

**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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| <b>To Members of the Council:</b>                                                                                               | You are hereby summoned to attend the Meeting of Blackthorn Parish Council on <b>Thursday 17 March 2016 at 7.30pm</b> at Blackthorn Village Hall - the business to be transacted is listed in the Agenda below: (Meeting scheduled for 7 January 2015 postponed).<br><i>Signed: T. Charlesworth</i> Clerk to the Parish Council. |                                           |
| <b>Members of the public are welcome to attend during 7.30pm and 7.45pm when they can ask questions or express their views.</b> |                                                                                                                                                                                                                                                                                                                                  |                                           |
| <b>Agenda:</b>                                                                                                                  |                                                                                                                                                                                                                                                                                                                                  |                                           |
| <b>Item No</b>                                                                                                                  | <b>Topic</b>                                                                                                                                                                                                                                                                                                                     | <b>Action</b>                             |
| <b>1</b>                                                                                                                        | <b>To accept apologise for absence:</b>                                                                                                                                                                                                                                                                                          |                                           |
| <b>2</b>                                                                                                                        | <b>To receive declarations of a Disclosable Pecuniary Interest<sup>1</sup></b><br>▪ Register of Members' Interests: Review.                                                                                                                                                                                                      |                                           |
| <b>3</b>                                                                                                                        | <b>To confirm the Minutes of:</b><br>▪ The Blackthorn Parish Council Meeting held on 9 December 2015 at 7.30pm and to sign as a correct record.<br>▪ The Blackthorn Parish Council Meeting held on 4 February 2015 at 7.30pm and to sign as a correct record.                                                                    |                                           |
| <b>4</b>                                                                                                                        | <b>Matters for Report</b> ( <i>See Appendix 1</i> ):<br>▪ Budget 2016/17: Requirement submitted to C.D.C.                                                                                                                                                                                                                        | Clerk/RFO                                 |
| <b>5</b>                                                                                                                        | <b>Vice-Chairman:</b> Election – To consider/approve.                                                                                                                                                                                                                                                                            | BPC                                       |
| <b>6</b>                                                                                                                        | <b>Parish Council Elections:</b> Timetable.                                                                                                                                                                                                                                                                                      |                                           |
|                                                                                                                                 | <b>Discussion Time (One Hour: projects to be rotated into the slot throughout the year):</b>                                                                                                                                                                                                                                     |                                           |
| <b>7</b>                                                                                                                        | <b>Project Reports:</b> ( <i>See Appendix 2</i> ):                                                                                                                                                                                                                                                                               |                                           |
|                                                                                                                                 | <b>7.1:</b> Emergency and Community Planning:                                                                                                                                                                                                                                                                                    | Working Group                             |
|                                                                                                                                 | <b>7.2:</b> Drainage:<br>▪ Diversion of pumps along the ditches of the A41 into the River Ray:<br>▪ Consider/approve action.<br>➤ Blackthorn Brook: Update.                                                                                                                                                                      | EB/AS<br>Clerk<br>Clerk<br>Clerk<br>Clerk |
|                                                                                                                                 | <b>7.3:</b> Traffic Calming: Update:                                                                                                                                                                                                                                                                                             | RR/EB                                     |
|                                                                                                                                 | <b>7.4:</b> Allotments:<br>▪ Issuing of new 'Tenancy Agreement' and rent reminder: Update.<br>▪ Vacant Allotment: Update.                                                                                                                                                                                                        | RB/Clerk                                  |
|                                                                                                                                 | <b>7.5:</b> Land Adjacent to Village Hall: Update.                                                                                                                                                                                                                                                                               | JL                                        |
|                                                                                                                                 | <b>7.6:</b> Play Area:<br>▪ Replacement Bin: Provision of 'Blue/Green/Brown' bins or a super green bin by C.D.C.<br>▪ Parking Area:<br>▪ Annual Inspection: Consider/approve quote.                                                                                                                                              | JL<br>Clerk<br>BPC                        |
| <b>8</b>                                                                                                                        | <b>Superfast Broadband/Internet Cafe:</b> Update.                                                                                                                                                                                                                                                                                |                                           |
| <b>9</b>                                                                                                                        | <b>Finance</b> ( <i>See Appendix 3</i> ):                                                                                                                                                                                                                                                                                        |                                           |
|                                                                                                                                 | <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 Access/Signatories: Update on third signatory: 'Appointment of Bankers' form to be signed before change of signatory can be authorised. Update.                                                                                                                                                                 | AS                                        |
|                                                                                                                                 | <b>9.3:</b> Bank Reconciliation to date: To be approved.                                                                                                                                                                                                                                                                         | RFO                                       |
|                                                                                                                                 | <b>9.4:</b> Budget Comparison to Date: PC to consider and approve                                                                                                                                                                                                                                                                | RFO                                       |

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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.

|           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |               |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|           | <ul style="list-style-type: none"> <li>Grass Cutting:</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |               |
|           | <b>9.5: Quotes:</b> Consider/approve.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | BPC           |
|           | <b>9.6: V.A.T:</b> Update.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | BPC           |
|           | <ul style="list-style-type: none"> <li>Spreadsheet: Consider/approve.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |               |
|           | <b>9.7: End of Year Accounts 31 March 2015:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |               |
|           | <ul style="list-style-type: none"> <li>Date selection 2015/16:</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |               |
|           | <b>9.8: Publication of financial documents:</b> Update.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | JL            |
|           | <b>9.9: OALC - IMPORTANT</b> Audit arrangements for smaller councils - if opting out, responses required by 31st January 2016: To consider/approve any action.                                                                                                                                                                                                                                                                                                                                                                                                                                                              | BPC           |
|           | <b>9.10: C.D.C. - Report of the Independent and Parish Remuneration Panel on the Review of Parish Members' Allowances for the 2016/2017 Financial Year for Parish Councils in the Cherwell District – Parish Notice:</b> To consider/approve.                                                                                                                                                                                                                                                                                                                                                                               | BPC           |
| <b>10</b> | <b>Planning Matters</b> (See Appendix 4):                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | BPC           |
|           | <b>10.1: New Applications:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |               |
|           | <ul style="list-style-type: none"> <li>Planning Application – Application No: 155/02316/OUT – Applicant's Name: Mr Warren Francis Reid.</li> <li>Planning Application – Application No: 16/00239/CLUE – Applicant's Name: Mr Arthur Richards.</li> <li>Planning Application – Application No: 16/00256/F – Applicant's Name: Ms Sandra Delderfield.</li> </ul>                                                                                                                                                                                                                                                              | BPC<br>Clerk  |
|           | <b>10.2: Decision Notices:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | BPC           |
|           | <ul style="list-style-type: none"> <li>None at time of printing.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |               |
|           | <b>10.3: Withdrawal Notices:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | BPC           |
|           | <ul style="list-style-type: none"> <li>None at time of printing.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |               |
|           | <b>10.4: Planning Issues:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | BPC           |
|           | <ul style="list-style-type: none"> <li>Barton Willmore – Springfield Farm, Ambrosden:</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |               |
|           | <ul style="list-style-type: none"> <li>Ambrosden PC: Invite to Chairman: Update</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | JL            |
|           | <ul style="list-style-type: none"> <li>Blackstone Farm: Update.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | RR            |
|           | <ul style="list-style-type: none"> <li>David Lock Associates - Town Planning and Urban Design – Land North of Blackthorn Road, Ambrosden: Public Exhibition on 28 January 2016 between 2pm and 8pm at Ambrosden Village Hall, Merton Road. OX25 2LZ – Request information leaflet is put on notice board – Rec/d 20.01.16.</li> </ul>                                                                                                                                                                                                                                                                                       | BPC           |
|           | <ul style="list-style-type: none"> <li>C.D.C. – Strategic Planning &amp; the Economy – Notification of Planning Policy Consultations: Partial Review of the Cherwell Local Plan (Part 1): Oxford's unmet housing need – Issues Paper – Cherwell Local Plan 2011-2031 (Part 2): Development Management Policies and Sites – Issues Paper – Draft Statement of Community Involvement – Comments invited with the consultation period extending to 11 March 2016 – Rec/d 30.1.16 – Can be viewed at <a href="http://www.cherwell.gov.uk/policypublicconsultation">www.cherwell.gov.uk/policypublicconsultation</a>.</li> </ul> | BPC           |
|           | <ul style="list-style-type: none"> <li>C.D.C. - Strategic Planning &amp; the Economy – Notification of consultation on the Cherwell Community Infrastructure Levy (CIL) Preliminary Draft Charging Schedule – Regulation 15 of the Community Infrastructure Levy (CIL) Regulations (2012; as amended) – Comments invited period extended to 25 March 2016 - <a href="http://www.cherwell.gov.uk/policypublicconsultation">www.cherwell.gov.uk/policypublicconsultation</a>.</li> </ul>                                                                                                                                      |               |
| <b>11</b> | <b>Correspondence/Emails:</b> (See Appendix 5): (B.P.C.227/228): Comments to be considered and any action approved.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |               |
| <b>12</b> | <b>Website/Parish Magazine:</b> Items to be approved for publishing.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |               |
|           | <ul style="list-style-type: none"> <li>Update on PC Website:</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | JL            |
| <b>13</b> | <b>Annual Review of following Documents:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | JL            |
|           | <b>13.1: Risk Assessment:</b> Consider/approve any updates.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | BPC           |
|           | <b>13.2: Asset Register:</b> Consider/approve any updates.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | BPC           |
|           | <b>13.3: Financial Regulations:</b> Consider/approve any updates.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | BPC           |
|           | <b>13.4: Effectiveness of Internal Audit:</b> Consider/approve any updates.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | BPC           |
| <b>14</b> | <b>Clerk:</b> (See Appendix 6)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |               |
|           | <ul style="list-style-type: none"> <li>Clerk's Contract – Auto Enrolment - Pension Scheme: Consider/approve 'Nest' as pension provider.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | BPC/Clerk/RFO |
| <b>15</b> | <b>Neighbourhood Watch:</b> Update.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | BPC           |
| <b>16</b> | <b>Bicester Level Crossing on London Road:</b> To discuss the effects of the possibility of the crossing being permanently closed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |               |
| <b>17</b> | <b>Pete's Paddock, Blackthorn:</b> To discuss planning permission regarding 'car boot' sales; use for events and semi-permanent buildings.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |               |
| <b>18</b> | <b>Matters for Further Information or Discussion at the Next Meeting:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |               |
| <b>19</b> | <b>Date of Next Meeting :</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |               |
|           | 7 April 2016 at 7.30pm in Blackthorn Village Hall.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | BPC           |

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