

Minutes of the Parish Council Meeting of Blackthorn				
Held In:	Blackthorn Village Hall		On:	Thursday 5 October 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, Cllr. Ian Corkin and Clerk/RFO to PC: Mrs T Charlesworth.			
Item No	Topic		Action owner	Due Date
17.109	Apologies:			
	Cllrs. Mrs A Stevenson (AS).			
17.110	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.			
17.111	Minutes:			
	The Meeting of Blackthorn Parish Council held on 7 September 2017 at 7.30pm were approved and signed as a correct record by the Chairman Cllr. JL.			
17.112	Co-option: Update and signing of 'Declaration of Acceptance of Office':			
	Chairman Cllr. JL to follow up; if a negative response then the position would be re-advertised. Chairman Cllr. JL.			
17.113	District Cllrs: D. Hughes and I. Corkin			
	In response to the concerns raised by the PC regarding the three incidents on the A41 (M8/17 – 17/101 – 9.4): Cllr. IC had received no details from OCC; it was a Thames Valley Police issue. He agreed to follow up:- - the PC concerns regarding the safety of the junction of Lower Road to Launton with the Traffic Schemes Officer; - with Highways regarding planning conditions regarding the access to Weir Farm; - To email the 'Newsletter' regarding the Graven Hill site. Cllr. DH agreed to follow up: - A site visit with Cllr. B. Duxbury regarding play area parking. The PC was advised to watch the planning meeting on the CDC website regarding the proposed traveller's site at Piddington. Clerk was tasked with emailing Cllr. DH requesting that he look into the conditions applicable to the Appeal against Refusal - Proposal: RETROSPECTIVE – Erection of replacement conservatory Appeal Ref: APP/C3105/D/17/ 3180877. Action: Clerk. - It was noted that the proposal for the A41 to Chesterton were currently in abeyance. The Chairman thanked the Cllrs for attending the meeting; they left at 8.30pm.			
17.114	Matters for Report (Appendix 1):			
	Letter to write to Smiths Concrete regarding the Lorry/HGV Trailer Park: There had been no response, to date, to the recorded letter.	Clerk		
	The Chairman brought forward the following item on the agenda:			
	BUSINESS:			
17.115	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 (Appendix 3) were approved for payment:		Clerk/RFO	
	Clerk's Pay/Exp August 2017 - £344.46 – Cheque No: 101220.			
	Cleaning of Bus Shelter – October 2017 - £15.00 – Cheque No: 101216.		AS	
	Grass Cutting – 2005 - £672.00 (grass cutting verges inside and outside white gates 14.9.17) – 2006 - £120.00 (grass cutting of play area 21.9.17) – Cheque No: 101218.		Clerk/RFO	
	BDO LLP – Audit for the year ended 31 March 2017 – Inv. No: 1653919 - £120.00– Cheque No: 101219.		Clerk/RFO	
	C.D.C. – Inv. No's: 704319 - £96.10 – (Dog Bin Emptying) – Cheque No: 101217.		Clerk/RFO	
	Receipts: - Allotment Rent Plot 'D' - £88.00 Cash. - Reimbursement Merton PC – Coversure Insurance (shared payment) - £52.09. - C.D.C. – Precept Part payment - £5,750.00.			
	9.2: Bank Reconciliation to date (attached): It was RESOLVED to accept and approve the bank reconciliations as follows: 1.7.17 Up to 19.9.17 (Bank St. Issue Date 19.9.17): Balance B/fwd £ 29,094.22 Add Total Receipts £ 5,938.36			

	Less Total Payments £ 4,442.76 Balance C/fwd £ 30,589.82		
	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. Claim: Submitted to HMRC for £696.44.	Clerk/ RFO	
	9.6: End of Year Accounts 31 March 2017 - BDO: - External Audit Report 2016/17: Issues Arising from the report: <i>The following issues have resulted in the annual return being qualified. They indicate either a breach of proper practices or legislation and they require the smaller authority to take immediate action to rectify these issues:</i> Electors rights period during the year. What is the Issue? - The inspection period for the exercise of electors' rights which occurred during the year did not include the first 10 working days of July as specified in the Accounts and Audit Regulations 2015, which for last year was from the 1st to the 14th July 2016. Why has this issue been raised? - The Accounts and Audit Regulations 2015 para 15(b) state that the inspection period for exercise of electors rights must include the first 10 working days of July. The smaller authority has not complied with the Accounts and Audit Regulations 2015. What do we recommend that you do? - The smaller authority must ensure that the inspection period for the exercise of electors' rights includes the first 10 working days of July when undertaking the electors rights period. - Further guidance on this matter can be obtained from the following source(s): - Accounts and Audit Regulations 2015. - The Parish Council understands that in answering 'Yes' to Section 1 – Statement 4 of the Annual Governance Statement 2016/17 that it should of answered 'no' as it did not comply with the Accounts and Audit Regulations 2015 as it did not include the first 10 working days of July when undertaking the electors rights period, which for last year was from the 1st to the 14th July 2016; it has complied for the End of Year Audit 2017/18; this has resulted in the annual return being qualified. RESOLVED that:- - Future action would be to, comply the Accounts and Audit Regulations 2015 when undertaking the electors rights period. - The Annual Return including the certificate from BDO LLP is approved and accepted by the Parish Council. - The Notice of Conclusion of audit and Sections 1 to 3 of the Annual Return; Issues Arising from the audit; to be published on the notice board and website for at least 14 days and made available for public access for not less than 5 years.	Clerk/RFO	
	9.7: Budget 2018/19: Clerk/RFO to prepare draft budget with a 2% increase: The Parish Council considered the draft budget in full detail (on screen): It was RESOLVED : - To make the following provisions within the 'ring fenced' funds: ➤ Traffic Calming Fund: Provision for the maintenance of traffic calming (white) gates - £300.00 per annum. ➤ Play Area Fund: Provision of £1,000.00 addition to the fund with the previously budget (2017/18) amount of £4,000.00 being 'ring fenced' in order to facilitate the provision of parking at the play area. ➤ Weir Pond Fund: Increase fund for the provision of dredging and tree clearance work £1,250.00. - To approve the NALC/SLCC pay increase for 2017/18: to be implemented from 1 April 2017: Based on SCP1 Scales for SCP20 this would be £10.099 per hour. - Clerk/RFO to apply increase to be backdated to 1 April 2017. - To have a zero increase to the budget for 2018/19. - RFO to prepare the draft budget based on the above decisions; to email to councillors for consideration/approval at the next parish council meeting.	Clerk/RFO	
	9.8: Speed Awareness Stickers (smartwheelie.co.uk): It was RESOLVED to: Purchase 500 stickers, at a total cost of £220.00 (delivered).	Clerk/RFO	
17.116	Project Reports: (See Appendix 2).		
	Discussion Time (One Hour: projects to be rotated into the slot throughout the year):		
	7.1: Emergency and Community: Nothing further to report.	Working	

	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 to be considered alongside information provided: C/fwd. ■ Blackthorn Brook: Clerk tasked with writing again. 7.3: Allotments: ■ Issuing of new 'Tenancy Agreement' and rent reminder: (<i>See above 17/115 – 9.1 - Receipts</i>): Agreements up to date. ■ Vacant Allotment: C/fwd. 7.4: Traffic Calming: ■ VAS Equipment: It was RESOLVED that:- ■ The equipment that is not working would be returned to Milton Keynes under the warranty. ■ Consider application to hire equipment by Souldern Parish Council: It was RESOLVED that: ■ The equipment needs to be operational before the PC can formally consider/approve the request. ■ Clerk to advise applicant. 7.5: Play Area: (note marked as 7.4 on the agenda). ■ 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. ■ Nuisance/Rubbish Issues: Update on purchase of park 'rules' notice sign and removal of the frog bin and old picnic table from the site: C/fwd. ■ Annual Inspection Report 2017/18: ■ Bark: Noted that no more bark had been laid due to a mushroom/toadstool problem which needs to be looked at first. 7.6: Grass Cutting: (note marked at 7.5 on the agenda): ■ 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: O.C.C. has indicated that the Parish Council cannot amend the document but can annotate so that it is relevant to grass cutting: O.C.C. had confirmed that it would affect the grant for 2017/18: Chairman Cllr. JL to follow up.	Group JL Clerk RFO RR Clerk JL/RR JL JL	
17.117	Superfast Broadband:		
	■ 8.1: Internet Café: ■ Finance: To consider request to use balance of funds from C.D.C. grant to fund at least 12 months BT costs for the upgraded connection to allow the SFFB and Parish Council to deliver the Internet Cafe commitment to the community and Cherwell: The Village Hall Committee has received an invoice; It was RESOLVED that:- ■ The Parish Council would meet the difference in cost per month between the original costs per month to the increased cost per month to provide the upgraded service. ■ Invoice to be presented for approval at next meeting.	JL	
17.118	Planning Matters (See Appendix 4):		
	10.1: New Applications:		
	■ None.		
	10.2: Decision Notices:		
	■ C.D.C. – NOTICE OF DETERMINATION – Town and Country Planning (General Permitted Development) (England) Order 2015 – Application No: 17/01590/Q56 – Applicant's Name: Mr William Deeley – Proposal: Alterations to conversion of barn to one dwelling – Location: Barn East of OS Parcel 0062 East of Blackthorn Road Launton – Parish(es): Blackthorn – Prior Approval is required and is hereby granted for the proposal specified above SUBJECT TO THE CONDITIONS SET OUT IN THE ATTACHED SCHEDULE) – The proposed development, notwithstanding this decision, must be in compliance with all other conditions and limitations set out in Part 3, Class Q of Schedule 2 to the Town and country Planning (General Permitted Development) (England) Order 2015 – Rec/d 19.9.17. ■ C.D.C. – Public Protection & Development Management – Town and Country Planning Act 1990 – Committee Notification – Application No: 16/02370/F – Applicant's Name: Bellway Homes Limited and Archstone Ambrosden Limited –		

	Proposal: Erection of 85 dwellings with public open space, associated parking, landscaping, new vehicular accesses and servicing - Location: Church Leys Field Blackthorn Road Ambrosden – Parish(es): Blackthorn – Presented to Planning Committee on 28 September 2017 at 4pm – Rec/d 20.9.17.		
	10.3: Withdrawal Notices: ▪ None.		
	10.4: Planning Issues: ▪ Gypsy/Traveller Site Widnell Lane, Revised Application 17/01962/F: Noted comments from Piddington PC (see above 17.113).		
17.119	Correspondence (See Appendix 5): B.P.C. 238 Circulated for comments prior to the meeting: Comments to be considered any action approved: ▪ None other than those raised as specific agenda items.		
17.120	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: ➢ Speed Awareness – Proposed purchased of wheelie bin stickers. ➢ Attendance of District and County Cllrs regarding recent incidents on the A41. ▪ It was noted that Mr Henderson has taken over Parish Matters for the parish magazine.	Clerk/RFO Parish Council	
17.121	Neighbourhood Watch: Clerk to invite the Police representative that deals with Neighbourhood Watch to a parish council meeting.	Clerk	
17.122	Parish Council Liaison Person: ▪ Cllr. DP had attended the Local Council Public Advisory Service – General Data Protection Regulations Course held in Warwick on 29 September: In brief the 'Data Protections Regulations' will apply to the Parish Council; the PC awaits confirmation as to whether or not it has to register; she would provide a summary and email to councillors.	DP	
17.123	Village Matters: Reported incidents: ▪ Weir Farm: Visibility splays and ditch clearance. Possible enforcement action: This matter has been raised with both the District and County Councillors. ▪ Weir Farm Close. Visibility splays including apple tree: Clerk tasked with writing to the residents of Weir Farm Close. ▪ 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'.	Clerk RL	
17.124	Matters for Further Information or Discussion at the Next Meeting: ▪ Matters for Information: ▪ None. ▪ Matters for Discussion: ▪ Data Protection. ▪ Budget/Precept.	Agenda Agenda	
17.125	Date of the Next Meeting: ▪ 7 December 2017 at 7.30pm in Blackthorn Village Hall:	Clerk	
There being no other business the Chairman closed the meeting at 10.07pm. Draft Minutes subject to Confirmation			