

Minutes of the Parish Council Meeting of Blackthorn			
Held In:	Blackthorn Village Hall	On:	Thursday 12 April 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:	District Cllr. D. Hughes and Clerk/RFO to PC: Mrs T Charlesworth.		
Item No	Topic	Action owner	Due Date
	Apologies:		
18.31	- Cllr. D. Procopiou (DP) - O.C.C. Cllr. I. Corkin.		
18.32	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.		
18.33	Minutes:		
	The Extraordinary Meeting of Blackthorn Parish Council held on 8 March 2018 at 7.30pm were approved and signed as a correct record by the Chairman Cllr. JL.		
18.34	Co-option: To consider/approve any applicant's.		
	The Parish Council had received no applications. To be re-advertised.		
		Action: Cllr. RL.	
18.35	District/County Cllrs: I. Corkin and D. Hughes: <i>(D. Hughes reported below see 18/39)</i>		
18.36	Matters for Report (Appendix 1):		
	- Letter to write to Smiths Concrete regarding the Lorry/HGV Trailer Park: Clerk written to Smiths Concrete as requested; sent recorded delivery: No response to date: Clerk tasked with removing from agenda. - Invite to Environment Agency to attend Annual Parish Meeting of Blackthorn: Confirmed attendance at Annual Parish Meeting.	Clerk	
	Discussion Time (One Hour: projects to be rotated into the slot throughout the year):		
18.37	Project Reports (Appendix 3):		
	7.1: Emergency and Community: Nothing further to report. 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: No response to date. - Ditch along Station Road: Consider/approve action. - Flooding: - Recent Alerts:: It was noted that there has been an increase in flood alerts; the sewage system is being overwhelmed by water from the A41. It was RESOLVED to: - Write to the Environment Agency regarding the recommendation to pump water into the Embankment ditch. - Sewage Pumps: Discussed as above and RESOLVED to: - Write 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. 7.3: Allotments: - Vacant Allotment: The Clerk was in receipt of the signed 'Tenancy Agreement'. Clerk tasked with removing from agenda. 7.4: Traffic Calming: VAS Equipment: Swarco had been advised of problems with both pieces of equipment. RESOLVED that: - The PC approved the purchase of a dedicated laptop for the devices at a cost of £500.00 (VAT to be confirmed); in order that the data collected can be read. 7.5: Play Area: 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. - Leasing of Land: The PC acknowledged receipt of a letter from the owner of the land; proposing the lease of land for parking for users outside of the village; which gave a negative response. The PC would have to consider alternate parking arrangements and would approach C.D.C. - Housing Association: Update. - A meeting with B. Duxbury; C.D.C. to be arranged; Cllr. DH to be asked if he can arrange.	Working Group	
		Clerk.	
		Clerk.	
		RR	
		RR	
		Clerk	
		JL/AS	

	▪ Nuisance/Rubbish Issues: Update on purchase of park 'rules' notice sign and removal of frog bin and picnic table: Will be carried out when the weather improves. ▪ Bark: Waiting for weather to improve. ▪ Flooding: It was noted that the park is currently flooded. Clerk tasked with contacting Trevor Stewart to request a site visit with a view to whether it would be possible to re-site the equipment to higher ground. Clerk to advise Cllr. RB date of site meeting so that he and J. Lamont can meet him on site. 7.6: HS2: The proposed meeting had been cancelled; Cllr. RB is on the emailing list to be notified of the next date.	Clerk/RR									
18.38	Superfast Broadband: No update.	RB									
	8.1: Internet Café: The first meeting had been held. ▪ The PC was thanked for its support. Clerk tasked with removing from the agenda.	Clerk									
18.39	District/County Cllrs: D. Hughes:										
	▪ Oxford to Cambridge Expressway: With vague information available the District Council was finding it difficult to comment. The PC discussed the possible routes at length. ▪ A41 Accident(s) and consequences of the closure of the A41 on Blackthorn Village: Following the recent fatality and significant number of accidents Cllr. DH agreed to try and get support for the PC proposals for a roundabout at the top of the hill; closing one of the entrances into Blackthorn Parish; this could be gated access for farmers and emergency vehicles; reduced speed limit on the A41 to 40mph with reinstated speed cameras. Police need to ensure safe diversion signage through the village; a 'Children's Play Area' warning sign needs to be erected. ▪ Cllr. DH left the meeting at 8.42pm the PC thanked him for attending.										
	BUSINESS:										
18.40	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 March 2018 - £163.33 – Cheque No: 101239.										
	▪ Cleaning of Bus Shelter – April 2018- £15.00 – Cheque No: 101236.	AS									
	▪ Community First Oxfordshire (CFO) – Annual Membership Renewal £35 – Cheque No: 101238.										
	▪ Cherwell District Council – Inv. No: 7006265 - £96.10 – Cheque No: 101237.										
	▪ Citizens Advice: Request for donation: Not approved.										
	▪ Receipts: ▪ None.										
	9.2: Bank Reconciliation to date (attached): It was RESOLVED to accept and approve the bank reconciliations as follows: 1.1.18 Up to 16.3.18 (Bank St. Issue Date 19.3.18): <table><tr><td>Balance B/fwd</td><td>£ 27,647.67</td></tr><tr><td>Add Total Receipts</td><td>£ 1,078.99</td></tr><tr><td>Less Total Payments</td><td>£ 850.73</td></tr><tr><td>Balance C/fwd</td><td>£ 27,875.93</td></tr></table>	Balance B/fwd	£ 27,647.67	Add Total Receipts	£ 1,078.99	Less Total Payments	£ 850.73	Balance C/fwd	£ 27,875.93		
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	9.3: Budget Comparison to year end and to date: RESOLVED to accept/approve the document. The following noted or considered:- ▪ Clerks Pay: Review payment method: It was RESOLVED that: ▪ The letter to Barclays Bank instructing it to set up a Standing Order for the Clerks Pay was approved and signed by the Chairman Cllr. JL; second signature to be Cllr. DP.	Clerk/RFO									
	9.4: Quotes: Consider/approve ▪ Annual Inspection: To consider/approve quote from John Hicks & Associates: Clerk to advise that the area is currently waterlogged; quote to be considered at the next meeting.	DP									
	9.5: V.A.T: ▪ Spreadsheet: Accepted; ▪ VAT Claim: Clerk/RFO to make a VAT claim.	Clerk/ RFO									
	9.6: External Auditor: Moore Stephens: Smaller Authorities Audit Arrangements: ▪ Moore Stephens – Notice to submit the Annual Return for 2017/18: Authorities where the higher of gross income or gross expenditure was £25,000 or less may be eligible to certify exemption from a limited assurance review, and if certifying exemption should complete Part 2. Please check eligibility for exemption set out on page 3. Only page 3 needs to be submitted to us. SUBMISSION IS REQUIRED BY 30 JUNE 2018 – Part 3: SUBMISSION IS REQUIRED BY 10 JULY 2018 - Period for the exercise of										

	Public Rights: The legislation provides for a period for the exercise of public rights. The period must be 30 working days inclusive, and that period must include the first 10 working days of July. The earliest this period can end is 13 July 2018. It follows that the earliest date the period of inspection can begin is on 4 June 2018, in which case it ends on 13 July 2018. We recommend that the period commences on 4 June, or as soon after that as is convenient to the Authority: Having considered the eligibility for exemption set out on page 3 it was RESOLVED that: - There were no special reasons why the PC had to have a limited assurance: - It opted not to have a limited assurance; - It would have to complete Part 2. - Generic Email Address: All Councillors to have a generic email address; Cllr. RL to look at a UK Web Provider when it is due for renewal.	Parish Council/ Clerk/RFO.	
	9.7: Parish Remuneration: Consider/approve action: Notice to be displayed on notice board. C/fwd to next meeting.	RL/Clerk	
18.41	Planning Matters (See Appendix 4):		
	10.1: New Applications: - C.D.C. – Development Management – Town and Country Planning Act 1990 Consultation – Planning Application - Application No: 18/00391/F – Applicant's Name: Mr David Jobling – Proposal: Demolition of conservatory and erection of new garden room (oak framed) – Location: Meridan House Thame Road Blackthorn Bicester OX25 1TE – Parish(es): Blackthorn – Rec/d 21.3.18: RESOLVED that: - The Parish Council raised no objections or observations.		
	10.2: Decision Notices: - C.D.C. - NOTICE OF DECISION - Town And Country Planning Act 1990 (As Amended) – Application No: 17/02057/F - Applicant's Name: Melvyn Atherton & Elaine Mackenzie - Proposal: Demolish existing milking parlour to facilitate a new rear extension to main Ash Barn House, extension with integral garage - Location: Ashbarn House, Lower Road, Blackthorn, Bicester, OX25 1TG - Parish(es): Blackthorn - PERMISSION FOR DEVELOPMENT SUBJECT TO CONDITIONS - Date of Decision: 5th April 2018: Noted. - C.D.C – NOTICE OF DECISION – Town And Country Planning Act 1990 (As Amended) – 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 - PERMISSION FOR DEVELOPMENT SUBJECT TO CONDITIONS - Date of Decision: 24 January 2018: Noted.	Clerk	
	10.3: Appeal Notices: None.		
	10.4: Withdrawal Notices: None.		
	10.5: Planning Issues: - C.D.C. - Partial Review of the Cherwell Local Plan 2011 – 2031 (Part 1): Oxford's Unmet Housing Need: Notification of Submission and Availability - http://www.cherwell.gov.uk/partial-review - Rec/d 14.3.18: RESOLVED: - No comments. - C.D.C. - Reference: Pre Order Informal Consultation - Blackthorn Footpath No.7 (Part) Diversion Order under s257 of the Town and Country Planning Act 1990 – Deadline for comments 3 May 2018 – Rec/d by Email 4.4.18: RESOLVED: - No objections.		
18.42	Website:		
	Update on the running of the website: C/fwd.	RL	
18.43	Data Protection Regulations:		
	Domain Name: Update on linking email addresses with the website: C/fwd as above 18/42. UK based website provider: C/fwd as above 18/42. - The Clerk reported that she and Cllr. DP had, had a very informative meeting with the Clerk to Launton Parish Council; thanks were expressed for her time; shared knowledge and support. She had kindly supplied draft documents which can be used and formatted to suit BPC. It was RESOLVED that: - The draft documents would be formatted to suit BPC and emailed to councillors for consideration at the next meeting; - That BPC would register with the ICO, as recommended, once the documents had been adopted and approved.	DP BPC	
18.44	Correspondence (See Appendix 5): B.P.C. 242/243 Circulated for comments prior to the		

	meeting: Comments to be considered any action approved:		
	▪ B.P.C.243(07): NHS – Oxford University Hospitals – ‘Sign Up to Become a Member of OUH’ – Rec/d 26.3.18 – Leaflets and Poster for notice board.	RL	
18.45	Website/Parish Magazine/Issues raised through ‘Facebook’:		
	▪ Update on PC Website: ▪ Publication of financial documents in line with Transparency Code: Continue to update. ▪ Website and Parish Matters: ▪ Parish Council vacancies and meeting dates; ▪ Environment Agency – Guests expected at Annual Parish Meeting. ▪ Accidents on A41: Concerns have been raised with District Councillor.	Clerk/RFO RL	
18.46	Neighbourhood Watch:		
	▪ With volunteers for Thame Road and Weir Lane it was proposed that Cllr. RL co-ordinates a meeting with the PSCO and Neighbourhood Watch Team.	RL	
18.47	Parish Council Liaison Person:		
	▪ As above 18/43.	DP	
18.48	Village Matters: Reported incidents:		
	▪ Dangerous hole at south end of Lower Road where Thame Road pavement ends: Clerk tasked with removing from agenda. ▪ Footpaths/Bridleways: Volunteer Warden: No volunteer had come forward; to raise at Annual Parish Meeting.	Clerk Clerk.	
18.49	Matters for Further Information or Discussion at the Next Meeting:		
	▪ Matters for Information: ▪ None. ▪ Matters for Discussion: ▪ Pond/Water Strategy: Plans are progressing for the pond: Clerk tasked with adding to June agenda.	Agenda	
18.19	Date of the Next Meeting:		
	▪ 17 May 2018 at: ▪ 7pm in Blackthorn Village Hall – Annual Parish Council Meeting of Blackthorn PC. ▪ 7.30pm in Blackthorn Village Hall – Annual Parish Meeting of Blackthorn: Approved list of guests. ➤ Environment Agency – Confirmation of attendance received. ➤ PCSO – Confirmed unable to attend. ➤ District and County Cllrs. ➤ Village Hall Committee – representative. ➤ Classic Car Club: Representatives. ▪ Reports as follows: ➤ Chairman to prepare Annual Report: ➤ Grass Cutting - Play Area: Flooding and Car Parking; ➤ Traffic Calming/Roads – Pond; ➤ Planning ➤ Communication; ➤ Data Protection; ➤ Finance.	Clerk JL AS RR RB RL DP RFO	
There being no other business the Chairman closed the meeting at 10pm.			
Draft Minutes subject to Confirmation			