

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 13 June 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/Co-option:** Rules to be considered.
 - 2.3. **To Receive Disclosable Pecuniary Interest:** Register of Members Interests.
 - 2.5. **Welcome Pack:** Review. MS
 - 2.6. **Merton Village Neighbourhood Plan.**
 - a) Joint Neighbourhood Plan: Update. MS
 - 2.8. **Platinum Jubilee Celebration:**
 - 2.9. **Code of Conduct:** Review. All
 - 2.10. **Fraud Awareness/Internal Control Policy:** To consider/approve. 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: Approval of the draft minutes of the meeting of the Parishioners of Merton held on 9 May 2022 at 7.30pm.
 - 4.2: Approval of the draft minutes of the Annual Parish Council meeting held on 9 May 2022 at 8.05pm.
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. Stock Check: Document to be drawn up to support Insurance policy. All
 - v. Changing Rooms: To approve the removal of urinals and fitting of new lighting and extractor fans. All
 - b) Adopt a Site Agreement:
 - i. Update.
 - ii. Confirmation of Responsibilities. WM
 - c) Allotments:
 - i. Tenancy Agreement: Update on addendum. All
 - ii. Concerns:
 - d) Football Booking: Update.

6. COMMUNICATIONS

6.1: **Merton PC Facebook Page:**

- a) To consider/approve matters for publication. All

7. COMMUNITY:

7.1: **Planning Applications:**

None at time of printing.

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

- a) Application No: 22/08855/F
Proposal: Single storey rear extension
Location: 3 Gulley Row, Merton, Bicester, OX25 2UH
Parish(es): Merton
Permission For Development Subject To Conditions
Date of Decision: 17th May 2022
- b) 6 The Butts, Merton, Bicester, OX25 2NN
Application No: 22/00473/F
Applicant: Mr & Mrs Bell
Proposal: Single storey rear extension
Recommended for approval

7.3: **Planning Matters:**

- a) O.C.C. - Notice of Definitive Map and Statement Legal Event Modification Order 2022.
- b) C.D.C. - Green and Blue Infrastructure in Cherwell - Give us your thoughts on the priorities – before the 22nd June 2022!
- c) O.C.C. - Invitation for Parish/Town Council representatives to a briefing on Oxford transport plans

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

- a) 20mph Limit Application: Update. DR

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

- a) Light/Solar array and LED fixture: Update. MS/C.Miller.

- b) Book Library: Update. MS

- c) Maintenance: Update on roof tiles and painting.

8. FINANCE:

8.1: **Receipts:** -

- a) Petty cash and Bookings:
• May 2022
- b) C.D.C. – Remittance Advice 30011954 - £160.00 – Hire of Hall Elections May 2022.

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

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

- a) Clerks Pay/Exp. May 2022:
- b) Clerk overtime 2021/22.
- c) Grass Cutting.
- d) Internal Auditor – J. Olds – Inv. No: JO180 - £190.00.

8.5: **Reissue of Payment/Returned Cheques:**

- a) M.R. & J.S. Cross - M. R. & J. S. Cross – Inv. No's: 83 - £156.00 (Grass cutting Woodland 20.4.2022) – 82 - £222.00 – (Grass cutting and strimming Recreation Ground – 20.4.2022) – Total £378.00 – Cheque No: 101644.

8.6: **Membership:**

- a) Wild Oxfordshire's Spring Newsletter & Membership - Annual Subscription for Community Groups & Parish Councils is £35pa: Consider. All

8.7: **Quotes:**

- a) Laptop: TC/All
- b) Electrical Check and Safety Alarms: Update from on-site meeting. PS/MS
- c) Merton Woodland: New Fence:
- d) Football Posts:

8.8: **Funding:**

- a) BBC News - Queen's jubilee £3m fund to help English village halls.

- 8.9: **Spending under COMF Parishes Fund:**
- i. Progress Form to be completed RFO/Clerk
- 8.10: **Training:** Consider/approve any training costs. All
- 8.11: **Banking:**
- a) Unity Trust: Application update.
 - i. Signatories: Approve removal of A. Yearsley.
 - ii. Access to Bank Account: To approve changes to who can view the account. All
 - b) Barclays Bank Account:
 - i. Closure update.
 - ii. Returned Cheques:
- 8.12: **Financial Reports and Bank Reconciliation:** For consideration/approval. TC
- i. Verification: MS
- 8.13: **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
- 8.14: **End of Year Accounts 31 March 2022:**
- a) Internal Auditor Report: Consider recommendations and as actions required.
 - b) Certification of Exemption: To 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) Exercise of Public Rights: RFO sets the commencement date:
 - g) All required documents to be published on the website before the 1 July 2022. TC
- 8.15: **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. **11 July 2022 – 7.30pm – Parish Council Meeting:** To be held in the village hall in-line with Government guidelines.