

Minutes of the Parish Council Meeting of Blackthorn				
Held In:	Blackthorn Village Hall	On:	Thursday 1 February 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, Mrs A Stevenson (AS) and D. Procopiou (DP)			
In Attendance:	District Cllr. D. Hughes (arrived at 8.18pm and left at 8.53pm) and Clerk/RFO to PC: Mrs T Charlesworth.			
Item No	Topic	Action owner	Due Date	
18.01	Apologies:			
	▪ O.C.C. Cllr. I. Corkin (Budget meeting at County Hall).			
18.02	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.			
18.03	Minutes:			
	▪ The Meeting of Blackthorn Parish Council held on 7 December 2017 at 7.30pm were approved and signed as a correct record by the Chairman Cllr. JL.			
18.04	Co-option: To consider/approve any applicant's.			
	▪ The Parish Council had received no applications. To be re-advertised.			
18.05	District/County Cllrs: I. Corkin and D. Hughes: (D. Hughes reported below see 18/12)			
	▪ Oxford to Cambridge Expressway: The Parish Council considered the recent Highways England – Oxford to Cambridge Expressway Briefing Note sent by Cllr. IC. It was noted that a corridor decision is expected in summer 2018. It was RESOLVED to: ▪ Publish the Link to the documents on the website in order to keep the parish informed.			
	Action: Cllr. RL.			
18.06	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. - Grass Cutting - O.C.C. – Communities - Grass Cutting in Blackthorn –formal legal agreement made under S101 of the Local Government Act 1972: Signed agreement returned. - Precept Requirement 2018/19: Requirement submitted to C.D.C. - End of Year Accounts 31 March 2018: Arrow Accounting letter of Engagement sent.	Clerk		
	Discussion Time (One Hour: projects to be rotated into the slot throughout the year):			
18.07	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. Blackthorn Brook: B.P.C.241(04): The response from the Environment Agency was considered: - It was noted that Blackthorn Brook had been cleared on the 19 December 2017 as part of the 2017/18 maintenance programme but, that it would not be on the maintenance programme for 2018/19 or any future programmes; which is set on the basis of flood risk, they have assessed the flood risk posed by the Blackthorn Brook as low. As the use of their permissive powers can only be used when funded to do so, maintenance of the watercourse will be the responsibility of the riparian owners. - Clerk was tasked with inviting them to attend the next Annual Parish Meeting to discuss in more detail. 7.3: Allotments: - Vacant Allotment: The Clerk was awaiting the return of the signed 'Tenancy Agreement'. VAS Equipment: C/fwd. 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. - 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. - A meeting with B. Duxbury: C.D.C. to be arranged: if District Cllr. DH had no update	Working Group		
		Clerk.		
		RR		

	Clerk was tasked with contacting Cllr. B. Duxbury directly. ▪ 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. 7.6: Grass Cutting: ▪ Contract 2018/19: The contract had been rolled over in 2017 based on a two year contract. Clerk to put on agenda for review in October with a view to renewing the contract in March 2019. 7.7: HS2: The proposed meeting had been cancelled; Cllr. RB is on the emailing list to be notified of the next date.	Clerk JL/AS Clerk/RFO RB	
18.08	Superfast Broadband: No update.		
	8.1: Internet Café: No update. ▪ The Clerk was tasked with responding to an email regarding broadband and the possibility of a refund.	Clerk	
	BUSINESS:		
18.09	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's Pay/Exp Nov/Dec 2017 - £333.91 – Cheque No: 101232.	Clerk/RFO	
	Cleaning of Bus Shelter – Jan/Feb 2018- £30.00 – Cheque No: 101231.	AS	
	▪ Receipts: ▪ Remittance Advice – Document No: 3110308068 – Grass Cutting (Grant) - £1,066.71.		
	9.2: Bank Reconciliation to date (attached): It was RESOLVED to accept and approve the bank reconciliations as follows: 1.10.17 Up to 18.12.17 (Bank St. Issue Date 19.12.17): Balance B/fwd £ 30,589.82 Add Total Receipts £ 714.72 Less Total Payments £ 3,656.87 Balance C/fwd £ 27,647.67 1.1.18 Up to 18.1.18 (Bank St. Issue Date 19.1.18): Balance B/fwd £ 27,647.67 Add Total Receipts £ 1,066.99 Less Total Payments £ 0.00 Balance C/fwd £ 28,714.66		
	9.3: Budget Comparison to year end and to date: RESOLVED to accept/approve the document. The following noted or considered:- ▪ Receipts: It was noted that a budget allowance of £500.00 had been made for the grass cutting grant based on advice from O.C.C., but, the full amount of £1,066.99 had been received. ▪ Payments: Clerks Pay/Exp. The Parish Council would explore alternative arrangements for the Clerks pay in order to avoid being in arrears.	Clerk/RFO DP	
	9.4: Quotes: Consider/approve ▪ None.		
	9.5: V.A.T: ▪ Spreadsheet: Accepted; ▪ VAT Claim: Clerk/RFO to make a VAT claim.	Clerk/ RFO	
	9.6: HMRC: Advice about important Changes: It was noted that HMRC is updating its systems and a new reference number would be provided at some time in the future; no action required.		
18.10	Planning Matters (See Appendix 4):		
	10.1: New Applications: ▪ C.D.C. – Public Protection & Development Management – Town and Country planning Act 1990 Consultation – Planning Application – Application No: 17/02488/F – Applicant's Name: Mr & Mrs John & Jenny Thompson – Proposal: Demolition of single storey side addition, new replacement enlarged single storey side addition and new plain tiles cantilever porch to front door – Location: Woodbine Cottage Lower road Blackthorn Bicester OX25 1TG – Parish(es): Blackthorn: RESOLVED that: ▪ The Parish Council raised no objections or observations. ▪ C.D.C. – Development Management – Town and Country Planning Act 1990 Consultation – Planning Application – Application No: 18/00048/F – Applicant's Name: Mrs Vanessa Clayton – Proposal: New front boundary wall to replace stock fencing; remove trees to front boundary; new single storey extension to front; in fill		

	extension (under existing roof) to side; new insulated render system selected facades; single garage extension – Location: The Fairlawns Lower Road Blackthorn Bicester OX25 1TG - Parish(es): Blackthorn – Rec/d 26.1.18 – Respond by 16 February 2018: It was RESOLVED that: ▪ The Parish Council raised the following observations: ▪ The removal of the 'established' trees would detract from the aesthetics of Lower Road. ▪ With the potential flood risk threat posed to Blackthorn Village; trees help soak up water from the water table. ▪ C.D.C. – Development Management – Town and Country Planning Act 1990 Consultation – Planning Application – Application No: 17/02352/REM – Applicant's Name: Graven Hill Development Company – Proposal: Reserved Matters to application No: 16/01802/OUT – in respect of public areas in Phase 1b – Location: Sited B C D and E MOD Bicester Murcott Road Upper Arncott – Parish(es): Arncott: RESOLVED that: ▪ The Parish Council raised no objections or observations.	Clerk.	
	10.2: Decision Notices: ▪ C.D.C. – Notice of Decision – Town and Country Planning Act 1990 (As amended) – Application No: 17/02154/F – Applicant's Name: Mrs Clare Chennells – Proposal: Installation of sewage treatment system – Location: 1 The Cottage, Blackthorn Hill, Blackthorn, Bicester. OX25 1TJ – Parish(es): Blackthorn – Permission for Development subject to Conditions – Date of Decision: 16 Jan 2018. ▪ C.D.C. – Notice of Decision – Town and Country Planning Act 1990 (As amended) – Application No: 15/02370/F – Applicant's Name: Bellway Homes Limited and Archstone – 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 Jan 2018 – Rec/d 26.1.18: It was RESOLVED that: ▪ As the development will form part of Blackthorn parish; effectively two halves; the Clerk was tasked with writing to Jonathon Porter asking him to explore the possibility of proposing that Church Leys and C.D.C. work together to upgrade the route (cycle/footpath) between Church Leys and Blackthorn as part of the development.	Clerk	
	10.3: Appeal Notices: ▪ None.		
	10.4: Withdrawal Notices: ▪ None.		
	10.5: Planning Issues: ▪ None.		
18.11	Data Protection Regulations:		
	▪ Data Protection: ▪ Webinar Session moved to 7 Feb 2018. ▪ The Parish Council has started the process of compliance by carrying out a 'Data Audit'. In terms of Data Process; it holds no financial records as payments are made by cheque and holds little 'personal' data i.e., names addresses and telephone numbers; it is able to publish data providing it has permission (process to be put in place); it needs to establish how the Parish Council keeps in line with the Transparency Code and the Data Protection Regulations. ▪ Cllr. DP to continue to establish whether or not the Parish Council has to register with the ICO; she had established that Launton PC has registered. ▪ Domain Name: It was RESOLVED that: ▪ The Chairman Cllr. JL would contact L. Butler with a view to proposing that Cllr. RL takes over the website. ▪ Cllr. RL takes over the running of the website; ▪ That Cllr. RL looks at linking email addresses for the parish council to the website (clerk should be copied into any emails). ▪ Cllr. RL establishes if the website is secure i.e., UK based.	DP/Clerk	
18.12	District/County Cllrs: I. Corkin and D. Hughes: Cllr. D. Hughes arrived 8.18pm and reported as follows:-	JL/RL	
	▪ Oxford to Cambridge Expressway: Adrian Cordwell and another councillor at C.D.C. are looking out for C.D.C. interest; a comprehensive report is expected in September. There may be some workshops to attend at a later date. ▪ The ongoing 'sports studies' are nearing completion; Parish Council to look out for. The Chairman Cllr. JL thanked him for attending; left 8.53pm.		

18.13	Correspondence (See Appendix 5): B.P.C. 241 Circulated for comments prior to the meeting: Comments to be considered any action approved:		
	▪ B.P.C.241(11): O.C.C. – ‘Care Worker recruitment campaign’ – Rec/d 20.1.18 – Posters for noticeboard. ▪ B.P.C.241(15): Christopher Cundy – Dog Warden C.D.C. – Request for the PC to publish article in parish mag regarding Dangerous Dog Act – following complaints: It was agreed to send this to the editor of the Parish Matters for publication.	RL	
18.14	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 that: ▪ Cllr. RL would no longer update the ‘Facebook’ page but, continue to publish on the website and in the Parish Matters as above/below: ▪ Parish Council vacancies and meeting dates; ▪ Allotment vacancies; ▪ The Link for the Oxfordshire to Cambridge Expressway; ▪ Dog Warden article; ▪ Footpath Warden – request for volunteer.	Clerk/RFO RL	
18.15	Neighbourhood Watch: Clerk had made contact with and awaiting a response; Clerk to invite to the Annual Parish Meeting.	Clerk	
18.16	Parish Council Liaison Person:		
	▪ As above 18/11: Cllr. DP has established contacts with Launton PC; Clerk to look for the email regarding parish liaison meeting proposal from Piddington PC and re-forward to councillors. ▪ Clerk tasked with emailing all local parish councils with regards to the proposed Oxford to Cambridge Expressway. ▪ OALC Website Update: Cllr. DP had previously been able to access the website and gained useful information from it. Since the websites update all areas of the OALC website are accessible to everyone except the Members Area, which is now set up to recognise the email address of the clerk; following the protocol that it is the clerk that needs access to the reference documentation in order to enable them to advise their council and councillors.	DP Clerk	
18.17	Village Matters: Reported incidents: ▪ Dangerous hole at south end of Lower Road where Thame Road pavement ends: Four photographs have now been sent to ‘Fix My Street’. ▪ Weir Farm: Visibility splays and ditch clearance. Clerk had prepared letters for delivery; it was RESOLVED: ▪ Not to send the letters as actions had been superseded by County Council Highways. Clerk to remove from agenda.	RL Clerk	
18.18	Matters for Further Information or Discussion at the Next Meeting:		
	▪ Matters for Information: ▪ None. ▪ Matters for Discussion: ▪ Footpaths/Bridleways: Advert to be put on website and in Parish Matters asking for a volunteer (keen walker) to act as a Footpath Warden.	Agenda	
18.19	Date of the Next Meeting:		
	▪ 1 March 2018 at 7.30pm in Blackthorn Village Hall: ▪ Proposed Meeting Dates for 2018/19: It was RESOLVED to:- ▪ Amend the 3 May 2018 (AGM dates) to the 17 May 2018 as the village hall will be being used for elections. ▪ Approve the list of dates with the above amendment. ▪ To publish list on the website and in the Parish Matters.	Clerk Clerk/RL	
There being no other business the Chairman closed the meeting at 9.51pm.			
Draft Minutes subject to Confirmation			

Minutes approved at meeting 8.3.18 – M2/18 – 18.22