

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

To Members of the Council:		You are hereby summoned to attend the Meeting of Blackthorn Parish Council on Thursday 16 June 2016 at 8pm in Blackthorn Village Hall - the business to be transacted is listed in the Agenda below: Signed: T. Charlesworth Clerk to the Parish Council.	
Members of the public are welcome to attend during 8pm and 8.15pm when they can ask questions or express their views.			
Agenda:			
Item No	Topic		Action
1	To accept apologise for absence:		
2	To receive declarations of a Disclosable Pecuniary Interest¹ Register of Members' Interests: Annual Review.		
3	To confirm the Minutes of: - The Annual Meeting of Blackthorn Parish Council held on 12 May 2016 at 7pm and to sign as a correct record. - The Annual Parish Meeting of Blackthorn held on 26 May 2016 at 7.30pm and to sign as a correct record.		
4	Church Leys Field, Ambrosden – Guests Jonathan Porter and Highways Engineer.		
5	Co-option following an Election: To consider/approve applicant.		Parish Council
6	Matters for Report (See Appendix 1): - Parish Council Elections – Completed DPI Registers submitted to C.D.C. - Finance - Zurich – Insurance Renewal documents – Renewal by 1 June 2016:		Clerk/RFO
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. Diversion of pumps along the ditches of the A41 into the River Ray: Consider/approve draft letter to Network Rail.		EB/AS
	7.3: Traffic Calming: Update:		RR/EB
	7.4: Allotments: - Issuing of new 'Tenancy Agreement' and rent reminder: Update. - Vacant Allotment: Update.		Clerk/RFO
	7.5: Land Adjacent to Village Hall: Update.		EB/JL/Clerk
	7.6: Play Area: Parking Area: Consider/approve any further action.		BPC
8	Superfast Broadband: Update.		
9	Finance (See Appendix 3):		
	9.1: To accept the list of accounts paid prior to the meeting and receipts received and to approve payment of invoices.		RFO
	9.2: Bank Access/Signatories: Update on third signatory: 'Appointment of Bankers' form to be signed before change of signatory can be authorised: Update.		Signatories
	9.3: Bank Reconciliation to date: To be approved.		RFO
	9.4: Budget Comparison to Date: PC to consider and approve		RFO
	9.5: Quotes: Consider/approve.		BPC
	9.6: Grass Cutting: To consider/approve updated costs to include outside the 30mph limit.		BPC
	9.7: V.A.T: Spreadsheet: Consider/approve.		BPC

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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.

	9.8: End of Year Accounts 31 March 2016: Approval of Accounts Year Ending 31 March 2016: Approval of Section 2 of the Annual Governance Statement.	BPC
	9.9: Asset Register: Approval of Amendment: to include VAS Equipment.	BPC
10	Planning Matters (See Appendix 4):	BPC
	10.1: New Applications:	
	Planning Application – Application No: 16/00861/HYBRID – Applicant's Name: Mr Warren Francis Reid.	BPC
	10.2: Decision Notices: None.	BPC
	10.3: Withdrawal Notices: None at time of printing.	BPC
	10.4: Planning Issues: Barton Willmore – Springfield Farm, Ambrosden: Update.	BPC
	Ambrosden PC: Invite to Chairman: Update	JL
	Blackstone Farm: Update.	RR
11	Correspondence/Emails: (See Appendix 5): (B.P.C.229): Comments to be considered and any action approved.	
12	Website/Parish Magazine: Items to be approved for publishing. - Update on PC Website: - Publication of financial documents in line with Transparency Code: PC to consider how this may be achieved by the Clerk/RFO.	JL
13	Effectiveness of Internal Audit (See Appendix 6): Consider/approve monitoring process.	
14	Clerk (Appendix 7): Clerk's Contract – Auto Enrolment - Pension Scheme: Update	BPC
15	Neighbourhood Watch: Update.	BPC
16	Matters for Further Information or Discussion at the Next Meeting:	
17	Date of Next Meeting :	
	7 July 2016 at 7.30pm in Blackthorn Village Hall.	BPC

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Appendices to Agenda 16 June 2016: The following form part of that agenda.		
Agenda No:	Topic	Action
6	Appendix 1: Matters For Report: - Finance - Zurich – Insurance Renewal documents – Renewal by 1 June 2016: - The traffic signs have been added to the policy at no extra charge to the council this year. - It may see the renewal in 2017 increase by £20 plus tax due to this additional cover. - As previously approved M4/16 – 16/62 – 11.1 the PC approved the 5 year Long Term Agreement at £601.17: Payment made.	
7	Appendix 2: Project Reports: 7.4: Allotments: - Update regarding Mr & Mrs Mack. 7.5: Land Adjacent to Village Hall:- - Letter to trustees: Update. 7.6: Play Area: Parking Area: Allocation of spaces to play area: 'The Deed of Rectification' states that the Parish Council is responsible for providing six parking spaces: It is proposed to: - Look at the land/area; consider how many have been provided and if more parking spaces are required and if there is enough land to provide; - Include disabled parking; - Consider if the play area parking can be separated from residents parking by the use of a barrier; - Clearly define play area parking with white lines; - Advise residents once a decision has been taken. Nuisance Issue: Rubbish Issue: No Dog Sign: Consider/approve purchase of new sign. Fence post to gate is loose: Parish Council to investigate.	
9	Appendix 3: Finance:	
	9.1: Invoices Paid Prior to the Meeting: M. R. Cross – Inv. No's: 992/993 - £714.00 – Cheque No: 101151. - Zurich Municipal – Insurance Renewal - 5yr Long Term Agreement - £601.17 – Cheque No: 101150.	
	Payments:	
	Clerk's Pay/Exp April 2016 and Review of any overtime due for 2015/16.	
	P. Morrissey – June 2016 - £10.00.	
	Website: To consider/approve annual costs be transferred for payment through the PC by either 'Standing Order' or 'Direct Debit':	
	SLCC – Membership Renewal for 2016/17 - £88.00 (shared with Merton PC)	
	M. R. Cross – No invoices received at time of printing.	
	Receipts:	
	HM Revenue & Customs – BACS Remittance Advice - £525.77.	
	9.2: Bank Access/Signatories: Update on third signatory: - On 17 May 2016 Cllr. AS, having attended Barclays Bank Plc; confirmed that Cllr. DP would be an authorised signatory in 5-7 working days; - Barclays Bank Plc wrote (letter dated 25 May 2016) to advise that Cllr. DP identification and verification is out of date and she was required to take two current documents to be certified.	
	9.7: VAT: Debt: Confirm how the PC writes the debt off.	
10	Appendix 4: Planning Matters:	
	10.1: New Applications: C.D.C. – Public Protection & Development Management – Town and Country Planning Act 1990 Consultation – Planning Application – Application No: 16/00861/HYBRID – Applicant's Name: Mr Warren Francis Reid – Proposal: Revision to outline planning application 15/02316/OUT to comprise a HYDRID planning application for: Full planning permission for 20,067 SQM (216,000 SQ FT) of logistics floor space, within class B8 of the town and country planning use classes order 1987, with ancillary class B1 (A) offices, together with access from A41 Aylesbury Road, associated site infrastructure including lorry parking, landscaping, amenity open space and sustainable drainage and private sewage treatment plant. Outline planning permission for up to 44,965 SQM (484,000 SQ FT) of logistics floor space, within class B8 of the town and country planning use classes order 1987, with ancillary class B1 (A) offices, together with associated site infrastructure including lorry parking, landscaping, amenity open space, sustainable drainage and private sewage treatment plant. Details of means of access from Aylesbury Road are included for approval – Location: OS Parcel 0070 Adj. and North of A41 London Road Bicester – Parish(es): Ambrosden – Rec/d 27.5.16.	
	10.2: Decision Notices: None.	
	10.3: Withdrawal Notices:	

11	▪ None at time of printing.	
	▪ 10.4: Planning Issues:	
	▪ Appendix 5: Correspondence: ▪ 11.1: Email - C.D.C. – Funding Available for Rural Businesses. ▪ 11.2: Email – 6.6.16 – Mobile Library Closures. ▪ 11.3: Email – Post/Box – Hedge Wear.	
13	Appendix 6: Effectiveness of Internal Audit: 'No: 5 <i>Be Forward</i> Looking': Need to develop a monitoring process to ensure that correspondence is being responded to – Clerk to submit proposals by 30 June 2016.	Clerk/RFO
14	Appendix 7: Clerk: ▪ Auto-enrolment Pension Scheme: In accordance with checklist:- ▪ Choose a pension scheme (or check your existing one) ▪ Assess and enrol your staff ▪ Enrol your staff into the pension scheme(s) you're providing for them. ▪ Write to your staff (You must write to your staff to let them know how automatic enrolment applies to them within six weeks of your staging date). ▪ Your ongoing automatic enrolment duties ▪ Pay regular contributions, keep records of your automatic enrolment activities and monitor the ages and earnings of your staff (including new starters) and enrol them if they become eligible. ▪ Complete your declaration of compliance ▪ Let us know how you've met your automatic enrolment duties by completing your declaration of compliance. Even if you haven't had to automatically enrol anyone, you must still complete your declaration.	