

Minutes of the Extraordinary Parish Council Meeting of Blackthorn				
Held In:	Blackthorn Village Hall	On:	Thursday 2 March 2017 at 7.30pm.	
Present:	Chairman Cllr. Mrs J. Lamont (JL), Parish Council Cllrs. Mr. R. Burden (RB), Mrs A Stevenson (AS) and Cllr. Ms R. Lamont.			
In Attendance:	Clerk T Charlesworth (TC).			
Item No	Topic	Action owner	Due Date	
17/16	Apologies:			
	Cllrs. Mr R. Rue (RR) and Mrs D. Procopiou (DP).			
17/17	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.			
17/18	Minutes:			
	The Meeting of Blackthorn Parish Council held on 1 December 2016 at 7.30pm were approved and signed as a correct record by the Chairman Cllr. JL.			
17/19	Matters for Report (Appendix 1):			
	Letter to write to Smiths Concrete regarding the Lorry/HGV Trailer Park: Awaiting response from Smiths Concrete.			
	Letter to Residents – Hedge work: Clerk tasked with sending a follow up letter.			
	Letter to the prison regarding the wrongful use of Station road: Clerk written to Geo Amey with no response to date.			
	Action: Clerk.			
17/20	Project Reports: (See Appendix 2):			
	5.1: Drainage: Update on work being carried out by O.C.C. Highways.	JL		
	Diversion of pumps along the ditches of the A41 into the River Ray: Consider/approve draft letter to Network Rail: C/fwd to next meeting.			
	5.2: Allotments:	Clerk		
	Issuing of new 'Tenancy Agreement' and rent reminder: Clerk to prepare a summary to date.			
	Vacant Allotment:			
	Plot Z: 'Tenancy Agreement' sent to Ms Bradley; no response to date.	Clerk		
	5.3: Play Area:			
	John Hicks & Associates Annual Inspection 2017: It was RESOLVED to approve John Hicks & Associates to carry out the annual inspection for 2017; Clerk to notify and include a copy of the report from Trevor Stewart in response to the report for 2016 'Withy bower, a maze and tunnels' item No: 3.			
	5.4: Grass Cutting:	JL/Clerk		
	O.C.C. – Communities - Grass Cutting in Blackthorn –formal legal agreement made under S101 of the Local Government Act 1972: Consider/approve signing agreement. Emailed prior to the meeting; it was agreed to carry forward to the next meeting; Delegated responsibilities to relate to grass cutting only; No: 8 Indemnity and Insurance; Clerk to check the public liability insurance cover; para to be reworded.			
17/21	Finance (See Appendix 3):			
	6.1: To accept the list of accounts paid prior to the meeting and receipts received and to approve payment of invoices.			
	Invoices paid prior to and approved at meeting:			
	None.			
	Invoices for payment: It was RESOLVED that the attached list of invoices (Appendix 3) were approved for payment:			
	Clerk's Pay/Exp. December 2016/January 2017 - £332.47 - Cheque No: 101182.	Clerk/RFO		
	Cleaning of Bus Shelter – February 2017 - £10.00 – It was RESOLVED that:	AS		
	Cheque No's: 10114 - 27.4.16 £10.00 and 101154 - 16.6.16 £10.00 unpresented regarded as 'invalid' it was RESOLVED to reissue – Total £30.00 - Cheque No: 101181.			
	Oxfordshire Association of Local Councils (O.A.L.C.) – Annual Subscription - Inv. No: B00009/2017 - £133.07 – Cheque No: 101183.	Clerk/RFO		
	Consider/approve use of New Homes Bonus 2016/17: C/fwd.	Clerk/RFO		
	Receipts:			
	Scottish Widows – Interest £ 7.72.			
	O.C.C. – Grass Cutting Grant - £1,066.71.			
	6.2: Bank Reconciliation to date: (attached): It was RESOLVED to accept and approve the bank reconciliation as follows: 1.10.16 Up to 31.12.16 - Reconciled against Barclays Bank St. 203). Balance B/fwd £ 29,801.73 Add Total Receipts £ 1,077.70	Agenda		

	Less Total Payments £ 3,371.87 Balance C/fwd £ 27,507.56 1.1.17 up to 18.1.17 – Reconciled against Barclays Bank St: 204 and Scottish Widow St. No: 24): Barclays B/fwd £ 27,507.56 Add Total Receipts £ 7.72 Less Total Payments £ 172.42 Balance C/fwd £ 27,342.86		
	6.3: Budget Comparison to Date: C/fwd. Grass Cutting Grant 2016/17: Received direct credit from O.C.C. £1,066.71.	Agenda	
	6.4: Quotes: Traffic Calming Gates: Quotes for Painting: The Parish Council was in receipt of one quote out of three requested. It was RESOLVED to: - Approve the quote from Mr Wakelin provided he confirms ten million pound public liability insurance cover.	Clerk/RFO	
	6.5: V.A.T: Spreadsheet: It was RESOLVED that the Clerk/RFO make a VAT claim. Website: To confirm receipt of VAT invoice: There is no VAT to be claimed.	Clerk/RFO	
	6.6: Annual Review of following Documents: It was RESOLVED to approve and adopt the following documents with noted amendments as agreed: Risk Assessment: With amendments/additions. Asset Register: With no amendments to previously adopted register 1.9.16. Financial Regulations: - The significant change to 1.6 was noted. 6 Instructions for the Making of Payments: [one] and [and countersigned by the Clerk,] deleted. 11 Contracts - 11.1 – b: Where the council intends to procure or award a public supply contract – Noted: 'comply with the relevant requirements of the Regulations'. Effectiveness of Internal Audit: With amendments.	Clerk/RFO	
17/22	Planning Matters (See Appendix 4):		
	7.1: New Applications: C.D.C. – Public Protection & Development Management – Town and Country Planning Act 1990 Consultation – Planning Application – Application No: 1700272/F – Applicant's Name: Ms Katie Reynolds – Proposal: First floor extension over existing ground floor extension to provide en-suite and family bathroom – Location: Rose Villa Thame Road Blackthorn Bicester OX25 1TE – Parish(es): Blackthorn – Rec/d 18.2.17: The Parish Council made no objections or observations.		
	7.2: Decision Notices: None.		
	7.3: Withdrawal Notices: None.		
	7.4: Planning Issues:		
	- C.D.C. – Strategic Planning & the Economy – Notification of planning Policy Consultations: Partial Review of the Cherwell Local Plan (Part 1): Options Consultation – Community Infrastructure Levy 9CIL) Draft Charging schedule Draft Developer contributions Supplementary Planning Document (SPD) – Consultation period extends from 14 November 2016 to 9 January 2017 – Separate email address for consultation responses – PlanningPolicyConsultation@cherwell-dc.gov.uk – There two parish/town workshops during the consultation period – John Paul centre, Bicester, 7 December 2016 6pm to 8pm and Bodicote House, Bodicote 12 December 2016 6pm to 8pm – confirm by email to planning.policy@cherwell-dc.gov.uk or 01295 227985 by 28 November – Rec/d 11.11.16: Cllr. DP had been unable to attend the meeting at John Paul Centre, Bicester. It was noted that an area site 'PR63'- Blackthorn in the Cherwell Local Plan 2011 – 2031 (Part 1) had been identified as a Deliverable Site; Providing for a Five Year Supply of Deliverable Sites' sufficient to provide five years worth of housing. It was RESOLVED that: - The Clerk responds 'if a Levy Charge is to be imposed on developers for infrastructure; infrastructure needs to be developed at the same pace as the development. - Invitation to Piddington's Open Meeting regarding planning for a gypsy/traveller caravan site - Planning Application – Application No: 17/00145/F - Applicant's Name: Mr H.L Foster. OS – Proposal: Change of use of land to use as a residential caravan site for 16 gypsy/ traveller families, each with two caravans, including improvement of access and laying of hardstanding - Location: Parcel 9635 North East Of HM Bullingdon Prison Widnell Lane Piddington – Parish(es): Piddington: Cllrs. RR and AS had attended the meeting on behalf of the Parish Council. It was RESOLVED that the Parish Council objected to the planning application (attached).	Clerk Clerk	
17/23	Correspondence/Emails: (See Appendix 5): (B.P.C.232): Comments to be considered and any action approved.		

	8.1: Email: 19.1.17 - (R) B.P.C232(05): O.C.C. – On (Thursday 19th January) the county council will be publishing 'A Fresh Start for Oxfordshire'; draft proposals for one new unitary council for Oxfordshire We need your view on proposals for government – Comments invited – Rec/d 19.1.17: It was RESOLVED that: - The Parish Council is not in favour of a 'unitary' council; it would not represent the area that it would cover as well as a District Councillor; running the risk of being out of touch. - The Parish Council would publish information for public awareness on the website. 8.2: B.P.C.232(07): (A) The High Sheriff of Oxfordshire – Mrs Sarah Taylor – Chosen theme for my year in office 'the plight of unpaid carers in Oxfordshire' – Rec/d 31.1.17: The Clerk had advised of Parish Council meeting dates; proposed that they be invited to attend the Annual Parish Meeting. 8.3: B.P.C.232(09): (R) O.C.C – Communications Team – Corporate Services – Support with displaying posters and leaflets – public awareness of or draft 'ONE Oxfordshire' proposal to change local government in Oxfordshire – Rec/d 4.2.17: As above 8.1 and notice board. 8.4: B.P.C.232(12): (G) Sendiass (Special Educational Needs & Disability Information, Advice and Support Service) - Oxfordshire – Children, Education & Families – Information – Rec/d 16.2.17 – Posters for notice board. 8.5: B.P.C.232(14): (G) Oxfordshire FA – Marketing and Communications Officer – Raise awareness of football in Oxfordshire – Rec/d 24.2.17 – Posters for notice boards and fliers.	Clerk	
17/24	Neighbourhood Watch:		
	Clerk to advise PC Tony Alderman that the Chairman Cllr. JL would be the point of contact for the parish council.	Clerk	
17/25	Effectiveness of Internal Audit: Consider/approve monitoring process:		
	Podio: Review of Podio usage and setting tasks and multiplications: Tasks would now be set through 'streaming' rather than 'create a task'.	RL	
17/26	Matters for Further Information or Discussion at the Next Meeting:		
	Information: None. Discussion: - Play Area – Car Parking: To obtain quotes for roll out grass crete.	RR	
17/27	Date of Next Meeting :		
	6 April 2017 at 7.30pm in Blackthorn Village Hall: 4 May 2017: Review proposed meeting date for Annual meetings due to elections: It was RESOLVED to: - Hold the Annual Parish Council Meeting at 7pm and Annual Parish Meeting of Blackthorn at 7.30pm on 11 May 2017 in Blackthorn Village Hall. - To invite: The High Sherriff; PC C. Brown; County Cllr. C. Fulljames; District Cllr. D. Hughes and Chairman of the Village Hall Committee.	Clerk	
There being no other business the Chairman closed the meeting at 9.30pm. Draft Minutes subject to Confirmation			