

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 1 September 2016 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 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. D. Procopiou.	
2	To receive declarations of a Disclosable Pecuniary Interest¹ Register of Members' Interests: Annual Review.	
3	To confirm the Minutes of: - The Meeting of Blackthorn Parish Council held on 16 June 2016 at 8pm and to sign as a correct record. - The Extraordinary Parish Council Meeting of Blackthorn held on 11 August 2016 at 7.30pm and to sign as a correct record.	
4	Co-option: - Declaration of Acceptance of Office: To be signed and witnessed by Clerk. - DPI Register/Registration of Members' Interests: Update.	
5	Matters for Report (<i>See Appendix 1</i>):	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.	
6	Project Reports: (<i>See Appendix 2</i>):	
	6.1: Emergency and Community Planning:	Working Group
	6.2: 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.	AS
	6.3: Traffic Calming: Update – Consider Data results.	RR
	6.4: Allotments: - Issuing of new 'Tenancy Agreement' and rent reminder: Update. - Vacant Allotment: To consider/approve action going forward.	Clerk/RFO
	6.5: Play Area: - Parking Area: - Update on provision of four further parking spaces: Consider/approve quote to provide grass creted area/fencing. - Housing Association: Update. - Nuisance/Rubbish Issues: Consider/approve purchase of a park 'rules' notice and new 'No Dogs' signs. - Annual Inspection Report: - Bark: Consider/approve quote for top level 'Play Grade'.	BPC
7	Superfast Broadband: Internet Café: Update.	
8	Finance (<i>See Appendix 3</i>):	
	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 Access/Signatories: Update on third signatory: 'Appointment of Bankers' form to be signed before change of signatory can be authorised: Update.	Signatories

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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.

	8.3: Bank Reconciliation to date: To be approved.	RFO
	8.4: Budget Comparison to Date: PC to consider and approve	RFO
	8.5: Quotes: Consider/approve.	BPC
	8.6: V.A.T: ▪ Spreadsheet: Consider/approve. ▪ Claim: Update.	BPC Clerk/RFO
	8.8: End of Year Accounts 31 March 2016: ▪ Internal Audit Report: Consider/approve any action. ▪ BDO: Update.	BPC
	8.9: Asset Register: ▪ Approval of Amendment: to include VAS Equipment.	BPC
	8.10: Budget 2017/18: PC to put into process and consider any budgetary requirements.	BPC
9	Planning Matters (See Appendix 4):	BPC
	9.1: New Applications:	
	▪ None.	BPC
	9.2: Decision Notices: ▪ None.	BPC
	9.3: Withdrawal Notices: ▪ None at time of printing.	BPC
	9.4: Planning Issues: ▪ Barton Willmore – Springfield Farm, Ambrosden: Update.	BPC
	▪ Ambrosden PC: Invite to Chairman: Update	JL
	▪ Blackstone Farm: Update.	RR
10	Correspondence/Emails: (See Appendix 5): (B.P.C.230): Comments to be considered and any action approved.	
11	Website/Parish Magazine: Items to be approved for publishing. ▪ Update on PC Website: ▪ Publication of financial documents in line with Transparency Code: Update.	JL
12	Effectiveness of Internal Audit (See Appendix 6): Consider/approve monitoring process. ▪ Podio: Demonstration – Consider/approve use as correspondence tool.	RL
13	Clerk (Appendix 7): ▪ Clerk's Contract – Auto Enrolment - Pension Scheme: Update	BPC
14	Neighbourhood Watch: Update.	BPC
15	Matters for Further Information or Discussion at the Next Meeting:	
16	Date of Next Meeting :	
	7 July 2016 at 7.30pm in Blackthorn Village Hall.	BPC

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