

Minutes of the Parish Council Meeting of Blackthorn				
Held In:	Blackthorn Village Hall	On:	Thursday 7 June 2018 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 Mrs A Stevenson (AS).			
In Attendance:	Clerk/RFO to PC: Mrs T Charlesworth; District Cllr. D. Hughes (arrived 8.10pm).			
Item No	Topic	Action owner	Due Date	
18.71	Apologies: The Parish Council accepted apologies from: Cllr. D. Procopiou (DP) and County Cllr. I. Corkin.			
18.72	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.			
18.73	Minutes: RESOLVED: - The Annual Meeting of Blackthorn Parish Council held on 17 May 2018 at 7pm were approved and signed as a correct record by the Chairman Cllr. JL. With the addition of: - Cheque No's: to 18/60. - The Annual Meeting of Blackthorn Parish held on 17 May 2018 at 7.30pm: C/fwd.			
18.74	Co-option: To consider/approve any applicant's. The Parish Council potentially has two applicants.			
18.75	District/County Cllrs: I. Corkin and D. Hughes: - Oxford to Cambridge Expressway: Preferred route to be published in July. - The written report received from Cllr. I. Corkin was read and discussed.			
18.76	Matters for Report (Appendix 1): - Application No: 18/00211/F – Clerk had made a request for a condition to be applied. - Projects – Flooding: Update on letter to the Environment Agency regarding the recommendation to pump water into the Embankment ditch: None. - Sewage Pumps: Update on letter to Thames Water regarding the recent flood alerts and the failure of the pumps to cope and the recommendations made by the PC and agreed by the Environment Agency: Awaiting response to an email.			
	Discussion Time (One Hour: projects to be rotated into the slot throughout the year):			
18.77	Project Reports (Appendix 3):			
	8.1: Emergency and Community: Nothing further to report. 8.2: Drainage: - Diversion of pumps along the ditches of the A41 into the River Ray: No response from Network Rail. - Village Plan for Water Management: RESOLVED: - To contact J. Porter, Blackthorn Meadow development, for information regarding the 60cm difference in the water level. - Approach Cllr. I. Corkin for funding for the village pond and support for a drainage survey (enclosing the letter to the Environment Agency regarding the proposed diversion of pumps A41). - Continue to write to the Environment Agency requesting the clearance of Blackthorn Brook. - Blackthorn Brook: Update of ownership: C/fwd. - A41 – Responsibility for Maintenance: Meeting with Highways Agency/O.C.C. and C.D.C. to be held on 14 June: Cllr. RR to attend.		Working Group	
			JL/Clerk	
			RR	
18.75 Cont/d	District/County Cllrs: Cllr. D. Hughes reported:			
	Oxford Joint Working: Looking at how to harness joint working with O.C.C. Oxford to Cambridge Expressway: He had attended an interesting stakeholders meeting on how to select the corridor and an open meeting held at Charlton-on-Otmoor Village Hall last evening.			
18.77 Cont/d	8.3: Traffic Calming: VAS Equipment: One unit has been returned to Milton Keynes. - The Laptop is working but, has not been tested as the equipment is need of repair (username and password to be passed on to the Clerk). 8.4: Play Area: Parking Area:		RR	

	➤ Update on provision of parking spaces: Consider/approve:- ➤ Quote for proposed phase 1. ➤ Tarmac Area: Quote for proposed phase 2. ➤ Housing Association: Update. ➤ Meeting with B. Duxbury, C.D.C: No update. ■ Nuisance/Rubbish Issues: Update on purchase of park 'rules' notice sign and removal of frog bin and picnic table: No update. ■ Bark: C/fwd. ■ Flooding: The site has now dried up. Clerk to contact Trevor Stewart as previously agreed and to advise John Hicks & Associates that the Parish Council approve his quote and to carry out the inspection and advise that due to flooding a Structural Engineer is going to look at the equipment. 8.5: HS2: A new date has not been arranged yet.	JL//AS/RR JL/AS Clerk RB	
	BUSINESS:		
18.78	Finance (See Appendix 3):		
	9.1: Invoices paid prior to the meeting:		
	■ None.		
	■ 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 May 2018 - £165.99 – Cheque No: 101246. ■ NALC/SLCC Pay Awards to be implemented from 1 April 2018: RESOLVED: ■ To approve the pay award to be implemented from 1 April 2018.	RFO	
	■ Cleaning of Bus Shelter – June 2018- £15.00 – Cheque No: 101244.	AS	
	■ Grass Cutting – Inv. No's: 2041 - £240.00 (grass cutting play area 4.5.18 – 17.5.18) – 2042 - £672.00 (grass cutting inside and outside 30mph signs 22.5.18) – Total £912.00 – Cheque No: 101247.	RFO	
	■ SLCC – Membership Renewal £84.00 (Approve RFO/Clerk to request shared payment with Merton PC) – Cheque No: 101249.	RFO	
	■ ALCC – Membership Renewal £30.00 (Approve RFO/Clerk to request shared payment with Merton PC) – Cheque No: 101250.	RFO	
	■ SWARCO Traffic Limited – Inv. No: 009001122 - £600.00 – Cheque No: 101245: RESOLVED that Cllr. RR would hold the cheque until the unit is returned.	RR	
	■ Archer Signs & Panels Ltd – INVARCH97160 - £23.82 – Reimbursement to RR – Cheque No: 101248.	RR	
	■ Receipts: ■ None: Receipts listed on agenda noted at the previous meeting.		
	9.2: Bank Reconciliation to date: (attached): It was RESOLVED to accept and approve the bank reconciliations as follows: 1.1.18 Up to 31.3.18 (Bank St. Issue Date 19.3.18): Balance B/fwd £ 27,647.67 Add Total Receipts £ 1,078.99 Less Total Payments £ 850.73 Balance C/fwd £ 27,875.93 1.4.18 Up to 18.4.18 (Bank St. Issue Date 19.4.18): Balance B/fwd £ 27,875.93 Add Total Receipts £ 1,090.98 Less Total Payments £ 309.43 Balance C/fwd £ 28,657.48 1.4.18 Up to 18.5.18 (Bank St. Issue Date 21.5.18): Balance B/fwd £ 28,657.48 Add Total Receipts £ 7,164.14 Less Total Payments £ 309.43 Balance C/fwd £ 34,730.64	Clerk/RFO	
	9.3: Budget Comparison: RESOLVED to accept/approve the document.	Clerk/RFO	
	■ Clerks Pay: Review payment method: Barclays Bank Plc – Important Information about your recent Standing Order Request – Further information and signing required. ■ Draft letter with amended details signed by two signatories; Clerk to send.	Clerk	
	9.4: Quotes: Consider/approve		
	■ None.		
	9.5: V.A.T:		
	■ Spreadsheet: Accepted. ■ VAT Claim: Claim submitted for £550.54.	Clerk/ RFO	
	9.6: End of Year Accounts 31 March 2018:		
	■ To consider/approve Accounts Year End 31 March 2018: emailed prior to the meeting.	Clerk/RFO.	

	were considered in detail. It was RESOLVED that:- ▪ The accounts were accepted and approved and signed by the Chairman JL and Clerk/RFO with amendments; 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: Amendment made to the quarterly sub-total reading 'Jan-March 2017' to 'Jan-March 2018'. ▪ 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: Amendment to 's137' should read 's127'. ▪ Significant Variances: ▪ Fund Movements: ▪ Grants:		
	9.7: Parish Remuneration: Parish Report of the IRP on Parish Members Allowances 2018/19: Consider/approve adoption of Parish Members Allowance: Having considered the document it was RESOLVED: ▪ Not to adopt the Parish Members Allowances for 2018/19.		
18.78	Planning Matters (See Appendix 4):		
	10.1: New Applications: ▪ None.		
	10.2: Decision Notices: ▪ C.D.C. – NOTICE OF DECISION – Town & Country Planning Act 1990 (As amended) – Application No: 18/00048/F – Applicant's Name: Mrs Vanessa Clayton - Proposal: New front boundary wall to replace stock fencing; remove trees to front boundary; new single storey extension to front; in fill extension (under existing roof) to side; new insulated render system selected facades; single garage extension - Location: The Fairlawns, Lower Road, Blackthorn, Bicester OX25 1TG - Parish(es): Blackthorn - PERMISSION FOR DEVELOPMENT SUBJECT TO CONDITIONS - Date of Decision: 24th May 2018.		
	10.3: Appeal Notices: ▪ None.		
	10.4: Withdrawal Notices: ▪ None.		
	10.5: Planning Issues: ▪ None.		
18.79	Website:		
	▪ Update on the running of the website: Plans to repurchase the domain name when it expires on the 16 June 2018; to look at relocating the domain name to a new UK provider. RESOLVED: ▪ That the purchase of the domain name would be reimbursed as payment is required by credit card.	RL	
18.80	Data Protection Regulations:		
	▪ Adoption/Approval of Draft Documents: Deferred until next meeting. ▪ Registration with ICO: Clerk/RFO to work with DP. ▪ Domain Name: Update on linking email addresses with the website: <i>Above 18/79.</i> ▪ UK based website provider: <i>See 18/79 above.</i> ▪ B.P.C.245(09): SLCC – News Bulletin - This latest Bulletin starts with the welcome news that the House of Commons has accepted a Government amendment to the Data Protection Bill which, once the Bill has been enacted, will exempt all town, parish and community councils from the requirement to appoint a Data Protection Officer. All other requirements of the GDPR will apply and will come into force on 25th May – Rec/d by email 11.5.18: C/fwd.	DP/Clerk/ RFO	
18.81	Correspondence (See Appendix 5): B.P.C.245 Circulated for comments prior to the meeting: Comments to be considered any action approved:		
	▪ B.P.C.245(07): C.D.C. – Place and Growth - Cherwell District Council Open Space: No comments. ▪ B.P.C.245(06): Berks, Bucks & Oxon Wildlife Trust – Oxford to Cambridge Corridor:		

	Considered above 18/75. ▪ B.P.C.245(07): C.D.C. – Place and Growth - Cherwell District Council Open Space and Play Areas Strategy Consultation - If you have any comments about your open spaces as mapped, or on your planned projects then please forward them to PlanningPolicyConsultation@Cherwell-DC.gov.uk by 22 June 2018: No comments. ▪ B.P.C.245(19): C.D.C. – Invite to Code of Conduct Training: <i>Below 18/84.</i> ▪ B.P.C.245(20): C.D.C. - Reference: Notice of Making a Public Path Order - Blackthorn Footpath No.7 (Part) Diversion Order 2018 (JH/012814): Noted.		
18.82	Website/Parish Magazine/Issues raised through 'Facebook':		
	▪ Update on PC Website: ▪ Publication of financial documents in line with Transparency Code: Continue to update. ▪ Dogs on leads. ▪ Environment Agency: Details provider by James Spicer. ▪ Request for Footpaths/Bridleways Volunteer Warden. ▪ Facebook: It was noted that horses have been vandalised with paint.	Clerk/RFO RL	
18.83	Neighbourhood Watch:		
	▪ No update.	RL	
18.84	Parish Council Liaison Person:		
	▪ To attend 'Code of Conduct' training in September. ▪ Otmoor Liaison Meeting 8 June 2018: Cllr. AS to try and attend the meeting as Cllr. DP is unavailable.	DP AS	
18.85	Village Matters: Reported incidents:		
	▪ Footpaths/Bridleways: Volunteer Warden: <i>Above 18/82.</i> ▪ Blackstone Farm: Complaints had been received about the smell from the site over the last couple of days; the rest of the year there have been no problems.	RL	
18.86	Matters for Further Information or Discussion at the Next Meeting:		
	▪ Matters for Information: ▪ None. ▪ Matters for Discussion: ▪ None.		
18.87	Date of the Next Meeting:		
	▪ 5 July 2018 at 7.30pm in Blackthorn Village Hall: If an Extraordinary meeting is called to sign off the AGAR then this meeting would be cancelled. ▪ Cllr. RL gave apologies for the 5 July 2018.		
There being no other business the Chairman closed the meeting at 9.40pm. Draft Minutes subject to Confirmation			