2022 – Insurance Certificate/Grass Cutting.

8.5: **Quotes:**

- a) Laptop: TC/All
- b) Electrical Check and Safety Alarms: Update from on-site meeting. 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.
- i. Resolution/Declaration: To approve. TC/All
- ii. Initial Deposit.
- 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) External Auditor: Official Notification to Submit your Authority's Return 2021/2022 - Timetable:
Completion and review of the 2021/22 AGAR continues to be at the standard timetable. This means we, as external auditor, would expect to receive the appropriately completed Exemption Certificate or AGAR 3 form and supporting documents on or before 30 June 2022 All
- 8.13: **Scribe Accounts:** Update. TC
- 9. GENERAL:**
- 9.1: **The Clerks Contract and Job Description:** Review. DR
- 9.2: **Correspondence:** – To note correspondence received not otherwise on the agenda where decisions are not required.
- 9.3: **Matters for Further Information or Discussion:**
- 10. NEXT MEETING**
- 10.1. **9 May 2022 – 7.30pm - Annual Meeting of the Parishioners of Merton:** To be held in the village hall in-line with Government guidelines.
- To confirm attendances i.e. Woodland Group and matters for discussion.
- 10.2. **9 May 2022 –8pm - Annual Parish Council Meeting:** To be held in the village hall in-line with Government guidelines.