

**BLACKTHORN PARISH COUNCIL**  
**North End House, Blackbull Lane, Fencott, Kidlington, Oxon. OX5 2RD**  
**Tel No: 01865 331 481 - Fax No: 01865 331 653 – Email: clerkblackthorn@gmail.com**

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| To Members of the Council:                                                                                                                                        | You are hereby summoned to attend the Meeting of Blackthorn Parish Council on <b>Thursday 12 April 2018 at 7.30pm</b> in Blackthorn Village Hall - the business to be transacted is listed in the Agenda below:<br>Signed: <b>T. Charlesworth</b> Clerk to the Parish Council.                                                                                                                                                                                                                                                                              |               |
| Members of the public and press are welcome to attend during 7.30pm and 7.45pm when they can ask questions or express their views.                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |               |
| Agenda:                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |               |
| Item No                                                                                                                                                           | Topic                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Action        |
| 1                                                                                                                                                                 | To accept apologise for absence: Cllr. DP.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |               |
| 2                                                                                                                                                                 | To receive declarations of a Disclosable Pecuniary Interest <sup>1</sup> <ul style="list-style-type: none"><li>Register of Members' Interests: Annual Review.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                     |               |
| 3                                                                                                                                                                 | To confirm the Minutes of: <ul style="list-style-type: none"><li>The Meeting of Blackthorn Parish Council held on 8 March 2018 at 7.30pm and to sign as a correct record.</li></ul>                                                                                                                                                                                                                                                                                                                                                                         |               |
| 4                                                                                                                                                                 | Co-option: To consider/approve any applications for the vacancy.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |               |
| 5                                                                                                                                                                 | District Cllrs: D. Hughes and I. Corkin. <ul style="list-style-type: none"><li>Oxford to Cambridge Expressway: Update.</li><li>A41 Accident(s) and consequences of the closure of the A41 on Blackthorn Village.</li></ul>                                                                                                                                                                                                                                                                                                                                  |               |
| 6                                                                                                                                                                 | Matters for Report (See Appendix 1):                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Clerk         |
| Discussion Time (One Hour: projects to be rotated into the slot throughout the year): full reports would be presented at the Annual Parish Meeting of Blackthorn. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |               |
| 7                                                                                                                                                                 | Project Reports: (See Appendix 2):                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |               |
|                                                                                                                                                                   | 7.1: Emergency and Community Planning:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Working Group |
|                                                                                                                                                                   | 7.2: Drainage: Update on work being carried out by O.C.C. Highways. <ul style="list-style-type: none"><li>Diversion of pumps along the ditches of the A41 into the River Ray: Update.</li><li>Ditch along Station Road: Consider/approve action.</li><li>Flooding:<ul style="list-style-type: none"><li>Recent Alerts: Discuss.</li><li>Sewage Pumps: Discuss.</li></ul></li></ul>                                                                                                                                                                          | AS            |
|                                                                                                                                                                   | 7.3: Allotments: <ul style="list-style-type: none"><li>Vacant Allotment: Update.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Clerk/RFO     |
|                                                                                                                                                                   | 7.4: Traffic Calming: <ul style="list-style-type: none"><li>VAS Equipment: Update.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                | RR            |
|                                                                                                                                                                   | 7.5: Play Area: <ul style="list-style-type: none"><li>Parking Area:<ul style="list-style-type: none"><li>Update on provision of parking spaces: Consider/approve:-</li><li>Quote for proposed phase 1.</li><li>Tarmac Area: Quote for proposed phase 2.</li><li>Leasing of Land: Update.</li><li>Housing Association: Update.</li><li>Meeting with B. Duxbury, C.D.C: Update.</li></ul></li><li>Nuisance/Rubbish Issues: Update on purchase of park 'rules' notice sign and removal of frog bin and picnic table: No update.</li><li>Bark: Update</li></ul> | JL/AS         |
|                                                                                                                                                                   | 7.6: HS2: Proposed meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | RB            |
| 8                                                                                                                                                                 | Superfast Broadband: <ul style="list-style-type: none"><li>Internet Café: Update.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | JL            |

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*Notes on declaration of interest*

The Code requires that, at a meeting, where a member or co-opted member has a disclosable pecuniary interest (of which they are aware) in any matter being considered, they disclose that interest to the meeting. **It is essential that members and co-opted members do this clearly, in order that the disclosure may be recorded, which will protect the member in the event of a subsequent allegation.**

**The requirement to disclose such interests is applicable from 1 July 2012, whether or not the interests have been notified to the Monitoring Officer.** The Council will include an appropriate item on agendas for all meetings, to facilitate this. Parish Clerks are also encouraged to include such an item on the agenda for all meetings of their council and any committees.

Although not explicitly required by the legislation or by the code, it is recommended that in the interests of transparency and for the benefit of all in attendance at the meeting (including members of the public) the **nature** as well as the **existence** of the interest is disclosed.

A member or co-opted member who has disclosed a pecuniary interest at a meeting must not participate (or participate further) in any discussion of the matter; and must not participate in any vote or further vote taken; and must withdraw from the room.

However, the requirement in paragraph 0 not to participate does not apply in the event of a dispensation having been granted.

|    |                                                                                                                                                                                                                                                                                           |               |
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| 9  | <b>Finance (See Appendix 3):</b>                                                                                                                                                                                                                                                          |               |
|    | <b>9.1:</b> To accept the list of accounts paid prior to the meeting and receipts received and to approve payment of invoices.                                                                                                                                                            | RFO           |
|    | <b>9.2:</b> Bank Reconciliation to date: To be approved.                                                                                                                                                                                                                                  | RFO           |
|    | <b>9.3:</b> Budget Comparison to Date: PC to consider and approve<br>▪ Clerks Pay: Review payment method.                                                                                                                                                                                 | RFO           |
|    | <b>9.4:</b> Quotes: Consider/approve.<br>▪ Annual Inspection: To consider/approve quote from John Hicks & Associates.                                                                                                                                                                     | BPC           |
|    | <b>9.5:</b> V.A.T:<br>▪ Spreadsheet: Consider/approve.<br>▪ VAT Claim: Update.                                                                                                                                                                                                            | BPC           |
|    | <b>9.6: External Auditor:</b> Moore Stephens: Smaller Authorities Audit Arrangements:<br>• Moore Stephens – Notice to submit the Annual Return for 2017/18.                                                                                                                               |               |
|    | <b>9.7: Parish Remuneration:</b> Consider/approve action.                                                                                                                                                                                                                                 | BPC           |
| 10 | <b>Planning Matters (See Appendix 4):</b>                                                                                                                                                                                                                                                 | BPC           |
|    | <b>10.1: New Applications:</b><br>▪ Application No: 18/00391/F – Applicant's Name: Mr David Jobling.                                                                                                                                                                                      | BPC           |
|    | <b>10.2: Decision Notices:</b><br>▪ Application No: 17/02057/F - Applicant's Name: Melvyn Atherton & Elaine Mackenzie.                                                                                                                                                                    | BPC           |
|    | <b>10.3: Appeal Notices:</b><br>▪ None.                                                                                                                                                                                                                                                   |               |
|    | <b>10.3: Withdrawal Notices:</b><br>▪ None at time of printing.                                                                                                                                                                                                                           | BPC           |
|    | <b>10.4: Planning Issues:</b><br>▪ C.D.C. - Reference: Pre Order Informal Consultation - Blackthorn Footpath No.7 (Part) Diversion Order under s257 of the Town and Country Planning Act 1990.<br>▪ Oxford – Cambridge Expressway: Highways request feedback – Consider/approve response. | BPC<br>BPC    |
| 11 | <b>Website:</b><br>▪ Update on the running of the website.                                                                                                                                                                                                                                | RL            |
| 12 | <b>Data Protection Regulations:</b> Consider/approve action.<br>▪ Domain Name: Update on linking email addresses with the website.<br>▪ UK based website provider: Update.                                                                                                                | BPC           |
| 13 | <b>Correspondence/Emails:</b> (See Appendix 5): (B.P.C.242/243): Comments to be considered and any action approved:                                                                                                                                                                       |               |
| 14 | <b>Website/Parish Magazine/Issues raised through 'Facebook'</b> - : Items to be approved for publishing.<br>▪ Update on PC Website:<br>▪ Publication of financial documents in line with Transparency Code: Update                                                                        | Working Group |
| 15 | <b>Neighbourhood Watch:</b> Update.                                                                                                                                                                                                                                                       | BPC           |
| 16 | <b>Parish Council Liaison Person:</b> Update.                                                                                                                                                                                                                                             | DP            |
| 17 | <b>Village Matters:</b> Reported incidents:<br>▪ Dangerous hole at south end of Lower Road where Thame Road pavement ends: Update.<br>▪ Footpaths/Bridleways: Volunteer Warden: Update.                                                                                                   | RL            |
| 18 | <b>Matters for Further Information or Discussion at the Next Meeting:</b>                                                                                                                                                                                                                 |               |
| 19 | <b>Date of Next Meeting :</b>                                                                                                                                                                                                                                                             |               |
|    | ▪ 17 May 2018 at:<br>▪ 7pm in Blackthorn Village Hall – Annual Parish Council Meeting of Blackthorn PC.<br>▪ 7.30pm in Blackthorn Village Hall – Annual Parish Meeting of Blackthorn: Approve list of guests.<br>➤ Environment Agency – Confirmation of attendance received.              | BPC           |

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