

BLACKTHORN PARISH COUNCIL
North End House, Blackbull Lane, Fencott, Kidlington, Oxon. OX5 2RD
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To Members of the Council:	You are hereby summoned to attend the Meeting of Blackthorn Parish Council on Thursday 6 June 2019 at 7.30pm 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 and press are welcome to attend during 7pm and 7.15pm 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 Interest' ▪ Register of Members' Interests: Annual Review.	
3	To confirm the Minutes of: ▪ The Annual Meeting of Blackthorn Parish Council held on 9 May 2019 at 7pm and to sign as a correct record. ▪ The Annual Meeting of Blackthorn Parish held on 9 May 2019 at 7.30pm:	BPC
4	Co-option: To consider/approve application for vacancy: ▪ Applicant invited.	BPC
5	District Cllrs: D. Hughes and I. Corkin.	
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: Traffic Issues: Update on meeting with OCC/CDC and Network Rail: Linked with: ▪ Drainage: ➢ Diversion of pumps along the ditches of the A41 into the River Ray: Update. ▪ Village Plan for Water Management: ➢ Water level: Update. ➢ Village Pond: Update. ▪ Blackthorn Brook: ➢ Update of ownership. ▪ A41 – Responsibility for Maintenance: ➢ Speed Survey Device: Update. ➢ Highways: Money for roads in Oxfordshire:	AS
	7.3: Traffic Calming: ▪ VAS Equipment: Update on analysis.	RR/RL
	7.4: Play Area: ▪ Parking Area: ➢ Meeting with B. Duxbury, C.D.C: Update. ▪ Nuisance/Rubbish Issues: Update on purchase of park 'rules' notice sign and removal of frog bin: Update. ▪ Flooding: Update on report from TS.	JL/AS JL
	7.5: Allotments: Update.	RFO
8	Finance (See Appendix 3):	
	8.1: To accept the list of accounts paid prior to the meeting and receipts received and to approve payment of invoices.	RFO
	8.2: Bank Reconciliation to date: To be approved.	RFO
	8.3: Budget Comparison to Date: PC to consider and approved. ▪ Clerks Pay: Review payment method: Barclays Bank Plc –Standing Order Request – Update.	RFO
	8.4: Quotes: Consider/approve. ▪ Annual Inspection: To consider/approve quote from John Hicks & Associates.	BPC
	8.5: V.A.T: ▪ Spreadsheet: Consider/approve. ▪ VAT Claim: Update.	BPC
	8.6: End of Year Accounts 31 March 2019: ▪ Internal Audit Report: To consider/approve any action. ▪ End of Year Accounts 31 March 2019: To be considered/approved. ▪ Moore Stephens – Official Notification to Submit your Authority's Return. ▪ Annual Governance and Accountability Return 2018/19:	

	➤ Certificate of Exemption –To consider/approve whether or not the Parish Council meets the qualifying criteria for exemption. ➤ Completion of Certificate of Exemption. ➤ Completion of Sections 1 and 2 of this Annual Governance and Accountability Return based on exemption.	BPC
	8.7: Parish Remuneration: Consider/approve action.	BPC
9	Planning Matters (See Appendix 4):	BPC
	9.1: New Applications:	
	▪ None at time of printing.	BPC
	9.2: Decision Notices:	BPC
	▪ None at time of printing.	
	9.3: Appeal Notices:	
	▪ None.	
	9.3: Withdrawal Notices:	BPC
	▪ None at time of printing.	
	9.4: Planning Issues:	BPC
	▪ Oxford-Cambridge Expressway.	
10	Website:	RL
	▪ Update on the running of the website.	
11	Data Protection Regulations:	BPC/RL
	▪ Adoption/Approval of Draft Documents: Consent Form: ▪ Registration with ICO: Update. ▪ Domain Name: Update on linking email addresses with the website: Update. ▪ UK based website provider: Update.	
12	Correspondence/Emails: (See Appendix 5): (B.P.C.257): Comments to be considered and any action approved:	
13	Website/Parish Magazine/Issues raised through 'Facebook' - : Items to be approved for publishing.	Working Group
	▪ Publication of financial documents in line with Transparency Code: Update	
14	Neighbourhood Watch: Update.	BPC
15	Parish Council Liaison Person: Update.	DP
16	Village Matters: Reported incidents:	RL
	▪ None at time of printing.	
17	Matters for Further Information or Discussion at the Next Meeting:	
18	Date of Next Meeting :	
	▪ 4 July 2019 at 7.30pm in Blackthorn Village Hall.	BPC

ⁱ 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 **Error! Reference source not found.** not to participate does not apply in the event of a dispensation having been granted.