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 12 October 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. **Co-Option:** To consider any applications.

3. **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.

4. **Exclusion of the Public and Press:** To consider passing a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960, that the public and press be excluded from the meeting for items numbered 20/21 on the grounds that it could involve the likely disclosure of private and confidential information.

5. **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.

6. **Guest:** To welcome the Church Warden and Treasurer St Swithun's Church, Merton.
    1. 'Jazz' in the Church: Update.
    2. Church Clock:

7. **Asylum Accommodation:**
    1. **Wrong Plan Wrong Site:** Updates.

8. **Minutes**:
    1. To confirm the minutes of the Parish Council meeting held on 14 September 2026 at 7.30pm previously circulated.

9. **Reports:**
    a. **Chairman's Report.**
    b. **Clerk's Report.**

10. **County/District Councillor(s):** To receive reports.

11. **Parish Council Governance:**
    1. **Risk Assessment:** Rolling review.
        a. **Village Hall Risk Assessment:** To consider report from Risk Assessor and any action required.
    2. **Pension Regulator:** To note Clerks response.
    3. **GDPR Documents**: To consider/approve review of recommended documents by Internal Auditor for adoption.
        a. **Data Roadmap**: Update.
    4. **Banking and Electronic Banking Procedures**: Annual Review.
    5. **IT Policy:** Annual Review.
    6. **Complaints Policy:** Consider/approve adoption of a policy as recommended by OALC.

12. **ASSET MANAGEMENT:**

1. **Recreational Field/Play Area/Allotments/Village Hall:**
   a. **Recreational Area:**
      i Bookings: Update.
      ii Goal Posts: Update.
      iii RoSPA/Playsafety Inspection – To consider report upon receipt.
      iv Active Places Data - Sport England Active Places - 6001250 - MERTON VILLAGE PLAYING FIELDS: To provide information.
      v Insurance Claim: Update.
   b. **Village Hall:**
      i Village Hall Bookings: Update.
      ii Sharesy: Village Hall booking service; based on small commission: To consider/approve.
      iii Rear Door Lock: Report of not locking properly update.
      iv Repair to the Path Leading to the Merton Village Hall: To consider/approve action.
      v PAT Test: To note report and publication of Certificate(s).
   c. **Allotments**:
      i Stop Cap: Update.
      ii The National Allotment Society - Please Complete National Allotment Survey Reminder.

13. **COMMUNICATIONS:**
    1. **Merton PC Facebook Page:**
       a. To Consider Matters for Publication.

14. **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:
       a. **Application No.: 26/02371/F**
          Applicant's Name: Matt & Nikki Widdows
          Proposal: Demolition of existing conservatory and erection of single-storey rear extension; installation of mono-pitch roof canopy over garage projection and main entrance door; installation of external boiler to side elevation; repositioning of oil tank; installation of external flues for boiler and solid fuel appliance; and associated changes to fenestration
          Location: Greytop, Street Through Merton, Merton, OX25 2NH
          Parish(es): Merton
          Comments by 8 October 2026 (Extension granted).
       b. **Application Consultation - Application No.: 26/02423/NMA**
          Applicant's Name: Graven Hill Village Development Company
          Proposal: Revisions to the Gateway Park West hard and soft landscaping plans to show the as-built footpath, memorial, benches, bins, tree planting and woodland mix, together with fencing, timber boundary posts and bollards. (proposed as non-material amendments to 24/00648/REM)
          Location: Graven Hill, Murcott Road, Upper Arncott, Bicester
          Parish(es): Chesterton – Bicester – Merton – Comments by 21 October 2026
    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:
       a. **Application No: 26/00967/F**
          Proposal: Variation of condition 4 (terms of owner use) and condition 5 (hours of operation) of 24/02927/F to allow third-party operator of approved café/dining space and to amend use to weekday only
          Location: Boxengasse, Langford Lane, Merton, Bicester, OX25 2NS
          Parish(es): Merton
          Date of Decision: 29 September 2026
          PERMISSION FOR DEVELOPMENT SUBJECT TO CONDITIONS
    3. **Withdrawal Notices**:
       None at time of printing.
    4. **Appeals:** To note:
       a. **Appeal Reference: 6016098**
          Application No: 6/01462/PIP
          Appellant's Name: Mr and Mrs O'Neill
          Proposal: Conversion of barn to form two dwellings
          Location: Merton Stud, Street through Merton, Merton, Oxfordshire, OX25 2NF
          Parish(es): Merton
          Appeal Start Date: 15 September 2026.
    5. **Planning Matters:**
       a. O.C.C. - Message from Oxon4Buses: OxBus2040 - Oxfordshire County Council will be issuing a 4-week consultation on bus services in the county, called OxBus2040, on 13 October.
    6. **Local Government Reorganisation:** C.D.C. - Local government reorganisation (LGR): Update.
    7. **Traffic Calming**: Update from Traffic Calming Working Group:

a. V**AS Equipment:** Update**.**
b. 40mph buffer zone: Update.
c. Traffic Safety Concerns and Speed Enforcement Request – Main Road, Merton – Traffic Surveys: To consider if the Parish Council would support or help coordinate a volunteer Community Speedwatch scheme in partnership with Thames Valley Police: Update.

8. **Footpaths:**
   a. Footpath to Fencott: Update.
9. **Film Club:** Update.
10. **Neighbourhood Safety:** To consider Neighbourhood Watch Scheme.

15. **FINANCE**:
    1. **Quotes/Estimates**: To consider/approve the following:-
       a. **Drainage Works:** To consider/approve quote(s):
          i Insurance: To consider/approve if an insurance claim applies.
       b. **Church Clock Service:** To consider/approve.
       c. **Village Hall Window Cleaner:**
    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. Thames Valley Community Fund: Application.
    6. **Request for Funding:**
       a. St. Swithun's Church, Merton - Re: Application for contribution graveyard – application form: To consider/approve.
    7. **Film Club Licence: Renewal:** Age UK Oxfordshire - Merton Village Hall Film Shows Re Licence - The licence for Merton Cinema Club renewed (£500) in March with Motion Picture Licensing Company - MPLC (to run from 20/05/2026 to 19/05/2027):
    8. **Training**: Consider/approve any training opportunities offered by OALC, NALC, SLCC.
       a. OALC - Finance Day 22nd October 2026 - 9:30 – 4:30pm - £125.00 – Benson Village Hall.
       b. The Royal Agricultural University - Join our Lantra-accredited Basic Tree Survey and Inspection course - 13 October 2026 - £215.00 plus VAT.
       c. C.D.C. - Free MECC Training opportunity - Thursday 15th October.
    9. **Good Energy** - Electricity prices are increasing from 1st November: Review tariff.
       a. Clear Utility Solutions – Transfer from Good Energy to Yu Energy – Contract and Completion of Direct Debit Letter of Authority forms: To review and confirm transfer to Yu Energy based on the change in prices.
    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. **Payroll**: HMRC:
        a. **PAYE:**
           i Submissions update.
    13. **Budget 2027/2028:** To start process and considerations for the budget.
        a. Bicester Tree Services - Tree Management Plan: To consider any expenditure as part of the budget.
        b. St Swithun's Church: Consider contribution to upkeep of graveyard.
        c. Village Hall Patio Area: To consider provision in budget and if the O.C.C. - County Cllr. Laura Gordon - Councillor Priority Fund : Still applies for the project if it needs reapplying for a different project.
        d. Funds/Reserves: To be reviewed as part of the budgeting process.

16. **Attendance at Meetings:** To confirm, record or approve attendance at meetings:
    1. C.D.C. - Healthy Bicester Annual Stakeholder Event 2027 Invite - Wednesday, 10 March 2027- ? Time: Arrival 9:45 AM, prompt start 10:00 AM – 1:00 PM optional M.E.C.C training 1:30 PM – 4:30 PM - ? Venue: Bicester Methodist Church, Sheep Street, Bicester, OX26 6JQ .

17. **General**:
    1. **Correspondence**: – Comments to be considered and any matters for the next agenda not already considered as part of this agenda:
    2. MPC361(28): BBOWT Community Network newsletter sign-up
    3. MPC361(53): O.C.C. - General review of speed limits on Oxfordshire's rural A and B class road network - Stakeholder consultation - Cherwell district.
    4. MPC362(16): Land & Property registration - Complimentary Property Deed Audit for Your Parish Council: offering a free initial review of your Council's property deeds to identify any areas that may require attention. The only request is that our travel expenses be reimbursed.

18. **Matters for Further Information or Discussion at the Next Meeting.**

19. **Date of the next Parish Council Meeting:**
    1. Parish Council meeting to be held on 9 November 2026 at 7:30pm in Merton Village Hall.

20. **Employment**:
    1. **Clerk's Contract and Job Description:** Review update.
        a. **Health And Safety:** Consider lawful requirement.
        b. **Annual Appraisal:** Recommended by Internal Auditor.

21. **Proposed use of MOD Site A, Bicester for asylum accommodation**: Contribution towards legal costs and powers to spend:
    1. Challenge Decision: The Parish Council has taken advice and is waiting to receive information from the NALC legal team.