

Minutes of the Parish Council Meeting of Blackthorn				
Held In:	Blackthorn Village Hall	On:	Thursday 6 April 2017 at 7.30pm.	
Present:	Chairman Cllr. Mrs J. Lamont (JL), Parish Council Cllrs. Mr R. Rue (RR), Mrs A Stevenson (AS) and Cllr. Ms R. Lamont, Mr. R. Burden (RB) and Mrs D. Procopiou (DP).			
In Attendance:	District Cllr. D. Hughes.			
Item No	Topic	Action owner	Due Date	
17.28	Apologies:			
	▪ None.			
17.29	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.			
17.30	Minutes:			
	▪ The Meeting of Blackthorn Parish Council held on 2 February 2017 at 7.30pm were approved and signed as a correct record by the Chairman Cllr. JL.			
	▪ The Meeting of Blackthorn Parish Council held on 2 March 2017 at 7.30pm were approved and signed as a correct record by the Chairman Cllr. JL.			
17.31	Matters for Report (Appendix 1):			
	▪ Letter to write to Smiths Concrete regarding the Lorry/HGV Trailer Park: No response to date.			
	▪ Letter to Residents – Hedge work: No update.			
	▪ Letter to the prison regarding the wrongful use of Station road: In response Geo Amey wrote that, it would brief all crews in the next week and pick up those off sick or on annual leave in the subsequent weeks; that it would be better for vehicles to use the main access road (B4011).			
	▪ Play Area: John Hicks & Associates Annual Inspection 2017: Clerk advised as previously agreed.			
17.32	Project Reports: (See Appendix 2):			
	5.1: Emergency and Community: No update	AS/JL		
	5.2: 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: C/fwd to next meeting.	JL		
	5.3: Allotments:			
	▪ Issuing of new 'Tenancy Agreement' and rent reminder: Clerk/RFO had provided a list of outstanding rents; further tasked with providing an update on tenants that have signed the new agreement.			
	▪ Vacant Allotment: Clerk had sent Tenancy Agreement with no response to date.	Clerk		
	5.4: Play Area:			
	▪ Parking Area:			
	➤ Update on provision of parking spaces: Consider/approve:-			
	➤ Quote to provide grass creted area and fencing including update regarding pile driven post:			
	➤ Tarmac Area: Consider/approve quote for roll-in reinforcement mesh as alternative to grass creted area for the grass area and the kerbside are for temporary parking: The following proposal was considered:			
	➤ Phase 1: Drawings presented by Cllr. RR; provides for four spaces for the grass area using the roll-in reinforcement mesh; no facility for disabled parking in this area; new fence with two gates (utilising two gates from local school if suitable): Two contractors due to visit the site to provide quotes.	JL/RR		
	➤ Phase 2: Tarmac Area: Nine spaces are to be marked (2.7mtrs); one for each tenant and three for the play area.			
	➤ Housing Association: Update: C/fwd.			
	▪ Nuisance/Rubbish Issues: Notice to be purchased once the parking area is dealt with.			
	▪ Annual Inspection Report:	JL		
	▪ Bark: Update: The first order had been laid (photos presented) and invoice presented for payment. It was RESOLVED that:			
	▪ A further ten ton would be ordered and laid.			
	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		
17/33	Superfast Broadband:			
	▪ Internet Café: No update.			
	▪ 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 SEFB and Parish Council to			

	deliver the Internet Cafe commitment to the community and Cherwell: It was RESOLVED that: - The Chairman Cllr. JL would work with the Village Hall Committee to provide costings for the PC to base its decision on. - Clerk tasked with responding to email; advising that the additional cost would be investigated.	JL	
		Clerk	
17/34	Finance (See Appendix 3):		
	7.1: 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 (<i>Appendix 3</i>) were approved for payment:		
	Clerk's Pay/Exp. February 2017 - £159.51 - Cheque No: 101187.	Clerk/RFO	
	Cleaning of Bus Shelter – February/March 2017 (incl. pay increase as approved in the budget) - £25.00 – Cheque No: 101185.	AS	
	O.A.L.C. – Subscription Invoice 2017/18 - Inv. No: B00009/2017 - £133.07 – Cheque No: 101183.		
	Community First Oxfordshire – Membership renewal 2017/18 - £35.00 – Cheque No: 101186.		
	M. R. Cross – Inv. No's: 1056 - £120.00 (grass cutting of play area 24.3.17) – 1057 - £672.00 (grass cutting verges inside and outside 30mph limit 29.3.17) – Total £792.00 – Cheque No: 101184.		
	Oxfordshire Tree Service – Inv. No: 000291 - £720.00 (provision and laying of bark) – Cheque No: 101188 – Play Area Fund as previously approved.	Clerk/RFO	
	- Blackthorn Village Hall - Senior Citizens Vouchers – Parish Council contribution £220.00 – Inv. No: 2003/16 - Payment was previously approved under S137 – Cheque No: 101190. It was RESOLVED that: - As Cheque No: 101177 (1.12.16) had not been presented to the bank the cheque would be reissued. - Cheque No: 101177: The bank would not be requested to cancel.	Clerk/RFO	
	- Blackthorn Village Hall – Inv. No: 2002/16 - £230.00 – Village Hall hire 2016/17 – Cheque No: 101189. It was RESOLVED that: - As Cheque No: 101176 (1.12.16) had not been presented to the bank the cheque would be reissued. - Cheque No: 101176: The bank would not be requested to cancel.	Clerk/RFO	
	- Consider/approve use of New Homes Bonus 2016/17: It was RESOLVED that: - The New Homes Bonus of £263.00 would be used towards providing the car parking for the play area. - Clerk/RFO to ring fence the £263.00 in the Play Area Fund.	Clerk/RFO	
	Receipts: - Openreach BT VAT refund: £5,455.80 (<i>see 7.5 below</i>): Cheque to be paid into Barclays Bank.	Clerk/RFO	
	7.2: Bank Reconciliation to date: (attached): It was RESOLVED to accept and approve the bank reconciliation as follows: 1.1.17 Up to 18.3.17 - Reconciled against Barclays Bank St. 205). Balance B/fwd £ 27,507.56 Add Total Receipts £ 5,726.82 Less Total Payments £ 667.96 Balance C/fwd £ 32,566.42	Agenda	
	7.3: Budget Comparison to Date: RESOLVED to accept/approve the document. The following noted:	Agenda	
	7.4: Quotes: Traffic Calming Gates: Quotes for Painting: No response to date.	Clerk/RFO	
	7.5: V.A.T: Spreadsheet: RESOLVED accepted and approved. VAT Claim had been made for £544.21. Website: To confirm receipt of VAT invoice: The invoice was not vatiable. Openreach BT – Location – FTTC for Blackthorn – Qualified for VAT refund: PC to consider/approve if this should be refunded to HMRC: (<i>see 7.1 above</i>): The Clerk/RFO was tasked with writing to HMRC, once the cheque is presented, to establish if the amount (VAT already recovered) has to be refunded to HMRC.	Clerk/RFO	
		Clerk/RFO	
	7.6: End of Year Accounts 31 March 2017: BDO LLP – Notice of the annual review of accounts for the year ending 31 March 2017: Notice of the annual review of accounts for the year ending 31 March 2017– Changes to the	Clerk/RFO	

	annual return – Approval of the Annual Return Section 1 to be approved by members, meeting as a whole, asap after the year end or in any event before Section 2. The accounting Statements must be improved in the for the smaller authority to exercise the rights of the public which in any event this year is by Sunday 2 July 2017 – Exercise of public rights commences on 3 July 2017 for a period of 30 working days to include the first 10 working days of July and will end on 11 August 2017 – Submission Date 19 June 2017: Dates noted.		
	7.7: Scottish Widows Bank Plc. – Changes to Scottish Widows Bank Charity Deposit 7 Day Notice and Club and Association 7 Day Notice Non-Personal Savings account conditions: To consider/approve acceptance of changes to account: It was RESOLVED that: - The Parish Council accepted the changes to the account: The change to the account name and the consolidation of conditions.		
17/35	Planning Matters (See Appendix 4):		
	8.1: New Applications: C.D.C. – Public Protection & Development Management – Town and Country Planning Act 1990 Consultation – Planning Application – Application No: 17/00449/F – Applicant's Name: Mrs Clare Chennells – Proposal: RETROSPECTIVE – Erection of replacement conservatory – Location: 1 The Cottage Blackthorn Hill Blackthorn Bicester OX25 1TJ – Parish(es): Blackthorn – Rec/ d 22.3.17 – Respond by 11 April 2017: The Parish Council had no objections or observations.	Clerk	
	8.2: Decision Notices: None.		
	8.3: Withdrawal Notices: None.		
	8.4: Planning Issues: None.		
17/36	Correspondence/Emails: (See Appendix 5): (B.P.C.230): Comments to be considered and any action approved. 9.1: B.P.C.233(14): C.D.C. – Leader of the Council – Extraordinary Parish Liaison Meeting – 21 March 2017 – Proceedings can be watched on http://cherwell.public-i.tv/core/portal/webcast_interactive/279343 - Request for support in stopping O.C.C.'s plans to abolish C.D.C. and replace it with a single unitary authority for the whole of the county – obtain signatures for petition: Noted. 9.2: Email: 23.3.17: Parish Notice for PPR 2017: Parish Report of the IRP on Parish Members Allowances 2017-18: Consider/approve adoption of Parish Members Allowance: Notice to be published on notice board with a view to considering at next meeting.	RL	
17/37	Website/Parish Magazine: Items to be approved for publishing:		
	Update on PC Website: No update: Date and time for annual meetings to be published on website and in parish mag. Parish Council Contact Details: No update. Publication of financial documents in line with Transparency Code: Clerk to check the code for publication requirements for payments over one hundred pounds.	JL Clerk	
17/38	Village Issues:		
	Parking on Pavements: Update. - The Village Hall Committee has notified regular users and new hirers are requested not to park on the pavements. Overgrown hedges encroaching pavement: The PC is given to understand that the hedge is being maintained within the property boundary. - It was noted that the hole in path at the end of Thame Road has been filled.	Parish Council	
17/39	Neighbourhood Watch: Update.		
	Clerk to contact PC Tony Alderman as previously discussed.	BPC	
17/40	Matters for Further Information or Discussion at the Next Meeting:		
	Information: - None. Discussion: - None.		
17/41	Date of Next Meeting :		
	18 May 2017 Annual Parish Council Meeting at 7pm and - Annual Parish Meeting of Blackthorn at 7.30pm in Blackthorn Village Hall: Date amended since last meeting. - Clerk to invite: The High Sherriff; PC C. Brown (noted that PC Brown had retired – Clerk to contact Bicester Police to see if they could suggest who could attend the meeting); County Cllr. C. Fulljames; District Cllr. D. Hughes; Neighbourhood Watch representative David		

	Woods; L. Butler to represent Village Website and Defibrillator and Chairman of the Village Hall Committee. Members to present project reports.	Clerk	
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| | <ul style="list-style-type: none">▪ Apologies received from Cllr. AS. | | |
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There being no other business the Chairman closed the meeting at 9.25pm.

Draft Minutes subject to Confirmation