

# THE PARISH COUNCIL OF MERTON M4/2022

## MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD IN MERTON VILLAGE HALL AT 19:30 ON 11 APRIL 2022

PRESENT: David Richardson (Chairman) DR  
Martin Smith, R. Gurprashad (Councillors) MS/ RG

IN ATTENDANCE: T. Charlesworth; (Clerk/RFO) TC  
County Cllr. Callum Miller. CM  
Wendy Meads (Village Hall Bookings Clerk). WM

a) APOLOGIES: Accepted from Cllrs. Paul Stubbs. PS  
*The Chairman brought forward the following item on the agenda in order that County Cllr. CM could leave early.*

b) PUBLIC PARTICIPATION:

2.1: The Chairman welcomed CM to the meeting:

a) District Council Elections:

- Gemma Louise (District Councillor for Launton and Otmoor candidate) is keen to come and meet the Parish Council but, had expressed her apologies for not being able to attend this evening.
- Road Works in Ambrosden: PC to raise any concerns or questions with CM.
- Proposed road closure between Merton Woods and Ambrosden for five days from 19 April 2022 noted.
- Community Refugees: Made the PC aware that there is information available to any family considering taking in refugees; O.C.C. are responsible for DBS checks and safeguarding for any families taking in refugees and work alongside the National Government who are providing grants.
- SSEN Community Grant: Information to be passed onto the Clerk.
- Electric Buses Oxford City Centre: O.C.C. has contributed six million pounds towards the provision of one hundred and fifty electric buses and zero emissions for Oxford City Centre.
- Support for Struggling Families: The PC can act as a link with O.C.C., for anyone seeking advice or support.

*The Chairman thanked CM for attending the meeting.*

c) PARISH COUNCIL:

3.1. Election of Vice-Chairman: No volunteers.

3.2. Vacancies: No applications.

3.3. Election: Parish Council Election May 2022:

a) Notice of Election: Published as required.

b) Nominations: Had been delivered to C.D.C by Cllr. DR, who was required to attend whilst each set of nomination papers were checked; nomination papers submitted by AY were returned. The statement for nominations for election are PS; DR, RG and MS published as required.

3.4. To Receive Disclosable Pecuniary Interests: None.

3.5. COVID-19: Government Guidelines: Restrictions lifted.

3.6. Welcome Pack: Further work had been completed. MS

3.7. Merton Village Neighbourhood Plan:

a) Joint Neighbourhood Plan: AY not present. MS looking at flood defence and footpaths. AY/MS

3.8. Platinum Jubilee Celebration: WM to organise. WM

3.9. Spring Clean 2022: Despite the disappointing response to the advertisement on Facebook and in the PC minutes, those that did attend had a fun but, mammoth task of clearing litter from the village and woodland. Thanks to those that did attend.

3.10. Code of Conduct: PC to be aware that there is a new draft Code of Conduct which, once approved, parish councils will be expected to adopt.

All

3.11. Independent Remuneration Panel Report and Notice: The notice has been displayed on the notice board as required and will be considered at the next meeting.

4. MINUTES:

4.1: That the draft minutes of the Parish Council meeting held on 14 March 2022 at 7.30pm were accepted and approved to be signed by the Chairman DR. DR

5. ASSET MANAGEMENT:

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## 5.1: Recreational Field/Play Area/Allotments:

- a) Village Hall:
  - i. Air Source Heat Pump: A copy of the quote to be provided in order that the upfront payment can be made.  
PS
  - ii. Village Hall Cleaner:
    - Contract and job description: Copy of current documents to be reviewed. WM/TC
    - Proposal: That the PC considers providing some form of permanent provision for hanging birthday banners etc; following the retention of another deposit as the hirer had taken it upon themselves to stick hooks to the walls when the hiring agreement currently requests that nothing is stuck to the walls.  
Agenda
  - iii. Signage: WM clarified that a deposit had been retained after rubbish had not been cleared by a hirer; the deposit was used to reward those children that cleared the rubbish with an Easter egg and the remainder used to repair the wall/fence. As this had been a one off occurrence it was:

### RESOLVED:

- That the hiring agreement is amended to include the following: 'If the bins provided are full please can you take your rubbish home'.
- iv. Removal of old chairs and football posts: Have been removed along with some cardboard and bricks. Thanks expressed to MS and PS.
  - v. Stock Check: C/fwd. Agenda
- b) Play Area:
    - RoSPA: Form submitted. TC
  - c) Adopt a Site Agreement: C.D.C. has confirmed that the PC can appoint anyone to carry out the site checks under the 'Adopt a Site' Agreement.

### RESOLVED:

- That the PC establishes that M. Day no longer wishes to carry out the checks; if confirmation is received then:
  - The PC approves that WM carry out the checks in accordance with the 'Adopt a Site Agreement'; this was accepted by WM.  
WM/TC
- d) Allotments
    - i. Tenancy Agreement: MS to provide the Clerk with the relevant regulations with regards to the use of Nitrates.  
MS/TC

## 6. COMMUNICATIONS

### 6.1: Merton Facebook Page:

- a) To confirm who will maintain the 'Facebook' page: Login details to be provided to each councillor in order that the page can be updated by all accordingly.  
TC/All
- b) To consider/approve matters for Publication:
  - Parish Council vacancies.

## 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

### RESOLVED:

- The Parish Council made no observations or objections.
- b) Application No.: 22/00473/F  
Applicant's Name: Mr & Mrs Bell Proposal:  
Proposed single storey rear extension (Retrospective)  
Location: 6 The Butts, Merton, Bicester, OX25 2NN  
Parish(es): Merton  
Comments by 25 April 2022.  
MS abstained.

### RESOLVED:

- The Parish Council made no observations or objections. TC

### 7.2: Decision Notices: Noted.

- a) Application No: 22/00225/LB

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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: Councillors tasked with reviewing modifications for Merton.

All

- b) C.D.C. - Cherwell - Parish/Town Council Survey: No comments recorded.

## 7.4: Traffic Calming: Report from 'Working Group':

DR/TC

- a) 20mph Limit Application: No update.

## 7.5: Bus Stop Light: Land Registry Search: The cost of £17.00 has not been paid to do further searches as it is not clear that this will help resolve the issue as there is not a postcode for the bus stop; further advice to be taken.

RG

- a) Light/Solar array and LED fixture: C/fwd.

- b) Book Library: C/fwd.

MS

- c) Roof Tiles/Painting: C/fwd.

## 7.6: Defibrillator:

- a) Light Pollution: A lower wattage bulb has been fitted.

## 8: FINANCE:

### 8.1: Receipts: -

- a) Petty cash and Bookings:

TC/DR

- **March 2022:**

- b) Remittance Advice from Cherwell District Council – £224.76 - Adopt a Site April-Dec 20 & Jan-Mar. DR/TC

### 8.2: Account for Payment Prior to the Meeting: None.

### 8.3: Accounts for Payment:

#### RESOLVED:

- To approve the following accounts for payment:
- To accept that with the absence of AB and in order that the PC can continue to function (Barclays Bank Ltd has failed to action several attempts to change signatories on the account) that LK as a remaining signature on Barclays Bank Account be asked to sign cheques along with DR until the Unity Trust Account is approved.

- a) Clerks Pay/Exp. March 2022: - £164.45 - Cheque No: 101640.

- b) Village Hall cleaner – 8.2.2022-31.3.2022 - £142.50 Cleaning - £8.91 Materials – Total £151.41 – Cheque No: 101636.

- c) Recycling site – Payment under Adopt a Site agreement April-Dec 2020/Jan-March 2021 - £224.76 – Cheque No: 101635.

- d) C.D.C. – Inv. No: 20005702 – £180.18 - Emptying 3 dog bins @ £1.75 per bin plus 10% admin fee Half yearly invoice – Cheque No: 101637.

- e) 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- Cheque No: 101638.

- f) Castle Water Ltd – Inv. No: 0004062669 - £135.63 – Cheque No: 101639 – Payment approved as contractual.

- g) Merton Parish Council – Deposit for the Unity Trust Account – Cheque No: 101641 – See 8.9.

#### RESOLVED:

- To accept the increase in grass cutting costs for 2022.
- To instruct contractors to cut the grass once a month during the grass cutting season April – Sept (Oct cut if necessary) and to consult with the Chairman of the Woodland Group to see how often the woodland needs cutting.

DR

- Insurance Certificate/Grass Cutting filed.

#### RESOLVED:

- That the PC did not wish to subscribe.

TC

- a) CFO - Community First Oxfordshire Membership Subscription 2022-23.

### 8.4: Quotes:

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- a) Laptop: C/fwd.  
TC/DR
- b) Electrical Check and Safety Alarms: No update from on-site meeting. PS
- c) Merton Woodland:
- New Fence: No quotation received; c/fwd
- 8.7: Spending under COMF Parishes Fund: Progress Form to be completed.
- i. COVID-19 Notice Board: Currently out of stock. TC
- 8.8: Training: To offer PAT testing training coming up for hall committee members on Thursday 28th April from 1.30pm until 5pm; to PS.  
TC/PS
- 8.9: Banking:
- a) Unity Trust: The initial on-line application completed and submitted; proof of identity information and signed Application Submission forms and Post Office Paying in Cash Forms handed to Clerk for submission; supporting document to be supplied as required.
- Resolution/Declaration:
- RESOLVED:**
- That in agreeing to open an account with Unity Trust approve the following resolution:
  - We wish to open an account with Unity Trust Bank plc ('Unity') and have read the account opening Terms and Conditions.
  - We accept Unity's Terms and Conditions and appoint them as our Bankers.
  - We acknowledge that Unity's Terms and Conditions may vary from time to time and we agree to be bound by them.
  - We will provide Unity with instructions and changes in line with the mandate.
  - Unity should rely on this Mandate until we send future amends.
  - We will send Unity a copy of the Memorandum and Articles of Association, a copy of the Company's Rules, our Trust Deeds or our registration documents. We will inform Unity of any changes to these in writing.
  - We will also notify Unity in writing of any change in Directors/Trustees/Officers and membership.
  - Committee members/Trustees of unincorporated entities acknowledge that they shall be jointly and severally liable for any liabilities incurred by individuals authorised to give instructions.
  - **Your telephone and Internet Banking declaration**
  - I/We agree to use the Telephone Banking Service to authorise transfers between our Unity Trust Bank accounts and to request balance and other general account information.
  - I/We agree to use the Internet Banking Service in accordance with the Terms and Conditions.
  - The individuals named on this application form will be our authorised Telephone Banking and Internet Banking service users.
  - The Trustees of unincorporated entities acknowledge that they will be jointly and severally liable for any of the Trust's liabilities incurred by individuals authorised to give instructions.
  - Responsibility for all transactions performed on our Internet Banking service lies with the final authorising user.
  - **Declaration**
  - I/We acknowledge your right not to grant or to suspend operation of this account until we have given Unity Trust Bank any requested documentation or information.
  - I/We authorise the bank to make any enquiries that it considers necessary to confirm the details in this form. The information we have provided is true to the best of our knowledge.
  - We confirm that we have read the Terms and Conditions for the bank's accounts and agree to and acknowledge that we will be bound by them.
- b) Initial Deposit: In line with the application form a cheque to Merton Parish Council will be provided in the sum of £500.00: See 8.3-h. TC
- 8.10: Financial Reports and Bank Reconciliation: Were accepted and approved:
- RESOLVED:**
- That in-line with the Financial Regulations 2.2: Accounting and Audit (Internal And External) MS would at least once in each quarter, and at each financial year end, be appointed to verify bank reconciliations. MS
- Bank Reconciliation 1.10.2021-31.3.2022 (Up to 16.3.2022)
- |                     |  |
|---------------------|--|
| Balance B/fwd       | £22,255.46 amended by £12 entered twice. |
| Balance B/fwd       | £22,243.46                               |
| Add Total Receipts  | £ 1,194.76                               |
| Less Total Payments | £ 2,193.03                               |
| Balance C/fwd       | £21,245.19                               |
- 8.11: End of Year Accounts 31 March 2021: Ongoing.
- a) Action from Audit:
- i. Review of Risk Assessment: MS/TC
- ii. Payroll Controls: C/fwd. TC

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- iii. Asset Controls: Deed and Titles: C/fwd. TC
- iv. Reserves: To provide detail: C/fwd.
- v. Pension Regulator: C/fwd.
- vi. County Archives: C/fwd. TC/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

8.13: Scribe Accounts: Meeting to be rearranged. TC/DR

9. GENERAL

9.1: The Clerks Contract and Job Description: Review: C/fwd. DR

9.2: Correspondence for Action: The lists of correspondence M.P.C. 310 (March 2022) was considered prior to the meeting; all matters for decision added to the agenda.

9.3: Matters for Further Information or Discussion:

- a) Matters for Further Information: None.
- b) Matters for Further Discussion: None.

10. NEXT MEETING: All meetings to be held in Merton village hall in-line with Government guidelines.

10.1: 9 May 2022 – 7.30pm - Annual Meeting of the Parishioners of Merton:

- Invite: Woodland Group
- Matters for discussion: Traffic Calming; Football nets.

10.2: 9 May 2022 –8pm - Annual Parish Council Meeting:

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There being no other business the Chairman closed the meeting at 21:22.

***Draft Minutes subject to confirmation:***

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

**Date .....**