

Minutes of the Parish Council Meeting of Blackthorn				
Held In:		Blackthorn Village Hall	On:	Thursday 1 December 2016 at 7.30pm.
Present:		Vice (Acting) Chairman Cllr. Mr R. Rue (RR), Parish Council Cllrs. Mrs A Stevenson (AS), Mr. R. Burden (RB), and Mrs D. Procopiou (DP) Cllr. Ms R. Lamont		
In Attendance:		Clerk Mrs T Charlesworth (TC).		
Item No	Topic		Action owner	Due Date
16.144	Apologies:			
	▪ Chairman Cllr. Mrs J. Lamont (JL).			
16.145	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.			
16.146	Minutes:			
	▪ The Meeting of Blackthorn Parish Council held on 6 October 2016 at 7.30pm were approved and signed as a correct record by the Acting Chairman Cllr. RR.			
	▪ The Extraordinary Meeting of Blackthorn Parish Council held on 3 November 2016 at 7.30pm were approved and signed as a correct record by the Acting Chairman Cllr. RR.			
16.147	Matters for Report (Appendix 1):			
	▪ Letter to write to Smiths Concrete regarding the Lorry/HGV Trailer Park: Clerk wrote to Cherry Transport Ltd as previously tasked; having established that they do not own the land; Clerk written to Smiths Concrete.			
	▪ Letter to Residents – Hedge work: Residents to be reminded that it is the season to cut hedges: Clerk tasked with sending a reminder letter.			
	▪ Letter to SSE Yarnton – Willow Tree outside Clarevale. Nothing further reported.			
	▪ Letter to the prison regarding the wrongful use of Station road: Clerk written to Geo Amey as advised by the Governor of Bullingdon Prison, and back to the prison enclosing a copy of the letter.			
16.148	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.		JL	
	5.3: Traffic Calming: Data Result Update:			
	▪ Firstly the PC thanked a parishioner for raising a question on this agenda item:			
	▪ The units were primarily intended as a slowdown warning with data as a secondary bonus; there is no data to consider; results would be invalid since the unit in Station Road detects traffic in the 60mph zone; the PC is working on a technical solution; meanwhile the PC is checking the winter performance of the solar panels under full service load. It is hoped that by next spring the PC will have meaningful data results to share with the public, police and the highway authority as appropriate. Clerk tasked with removing item from agenda until further notice.		Clerk	
	5.4: Allotments:			
	▪ Issuing of new 'Tenancy Agreement' and rent reminder:			
	▪ Plot D: Outstanding Rent: Clerk/RFO to follow up.			
	▪ Vacant Allotment:			
	▪ Plot Z – It was RESOLVED that the tenancy agreement would be issued; charges would apply from April 2017 to March 2018 with the expectation that the rent would be paid in full now (December 2016 to 31 March 2017 free).		Clerk/RFO	
	5.5: 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 poste: Contractors being sourced.			
	➤ Housing Association: No update.			
	➤ Tarmac Area: The suggestion of roll-in reinforcement mesh had been made and would also be considered for the turf area in order to extend the parking period/season.		JL	
	▪ Nuisance/Rubbish Issues: Consider/approve purchase of a park 'rules' notice sign:			
	▪ Annual Inspection Report:			
	▪ Bark: Update: C/fwd.			
16/149	Superfast Broadband:			
	▪ Internet Café: No update. It was noted that the internet connection needs changing as it is too slow in the village hall.			
16/150	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.		
	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. October 2016 - £163.02 - Cheque No: 101178.	Clerk/RFO	
	Cleaning of Bus Shelter – December 2016 - £10.00 – Cheque No: 101174.	AS	
	Blackthorn Village Hall - Senior Citizens Vouchers – Parish Council contribution £220.00 – Inv. No: 2003/16 - Payment was approved under S137 – Cheque No: 101177.	Clerk/RFO	
	Blackthorn Village Hall – Inv. No: 2002/16 - £230.00 – Village Hall hire 2016/17 – Cheque No: 101176.		
	Cherwell District Council – Inv. No: 7001858 - £39.00 – Election Charges – uncontested election May 2016 – Cheque No: 101175.		
	Consider/approve use of New Homes Bonus 2016/17: C/fwd.	Clerk/RFO	
	Receipts: - None.		
	7.2: Bank Reconciliation to date: (attached): It was RESOLVED to accept and approve the bank reconciliation as follows: 1.7.16 Up to 30.9.16 - Reconciled against Barclays Bank St. 201). Balance B/fwd £ 26,421.19 Add Total Receipts £ 7,088.20 Less Total Payments £ 3,707.66 Balance C/fwd £ 29,801.73	Agenda	
	7.3: Budget Comparison to Date: RESOLVED to accept/approve the document. The following noted: Grass Cutting Grant 2016/17: Clerk/RFO had followed up and resent invoice as advised.	Agenda	
	7.4: Quotes: Grass Cutting Contract 2017: consider/approve amendments to specification: C/fwd pending advice on grass cutting grant (<i>see above</i>). Traffic Calming Gates: Quotes for Painting: It was noted that they were last painted in 2013. It was RESOLVED to obtain three quotes by the end of January with a view to carry out the work in the spring.	Clerk/RFO Clerk/RFO	
	7.5: V.A.T: Spreadsheet: C/fwd: Clerk/RFO to check that she had a VAT receipt for the website.	Clerk/RFO	
	7.6: End of Year Accounts 31 March 2017: Consider/approve Letter of Engagement – Arrow Accounting: It was RESOLVED to accept and approve the Letter of Engagement. To be signed and returned.	Clerk/RFO	
	7.7: Annual Review of following Documents: Documents to be emailed for review and consideration at next meeting. Risk Assessment: Consider/approve any updates. Asset Register: Consider/approve any updates. Financial Regulations: Consider/approve any updates. Effectiveness of Internal Audit: Consider/approve any updates.	Clirs/ Clerk/RFO	
16/151	Planning Matters (See Appendix 4):		
	8.1: New Applications: None.		
	8.2: Decision Notices: None.		
	8.3: Withdrawal Notices: None.		
	8.4: Planning Issues:		
	Ambrosden/Arncott and Piddington PC: Invite to Chairmen: - 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 14.11.16 to 9.1.17 – 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: RESOLVED that: Cllr. DP would attend the workshop to be held at the John Paul Centre		

	- on 7 December 2016. - Oxford to Cambridge Expressway: News had been noted.		
16/152	Correspondence/Emails: (See Appendix 5): (B.P.C.230): Comments to be considered and any action approved.		
	9.1: B.P.C.231(11): Victoria Prentis MP – ‘Dept. for Transport’s Community Transport Minibus Fund’: No comments. 9.2: Email: 28.9.16 - C.D.C. – Street Trading Policy – Consultation. 9.3: Email: 9.9.16 - C.D.C. - Open Space, Sport and Recreation Review for Cherwell. 9.4: B.P.C.232(02): C.D.C. - British Telecom (BT) has notified Cherwell District Council that it proposes to remove several telephone boxes across Cherwell District. In each case Cherwell District Council must, after undertaking local consultations, tell BT whether or not it objects to removal of the phone box. The timescales for consultation, and forms of notice required, are prescribed by the telecoms regulator, Ofcom (see attached Ofcom guidance document). In Blackthorn, the telephone box at Station Road, Blackthorn, OX25 1TA has been identified for removal. BT informs us that a notice to this effect has been displayed on the phone box since 04/10/16. BT records show that in the past 12 months, 3 calls have been made from this phone box. If you object to removal, you will need to back up your objection with robust evidence that the phone box is still necessary. Relevant factors to consider are set out in Annex 1 of the attached Ofcom guidance document - If you accept removal of the telephone equipment, but would like to retain the kiosk, you have the option to adopt it for £1.00. Details of the adoption scheme can be seen at http://business.bt.com/phone-services/payphone-services/adopt-a-kiosk/ Please reply to this e-mail, no later than 05 December, to let us know whether Blackthorn Parish Council accepts or objects to BT’s proposal, or would like to adopt the kiosk - Rec/d by email 8.11.16: The Parish Council RESOLVED to reply as follows: - The Parish Council accepts BT’s proposal; it did not wish to ‘adopt’ the kiosk and requested that they make good the area if permission to remove the telephone box was granted. - Bucks Recycling: The Parish Council would monitor the use of the village.	Clhrs/ Clerk Clhrs. JL Parish Council.	
16/153	Website/Parish Magazine: Items to be approved for publishing:		
	Update on PC Website: Councillors to provide their biopsys/responsibilities: To be collected and formatted in unison before publication. Parish Council Contact Details: Details to be updated in the Parish Magazine; Clerk to write to Mr L. Becket to ask if he is still the village news collector; if not to establish if there is a replacement. The notice board has contact details for the parish council Clerk through which councillors can be contacted. Publication of financial documents in line with Transparency Code: Publication of documents to continue. A copy of the ‘Draft’ minutes to be published on the notice board.	RL/Clhrs. Clerk	
16/154	Village Issues:		
	- Parking on Pavements: As previously agreed M10/16 – 16/142 the PC would request that the Village Hall Committee add a note to its booking form and a note would also be put in the parish magazine requesting that people do not park on verges or pavements - Overgrown hedges encroaching pavement: To be checked. - Hole in path at the end of Thame Road: It was noted that this was a matter for O.C.C; O.C.C. have run out of funds for 2016/17 to fill potholes and will only be filling those deemed ‘dangerous’ from now. - Village signage (‘Blackthorn’ village): ➤ Sign buried in hedge – ‘Blackthorn Hill towards the village on the old Thame Road: Noted that the hedge has been trimmed. - Letter to Residents - hedge wear: <i>Above 16/147.</i>	Parish Council	
16/155	Neighbourhood Watch: Update.		
	No update.	BPC	
16/156	Matters for Further Information or Discussion at the Next Meeting:		
	Information: - None. Discussion: - None.		
16/157	Date of Next Meeting :		
	- Dates for 2017/18 approved; noted that the Meeting scheduled in May, may have to be reviewed. 2 February 2017 at 7.30pm in Blackthorn Village Hall: Apologies received from Cllr. DP.		
There being no other business the Chairman closed the meeting at 9.20pm. Draft Minutes subject to Confirmation			