

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 13 April 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 March 2026 at 7.30pm previously circulated.
5. **Reports:**
 - a. **Chairman's Report.**
 - b. **Clerk's Report.**
6. **County/District Councillor(s):** To receive reports.
7. **Parish Council Governance:**
 1. **Risk Assessment:** Rolling review.
 - a. **Village Hall Risk Assessment:** Report following run of risk assessment.
 - b. **Spring Clean/Volunteers Risk Assessment:** To approve.
 2. **Pension Regulator:** Three year review update.
 3. **Parish Council Elections 2026:** Notice of Election.
8. **ASSET MANAGEMENT:**
 1. **Recreational Field/Play Area/Allotments/Village Hall:**
 - a. **Recreational Area:**
 - i Bookings: Update.
 - ii Goal Posts: Update.
 - iii Fire Assembly sign in the park: To consider/approve replacement.
 - 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
 - c. **Merton Woodland:**
 - i Cricket Bat Willows:
 - o Update on replanting.
 - o Ownership and Proceeds Query: To consider.
9. **COMMUNICATIONS:**
 1. **Merton PC Facebook Page:**

- a. To Consider Matters for Publication.

10. 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:** None at time of printing.
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:** 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. FINANCE:

1. **Quotes:** To consider/approve the following:-
 - a. **Drainage Survey:** To consider quote(s).
 - b. **O.C.C. 40mph Buffer Zone:**
 - c. **Tree Survey:** Report:
 - i To consider approval of annual survey quote.
 - ii Treatment of Sooty Bark Disease.
 - d. **Notice Board:**
 - e. **Blue/Green Wheelie Bins.**
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. **Accounts for Payment:** To be approved invoices as listed on receipts and payments schedule.
5. **Funding/Grants:** To consider/approve applications for funding.
 - a. O.C.C. - County Cllr. Laura Gordon - Councillor Priority Fund : Update.
 - b. O.C.C. - Flood project funding Expressions of Interest - Oxfordshire County Council Priority Action flood projects 2026/27 - return any initial expressions of interest by filling in and returning the attached form by 4th May 2026.
6. **Training:** Consider/approve any training opportunities offered by OALC, NALC, SLCC.
 - a. CFO - Training for hall committees on 26th March.
7. **Good Energy** - Electricity prices are increasing from 1st November: Review tariff.
 - a. Clear Utility Solutions - Your OALC partnership – National Council Energy Scheme: Consider/approve.
8. **Financial Reports:** For consideration/approval.
 - a. **Budget Comparison:** To accept and approve.
 - b. **Bank Reconciliation:** To accept and approve.
9. **Financial Controls Checks:** Internal Controller.
10. **Banking:**
 - a. Hinckley & Rugby Building Society - Savings Solutions Tailored for Town and Parish Councils: To review information.
11. **Payroll:** HMRC:
 - a. **PAYE:** Submissions update.
12. **HMRC** - DM PAYE – Outstanding costs £181.83: Query update.
13. **Funds/Reserves:** To be reviewed.
14. **Account Year Ending 31 March 2026:**
 - a. **Internal Audit:** To consider interim report 2025/2026 and any action.
 - b. **Oxon SA/Moore Uk** – To note official notification to submit your authority's return 2025/2026.
 - c. **OALC** – Practioner's Guide 2026/27 – to note changes.
15. **Precept:** To note C.D.C. - Confirmation of Council Tax Precepts Approval for 2026/27 - - scheduled dates for the instalment payments: 14th April 2026 - 9th September 2026.

12. 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** - Important information for employers.
13. **Attendance at Meetings:** To confirm, record or approve attendance at meetings:
 1. 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.
 2. CFO - Village Halls Management Training 28 March 2026.
 3. C.D.C. - Invite to Planning Support for Town & Parish Councils - Date: Tuesday 21 April 2026 - Venue: John Paul II Centre, Bicester – Schedule: 09:30 – Arrival and coffee - 10:00–12:00 – Morning training session - 12:00–13:00 – Lunch break - 13:00–15:30 – Afternoon training session.
14. **General:**
 1. **Correspondence:** – Comments to be considered and any matters for the next agenda not already considered as part of this agenda:
 - a. MPC358(17): O.C.C. - Spruce up your signs! - Would your Parish like to borrow our Road Sign Cleaning Kit?
 - b. MPC358(36): O.C.C. - Review of Financially Supported Bus Services - We encourage comments and suggestions from representatives of the communities covered by the routes under review: please submit any responses to public.transport@oxfordshire.gov.uk no later than Monday 20th April 2026.
15. **Matters for Further Information or Discussion at the Next Meeting.**
16. **Date of the next Parish Council Meeting:**
 1. Annual Parish Council meeting to be held on 11 May 2026 at 8:00pm in Merton Village Hall.
 2. Annual Parish Meeting of Merton Parish to be held on 11 May 2026 at 7:30pm in Merton Village Hall.