

Minutes of the Extraordinary Parish Council Meeting					
Held In:	The Village Hall		On:	Thursday 1 June 2017 at 7.30p.m.	
Present:	Parish Council Chairman Cllr. Mrs J. Lamont (JL), Cllrs. Mr R. Rue (RR), D. Procopiou (DP) (arrived late as previously advised), Cllr. A. Stevenson (AS), R. Lamont (RL) and Mr. R. Burden (RB).				
In Attendance:	Clerk/RFO to PC: Mrs T Charlesworth.				
Item No	Topic	Action owner	Due Date		
17.67	Apologies:				
	▪ None.				
17.68	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.				
17.69	Minutes:				
	▪ Of the Meeting of Blackthorn Parish Council held on 6 April 2017 at 7.30pm were confirmed as a correct record of the meeting with the following amendments and signed by the Chairman Cllr. JL:				
	▪ Those approved at the Annual Parish Council Meeting on 18 May 2017: M4/17 - 17/47:				
	▪ Item M3/17 - 17/32 – 5.4: removal of the following sentences 'no facility for disabled parking' and 'nine spaces to be marked'.				
	▪ Amendments signed by the Chairman Cllr. JL.				
17.70	Matters for Report (<i>Appendix 1</i>):				
	▪ Letter to write to Smiths Concrete regarding the Lorry/HGV Trailer Park: Recorded letter to be sent.	Clerk			
	▪ Letter to Residents – Hedge work: Work in progress.				
	Discussion Time (<i>One Hour: projects to be rotated into the slot throughout the year</i>):				
17.71	Project Reports (<i>Appendix 2</i>):				
	5.1: 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 to be considered alongside information provided: C/fwd.	JL			
	5.3: Allotments: ▪ Issuing of new 'Tenancy Agreement' and rent reminder: Clerk tasked with sending rent reminders for 2016/17 and a statement of outstanding amounts; to include a copy of the Tenancy Agreement for signing and returning to those that have not signed already; giving a 30 days' notice to respond otherwise the PC will assume that they no longer want to rent the allotment; to be sent by mail and to email copies to Cllr. AS to hand deliver. ▪ Vacant Allotment: Clerk had sent 'Tenancy Agreement' with no response to date: C/fwd.	AS/Clerk/ RFO			
	5.4: Play Area: ▪ Parking Area: ➢ Update on provision of parking spaces: Consider/approve:- ➢ Quote for proposed phase 1: Whilst progressing with the current proposals the PC is to make enquiries into the possibility of leasing land for car parking. ➢ Tarmac Area: Quote for proposed phase 2: ➢ Housing Association: No update: ▪ Nuisance/Rubbish Issues: Update on purchase of park 'rules' notice sign: C/fwd.	RR/JL			
	▪ Annual Inspection Report: ▪ Bark: In hand.	JL			
	5.5: Grass Cutting: ▪ O.C.C. – Communities - Grass Cutting in Blackthorn –formal legal agreement made under S101 of the Local Government Act 1972: Consider/approve amendments and signing agreement: C/fwd.	JL			
	Business:				
17.72	Finance (<i>See Appendix 3</i>):				
	6.1: Invoices paid prior to the meeting: ▪ None.	RFO/ Clerk			
	Invoices for payment: It was RESOLVED that the attached list of invoices (<i>Appendix 3</i>) were approved for payment:				
	▪ Clerk's Pay/Exp April 2017 – Cheque No: 101199.				
	▪ Cleaning of Bus Shelter – June 2017- £15.00 - Cheque No: 101198.				
	▪ M. R. Cross – No invoice presented				

	Swarco – Extended Warranty – To approve either a single payment of £571.75 for 5 years of Bronze level cover from the invoice date going forward or a shorter term; confirm the value based on £114.35 x number of years – the £114.35 can be applied for a maximum of 5 years from the quoted date: It was RESOLVED that: - The PC approved five years of bronze cover for both units, to be invoiced annually at £228.70 excl. VAT. This warranty contract will be reviewed after five years; - RFO to raise a purchase order.	RFO	
	SLCC – Membership Renewal – Due 1.7.17 - £78.00 – (Period 30.6.17 – 30.6.18) – ALCC Membership for members £10.00 - Total £88.00 – Consider/approve sharing costs with Merton PC - Cheque No: 101200: Approved costs to be shared with Merton PC; Clerk/RFO to follow up.	Clerk/ RFO	
	Oxford Tree Service – Purchase of Bark Play Area: No invoice presented.		
	Receipts: - None.		
	6.2: End of Year Accounts 31 March 2017: - To consider/approve Accounts Year End 31 March 2017: 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; accounts to be submitted to Internal Auditor. - Scottish Widows Account: Balance was checked against end of year Summary (found in the Receipts Account). - Payments Accounts: - Receipts Accounts: - Budget Comparison Payments - Budget Comparison Receipts: - Adjustments: - Income and Expenditure: - Balance Sheet: - Bank Reconciliation: - Asset Register: Noted that the Insurance column had been updated to reflect the accounting year insurance cover. - Supporting Notes: - Significant Variances: - Fund Movements: - Grants:	Clerk/RFO	
	The Chairman Cllr. JL postponed business to welcome Mr Newstead to the meeting.		
17.73	Co-option: Invitation to Mr T. Newstead: Consider/approve application:		
	Following an informal discussion Mr Newstead left the meeting at 9.10pm. It was then RESOLVED to: - Approve the co-option of Mr Newstead. - Clerk to send welcome letter, inviting Mr Newstead to the next Parish Council meeting, and 'Register of Members Interests' form for completion and return to C.D.C. 'Acceptance of Office' to be signed at the next meeting.	Clerk	
	The meeting cont.		
	6.2: To complete and approve Section 2 of the Annual Return: Annual Return and supporting documents to be submitted to the Internal Auditor and BDO: The figures reflect those as approved in the Year End Accounts 31 March 2017 above. It was RESOLVED that:- - For the year ended 31 March 2017 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 3 July to 11 August 2017: To be published on website and notice board.	RFO	
	6.3: Parish Notice For PPR 2017: Parish Report of the IRP on Parish Members Allowances 2017-18: Consider/approve adoption of Parish Members Allowance: Having considered the document it was RESOLVED: Not to adopt the Parish Members Allowances for 2107-18 however, if the Parish Council is putting in place a liaison member then it needs to be mindful of any future expenses so will allow for flexibility.		
17.74	Correspondence/Emails/Issues Raised through 'Facebook' page: (See Appendix 5): (B.P.C.235): Comments to be considered and any action approved: None.		
17.75	Website/Parish Magazine/Facebook:		

	- Items to be approved for publishing: - Proposal to put a couple of meeting items on the website: PC to consider how to address the request: It was RESOLVED that the two items of interest from this meeting to be highlighted on 'Facebook' are: - The outcome of planning Application No: 17/00145/F and - The approval of the annual accounts 2016/17.		
17.76	PC Liaison person: PC to discuss		
	- It was RESOLVED that:- - Cllr. DP is to act as the Parish Council Liaison Person.		
17.77	Date of the Next Meeting:		
	6 July 2017 at 7.30pm in Blackthorn Village Hall		
There being no other business the Chairman closed the meeting at 9.36pm <i>Draft Minutes subject to Confirmation.</i>			