

# 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](mailto: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 July 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.
  - 2.4. **Merton Village Neighbourhood Plan.**
    - a) Joint Neighbourhood Plan: Update. MS
  - 2.5. **Code of Conduct:** Review.
    - a) Training: 6.8 Compliance with the Code of Conduct
      - A Councillor:
      - 6.8.1 Shall undertake Code of Conduct training as required by the local authority. All
  - 2.6. **Internal Control Policy:** To approve adoption. All
  - 2.7. **GDPR Policies:** To consider/approve for adoption. All
    - a) Privacy Notice
    - b) Communication Policy
    - c) Data Protection Policy
    - d) Document Retention Policy
  - 2.8. **Policies:** Review:
    - a) Social Media Policy
    - b) Disciplinary and Grievance Arrangements
    - c) Equal Opportunities
    - d) Expenses
    - e) Health & Safety
    - f) Sickness & Absence
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 13 June 2022 at 7.30pm.
5. **ASSET MANAGEMENT:**
  - 5.1: **Recreational Field/Play Area/Allotments/Village Hall:**
    - a) Village Hall:
      - i. Immersion: Update. PS

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- ii. Village Hall Cleaner: Contract and Job Description: All
  - iii. Stock Check: Document to be drawn up to support Insurance policy. All
  - iv. Changing Rooms: Update on works. PS
  - v. Electrical Checks/Safety Alarms: Update on works resulting from report. PS
- b) Allotments:
- i. Leaking Tap: Update. PS

## 6. COMMUNICATIONS

### 6.1: **Merton PC Facebook Page:**

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

## 7. COMMUNITY:

### 7.1: **Planning Applications:**

- a) Application No.: 22/01847/F  
 Applicant's Name: Miss Paige Morgan  
 Proposal: Proposed two storey side and rear extension & single storey rear extension. Improved off street parking  
 Location: 6 The Cottage, West End Lane, Merton, Bicester, OX25 2NG  
 Parish(es): Merton  
 Comments by 21 July 2022

7.2: **Decision Notices:** To note:- 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. 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:
  - June 2022

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

- a) Net World Sports - £1,572.94 – Purchase approved M6/2022-8.6-d – Pro Forma Inv. No. Q00029452.

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

- a) Clerks Pay/Exp. June 2022:
- b) Grass Cutting.
- c) SLCC Membership - £98.00 paid in full by Blackthorn PC – Contribution from Merton PC - £49.00.
- d) Carlton Services – Inv. No: I-078324 - £134.40.
- e) Wheelie Bin Locks – Reimbursement £24.99 x 2 – M. Smith.
- f) Ant Traps – Reimbursement.
- g) Contribution to MPCC.

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

- a) Carlton Services - Reissue of Inv. No: I-078098 - £168.00 – Cheque No: 101647 was not cleared at Barclays Bank before account closure. All

### 8.6: **Quotes:**

- a) Laptop: TC/All
- b) Electrical Check and Safety Alarms: Outstanding works from report. PS/MS
- c) Merton Woodland: New Fence:
- d) Football Posts: Update. RFO/Clerk
- e) Access to Church Clock: Consider request.

### 8.7: **Funding:**

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

### 8.8: **Spending under COMF Parishes Fund:**

- i. Progress Form: Update. RFO/Clerk

- 8.9: **Training:** Consider/approve any training costs. All
- 8.10: **Banking:**
- a) Unity Trust: Application update.
  - i. Signatories: Update.
  - ii. Access to Bank Account: To approve changes to who can view the account. All
- 8.11: **Financial Reports and Bank Reconciliation:** For consideration/approval. TC
- i. Verification by Internal Financial Control Cllr. M. Smith MS
- 8.12: **End of Year Accounts 31 March 2021/2022:**
- a) Internal Auditor Report: Actions from report (including those carried over from 2020/21).
  - b) Certification of Exemption: Update.
  - c) Exercise of Public Rights: Confirmation of publication.
  - d) Publication of all required documents before 1 July 2022: Update.
- 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. **12 September 2022 – 7.30pm – Parish Council Meeting:** To be held in the village hall in-line with Government guidelines.