

Minutes of the Extraordinary Parish Council Meeting of Blackthorn				
Held In:	Blackthorn Village Hall	On:	Thursday 11 August 2016 at 7.30p.m.	
Present:	Parish Council Chairman Cllr. Mrs J. Lamont (JL), Cllrs. Mrs A Stevenson (AS), Mr R. Burden (RB) and Mr R. Rue (RR)			
In Attendance:	Clerk/RFO to PC: Mrs T Charlesworth.			
Item No	Topic	Action owner	Due Date	
16.98	Apologies:			
	▪ Cllr. Mrs D. Procopiou DP).			
16.99	To receive declarations of Personal or Personal and Prejudicial Interests':			
	▪ None.			
16.100	Co-Option:			
	▪ C.D.C. has given permission for co-option. ▪ Application received from Mrs Hodges had been withdrawn. ▪ It was RESOLVED that: ▪ The Parish Council approved the co-option of Mrs R. Lamont. ▪ Clerk was tasked with advising Mrs R. Lamont and forwarding a welcome letter and documents including the 'Register of Interests' which would need to be completed and returned to the Clerk for submission to C.D.C.	Clerk		
16.101	Planning Matters:			
	▪ 4.1: New Applications: ▪ C.D.C. – Public Protection & Development Management – Town and Country Planning Act 1990 Consultation – Planning Application – Application No:16/01105/F – Applicant's Name: Ms Sandra Delderfield – Proposal: Variation of Condition 2 of 13/00651/F – alteration of garage plans – addition of new door to south elevation =, new door and window to east rear elevation and 2 No roof lights to east rear roof elevation and reduction in depth from 8m by 1m to 7m – Location: 2 The Cottage Blackthorn Hill Blackthorn Bicester OX25 1TJ – Parish(es): Blackthorn: the Parish Council made no objections or observations. ▪ C.D.C. – Public Protection & Development Management – Town and Country Planning Act 1990 Consultation – Planning Application – Application No:16/01268/OUT – Applicant's Name: Redrow Homes/Wates Developments – Mr M Stock & Mr J Tarvit – Proposal: Outline application with all matters reserved apart from access for residential development including up to 1,500 dwellings, up to 18ha of employment land for B1 and/ or B8 uses, a local centre with retail and community use to include A1 and/ or A2 and/ or A8 and/ or A4 and/ or A5 and/ or D1 and/ or D2 and/ or B1 and/o= or uses considered as <i>usi generis</i>, up to a 3 Form Entry Primary School, drainage works including engineering operations to re-profile the land and primary access points from the AA41 and A4421 with other associated vehicular, pedestrian and cycle access, circulation routes, related highway works: car parking; public open space and green infrastructure and sustainable drainage systems – Location: South East Bicester Wretchwick Way Bicester – Parish(es): Ambrosden – Rec/d 8.7.16: It was RESOLVED that the Parish Council objected on the following grounds: ▪ Increased volume of traffic; ▪ Increased surface water into the River Ray.	Clerk		
	▪ 4.2: Decision Notices: ▪ C.D.C. C.D.C. – Public Protection & Development Management – Town and Country Planning Act 1990 (as amended) – Notice of Decision – Application No: 16/00987/F – Applicant's Name: Mr C Goard – Proposal: Demolition of existing buildings, formation of new access and erection of 1.5 storey dwelling and outbuilding – Location: The Old Cottage Station Road Blackthorn Bicester OX25 1TA – Parish(es): Blackthorn – Permission for Development subject to conditions – Date of Decision: 21 July 2016.			
	Business:			
16.102	Finance (See Appendix 4):			
	5.1: Invoices paid prior to the meeting: ▪ M. R. Cross – Invoice No's: 1000 - £240.00 (grass cutting play area – 1.6.16 and 14.6.16) – 1001 - £672.00 (grass cutting inside and outside white gates – 1.6.16) - 1009 - £240.00 (grass cutting play area – 1.7.16 and 22.7.16) – 1008 - £672.00 (grass cutting inside and outside white gates – 6.7.16) – Total £1,824.00. ▪ L. Butler – Reimbursement – Website £93.60 – Cheque No: 101157.			

	Invoices for payment: It was RESOLVED that the attached list of invoices (<i>Appendix 1</i>) were approved for payment:	Clerk/RFO																					
	Clerk's Pay/Exp. May/June 2016 - £336.81 - Cheque No: 101160.	Clerk/RFO																					
	P. Morrissey – July/August 2016 - £20.00 – Cheque No: 101159.	Clerk/RFO																					
	John Hicks (& Associates) - £82.80 – Play Area Inspection 2016 – Cheque No: 101161.	Clerk/RFO																					
	Receipts: - None.	Clerk/RFO																					
	5.2: : End of Year Accounts 31 March 2016: It was noted that the Clerk/RFO had contacted BDO to advise that the submission date of 25 July 2016 would not be met, as the accounts would not be approved by the PC by the 30 June 2016.; this will result in a qualifying audit. Draft Accounts had been emailed to the Internal Auditor. - To consider/approve Accounts Year End 31 March 2016. The Accounts for Year End 31 March 2016, emailed prior to the meeting, were considered in detail. It was RESOLVED that:- - The accounts were accepted and approved and signed by the Chairman JL and Clerk/RFO. - Scottish Widows Account. - Payments Accounts: - Receipts Accounts: - Budget Comparison Payments - Budget Comparison Receipts: - Adjustments: It was noted that the adjustments made in the credit/debit columns reflects the VAT that the Parish Council was unable to claim because it was made outside the three year period. - Income and Expenditure: - Balance Sheet: - Bank Reconciliation: - Asset Register: The new sign indicating the Play Area is not currently a Parish Council asset. - Supporting Notes: s137 Spending: Explanation approved as follows 'BT PLC/Faster Broadband/2nd Instalment; "s.137 of the Local Government Act 1972 which allows you to add any monies raised by public subscription to the usual s.137 allowance". - Significant Variances: - Fund Movements: Movements as agreed. Noted: that plans for the Internet Café to provide internet classes for the parish are not yet up and running as the Broadband installation had to be completed first. - Grants: Grass cutting grant and New Homes Bonus. To complete and approve Section 2 of the Annual Return: Annual Return and supporting documents to be submitted to BDO: The figures reflect those as approved in the Year End Accounts 31 March 2016 above. It was RESOLVED that:- - for the year ended 31 March 2016 the accounting statements in the annual return present fairly the financial position of the council and its income and expenditure and were approved and signed by the Chairman and Clerk/RFO. - Clerk/RFO to enter minute reference on completion of minutes for submission to BDO. ➤ Notice of appointment of date for the exercise of electors' rights from 15 August to 26 August 2016: New date provided by BDO. Chairman Cllr. JL would electronically scan and publish on website and put the hard copy on the notice board.	JL/Clerk/RFO																					
	5.3: Bank Reconciliation: (attached): It was RESOLVED to accept and approve the bank reconciliation as follows: <table> <tr> <td>1.4.16 Up to 17.6.16</td><td></td><td>1.4.16 – 17.6.16</td><td>1.4.16 – 30.6.16</td></tr> <tr> <td>Balance B/fwd</td><td>£ 27,598.23</td><td>£ 27,598.23</td><td>£ 27,598.23</td></tr> <tr> <td>Add Total Receipts</td><td>£ 6,556.78</td><td>£ 6,556.78</td><td>£ 6,556.78</td></tr> <tr> <td>Less Total Payments</td><td>£ 7,362.76</td><td>£ 7,362.76</td><td>£ 7,736.80</td></tr> <tr> <td>Balance C/fwd</td><td>£ 26,792.25</td><td>£ 26,792.25</td><td>£ 26,418.21</td></tr> </table>	1.4.16 Up to 17.6.16		1.4.16 – 17.6.16	1.4.16 – 30.6.16	Balance B/fwd	£ 27,598.23	£ 27,598.23	£ 27,598.23	Add Total Receipts	£ 6,556.78	£ 6,556.78	£ 6,556.78	Less Total Payments	£ 7,362.76	£ 7,362.76	£ 7,736.80	Balance C/fwd	£ 26,792.25	£ 26,792.25	£ 26,418.21	Clerk/RFO JL	
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	5.4: Budget Comparison to year end and to date: RESOLVED to accept/approve the document. No concerns highlighted.																						
	5.5: Bank Access/Signatories: Update on third signatory: 'Appointment of Bankers' form to be signed before change of signatory can be authorised: Update. Barclays Bank Plc had written to advise that the time had now lapsed and paperwork would need to be																						

	resubmitted. Chairman Cllr. JL to action.	JL	
	5.6: V.A.T: Spreadsheet: Consider/approve: List was approved; Clerk/RFO tasked with submitting a claim.	Clerk/RFO	
16.103	Website: Publication of documents under the 'Transparency Code':		
	- The website 'Blackthorn Parish Council.co.uk' is now up and running thanks to the support of L. Butler; it is 'user' friendly and when more information is available on the site it will be advertised to the parish through 'Facebook' and the notice board. The site had been set up by Mr LB using Weebly.com; the site is password accessed and this would be made available to the Councillors and Clerk/RFO: it was RESOLVED that - Mr LB would be reimbursed the cost of £93.60 (cost for two years) was approved – Cheque No: 101157. - A note would be added to the 'Minutes' section that under the Transparency Code requirement that minutes would be available in Draft format. Information to be Published under the Transparency Code: All items of expenditure over £100 – this figure is the net amount excluding recoverable VAT. This does not prevent all items being published if this is easier. It is each transaction not each item so, for example, all items in a stationery order can be grouped as one item of expenditure. The summary of the purpose of the expenditure can be the accounting code provided this gives a clear sense of what it purchased or secured for the authority. Bills, invoices and receipts do not need to be published but should be available for inspection during the specified inspection period under the Accounts and Audit (England) Regulations 2011: Clerk to obtain guidance on how to publish expenditure over £100.00 and if the Statement of Account needs to be approved before publishing. End of year accounts – publishing the relevant page of the Annual Return will meet this requirement. The statement of accounts must be approved and signed by the Responsible Financial Officer and the Chairman of the meeting approving the accounts. Annual Governance Statement – publishing the relevant page of the Annual Return will meet this requirement. The Annual Governance Statement should be signed by the Chairman and Clerk. Internal Audit Report – publishing the relevant page of the Annual Return will meet this requirement. The internal audit report should be signed by the person who did the internal audit. List of councillor or member responsibilities – this is names, committees they sit on and responsibilities they have as well as any external bodies they sit on if they are representing the authority. Note this does not mean you have to publish the address or phone numbers of councillors. They can be contactable via the authority if they wish. Details of public land and building assets – publication of the asset and liabilities register or an edited version showing only public land and building assets will meet this requirement. Minutes, agendas and meeting papers of formal meetings – draft minutes should be published not later than one month after the meeting has taken place. Note that if your meetings are less than once a month this means you will routinely be publishing draft minutes. Many authorities have resisted this but there will be no choice. Ensure it is clear that they are draft. Agendas should be published not later than three clear days before the meeting to which they relate is taking place. - Clerk/RFO to obtain guidance on how to publish expenditure over £100.00 and if the Annual Governance Statement needs to be approved before publishing.	JL	
16.104	Matters for Further Information or Discussion at the Next Meeting:		
	Matters for Information: - Clerk tasked with writing to the prison regarding the wrongful use of Station road. - Clerk to respond to the email from Mr Mackie regarding the S5 Bus Route and to draft a letter to Stagecoach. - Clerk to write to the Environment Agency/Blackthorn Brook. - Clerk to write to Mr Byrd as agreed at previous meeting. - Clerk to write to Smiths Concrete regarding the Lorry/HGV Trailer Park. Matters for Discussion:	Clerk/RFO	
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	▪ Items for next agenda: ➤ Play Area/Car Park: Parking and BBQ's. ➤ Allotments: JL to follow up with L. Butler. ➤ Traffic Calming: Data results. ➤ Budget 2017/18. ➤ Podio: Use of Podio as correspondence tool.	Clerk	
16.105	▪ Date of the Next Meeting:		
	▪ 1 September 2016 at 7.30pm in Blackthorn Village Hall:		
There being no other business the Chairman closed the meeting at 9.40pm. <u>Draft Minutes subject to Confirmation</u> <u>Minutes Approved at the Parish Council Meeting held on 1 September 2016 M8/16 – 16/108</u>			