

Minutes of the Parish Council Meeting of Blackthorn				
Held In:	Blackthorn Village Hall		On:	Thursday 6 July 2017 at 7.30p.m.
Present:	Parish Council Chairman Cllr. Mrs J. Lamont (JL), Cllrs. Mrs A Stevenson (AS), Mr. R. Burden (RB), D. Procopiou (DP) and R. Lamont (RL).			
In Attendance:	Clerk/RFO to PC: Mrs T Charlesworth.			
Item No	Topic		Action owner	Due Date
17.78	Apologies:			
	Cllr. Mr R. Rue (RR).			
17.79	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.			
17.80	Minutes:			
	- The Annual Meeting of Blackthorn Parish Council held on 18 May 2017 at 7pm were approved and signed as a correct record by the Chairman Cllr. JL. - The Annual Parish Meeting of Blackthorn held on 18 May 2017 at 7.30pm were approved and signed as a correct record by the Chairman Cllr. JL. - The Extraordinary Meeting of Blackthorn Parish Council held on 1 June 2017 at 7.30pm were approved and signed as a correct record by the Chairman Cllr. JL.			
17.81	Co-option: Update and signing of 'Declaration of Acceptance of Office': Clerk had sent documents with no response to date.			
17.82	Matters for Report (Appendix 2):			
	- Letter to write to Smiths Concrete regarding the Lorry/HGV Trailer Park: There had been no response, to date, to the recorded letter. - Letter to Residents – Hedge work: Work completed; Clerk tasked with removing from agenda.	Clerk		
	Discussion Time (One Hour: projects to be rotated into the slot throughout the year):			
17.83	Project Reports (Appendix 3):			
	6.1: Emergency and Community: Nothing further to report. 6.2: 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: Consider/approve draft letter: Letter to be considered alongside information provided: C/fwd. 6.3: Allotments: - Issuing of new 'Tenancy Agreement' and rent reminder: Three new 'Tenancy Agreements' had been signed and returned: It was RESOLVED that: - the draft letter was approved with the addition of 'Final Notice' at the top of one which is to be sent recorded delivery and notification on the remaining two that a final notice will be issued if a response is not received in 30 days. - Plot 'Z' to be offered to the next person on the waiting list. - That a general reminder to keep tenancies up to date would be published in the parish magazine. - Vacant Allotment: Clerk had sent 'Tenancy Agreement' with no response to date. 6.4: Play Area: Parking Area: - Update on provision of parking spaces: Consider/approve:- It was noted that a letter had been sent with regards to the possibility of leasing land for parking. - Quote for proposed phase 1. - Tarmac Area: Quote for proposed phase 2: Awaiting estimates for proposals. - Housing Association: Update. Nuisance/Rubbish Issues: Update on purchase of park 'rules' notice sign: Annual Inspection Report: Introductory comments noted:- Access - The bridges over the old drainage ditches should be monitored since there is evidence of decay and slippage as a result of settling or other ground movement – drying out this spring perhaps. The four section sleeper bridge nearest the entrance is a good example of this: Noted.	JL	Clerk	
		JL/RR		
		JL		

	4. Zone three: Adventure trail 2 – incorporating six elements as well as adjacent cradle seat swings. - The linking bridges are shifting and rotting – not a serious matter at this stage but worth monitoring and throughout the site there are minor decay spots – Strimmer action! - Wood chip safety surface under the swings and forming an all-weather path surface: Bark to be topped up. Runway – generally described as ‘aerial flight’ or Zip Wire Equipped with a ramp platform to one end only - This item does not comply with BS EN 1176 requirements since it is not fully marked and labelled. Low Risk - The inspector again draws attention to the fact that there is Insufficient safety surfacing in the fall area and naturally through use it is very deeply troughed and should be turned and loosened before being topped up : Bark to be topped up. - BSEN1176 4.4 14 requires ...impact area of surfacing ...provided to each side of the runway to a distance of at least 2m Bark: Second delivery to be laid. 6.5: 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: O.C.C. has indicated that the Parish Council cannot amend the document but can annotate so that it is relevant to grass cutting.		
17.84	Superfast Broadband: No update.		
	7.1: Internet Café: 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 SFFB and Parish Council to deliver the Internet Cafe commitment to the community and Cherwell: The Village Hall Committee is waiting for an invoice for the upgrading of the broadband; it will then approach the Parish Council.	JL	
	Business:		
17.85	Finance (See Appendix 4):		
	8.1: Invoices paid prior to the meeting:		
	M. R. Cross – Inv. No's: 1070 - £120.00 - (Grass cutting of play area – 16.5.17) – 1069 - £672.00 – (Grass cutting of verges inside and outside 30mph limit – 24.5.17) – Total £792.00 – Cheque No: 101201: Approved as contractual work.		
	Invoices for payment: It was RESOLVED that the attached list of invoices (<i>Appendix 4</i>) were approved for payment:	Clerk/RFO	
	Clerk's Pay/Exp May 2017 - £166.87 – Cheque No: 101202.		
	P. Morrissey – July 2017 - £15.00 – Cheque No: 101203.	AS	
	M. R. Cross – Inv. No's: 1079 - £360.00 - (Grass cutting of play area – 1.6.17; 14.6.17 and 27.6.17) – Cheque No: 101204.	Clerk/RFO	
	Swarco Traffic Ltd – Inv. 90009790 - £274.44 - 5 Year Bronze Silver Extended Warranty Contract – Cheque No: 101205.	Clerk/RFO	
	Oxford Tree Service – Purchase of Bark Play Area: No invoice presented.		
	Arrow Accounting – Internal Audit Report Year Ending 31.3.17 – Inv. No: P282 - £278.00 – Cheque No: 101206.	Clerk/RFO	
	R J Wakelin – Decorating Specialist – Painting of white traffic calming gates - £785.00 – Considered and approved as work as per quote – Cheque No: 101207.	Clerk/RFO	
	St Mary the Virgin, Ambrosden PCC – Churchyard/Graveyard – contribution for 2016/17 £148.00 – Considered and approved as budgeted for – Cheque No: 101208.		
	John Hicks – Play Area Inspection 2017 - £82.80 – Considered and approved as work as per quote - Cheque No: 101209.		
	Barclays Bank Plc. – Cheque No: 101184 has been returned to Mr Cross unpaid as an alteration requires a signature – Rec'd 15.4.17 – Cleared on 24 April 2017.	Clerk/RFO	
	Receipts: - Merton Parish – Shared payment for SLCC/ALCC Membership 2017/18.		
	8.2: Bank Reconciliation to date (attached): It was RESOLVED to accept and approve the bank reconciliations as follows:		

	1.4.17 Up to 18.5.17 (Bank St. Issue Date 19.5.17): Balance B/fwd £ 32,586.42 Add Total Receipts £ 6,639.86 Less Total Payments £ 9,364.06 Balance C/fwd £ 29,862.22 1.4.17 Up to 18.6.17 (Bank St. Issue Date 16.6.17): Balance B/fwd £ 32,586.42 Add Total Receipts £ 6,639.86 Less Total Payments £ 9,364.06 Balance C/fwd £ 29,862.22		
	8.3: Budget Comparison to year end and to date: RESOLVED to accept/approve the document. No concerns highlighted.	Clerk/RFO	
	8.4: Quotes: Consider/approve None.		
	8.5: V.A.T: Spreadsheet: List to be emailed to councillors. C/fwd.	Clerk/RFO	
	8.6: End of Year Accounts 31 March 2017: Arrow Accounting – Internal Audit Report 2016/17: Consider/approve any action: The Internal Auditor had made no recommendations. All information, required under the 'Transparency Code', had been published including the 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 – The Annual Return and required documents have been submitted to BDO.	Clerk/RFO	
	8.7: Parish Notice For PPR 2017: Parish Report of the IRP on Parish Members Allowances 2017-18: It was RESOLVED: That the PC would not adopt the Parish Members Allowance.		
17.86	Planning Matters (See Appendix 5):		
	9.1: New Applications: C.D.C. – Public Protection & Development Management – Town and Country Planning Acct 22990 Consultation – Planning Application- Application No: 17/01138/Q56 – Applicant's Name Mr William Deeley – Proposal: Change of use/conversion of barn to dwelling – Location; Barn East of OS Parcel 0062 East of Blackthorn Road Launton – Parish(es): Blackthorn – Rec/d 13.6.17 – C/fwd to next meeting – Podio 13.6.17 - Response by 3 July 2017: The PC raised no observations or objection.		
	9.2: Decision Notices: None.		
	9.3: Withdrawal Notices: None.		
	9.4: Planning Issues: - The PC had been contacted by the Civil and Structural Engineers who are involved with the Symmetry Park development on the A41. As part of the works there shall be a new bus stop. Oxfordshire County Council advised that they need to agree the style of bus shelter with the local Parish Council: It was RESOLVED that: - The PC had no objections to their proposals but suggested that the building is 'colour graded'.	Clerk	
17.87	Correspondence (See Appendix 6): B.P.C. 229 Circulated for comments prior to the meeting: Comments to be considered any action approved:		
	10.1: Email: (A) Oxfordshire Adult Learning – Part-time prospectus – Rec/d 6.6.17 – To be displayed/circulated.		
17.88	Website/Parish Magazine/Issues raised through 'Facebook':		
	- Update on PC Website: - Publication of financial documents in line with Transparency Code: As above 17/85 – 8.6. - Facebook Page: The Parish Council would like to thank Cllr. RR for his significant contribution to the work of the council – he has investigated and procured the speed cameras and has worked since to get them working. In addition he has taken over the investigation into the cost of the car parking solution for the park. Approved publication of PC agenda items: - Internal Audit: Available for review. - Play Area Inspection Report: Has been completed and is satisfactory. - Elderly people in Bicester being targeted.	Parish Council	
17.89	Neighbourhood Watch: No update.		

17.90	Parish Council Liaison Person:		
	It was RESOLVED: - To adopt the draft list of responsibilities - That Cllr. DP makes contact with local parish councils.	DP	
17.91	Matters for Further Information or Discussion at the Next Meeting:		
	Matters for Information: - Cherwell Parish Liaison Meeting: Cllr. DP had attended. Matters for Discussion: - OALC – June newsletter: Highlighted 'The Good Councillor Guide' (Clerk emailed copies to each councillor); Finance issues and the General Data Protection Regulations May 2018: Cllr. RL to review on the OALC Members Area.	Agenda	
17.92	Date of the Next Meeting:		
	7 September 2017 at 7.30pm in Blackthorn Village Hall: The PC accepted apologies from Cllr. DP.	Clerk	
There being no other business the Chairman closed the meeting at 8.50pm. <i>Draft Minutes subject to Confirmation</i>			