

Minutes of the Extraordinary Parish Council Meeting			
Held In:	The Village Hall	On:	Thursday 8 March 2018 at 7.30p.m.
Present:	Parish Council Vice Chairman Mr R. Rue (RR), D. Procopiou (DP), Cllr. A. Stevenson (AS), R. Lamont (RL) and Mr. R. Burden (RB).		
In Attendance:	Clerk/RFO to PC: Mrs T Charlesworth.		
Item No	Topic	Action owner	Due Date
18.20	Apologies: Accepted from: Chairman Cllr. Mrs J. Lamont (JL).		
18.21	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.		
18.22	Minutes: Of the Meeting of Blackthorn Parish Council held on 1 February 2018 at 7.30pm were approved and signed as a correct record by the Chairman Cllr. JL.		
18.23	Matters for Report (Appendix 1):		
	- Letter to write to Smiths Concrete regarding the Lorry/HGV Trailer Park: No response. - Invite to Environment Agency to attend Annual Parish Meeting of Blackthorn: Clerk written. - Clerk to thank the Environment Agency for clearing the Brook. - Grass Cutting: Contract 2018/19: Clerk had emailed contractors as agreed. - Grass Cutting: Oxfordshire Together – Section 101 Legal Agreement: Singed copy sealed by the County Council and returned.	Clerk	
	Business:		
18.24	Finance (See Appendix 2):		
	5.1: Invoices paid prior to the meeting: None.	RFO/ Clerk	
	Invoices for payment: It was RESOLVED that the attached list of invoices (Appendix 2) were approved for payment:		
	- Clerk's Pay/Exp Jan/February 2018 – £336.76 - Cheque No: 101234: It was RESOLVED that:- - The Parish Council would set up a standing order for the Clerk's pay (Expenses would continue to be paid at meeting). - Clerk to draft a letter to Barclays Bank; to be signed by two signatories.	Clerk/RFO Two signatories.	
	Cleaning of Bus Shelter – March 2018- £15.00 - Cheque No: 101233.		
	O.A.L.C. – Inv. No: B00009/2018 - £135.06 – Cheque No: 101235.		
	Receipts: Allotment Plot 'Z' - £12.00 2018/19.		
	5.2: Annual Review of following Documents: Risk Assessment: It was RESOLVED that:- - The Risk Assessment documents were approved with no amendments. - The Clerk 'backs up' once a week. - That the Clerk looks at purchasing an antivirus package up to the cost of £30.00 per year (to ask Merton PC to consider sharing costs). Asset Register: It was RESOLVED that:- - The Asset Register was approved with no amendments. Financial Regulations: It was RESOLVED that:- - The Financial Regulations were approved with no amendments. - The Clerk establishes if there is an updated version for consideration next year. Review of The Effectiveness of Internal Audit 2017/18: Following discussions with reference 'Expected Standard' Item 2: Project Summary: reference can be made to minutes of meetings; Summary of Projects is an area for development and is in progress. It was RESOLVED that:- - The Effectiveness of Internal Audit 2017/18 was approved with no amendments. Effectiveness of Internal Audit: It was RESOLVED that:- - The Effectiveness of Internal Audit was approved with no amendments.	Clerk/RFO	
18.25	Planning Matters (see Appendix 3):		

	6.1: New Applications: - C.D.C. – Development Management – Town and Country Planning Act 1990 Consultation – Planning Application – Application No: 18/00006/F – Applicant's Name: Mr Nick Pugh – Proposal: New garage on front drive – Location: Molefield 1 Weir Lane Blackthorn Bicester OX25 1UL – Parish(es): Blackthorn – Rec/d 16.2.18 – Respond by 8 March 2018: The Parish Council raised no objections or observations. - C.D.C. – Development Management – Town and Country Planning Act 1990 Consultation – Planning Application – Application No: 18/00211/F – Applicant's Name: Network Rail Infrastructure Ltd – Proposal: Railway embankment stabilisation scheme, including earthwork re-grading, construction of access route and ecological mitigation measures (resubmission of 13/01805/F – Location: Land at Network Railway Embankment Between Piddington and Blackthorn March Gibbon Road Piddington – Parish(es): Piddington – Rec/d 20.2.18 - Respond by 12 March 2018: The Parish Council does not object to the proposals in general but, does object to the proposal to relocate the footpath that runs from Blackthorn to Marsh Gibbon, it is unclear whether this is on a temporary basis whilst works are carried out or permanent one; the relocation under the bridge would mean that the footpath would run alongside the A41; given previous concerns with the A41 i.e., visibility from the junctions and accidents, the Parish Council consider this relocation unsuitable for pedestrians.	Clerk	
	6.2: Decision Notices: C.D.C. – Notice of Decision – Town and Country Planning Act 1990 (as amended) – 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 plan tiles cantilever porch to front door – Location: Woodbine Cottage, Lower Road, Blackthorn, Bicester OX25 1TG – Parish(es): Blackthorn – PERMISSION FOR DEVELOPMENT SUBJECT TO CONDITIONS – Date of Decision: 2 February 2018: Noted.		
18.26	Website:		
	7.1: Update on the running of the website: Cllr. RL is working with the current website editor.	RL	
18.27	Data Protection Regulations: Consider/approve action.		
	8.1: Domain Name: Update on linking email addresses with the website: (<i>see above 18.26 – 7.1</i>). 8.2: UK based website provider: No update. - Registration with ICO: It was noted that the law had not yet been passed; general advice is that Parish Councils should register with the ICO.		
18.28	Correspondence/Emails/Issues Raised through 'Facebook' page: (<i>See Appendix 5</i>): (B.P.C.242): Comments to be considered and any action approved:		
	B.P.C.242(01): C.D.C. - FW: Springclean 2018: Noted. B.P.C.242(08): (G) Citizens Advice – North Oxon & South Northants – Harvest Money credit union, in partnership with C.D.C. are offering affordable loans for bulk fuel purchases for Cherwell residents – Rec/d 22.2.18 – Poster for notice board. B.P.C.242(10): (A) Shelswell History Festival – Invite letter – Rec/d by Email 6.2.18: No comment.		
18.29	Website/Parish Magazine/Facebook:		
	- Items to be approved for publishing: - Blackthorn Brook had been cleared. - Neighbourhood Watch: Need volunteer for Weir Lane; to engage support from the PSCO and the Neighbouring Village that had contacted the Clerk. - Parish Council vacancy.		
18.30	Date of the Next Meeting:		
	- It was RESOLVED to: - Change the scheduled meeting on 5 April 2018 to 12 April 2018 at 7.30pm to be held in Blackthorn Village Hall. - Cllr. DP gave her apologies; she would be unable to attend.		
There being no other business the Chairman closed the meeting at 9pm Draft Minutes subject to Confirmation.			

Minutes approved 12 April 2018 – M3/18 – 18.33