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
Tel: 01865 331481; email: pcclerkmerton@mertonparishcouncil.co.uk

To all Members of Merton Parish Council: You are hereby summoned to attend the Meeting of Merton Parish Council on Monday 14 September 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 23 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 a representative from Real Estate Communications - Puy Du Fou Proposals:

7. **Asylum Accommodation:**
    1. **Wrong Plan Wrong Site:** Updates.
    2. **Action**: To consider/approve any action.

8. **Manor House Care Home:** Update.

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

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

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

12. **Parish Council Governance:**
    1. **Risk Assessment:** Rolling review.
        a. **Village Hall Risk Assessment:** To consider report from Risk Assessor and any action required.
        b. **Bicester Tree Services** - Tree Management Plan: To consider.
    2. **Asset Register:** Review recording of the three old dog bins being destroyed: To approve updates.
    3. **Insurance Policy**: Review of Proposed Policy Schedule.
    4. **Pension Regulator:** To note Clerks response.
    5. **GDPR Documents**: To consider/approve review of recommended documents by Internal Auditor for adoption.
        a. **Data Roadmap**: Update.

13. **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.

14. Active Places Data - Sport England Active Places - 6001250 - MERTON VILLAGE PLAYING FIELDS: To provide information.
15. Insurance Claim: Update.
    a. **Village Hall:**
        i Village Hall Bookings: Update.
        ii Kitchen Sink: Leak repair update.
        iii Disabled Toilet: Replacement syphon update.
        iv Rear Door Lock: Report of not locking properly update.
        v Repair to the Path Leading to the Merton Village Hall: To consider/approve action.
        vi PAT Test: Confirm arrangements.
        vii Castle Water Ltd - Castle Water Ltd – To note higher than usual water usage and reason.
    b. **Merton Woodland:**
        i CPRE - Best Green Space Project category of the Campaign to Protect Rural England Centenary National Awards: Nomination update.
    c. **Allotment:** Report of incident.

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

17. **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.: 26/01931/F** - Request extension for extension granted.
        Applicant's Name: Shearfield Ltd -
        Proposal: Change of Use of Merton Lake to allow for recreational uses including open water swimming, paddle boarding, kayaking, sailing, fishing and scuba diving, together with erection of essential buildings, storage, parking and access
        Location: Merton Lake, Merton - Parish(es): Merton
        Comments by 11 September 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:** 26/01616/F
        Location: Boxengasse Langford Lane Merton Oxfordshire OX25 2NS
        Proposal: Change of Use from commercial car storage to private car storage.
        Parish(es): Merton
        PERMISSION FOR DEVELOPMENT SUBJECT TO CONDITIONS.
        Date of Decision: 10 August 2026.
        b. **Application No: 26/01529/F**
        Applicant's Name: Mr and Mrs O'Neill
        Proposal: Conversion of barn to form two dwellings - Location: Merton Stud, Merton, Oxfordshire, OX25 2NF
        Parish(es): Merton
        REFUSAL OF PERMISSION FOR DEVELOPMENT.
        c. **Application No.: 26/02078/F** -
        Applicant's Name: Mr & Mrs A Brown
        Proposal: Single storey side infill extension and conversion of existing garage/office building to ancillary residential accommodation -
        Location: Eden House, West End Lane, Merton, Oxfordshire, OX25 2NG
        Parish(es): Merton
        Comments by: 23 September 2026
    3. **Withdrawal Notices**:
        None at time of printing.
    4. **Planning Matters:**
        a. C.D.C. - Mid Cherwell Modified Neighbourhood Plan Examination – Consultation on Basic Conditions Statement Addendum July 2026 - The changes relating to Legal Compliance and Basic Conditions were introduced through Regulations 98 and 99 of the Levelling Up and Regeneration Act 2023 and came into force on 25th March 2026 - Any comments on how these changes relate to the Mid-Cherwell Modified Neighbourhood Plan should be made in writing to Cherwell District Council by 6pm Tuesday, 1 September 2026 to NeighbourhoodPlanningConsultation@Cherwell-DC.gov.uk or by post to Cherwell District Council, 39 Castle Quay, Banbury OX16 5FD: To note no comments submitted.

b. Meeting with Puy du Fou: Awaiting response to invite to meeting.

5. **Local Government Reorganisation:** C.D.C. - Local government reorganisation (LGR): government announcement: To note decision and pause.
6. **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.
7. **Footpaths:**
   a. Footpath to Fencott: Update.
8. **Film Club:** Update.
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? Update.
10. **Neighbourhood Safety:** To consider.
11. **Spruce up your Signs:** Update.
12. **'Jazz' in the Church:** Update.

18. **FINANCE**:
    1. **Quotes/Estimates**: To consider/approve the following:-
       a. **Drainage Survey**: To note the increased costs to drainage survey.
          i To consider report as a result of drainage survey and quotes to carry out necessary works.
       b. **Village Hall Patio Area:** To consider quotes.
       c. **Church Clock Service:** To consider/approve.
    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. - Grants for Climate and community resilience work.
    6. **Request for Funding:**
       a. Proposed use of MOD Site A, Bicester for asylum accommodation – To consider/approve request for a contribution towards legal costs and powers to spend.
    7. **Training**: Consider/approve any training opportunities offered by OALC, NALC, SLCC.
       a. HMRC - Reminder: Expenses and benefits for your employees – travel: Note Clerks attendance on 11 August 2026.
    8. **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.
    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. Review Bank Signatories: Update on removal of signatories.
    12. **Payroll**: HMRC:
        a. **PAYE:**
           i Submissions update.
    13. **Funds/Reserves:** To be reviewed.
    14. **Account Year Ending 31 March 2026:**
        a. **External Audit:**
           i Oxon SA/Moore - Signed External Auditor Report and Certificate 2025/26: To note publication.
           ii Oxon SA/Moore – To consider covering Letter.

19. **Attendance at Meetings:** To confirm, record or approve attendance at meetings:
    1. O.C.C. - Kidlington and the Surrounding Villages Movement and Place (MAP) Plan - Public Consultation is Live - Islip – Village Hall – 11th August between 10:00 – 13:00 - Yarnton – Village Hall - 13th August between 13:00 – 16:00 - Kidlington – Exeter Hall - 20th August between 11:00 – 19:00: To record any attendance and reports.
    2. CDC Parish Liaison Meeting Invitation - 09 September 6pm - (6-8pm). This will be held remotely via MS Teams - The main theme of the meeting will be the forthcoming Local Government Reorganisation (LGR):
    3. CFO - Community First Oxfordshire AGM 2026 – Date 8 October – Venue: Online via Zoom – Time: 13:00-14:30: Postponed.

20. **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(42): OCC - Winter Preparedness 26/27: Salt bags.
4. MPC361(53): O.C.C. - General review of speed limits on Oxfordshire's rural A and B class road network - Stakeholder consultation - Cherwell district.
5. MPC362(01) OALC June Newsletter for Member Councils – Would your Parish Council be interested in a payroll service? - Adoption of a a suitable complaints policy.
6. MPC362(12) O.C.C. - Temporary Traffic Regulation Notice – S14 Road Traffic Regulation Act 1984 - Temporary Road Closure at Merton, street through Merton- 9 September 2026 up to and including 11 September 2026, 24 hours per day – Emailed – Publicised.
7. MPC362(16): Land & Property registration - Complimentary Property Deed Audit for Your Parish Council.
8. MPC363(27): OALC - Neighbourhood Plan Survey.
9. MPC363(35): South East Guide to SEND 2026-27 - S**outh East Guide for Parent Carers of Children and Young People with Special Educational Needs and Disabilities (SEND)**,
10. MPC363(36): TR050008 – Oxfordshire Strategic Rail Freight Interchange - Please find below a link to a letter from the Examining Authority (ExA) that has been published on the National Infrastructure Planning website. The letter is an invitation to the Preliminary Meeting for the above application (the 'Rule 6' letter) which will be held on Tuesday 29 September 2026, 10.00am, in-person at the Bicester Hotel Golf and Spa, and virtually via Microsoft Teams. The letter includes an agenda for the meeting, a draft Examination.
11. MPC364(03): BBOWT - Volunteer awards and events -The deadline is midnight on 13th September and there are 4 categories – Also a list of free events.

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

22. **Date of the next Parish Council Meeting:**
    1. Parish Council meeting to be held on 12 October 2026 at 7:30pm in Merton Village Hall.

23. **Employment**:
    1. **Clerk's Contract and Job Description:** Review update.
        a. **Health And Safety:** Consider lawful requirement.
        b. **Annual Appraisal:** Recommended by Internal Auditor.
        c. **NALC** - 2026/27 Pay Scales: To consider/approve pay increase to be backdated to April 2026.