

# THE PARISH COUNCIL OF MERTON OXFORDSHIRE

<https://www.mertonparishcouncil.co.uk>

Clerk to Merton Parish Council: Tracey Charlesworth, North End House, Blackbull Lane, Fencott, Kidlington, Oxon. OX5 2RD

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**To all Members of Merton Parish Council: You are hereby summoned to attend the Meeting of Merton Parish Council on Monday 9 February 2026 at 7.30pm in Merton Village Hall.**

Parish Clerk: *Tracey Charlesworth*

Members of the public and press are welcome to attend and may address the council under Item 3 – Public Participation on matters on the agenda. Under the Public Bodies (Admissions to Meetings) Act 1960 Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.

## AGENDA:

1. **To Accept Apologies For Absence:**
2. **Declaration of Interest:** To receive declarations of interest from councillors in relation to matters on the agenda and in accordance with the Council's Code of Conduct.
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. Subject to standing order 3(f) above, a member of the public shall not speak for more than **3** minutes.
4. **Minutes:**
  1. To confirm the minutes of the Annual Parish Council meeting held on 12 January 2026 at 7.30pm previously circulated.
5. **Reports:**
  - a. **Chairman's Report.**
  - b. **Clerk's Report.**
6. **Vacancies/Co-option:**
  1. Vacancies:
    - a. Consider any applications.
7. **County/District Councillor(s):** To receive reports.
8. **Parish Council Governance:**
  1. **Website:**
    - a. **Accessibility:** WCAG 2.2 AA compliance: Update.
  2. **Risk Assessment:** Review of Village Hall Risk Assessment and update with regards to Fire Safety in Village Halls: Consider the updated Community First Oxfordshire Information sheet 37 and any action.
  3. **Annual Review of Audit and Governance Documents:**
    - a. **Financial Regulations:**
    - b. **Standing Orders:**
    - c. **Internal Financial Controls Policy Review**
  4. **Risk Assessments:** Annual Review of : Allotments; Parish Council; Village Hall; Play Area; Woodland Volunteers and Public Access; Village Hall Cleaner: Review following Practitioners Guide:
    - a. **Tree Survey:** To consider/approve annual Tree Survey as stated in Risk Assessment.
  5. **Community Emergency Plan:**
    - a. Annual review
    - b. O.C.C. - Annual Community Emergency Plan Survey and GDPR consent - If you have a community emergency plan, please make sure JORT have a copy: To approve submission of approved Emergency Plan.
  6. **Asset Register:** Review to include the addition of traffic calming equipment and benches.
  7. **Grant Funding Policy:** To consider and adopt a policy as recommended by Internal Auditor.
  8. **Cash Handling Policy:** To consider and adopt a policy as recommended by Internal Auditor
  9. **Financial Regulations:** Review:

- a. 10.1-a: Petty cash float to be reviewed.
  - 10. **Code of Conduct:** Review.#
  - 11. **Pension Regulator:** Three year review update.
  - 12. **Parish Council Elections 2026:** Parish briefing update.
9. **ASSET MANAGEMENT:**
- 1. **Recreational Field/Play Area/Allotments/Village Hall:**
    - a. **Play Area:**
      - i Replacement of Safety Caps: Update.
    - b. **Recreational Area:**
      - i Bookings: Update.
      - ii Goal Posts: Update.
    - c. **Village Hall:**
      - i Appointment of Village Hall Cleaner and Bookings Clerk.
        - o Contract: Update.
      - ii Village Hall Bookings: Update.
      - iii Village Hall Hire Agreement: To be updated inline with Fire Safety requirement
      - iv Communication:
        - o Generic Email for Bookings Clerk: Update.
    - d. **Merton Woodland:**
      - i Hedge Cutting: Vale Countryside Volunteers update.
      - ii Cricket Bat Willows: Update on replanting.
10. **COMMUNICATIONS:**
- 1. **Merton PC Facebook Page:**
    - a. To Consider Matters for Publication.
11. **COMMUNITY:**
- 1. **Planning Applications:** To consider all recent applications received from Cherwell District Council detailed below and any other planning applications submitted and published on the CDC planning portal between the agenda being published and the meeting:
  - 2. **Decision Notices:** To note all recent notices received from Cherwell District Council detailed below and any other planning notices submitted and published on the CDC planning portal between the agenda being published and the meeting:
  - 3. **Withdrawal Notices:**
    - None at time of printing.
  - 4. **Planning Matters:**
  - 5. **C.D.C. - C.D.C. - MAP Plan: Bicester and Surrounding Villages – re-coding of meeting - all comments are required by COP Monday 2<sup>nd</sup> February: To record comments.**
  - 6. **C.D.C. - Local Government Reorganisation - diary invitation from Democracy to join a briefing on the upcoming consultation on Local Government Reorganisation which we expect to be launched week commencing 2nd February 2026**
  - 7. **Traffic Calming:** Update from Traffic Calming Working Group:
    - a. **VAS Equipment:**Update.
    - b. 40mph buffer zone: Update.
  - 8. **Footpaths:**
    - a. Stile at the end of the village: Update.
    - b. Footpath to Fencott: Update.
  - 9. **Film Club:** Update.
  - 10. **Telephone Kiosk:** Update; to consider options.
  - 11. **Village Welcome Pack:** To consider/approve reviewed document,
  - 12. **O.C.C. FixMyStreet Super User –** Would the parish council be interested in having a councillor or local resident volunteer as a FixMyStreet Super User? Parish Council to consider.
  - 13. **Bus Shelter Timetable:** Request for the repair the acrylic safety glazing.
  - 14. **Village Notice Board:** To consider/approve siting
12. **FINANCE:**
- 1. **Quotes:**
    - a. **Drainage Survey:** To consider quote(s).
    - b. **Zurich Municipal Insurance –** To consider/approve quotes for the additions of traffic calming equipment and benches.
    - c. **Pneumatic Speed Strips:** To consider/approve purchase of and where funding from.
  - 2. **Receipts:** To record and approve any receipts received listed on receipts and payments schedule.
  - 3. **Account Paid Prior to the Meeting:** To record and approve any invoices paid prior to the meeting as listed on receipts and payments schedule.
  - 4. **Receipts:** To record and approve receipts received as listed on receipts and payments schedule

5. **Accounts for Payment:** To be approved invoices as listed on receipts and payments schedule.
  6. **Funding/Grants:** To consider/approve applications for funding.
    - a. O.C.C. - County Cllr. Laura Gordon - Councillor Priority Fund : Update on possibility of claiming for bollards.
  7. **Request for Funding:**
    - a. North Oxfordshire Residents Action - Request for grant support to fund resident communications and independent reporting in 2026: To consider request.
  8. **Training:** Consider/approve any training opportunities offered by OALC, NALC, SLCC.
  9. **Good Energy** - Electricity prices are increasing from 1st November: Review tariff.
  10. **Financial Reports:** For consideration/approval.
    - a. **Budget Comparison:** To accept and approve.
    - b. **Bank Reconciliation:** To accept and approve.
  11. **Financial Controls Checks:** Internal Controller.
  12. **Banking:** Hinckley & Rugby Building Society - Savings Solutions Tailored for Town and Parish Councils: To review information.
  13. **Payroll:** HMRC:
    - a. **PAYE:** Submissions update.
  14. **HMRC** - DM PAYE – Outstanding costs £181.83: Query update.
  15. **Funds/Reserves:** To be reviewed.
  16. **Precept 2026/27:** To note submission of precept requirement.
  17. **Account Year Ending 31 March 2026:**
    - a. Internal Audit: To complete the questionnaire and send paperwork as requested: Update.
13. **Employment:**
1. **Clerk's Contract and Job Description:** Review update.
    - a. **Health And Safety:** Consider lawful requirement.
    - b. **Annual Appraisal:** Recommended by Internal Auditor.
  2. **HMRC** - Get record keeping right: essential guidance from HMRC National Minimum Wage and ACAS.
14. **Attendance at Meetings:** To confirm, record or approve attendance at meetings:
1. **CDC** - Cherwell District Council Virtual Briefing for Town/Parish Councils - LGR Update – 11 February 2026 – 6pm – 7pm.
  2. **C.D.C.** - Elections 2026 Post nominations briefing - Parish Briefing 2 – 15 April 2026 – 5pm-6.30pm
15. **General:**
1. **Correspondence:** – Comments to be considered and any matters for the next agenda not already considered as part of this agenda:
16. **Matters for Further Information or Discussion at the Next Meeting.**
17. **Date of the next Parish Council Meeting:**
1. Merton Parish Council Meeting to be held on 9 March 2026 in Merton Village Hall.
  2. Annual Parish Council Meeting: To approve meeting to be held on 11 May 2026 in accordance with the Annual meeting being held within 14 days of an election (between 11-24 May).
  3. Annual Parish Meeting of Merton Parish: To approve meeting to be held on 11 May 2026.