

Blackthorn Parish Council M2/16

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Minutes of the Parish Council Meeting of Blackthorn				
Held In:	Blackthorn Village Hall		On:	Wednesday 17 March 2016 at 7.30p.m.
Present:	Parish Council Chairman Cllr. Mrs J. Lamont (JL), Cllrs. Mrs A Stevenson (AS), D. Procopiou (DP) and Mr R. Rue (RR),			
In Attendance:	District Cllr. D. Hughes.			
Item No	Topic		Action owner	Due Date
	The agenda was changed in order to deal with matters in order of priority.			
16.13	Apologies:			
	None.			
16.14	Public:			
	None.			
16.15	To receive declarations of Personal or Personal and Prejudicial Interests':			
	- None. - Register of Members' Interests: Review: Members present declared no updates.			
16.16	Minutes:			
	- The minutes of the Blackthorn Parish Council Meeting held on 9 December 2015 at 7.30pm were approved and signed as a correct record - The Blackthorn Parish Council Meeting held on 4 February 2015 at 7.30pm were approved and signed as a correct record.			
16.17	Matters for Report (Appendix 1):			
	Budget 2016/17: Precept requirement submitted to C.D.C.			
16.18	Vice-Chairman: Election:			
	C/fwd to Annual Parish Meeting following the election.			
16.19	Parish Council Elections: Timetable			
	Timetable and fees as previously noted M1/16 – 16/09: Formal notice to be displayed on notice board on 30 March 2016. Nomination papers are available from the Clerk; on completion an appointment to be made to deliver by hand to C.D.C.			
	Business:			
16.20	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 (Appendix 3) were approved for payment:			
	Clerk's Pay/Exp. January 2016 – and any increase in accordance with the pay award 2014-16 - £162.20 – Cheque No: 101140.			
	P. Morrissey – March 2016 - £10.00 – Cheque No: 101137.		AS	
	C.D.C. – Dog Bin Emptying - Dog Bin Emptying/Winter period/Inv. No: 10030810 - £96.10 – Cheque No: 101138.			
	Oxfordshire Association of Local Councils (O.A.L.C.) - Annual Subscription 2016-2017/Inv. No: B00009/2016 - £133.07 – Cheque No: 101139.			
	Community First Oxfordshire - Annual Membership 1 April 2016 to 31 March 2017 - £35.00 – Cheque No: 101141.			
	Website: To consider/approve annual costs to be transferred for payment through the PC by either 'Standing Order' or 'Direct Debit': C/fwd.		LB	
	9.2: Bank Access/Signatories: Update on third signatory: 'Appointment of Bankers' form to be signed before change of signatory can be authorised: With no response from Barclays Bank to date: Cllr. DP agreed to resubmit the forms.		DP	
	9.3: Bank Reconciliation to date (attached): It was RESOLVED to accept and approve the bank reconciliations as follows:			
	1.10.15 – 31.12.15: Checked against bank statement balance as at 16 October 2015 – St. No: 190/191:-			
	Balance B/fwd £ 27,684.32			
	Add Total Receipts £ 3,265.36			
	Less Total Payments £ 2,845.10			
	Balance C/fwd £ 28,104.58			
	9.4: Budget Comparison to Date: RESOLVED to accept/approve the document; no areas			

	for concern highlighted: ▪ Grass Cutting: ▪ Consider ex-gratia payment (look at accounts prior to next meeting). ▪ Consider how the PC can make up the money in order to allow for the cutting outside the 30pmh limit. ▪ C//fwd as the Parish Council was waiting to see how much grant O.C.C. approves.	Clerk.	
	9.5: Quotes: Consider/approve: See below 16/29 – 7.3.		
	9.6: V.A.T: Update. ▪ Spreadsheet: Listed invoices considered/approved at meeting; noted no VAT to be claimed. Clerk/RFO tasked with adding a balance b/fwd at the top to show any outstanding V.A.T. prior to the start date in December.	Clerk/ RFO	
	9.7: End of Year Accounts 31 March 2015: ▪ Date selection 2015/16: Clerk/RFO to select a date.	Clerk/ RFO	
	9.8: Publication of financial documents: With no response from Cllr. LB it is proposed that the PC looks for a different website; Chairman Cllr. JL to explore possibility of linking with the village hall website.	JL	
	9.9: OALC - IMPORTANT Audit arrangements for smaller councils - if opting out, responses required by 31st January 2016: It was RESOLVED that the PC would not opt out.		
	9.10: C.D.C. - Report of the Independent and Parish Remuneration Panel on the Review of Parish Members' Allowances for the 2016/2017 Financial Year for Parish Councils in the Cherwell District – Parish Notice: To consider/approve: It was RESOLVED that the PC would make no remuneration for Parish Members' Allowances for the 2016/2017 financial year for the Parish Council.		
16.21	Annual Review of following Documents:		
	13.1: Risk Assessment: It was RESOLVED to approve and accept the document with the following amendments:- ▪ Broadband installation complete; removed. ▪ VAT assessment to; action to minimize risk. ▪ Clerk/RFO to update.	Clerk/ RFO	
	13.2: Asset Register: It was RESOLVED to approve and accept the document with no amendments.	Clerk/ RFO	
	13.3: Financial Regulations: It was RESOLVED to approve and accept the document with no amendments.	Clerk/ RFO	
	13.4: Effectiveness of Internal Audit: It was RESOLVED to approve and accept the document with the following addition and action for Clerk/RFO:- ▪ <i>No: 5 'Be Forward Looking':</i> Need to develop a monitoring process to ensure that correspondence is being responded to – Clerk to submit proposals by 30 June 2016.	Clerk/ RFO	
16.22	District Councillor: District Cllr. D. Hughes reported as follows: ▪ Land at Church Leys Farm: He noted that the public meeting, held today in Blackthorn Village Hall, had been well attended; the parish were apprehensive about the plans because of possible flooding; congestion and it would double the size of the parish. He had asked B. Duxbury C.D.C. about the possibility of a s106 Agreement; it was an unusual case (unprecedented to have houses joining another village); he had suggested that Blackthorn discuss its responsibilities with Ambrosden as there could be a mutual benefit to both villages. It was also noted that the proposed development would increase the number of houses in Blackthorn and could have an affect on the election boundaries. B. Duxbury has agreed to attend the parish council meeting in April. ▪ Railway Crossing: The Railway has no power to permanently close the road; the Town Council would resist any such proposals.	Clerk	
16.23	Clerk: (See Appendix 6)		
	▪ Clerk's Contract – Auto Enrolment - Pension Scheme: Consider/approve 'Nest' as pension provider: It was RESOLVED that: ▪ 'Nest' would be the pension provider for Blackthorn Parish Council. ▪ Clerk formally written to; to respond in writing. ▪ Once response received Chairman Cllr. JL to update Auto Enrolment.	Clerk/ RFO JL	
16.24	Superfast Broadband/Internet Cafe: No update; it was noted that broadband had been installed into the village hall to facilitate the Internet Café.		
16.25	Website/Parish Magazine: Items to be approved for publishing: None. ▪ Update on PC Website: See above 16.20 – 9.8.		
16.26	Neighbourhood Watch: Cllr. RR to speak to resident; to advise that they would have to register with the police.	AS/RR	

16.27	Bicester Level Crossing Crossing on London Road: To discuss the effects of the possibility of the crossing being permanently closed: <i>See above 16.22.</i>		
16.28	Pete's Paddock, Blackthorn: To discuss planning permission regarding 'car boot' sales; use for events and semi-permanent buildings: To be monitored during the summer months when active.		
	Discussion Time (One Hour: projects to be rotated into the slot throughout the year):		
	Business:		
16.29	Project Reports (See Appendix 2):		
	7.1: Emergency and Community: No updates. 7.2: Drainage: ▪ Diversion of pumps along the ditches of the A41 into the River Ray: ➤ Ordinary Water Courses Consent Form: O.C.C. had given consent; Clerk tasked with sending a letter to Network Rail attaching copy of consent from O.C.C. and information provided by Cllr. RR. ➤ Update from Network Rail: No update. ▪ Blackthorn Brook: Work completed. Clerk to remove from agenda. 7.3: Traffic Calming: ▪ Tenders: To consider/approve one tender: The Parish Council considered three quotes from Solar Gem; Westcotec and Swarco Traffic Ltd. It was RESOLVED to:- ▪ accept and approve the following quote from 'Swarko Traffic Ltd'; ▪ place an order for two Solar Vehicle Activated Signs at a cost of Price £1,968.50 each plus delivery at £100.00 (4-6wks); total Excluding VAT £4,037.00 (brackets supplied and including software and download system); warranty twelve months. ▪ Approve the supply if posts and sockets by Cllr. RR Posts and sockets (to be reimbursed; approximate estimate of £400.00 per post); ▪ Approve installation by Parish Council members; O.C.C. Peter Egawhary has provide 'blanket' permission on installation; (currently proposed sites are Lower Road and Station Road); to be notified prior to installation. ▪ Approve the draft order; Clerk/RFO to send. 7.4: Allotments: Review of 'Tenancy Agreement': ▪ Issuing of new 'Tenancy Agreement' and rent reminder: ▪ Chairman Cllr. JL to check with L. Butler if Mr & Mrs Mack are working their allotment: C/fwd. ▪ Vacant Allotment: No applications. 7.5: Land Adjacent to Village Hall: ▪ Letter to Trustees: No update. 7.6: Play Area: ▪ Replacement Bin: 'Blue/Green/Brown' bins have been provided; noted that the 'Frog' is still being used for rubbish. Clerk to remove from agenda. ▪ Parking Area: Noted that a new 'Play Area' and (P) for parking sign has been erected but the whole area is now being used for parking. It was RESOLVED that the Clerk/RFO contacts C.D.C. in response to a request from a resident of Blackthorn Close to have the bays marked numbers one to four and play area. ▪ Annual Inspection: Having considered quotes from John Hicks & Associates and RoSPA it was RESOLVED: ▪ To approve the quote from John Hicks & Associates; Clerk to advise. ▪ Councillors to consider the advisory note in last year's inspection report regarding the inspection of timber.	AS Clerk Clerk RR Cllrs. RR Clerk/ RFO JL JL Clerk Clerk Clerk/ RFO Cllrs.	
16.30	Planning Matters (See Appendix 4):		
	▪ C.D.C. – Public Protection & Development Management – Town and Country Planning Act 1990 Consultation – Planning Application – Application No: 155/02316/OUT – Applicant's Name: Mr Warren Francis Reid – Proposal: Outline – Proposed development of up to 69,677sqm (750,000 sq feet) of logistics floorspace, within Class B8 of the Town and Country Planning use classes order of 1987, with ancillary Class B1(A) Offices, together with associated site infrastructure including lorry parking, landscaping and sustainable drainage with details of means of access included for approval – Location: OS Parcel 0070 Adj and North of A41 London Road Bicester – Parish(es): Ambrosden – Rec/d 8.1.16: The Parish Council made no observations or		

	objections. ■ C.D.C. - Strategic Planning & the Economy – Town & Country Planning Act 1990 Consultation – Planning Application – Application No: 16/00239/CLUE – Applicant's Name: Mr Arthur Richards – Proposal: Certificate of Lawfulness of existing use of The Barn as an independent Dwelling (C3) – Location: The Barn Fir Tree Farm Lower Road Blackthorn Bicester OX25 1TG – Parish(es): Blackthorn – Rec/d 13.2.16 - Respond by 3 March 2016: The Parish Council made no observations or objections. ■ C.D.C. – Public Protection & Development Management – Town and Country Planning Act 1990 Consultation – Planning Application – Application No: 16/00256/F – Applicant's Name: Ms Sandra Delderfield – Proposal: Change of use of agricultural land to garden use – Location: 2 The Cottage Blackthorn Hill Blackthorn Bicester OX25 1TJ – Parish(es): Blackthorn – Rec/d 29.2.16 – C/fwd to next meeting – Emailed – Respond by 18 March 2016: The Parish Council made no observations or objections.		
	10.2: Decision Notices: ■ None at time of printing.		
	10.3: Withdrawal Notices: ■ None at time of printing.		
	10.4: Planning Issues: ■ Barton Willmore – Springfield Farm, Ambrosden: No update.		
	■ Ambrosden PC: Invite to Chairman: No response to email. Noted that the Chairman of Ambrosden PC has written to the PC requesting a contribution to the traffic calming survey proposed.	JL	
	■ Blackstone Farm: There has been an 'unofficial' undertaken to resolve the situation by the Spring. The son is expected to take over the business when his parent's retire when there will be a change in business; there will be an increase in skips and only services for local farmers. There has only been one complaint in recent weeks.	RR	
	■ David Lock Associates - Town Planning and Urban Design – Land North of Blackthorn Road, Ambrosden: Public Exhibition on 28 January 2016 between 2pm and 8pm at Ambrosden Village Hall, Merton Road. OX25 2LZ – Request information leaflet is put on notice board – Rec/d 20.01.16: The Clerk was tasked with requesting more information.	Clerk/ RFO	
	■ C.D.C. – Strategic Planning & the Economy – Notification of Planning Policy Consultations: Partial Review of the Cherwell Local Plan (Part 1): Oxford's unmet housing need – Issues Paper – Cherwell Local Plan 2011-2031 (Part 2): Development Management Policies and Sites – Issues Paper – Draft Statement of Community Involvement – Comments invited with the consultation period extending to 11 March 2016 – Rec/d 30.1.16 – Can be viewed at www.cherwell.gov.uk/policypublicconsultation: Cllr. RB to review.	RB	
	■ C.D.C. - Strategic Planning & the Economy – Notification of consultation on the Cherwell Community Infrastructure Levy (CIL) Preliminary Draft Charging Schedule – Regulation 15 of the Community Infrastructure Levy (CIL) Regulations (2012; as amended) – Comments invited period extended to 25 March 2016 - www.cherwell.gov.uk/policypublicconsultation: Chairman Cllr. JL to review.	JL	
16.31	Correspondence/Emails: (See Appendix 5): (B.P.C.227/228):		
	■ 11.1: B.P.C.226(17): Office of Her Majesty's – Lord Lieutenant of Oxfordshire – Her Majesty the Queen's 90th Birthday. Celebrations in June 2016 – Street Parties encouraged – Notify of any plans: The Village Hall Committee have plans to hold a street party on 11-12 June; will approach PC for funding for road closures.		
	■ 11.2: B.P.C.227(05): C.D.C. – Regeneration & Housing – Rural Housing Pack – Approved Allocation Scheme June 2015 Final Version - Information in the pack can be found on the website: Chairman Cllr. JL to review.	JL	
	■ 11.3: B.P.C.228(08): Tower Mint Ltd – HM Queen Elizabeth II 90th Birthday Commemorative Medal for Schools and Councils: Village Hall Committee to look at.		
	■ 11.4: Email: T4049 A41 Ambrosden - Road Closure 21 March 2016 for 4 nights (19:00hrs - 06:00hrs): Noted.		

	11.5: .5: Email: Queen's 90th Birthday Celebration Fund: Village Hall Committee to look at.		
16.31	Matters for Further Information or Discussion at the Next Meeting: None.		
16.32	Date of Next Meeting : 7 April 2016 at 7.30pm in Blackthorn Village Hall: Cllr. AS gave her apologies. - The meeting scheduled for May to be altered to reflect the elections.		
There being no other business the Chairman closed the meeting at 10.13pm. Draft Minutes subject to Confirmation Minutes approved at the meeting held on 7.4.16 – M3/16 – 16/38			