

Minutes of the Parish Council Meeting of Blackthorn					
Held In:	Blackthorn Village Hall		On:	Thursday 7 December 2017 at 7.30p.m.	
Present:	Parish Council Chairman Cllr. Mrs J. Lamont (JL), Cllrs. and R. Lamont (RL), Mr R. Rue (RR), Mr R. Burden and D. Procopiou (DP)				
In Attendance:	District Cllr. D. Hughes and Clerk/RFO to PC: Mrs T Charlesworth.				
Item No	Topic			Action owner	Due Date
17.126	Apologies:				
	Cllrs. Mrs A Stevenson (AS) and O.C.C. Cllr. I. Corkin.				
17.127	To receive declarations of Personal or Personal and Prejudicial Interests':				
	None in relation to items to be discussed on the agenda. Register of Members' Interest: None.				
17.128	Minutes:				
	The Meeting of Blackthorn Parish Council held on 5 October 2017 at 7.30pm were approved and signed as a correct record by the Chairman Cllr. JL.				
17.129	Co-option: Update and signing of 'Declaration of Acceptance of Office':				
	It was RESOLVED : To re-advertise the vacancy.				
	Chairman Cllr. JL.				
17.130	District Cllrs: D. Hughes and I. Corkin				
	Oxford to Cambridge Expressway: The Parish Council considered the four proposed route options; three out of the four routes would have an impact on Blackthorn village; it was RESOLVED to: Make the parish aware of the proposals through the website and parish magazine by providing a link to the latest consultation documents.. Action: RL.				
17.131	Matters for Report (<i>Appendix 1</i>):				
	Letter to write to Smiths Concrete regarding the Lorry/HGV Trailer Park: Clerk written to Smiths Concrete as requested; sent recorded delivery: No response to date. Blackthorn Brook: Clerk written as requested. VAS Equipment: Clerk written to Souldern PC as instructed. Village Matters: Reported incidents: Weir Farm Close. Visibility splay including apple tree: Clerk tasked written to the residents of Weir Farm Close (<i>see 17/141 below</i>).	Clerk			
	Discussion Time (One Hour: projects to be rotated into the slot throughout the year):				
17.132	Project Reports (<i>Appendix 3</i>):				
	7.1: Emergency and Community: Nothing further to report. 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: Letter approved and sent. 7.3: Allotments: Vacant Allotment: With no response to date. It was RESOLVED to: Offer the allotment to the next applicants. 7.4: Traffic Calming: VAS Equipment: C/fwd. Lower Road/Station Road: Prison vans and skip lorry movement to be monitored. 7.5: Play Area: Parking Area: Update on provision of parking spaces: Consider/approve:- Quote for proposed phase 1. Tarmac Area: Quote for proposed phase 2: Awaiting estimates for proposals. It was noted that no complaints had been received during the summer regarding parking. Leasing of Land: There had been no response. Housing Association: Update. A meeting with B. Duxbury; C.D.C. to be arranged; District Cllr. DH would follow up. Nuisance/Rubbish Issues: Update on purchase of park 'rules' notice sign and removal of frog bin and picnic table: No update: C/fwd. Bark: The mushrooms have been treated; the site will be monitored to see it is wet over the winter period before laying more bark. 7.6: Grass Cutting: O.C.C. – Communities - Grass Cutting in Blackthorn –formal legal agreement made	Working Group Clerk. RR JL/AS JL/RR JL			

	under S101 of the Local Government Act 1972: Consider/approve amendments and signing agreement: Following advice; it was RESOLVED that: ▪ The Parish Council accepts the agreement as is (grass cutting is stated in the appendix) and signs. ▪ The Chairman Cllr. JL signed the two copies of the agreement; witnessed by Cllr. DP. ▪ It was noted that O.C.C. is probably responsible for cutting the verge where the proposed 'Church Leys' site is as it is being cut to a meter depth.	Clerk/RFO	
17.133	Superfast Broadband: No update.		
	8.1: Internet Café: No update.		
	BUSINESS:		
17.134	Finance (See Appendix 3):		
	9.1: Invoices paid prior to the meeting: ▪ M. R. Cross – Inv. No's: 2014 - £672.00 (grass cutting verges inside and outside white gates 26.10.17 - 2015 - £240.00 (grass cutting play area 6.10.17 – 26.10.17 and hedge around copse 26.10.17) – 2016 - £84.00 (grass cutting of allotment hedge 31.10.17) – Total £996.00 – Cheque No: 101222. ▪ K. Isaaks – www.smartwheelie.co.uk: Inv. No: 171109.1 - £220.00 – Cheque No: 101221.		
	▪ Invoices for payment: It was RESOLVED that the attached list of invoices (<i>Appendix 3</i>) were approved for payment:	Clerk/RFO	
	Clerk's Pay/Exp Sept/Oct 2017 - £342.94 – Cheque No: 101223.		
	Cleaning of Bus Shelter – Nov/Dec 2017- £30.00 – Cheque No: 101224.	AS	
	C.D.C. – Balance of Inv. No: 7004591 - £192.19 – Inv. No: 192.19 – Inv. No: 7004319 - £96.16 is credited back against this invoice leaving £96.10 to pay – Cheque No: 101229.	Clerk/RFO	
	SLCC – Webinar Training – Data Protection Regulations - £36.00 – Cheque No: 101225.	Clerk/RFO	
	Merton PC – Refund of half VAT costs for SLCC Webinar Training - £3.00 – Cheque No: 101226.	Clerk/RFO	
	Blackthorn Village Hall – Inv. £312.00 - Broadband upgrade: Consider/approve spending from balance of fund – Cheque No: 101227.	Clerk/RFO	
	Blackthorn Village Hall –Inv. Contribution to Senior Citizens Hampers 2017 - £220.00 – Cheque No: 101228.		
	Blackthorn Village Hall – Inv. Hall hire 2017/18 - £220.00 – Cheque No: 101230.		
	▪ Receipts: ▪ HM Revenue & Customs – BACS Remittance Advice - £696.44: VAT Claim. ▪ Merton Parish Council – Shared cost for SLCC – Webinar Training – Data Protection Regulations £18.00 (this includes half VAT costs – See above).		
	9.2: Bank Reconciliation to date (attached): It was RESOLVED to accept and approve the bank reconciliations as follows: 1.10.17 Up to 18.9.17 (Bank St. Issue Date 19.10.17): Balance B/fwd £ 30,589.82 Add Total Receipts £ 714.72 Less Total Payments £ 2,396.83 Balance C/fwd £ 28,907.71 1.10.17 Up to 17.11.18 (Bank St. Issue Date 20.11.17): Balance B/fwd £ 30,589.82 Add Total Receipts £ 714.72 Less Total Payments £ 2,396.83 Balance C/fwd £ 28,907.71		
	9.3: Budget Comparison to year end and to date: RESOLVED to accept/approve the document. No concerns highlighted.	Clerk/RFO	
	9.4: Quotes: Consider/approve ▪ None.		
	9.5: V.A.T: ▪ Spreadsheet: Accepted; Clerk/RFO to make a VAT claim.	Clerk/RFO	
	9.6: End of Year Accounts 31 March 2018: ▪ Arrow Accounting: Letter of Engagement and Checklist for 2017/18: It was RESOLVED to: ▪ Approve the Letter of Engagement; Chairman Cllr. JL and Clerk/RFO signed. ▪ Smaller Authorities Audit Appointments (S.A.A.A.) – Notification of external auditors appointments for the 2017-18 financial year: As the Parish Council has opted-in to the central procurement process an external auditor has been appointed for the five year period commencing with the financial year 2017/18, Moore Stephens for the Oxfordshire area. There are various changes to the legislation taking effect	Clerk/RFO	

	from 2017/18, most noticeably the potential for authorities where the higher of income or expenditure for the year was £25,000 or less, to declare themselves as 'exempt' from a limited assurance review by an external auditor if they meet certain qualifying criteria. However, all authorities, even if they declare themselves 'exempt', will still need to fully complete and publish an annual return and must still have a named appointed auditor to deal with questions or objections from local electors. The Annual Return will now be known as 'Annual Governance and Accountability Return' (sent electronically) and will need to be completed in accordance with 'proper practices' and published in accordance with the applicable Transparency Codes. Scale of fees noted. Clerk to email document.	Clerk/RFO	
	9.7: Scottish Widows Bank: Changes to your Savings Account Conditions: Read and accepted; it was noted that a faster clearing system should be provided using the scanning facilities.		
	9.8: Barclays Bank Plc: 'We're making important changes updating your terms, and creating our ring-fenced bank': Changes noted.		
	9.9: Budget 2018/19: Clerk/RFO presented the amended draft figures: It was RESOLVED to: - Approve and accept the Draft Budget for 2018/19. - To approve a Precept requirement of £11,548.00 based on the draft budget. Clerk to submit to C.D.C.	Clerk/RFO	
17.135	Planning Matters (See Appendix 4):		
	10.1: New Applications: - C.D.C. – Public Protection & Development Management – Town and Country Planning Act 1990 Consultation – Planning Application – Application No: 17/02057/F – Applicant's Name: Melvyn Atherton & Elaine Mackenzie – Proposal: Demolish existing milking parlour to facilitate a new rear extension to main Ash Barn House, extension with integral garage – Location: Ashbarn House Lower Road Blackthorn Bicester OX25 1TG – Parish(es): Blackthorn – Rec/d 2.11.17: The Parish Council raised the following observation: - That the immediate neighbours had not been consulted. - Is there a potential change of use from 'Agricultural' to garden? - C.D.C. – Public Protection & Development Management – Town and Country Planning Act 1990 Consultation – Planning Application – Application No: 17/02154/F – Applicant's Name: Mrs Clare Chennells – Proposal: Installation of sewage treatment system – Location: 1 The Cottage Blackthorn Hill Blackthorn Bicester OX25 1TJ – Parish(es): Blackthorn – Rec/d 29.11.17 – C/fwd to next meeting and emailed – Respond by: 15 December 2017: The Parish Council raised no objections or observations.	Clerk.	
	10.2: Decision Notices: None.		
	10.3: Appeal Notices: Planning Inspectorate with regards to an appeal lodged within your Ward - APP/C3105/D/17/3180877 - 1 The Cottage, Blackthorn Hill, Blackthorn, Bicester, Oxfordshire OX25 1TJ - The appeal is allowed and planning permission is granted for replacement of existing conservatory at 1 The Cottage, Blackthorn Hill, Blackthorn, Bicester, Oxfordshire OX25 1TJ in accordance with the terms of the application, Ref 17/00449/F, dated 6 March 2017, and the plans submitted with it – Rec/d 8.11.17 by email and 10.11.17 by post.		
	10.4: Withdrawal Notices: None.		
	10.5: Planning Issues: Gypsy/Traveller Site Widnell Lane, Revised Application 17/01962/F: Ongoing; C.D.C. would normally consult both villages if a proposed plan affects the boarder of two villages. In response to an email from Boarstall PC the Clerk was tasked with advising that the PC is happy to support them in the same way it had supported Piddington PC.	Clerk.	
17.136	Data Protection Regulations:		
	- The Clerk is booked in to do a webinar training session in January 2018. - Questions Raised by Cllr. DP: - Does the PC need to register with ICO (Information Commissioners Office): She would contact Launton PC and take advice from James Doble, C.D.C. Democracy. - Councillor's email addresses are not regarded as private if using personal or business addresses: Councillors to set up separate email accounts specifically for parish council business and should sign as councillors or Clerk/RFO.	DP/Clerk	
17.137	Correspondence (See Appendix 5): B.P.C. 240 Circulated for comments prior to the meeting: Comments to be considered any action approved:		

	▪ B.P.C.240(05): Cherwell District Council – Parish Liaison Meeting – Notes and follow up from 8 November 2017: Cllr. DP had attended in her role as liaison person: The new Chief Executive was introduced; it had not been as informative as previous meetings; discussions had taken place regarding the Thames Valley Police and 'Dial-a-Ride' facilities. ▪ B.P.C.240(06): O.C.C. – County Cllr. Ian Corkin - HS2 meeting I am organising: 7pm on Thursday 23rd of November – Looking for suggestions for venue: Cllr. RB would attend. ▪ B.P.C.240(07): C.D.C. – Peer Challenge – Invitation to participate in a focus group, led by a one of the Peer Challenge team, at Cherwell District Council on Tuesday 14 November from 15:30-17:00. The invitation is open to all of any or all of you to attend, including the Parish/Town Clerk: Date noted. ▪ B.P.C.240(08): O.C.C. – County Cllr. Ian Corkin - Money available: Community and Voluntary Sector Daytime Support - Support Available: Clerk to establish if a village hall committee can apply. ▪ B.P.C.240(10): O.C.C. – School Organisation Planning – Entry to primary or infant school – September 2018 – Children born between 1 September 2013 and 31 August 2104 – Rec/d 13.11.17 - Poster for notice board. ▪ Piddington Parish Clerk: Proposed Otmoor Parish Liaison Meeting: Clerk to advise that members of the parish council would be interested in meeting up to discuss local issues.	DP RB Clerk RL Clerk/AS and DP	
17.138	Website/Parish Magazine/Issues raised through 'Facebook':		
	▪ Update on PC Website: ▪ Publication of financial documents in line with Transparency Code: Continue to update. ▪ Facebook Page: It was RESOLVED to publish the following: ▪ C.D.C. Link to Oxford to Cambridge Expressway.	Clerk/RFO RL	
17.139	Neighbourhood Watch: Clerk had made contact with and awaiting a response.	Clerk	
17.140	Parish Council Liaison Person:		
	▪ As above 17/136 and 17/137	DP	
17.141	Village Matters: Reported incidents: ▪ Dangerous hole at south end of Lower Road where Thame Road pavement ends: Cllr. RL to take a photograph and report on 'Fix My Street': Three photographs had been sent to 'Fix My Street'. ▪ Weir Farm: Visibility splays and ditch clearance. The apple tree has been cut back; Clerk to send letters as previously agreed and to add that any matters of concern/complaint should be raised with the Parish Council through the Clerk. ▪ The Parish Council has raised these matters, twice, with the County Councillor and District Councillor and would further raise it with O.C.C. Highways (copy to County Cllr. IC).	Clerk	
17.qrw	Matters for Further Information or Discussion at the Next Meeting:		
	▪ Matters for Information: ▪ None. ▪ Matters for Discussion: ▪ Footpaths.	Agenda	
17.125	Date of the Next Meeting:		
	▪ 1 February 2018 at 7.30pm in Blackthorn Village Hall:	Clerk	
There being no other business the Chairman closed the meeting at 10.10pm. <i>Draft Minutes subject to Confirmation</i>			