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 November 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 representative from Hamilton Oak Land & Property: Land development appraisal.

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

8. **Minutes**:
    1. To confirm the minutes of the Parish Council meeting held on 12 October 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. **DPR Documents**: To consider/approve review of recommended documents by Internal Auditor for adoption.
        a. **Data Roadmap**: Update.
    3. **Complaints Policy:** Consider/approve adoption of a policy as recommended by OALC.
        a. **Parish Allowances :** To consider report for 2026/27, and survey for 2027/28 – Following publication of Parish Notice

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 Insurance Claim: Update.

b. **Village Hall:**
i Village Hall Bookings: Update.
ii Sharesy: Village Hall booking service; based on small commission: Update.
iii Rear Door Lock: Report of not locking properly update.
iv Weeding of the Path Leading to the Merton Village Hall:
- Unregistered Land: To consider action.
- Weeding: To consider short term resolution.

c. **Allotments**:
i Stop Cap: Update.
ii The National Allotment Society - Please Complete National Allotment Survey Reminder: Update.

d. **Merton Woodland:**
i Enquiry regarding Merton Woodland – Child-led bush craft sessions: To consider.

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 12 November 2026
b. **Application No.: 26/01931/F**
TOWN AND COUNTRY PLANNING ACT 1990 (AS AMENDED) - Application Re-consultation – Amendments - 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 - Details of amendment Technical information received in response to comments, concerns, observations and objections made by a number of consultees, primarily the Ecology Officer and the Environment Agency. Amendments made to buildings, buffer zones, surfacing materials etc. This is a re-consultation on the above proposal, following the receipt of amendments – Comments by 10 November
c. **Application No.: 26/02714/F** - Applicant's Name: Mr Frank Cassidy - Proposal: Variation of Condition 4 of 24/02927/F - Removal of requirement for cafe element to be operated by hotel operator - Location: Boxengasse , Langford Lane, Merton, OX25 2NS - Parish(es): Merton - Comments by:12 November 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: 26/01848/F**
Applicant's Name: Mr and Mrs Steele
Proposal: Flat roof single storey garage extension to side to be used primarily as a storage area -
Location: 4 Otmoor View, Merton, OX25 2NL
Parish(es): Merton
Comments by 28 October 2026
b. **Application No: 26/02078/F**
Proposal: Location: Parish(es): 1st September 2026 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
PERMISSION FOR DEVELOPMENT SUBJECT TO CONDITIONS
Date of Decision: 27 October 2026
c. **Application No: 26/02371/F** –
Location: Greytop Street Through Merton Merton OX25 2NH
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
Parish(es): Merton -
PERMISSION FOR DEVELOPMENT SUBJECT TO CONDITIONS
Date of Decision: 27 October 2026

3. **Withdrawal Notices**:
   None at time of printing.
4. **Planning Matters:**
   a. C.D.C. - Bloxham Modified Neighbourhood Plan - At the Council meeting on 19 October 2026, Cherwell District Council resolved that the Bloxham Modified Neighbourhood Plan be 'made' as part of the Development Plan in accordance with Section 38A (4) of the Planning and Compulsory Purchase Act 2004 (as amended). The Bloxham Modified Neighbourhood Plan now forms part of the Development Plan for Cherwell. Planning applications in the Neighbourhood Plan Area must be considered against the Bloxham Modified Neighbourhood Plan, as well as existing national and local planning policy.
   b. O.C.C. - View the documents and complete the survey online here: OxBUS 2040: Plan for bus | Let's Talk Oxfordshire - The consultation will be open until 23:59 on Tuesday 17 November
5. **Local Government Reorganisation:** C.D.C. - Local government reorganisation (LGR): Update.
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:
      i Community Speedwatch Scheme and Volunteers: Update.
7. **Footpaths:**
   a. Footpath to Fencott: Update.
8. **Film Club:** Update.
9. **Neighbourhood Safety:** To consider Neighbourhood Watch Scheme.:
   a. Village Hall Lighting: To consider if provision should be made for exterior village hall lighting.
10. **Church Clock Service:** Update.

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. **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: Notification of unsuccessful bid.
    6. **Request for Funding:**
       a. St. Swithun's Church, Merton - Re: Application for contribution graveyard – application form: To consider/approve.
    7. **Training**: Consider/approve any training opportunities offered by OALC, NALC, SLCC.
       a. Digital AGAR Training: Note Clerk attendance.
       b. CFO - Portable Appliance testing training with First Stop Safety-4 hour course in Yarnton Village Hall Monday 2nd November 10am -2.30pm - There will be a tea break and 20mins for a bring your own lunch - Cost of the day is £125.00 for members of our Halls Advice Service/CFO membership and £150 for non-members.
    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: To review and confirm transfer to Yu Energy based on the change in prices: Update.
    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. **Payroll**: HMRC:
        a. **PAYE:**
           i Submissions update.
    12. **Budget 2027/2028:** To start process and considerations for the budget.
        a. 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.
        b. 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. - Cherwell Parish Liaison Meeting Invitation - RSVP - on the evening of Wednesday 11 November (6.30-8.15pm)

2. O.C.C. - Parish Transport Representatives' meeting: Tuesday 17 November 2026, 1.30pm .

17. **General**:
    1. **Correspondence**: – Comments to be considered and any matters for the next agenda not already considered as part of this agenda:
        a. MPC365(36) The Bin Cleaners - Bus Shelter Cleaning
        b. MPC365(37) C.D.C. - Annual Publication of New Electoral Register - 1 December 2026
        c. MPC365(44) Keep Britain Tidy - Announcing the Great British Spring Clean 2027 dates - 12-28 March

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 14 December 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 to consider legal advice from the NALC legal team.