

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,
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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 March 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 9 February 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. **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.
 2. **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: Update.
 3. **Grant Funding Policy:** To consider and adopt a policy as recommended by Internal Auditor.
 4. **Pension Regulator:** Three year review update.
 5. **Parish Council Elections 2026:** Update.
9. **ASSET MANAGEMENT:**
 1. **Recreational Field/Play Area/Allotments/Village Hall:**
 - a. **Recreational Area:**
 - i Bookings: Update.
 - ii Goal Posts: Update.
 - b. **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:

- Generic Email for Bookings Clerk: Update.
- c. **Merton Woodland:**
 - i Hedge Cutting: Vale Countryside Volunteers update.
 - ii Cricket Bat Willows:
 - Update on replanting.
 - Ownership and Proceeds Query: To consider.
 - iii Woodland: Minutes of meeting; grass cutting; meadow: To accept minutes and approve the proposed map.

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:**
 - a. **CDC - Reference:** Confirmation of Tree Preservation Order No. 19/2025 – Group of various species of trees located on land at Arrochar House, Street through Merton, Merton, Bicester, Oxon OX25 2NF – IO/JH11036.
5. **Traffic Calming:** Update from Traffic Calming Working Group:
 - a. **VAS Equipment:** Update on purchase of Pneumatic Speed Strips:
 - b. 40mph buffer zone: Update.
6. **Footpaths:**
 - a. Footpath to Fencott: Update.
7. **Film Club:** Update.
8. **Telephone Kiosk:** Update; to consider options.
9. **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.
10. **Bus Shelter Timetable:** Update on glazing.
11. **Village Notice Board:** To consider/approve siting
12. **Spring Clean:** C.D.C. - Spring Clean 2026.

12. FINANCE:

1. **Quotes:**
 - a. **Drainage Survey:** To consider quote(s).
 - b. **O.C.C. 40mph Buffer Zone:**
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 or patio area.
7. **Training:** Consider/approve any training opportunities offered by OALC, NALC, SLCC.
8. **Good Energy** - Electricity prices are increasing from 1st November: Review tariff.
9. **Financial Reports:** For consideration/approval.
 - a. **Budget Comparison:** To accept and approve.
 - b. **Bank Reconciliation:** To accept and approve.
10. **Financial Controls Checks:** Internal Controller.
11. **Banking:**
 - a. Unity Trust: To consider/approve setting up account details for withdrawals.
 - b. Hinckley & Rugby Building Society - Savings Solutions Tailored for Town and Parish Councils: To review information.
 - c. Petty Cash: Confirm receipt of balance to be banked.
12. **Payroll:** HMRC:
 - a. **PAYE:** Submissions update.
13. **HMRC - DM PAYE** – Outstanding costs £181.83: Query update.
14. **Funds/Reserves:** To be reviewed.
15. **Account Year Ending 31 March 2026:**

- a. Internal Audit: To 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** - Practical payrolling pointers for employees and directors

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: Report from Cllr. L. Wainwright.
2. **C.D.C.** - Elections 2026 Post nominations briefing - Parish Briefing 2 – 15 April 2026 – 5pm-6.30pm.
3. **EWR** - East West Rail Bicester Design Update Session - early access hour [In-person] - 13:00 for the Friday 27.2.2026 session and at 11:00 for the Saturday session.
4. **O.C.C.** - One Oxfordshire and LGR - Invitation to Town and Parish Councils Briefing Session - The Government's consultation closes at 11:59pm on 26 March 2026.

15. General:

1. **Correspondence:** – Comments to be considered and any matters for the next agenda not already considered as part of this agenda:
 - a. **MPC357(13):** O.C.C. - Please display Notice and Plan: Merton Bridleway No. 4 (part) Modification Order 2026.
 - b. **MPC357(18):** C.D.C. - Mid Cherwell Neighbourhood Plan Extension of Consultation period.
 - c. **MPC357(26):** O.C.C. - Oxfordshire Support & Care Guide for Adults 2026 .
 - d. **MPC357(34):** O.C.C. - Extension (T16646) Temporary Footpath Closure - Merton, Footpath 295/5/10.
 - e. **MPC357(47):** O.C.C. - National Highways and Transport Public Satisfaction Survey 2025-26 - Public Representatives – Ends 28.2.2026.
 - f. **MPC357(53)** M.R. & J.S. Cross - Public Liability Proof: To note.

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 13 April 2026 in Merton Village Hall.