

Minutes of the Parish Council Meeting of Blackthorn				
Held In:	Blackthorn Village Hall	On:	Thursday 1 September 2016 at 7.30pm.	
Present:	Parish Council Chairman Cllr. Mrs J. Lamont (JL), Cllrs. Mrs A Stevenson (AS), Mr. R. Burden (RB), Mr R. Rue (RR) and Ms R. Lamont.			
In Attendance:	Clerk Mrs T Charlesworth (TC).			
Item No	Topic	Action owner	Due Date	
16.106	Apologies:			
	■ Cllr. Mrs D. Procopiou (DP)and			
16.107	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.			
	<i>The Chairman Cllr. JL, in relation to agenda Item 6.5: Play Area: Parking Area. Invited all members present and Clerk to walk to the play area to discuss the options for car parking. See below 16/111 – 6.5.</i>			
16.108	Minutes:			
	■ Minutes of the Meeting of Blackthorn Parish Council held on 16 June 2016 at 8pm were approved and signed as a correct record by the Chairman Cllr. JL with an amendment to M6/16 – 16/89 – 9.1: Finance – Invoices for Payment – Amended 'Clerk's Pay/Exp. April 2016 - £162.98 (<i>correct sum but cheque only raised for £160.00</i>) should be £160.00.			
	■ Minutes of the Extraordinary Parish Council Meeting of Blackthorn held on 11 August 2016 at 7.30pm. were approved and signed as a correct record by the Chairman Cllr. JL with an amendment to M7/16 – 16/102 – 5.1: Finance – Invoices Paid Prior to the Meeting: Addition of 'L. Butler – Reimbursement – Website £93.60 – Cheque No: 101157'.			
16.109	Co-option:			
	■ Declaration of Acceptance of Office: Cllr. RL signed the 'Declaration of Acceptance of Office' witnessed by Clerk.			
	■ DPI Register/Registration of Members' Interests: Clerk had submitted Cllr. RL Register to C.D.C.			
16.110	Matters for Report (Appendix 1):			
	■ Letter to the prison regarding the wrongful use of Station road: Clerk tasked with amending draft letter to include Lower Road and Station Road both of which have a 7.5 ton limit.			
	■ Email/Letter - to respond to the email from Mr Mackie regarding the S5 Bus Route and to draft a letter to Stagecoach: Clerk had responded to Mr Mackie's email and sent a letter to Stagecoach as previously instructed.			
	■ Letter to write to the Environment Agency/Blackthorn Brook: Clerk had sent letter.			
	■ Letter to write to Smiths Concrete regarding the Lorry/HGV Trailer Park: Having confirmed that the Head Office had relocated to Banbury the Clerk was tasked with sending letter as previously agreed.			
	Action: Clerk.			
16.111	Project Reports: (See Appendix 2):			
	6.1: Emergency and Community: No update	AS/JL		
	6.2: Drainage: Update on work being carried out by O.C.C. Highways.	AS		
	■ Diversion of pumps along the ditches of the A41 into the River Ray: Consider/approve draft letter to Network Rail: Chairman Cllr. JL to revisit information provided by Clerk.	JL		
	6.3: Traffic Calming: Update:			
	■ RR advised that the first sign is up and running; following a readjustment, the angle has been changed to pick up signal just before the white gate; any data recorded should now be valid. The second sign should be erected in the near future.	RR		
	6.4: Allotments:			
	■ Issuing of new 'Tenancy Agreement' and rent reminder:			
	■ Plot D - Mr & Mrs Mack: Outstanding Rent.	Clerk/RFO		
	■ Vacant Allotment:			
	■ Plot Z – Allotment holders terminated 18 June 2015; Advertised as vacant (have interested party); established being worked by Mr & Mrs Mack: Noted this this is not under the agreement of the Parish Council. It was RESOLVED that Cllr. AS would visit Mr & Mrs Mack to discuss the matter.	AS		
	6.5: Play Area:			

	- Parking Area: - Update on provision of four further parking spaces: Consider/approve quote to provide grass creted area/fencing: It was RESOLVED that: - The Parish Council would provide four temporary summer parking areas (to be closed in the winter); to be fenced off; gate to be rehanged to open inwards: three quotes to be obtained for providing a grass creted area and fencing. - The Parish Council would look at seeking planning permission to turn the grassed corner area of the current car park into a further three parking areas. - Parking areas to be marked 'P' for public and 'R' for residents parking. - Housing Association: No update. - Nuisance/Rubbish Issues: A new 'No Dogs' sign had been provided by the V/H Committee. Park 'rules' notice to be considered. - Annual Inspection Report: - Bark: Consider/approve quote for top level 'Play Grade': It was RESOLVED to approve the quote for £60.00 per ton - laid; - to order ten tons; - Cost to be covered by the 'Play Area Fund' utilising donation money. - the existing bark, which is not playground quality, will be used as a base layer under all the play areas; - Zip Wire to be the first area to be relayed. - Cracking': Awaiting response from Trevor Stewart.	Clerk/RFO	
16/112	Superfast Broadband:		
	Internet Café: No update.		
16/113	Finance (See Appendix 3):		
	8.1: To accept the list of accounts paid prior to the meeting and receipts received and to approve payment of invoices.		
	Payments:		
	Invoices paid prior to and approved at meeting: - None.		
	Invoices for payment: It was RESOLVED that the attached list of invoices (<i>Appendix 3</i>) were approved for payment:		
	- Clerk's Pay/Exp July 2016 (includes £1.30 from April 2016) £158.45 - Cheque No: 101165. - Review of any overtime due for 2015/16: C/fwd.	Clerk/RFO	
	P. Morrissey – September 2016 - £10.00 – Cheque No: 101163.	AS	
	- Website: To consider/approve annual costs be transferred for payment through the PC by either 'Standing Order' or 'Direct Debit': - The current website has been paid for, for two years; the Clerk informed those present that the VAT on the invoice could not be claimed as they were not in the Parish Council's name.		
	M. R. Cross – Inv. No's: 1018 - £672.00 (grass cutting within and outside white gates – 9.8.16) – 1019 - £240.00 (grass cutting play area – 11.8.16/31.8.16) – Total £912.00 – Cheque No: 101162.	Clerk/RFO	
	Arrow Accounting – Inv. No: P207 - £270.00 – Cheque No: 101164.	Clerk/RFO	
	Receipts: - None.		
	8.2: Bank Access/Signatories: Update on third signatory: C/fwd.	DP	
	8.3: Bank Reconciliation to date: (attached): It was RESOLVED to accept and approve the bank reconciliation as follows: 1.7.16 Up to 18.8.16 - Reconciled against Barclays Bank St. 198). Balance B/fwd £ 26,418.21 Add Total Receipts £ 10.86 Less Total Payments £ 2,357.21 Balance C/fwd £ 24,071.86	Agenda	
	8.4: Budget Comparison to Date: RESOLVED to accept/approve the document. No concerns highlighted. Action for next meeting to	Agenda	

	consider/approved use of New Homes Bonus.		
	8.5: Quotes: Above 16/111 - 6.5.		
	8.6: V.A.T: Spreadsheet: RESOLVED accepted and approved. Claim: Clerk/RFO had submitted a claim up to 31.7.16 in the sum of £1,264.00.	Agenda	
	8.7: End of Year Accounts 31 March 2016: - Internal Audit Report: Clerk to email for consideration: The following recommendations are made:- - Annual Return Section B: Recommendation: that the Local Government spending powers reviewed. The use of Section 137 can only be used when no other power exists and for the benefit of the electorate as a whole. - Annual Return Section J: Recommendation that the Financial Statements are approved by the Council before the 30th June every year: The Parish Council was aware that it would be given a qualified audit: this was due to exceptional circumstances; the Clerk/RFO had informed BDO that the PC audit would be unavoidably late due to the Clerks personal circumstances. - Annual Return Process – External Audit recommendations have been considered and actioned: Findings: All of the recommendations made in the previous year 2014/15 have been actioned – Grant Monies included within precept: Completed this year. - BDO: Update: Awaiting report.	Clerk/RFO Cllrs.	
	8.8: Asset Register: - Approval of Amendment: It was RESOLVED that:- - The amended Asset Register to include the VAS Equipment was accepted and approved.		
	8.9: Budget 2016/17: The Clerk/RFO was tasked with preparing draft budgets based on 1%, 2% and 3% increase.	Clerk/RFO	
16/114	Planning Matters (See Appendix 4):		
	9.1: New Applications: - C.D.C. – Public Protection & Development Management – Town and Country Planning Act 1990 – Planning Application – Application No: 16/01593/F – Applicant's Name: Mr & Mrs Reynolds – Proposal: First floor extension over existing ground floor dining room to accommodate a first floor bathroom and en-suite – Location: Rose Villa Thame Road Blackthorn Bicester OX25 1TE – Parish(es): Blackthorn – Rec/d 25.8.16 – Respond by 7 September 2016 – Emailed: The Parish Council had no objections or observations. - Public Protection & Development Management – Town and Country Planning Act 1990 – Appeal against Non-determination – Appellant's Name: Mr Warren Francis Reid – Proposal: Outline – Proposed development of up to 69,677sqm (750,000sq feet) of logistics floorspace, within Class b8 of the Town and Country Planning use classes order of 1987, with ancillary class B1(A) Offices, together with associated site infrastructure including lorry parking, landscaping and sustainable drainage with details of means of access included for approval – Location: OS Parcel 0070 Adjacent and North of A41 London Road Bicester – Parish(es): Ambrosden – Appeal Reference: App/C3105/W/16/3153779 – Appeal Start Date: 28 July 2016 – Any further comment should be written direct to the Planning Inspectorate (enclose three copies) by 8 September 2016: The Parish Council had no further comments.	Clerk	
	9.2: Decision Notices: Public Protection & Development Management – Town and Country Planning Act 1990 (as amended) – Notice of Decision - Application No:16/01105/F – Applicant's Name: Ms Sandra Delderfield – Proposal: Variation of Condition 2 of 13/00651/F – alteration of garage plans – addition of new door to south elevation, new door and window to east rear elevation and 2 No roof lights to east rear roof elevation and reduction in depth from 8m by 1m to 7m – Location: 2 The Cottage Blackthorn Hill Blackthorn Bicester OX25 1TJ – Parish(es): Blackthorn – Permission for Development subject to Conditions - Rec/d 16.8.16.		

	9.3: Withdrawal Notices: ▪ None.		
	9.4: Planning Issues:		
	▪ Barton Willmore – Springfield Farm, Ambrosden: No further update; Clerk tasked with removing from agenda. ▪ It was noted that the Developers from Church Leys Farm had responded to the queries raised by the Parish Council and that the PC could have an ally with regards to the S5 Stagecoach; Clerk to write to the developers. ▪ Ambrosden PC: Invite to Chairman: Chairman Cllr. JL to invite the Chairman of Ambrosden; Piddington and Arncliffe PC. ▪ Blackstone Farm: Update. ▪ RR advised that the change of use had been permitted. Clerk to remove from agenda.	Clerk Clerk JL Clerk	
16/115	Correspondence/Emails: (See Appendix 5): (B.P.C.230): Comments to be considered and any action approved.		
	▪ 10.1: Email – Mr Mackie – S5 Stagecoach – proposed bus route: <i>See above 16/110.</i> ▪ 10.2: Email – Post/Box – Hedge Wear: Draft letter was approved; Clerk to send. ▪ 10.3: B.P.C.231(04): O.C.C. – Oxfordshire Comet Transport Service: Information to be published.	Clerk	
16/116	Website/Parish Magazine: Items to be approved for publishing:		
	▪ Update on PC Website: L. Butler continues to support the website; Cllrs. to provide biopsy/responsibility (also to be published in the parish magazine); it was agreed that no photographs would be published. ▪ Publication of financial documents in line with Transparency Code: Agendas and minutes are currently being uploaded to the website; the Transparency Code information is to be considered by councillors through 'Podio' to establish how information should be published. RESOLVED that:- ▪ Cllr. RL will maintain the website long term.	RL/Cllrs.	
16/117	Effectiveness of Internal Audit (See Appendix 6): Consider/approve monitoring process.		
	▪ 'No: 5 'Be Forward Looking': Need to develop a monitoring process to ensure that correspondence is being responded to: ▪ Podio: Demonstration c/fwd to next meeting: <i>See above 11/116</i> the review of the 'Transparency Code' information would be used as a trial run through 'Podio'.	Cllrs.	
16/118	Clerk (Appendix 7): Clerk's Contract – Auto Enrolment - Pension Scheme: Update		
	▪ The PC is compliant: Clerk to remove from agenda.	Clerk	
16/119	Neighbourhood Watch: Update.	BPC	
	▪ The Parish Council would actively consider the resurrection of the Neighbourhood Watch.		
16/120	Matters for Further Information or Discussion at the Next Meeting:		
	▪ Information: ▪ Clerk to write to the SSE Electricity Board at Yarnton requesting that the Willow tree outside 'Clarevale' is cut back as it is lifting the electricity cable. ▪ Parish Council vacancy to be advertised in the parish magazine and on the website. ▪ Discussion: ▪ Grass Cutting Contract: Clerk to confirm contract dates.	Clerk JL	
16/121	Date of Next Meeting :		
	▪ 6 October 2016 at 7.30pm in Blackthorn Village Hall.	BPC	
There being no other business the Chairman closed the meeting at 9.58pm.			
Draft Minutes subject to Confirmation			
Minutes approved at a meeting held on 6 October 2016 Minute Ref: M9/16 – 16/124			