

Minutes of the Parish Council Meeting of Blackthorn				
Held In:	Blackthorn Village Hall	On:	Thursday 6 October 2016 at 7.30pm.	
Present:	Parish Council Chairman Cllr. Mrs J. Lamont (JL), Cllrs. Mrs A Stevenson (AS), Mr. R. Burden (RB), Mr R. Rue (RR) and Mrs D. Procopiou (DP)			
In Attendance:	Clerk Mrs T Charlesworth (TC).			
Item No	Topic	Action owner	Due Date	
16.122	Apologies: Cllr. Ms R. Lamont (away on business).			
16.123	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.			
16.124	Minutes: Minutes of the Meeting of Blackthorn Parish Council held on 1 September 2016 at 7.30pm were approved and signed as a correct record by the Chairman Cllr. JL.			
16.125	Matters for Report (Appendix 1): - Letter to the prison regarding the wrongful use of Station road: Sent. - Email/Letter to respond to the email regarding the S5 Bus Route and to draft a letter to Stagecoach: Sent. - Letter to write to the Environment Agency/Blackthorn Brook: Sent. - Letter to write to Smiths Concrete regarding the Lorry/HGV Trailer Park: Having established that the land in question had been sold to 'Cherry Transport Ltd.'; the Clerk was tasked with writing to them requesting a copy of their licence and what the future plans are for the site. Action: Clerk. - Letter to Residents – Hedge work: Sent. - Letter to SSE Yarnton – Willow Tree outside Clarevale: The Willow Tree has been cut back. The Clerk was tasked with contracting SSE with regards to the rubbish that has been left. Action: Clerk.			
16.126	Project Reports: (See Appendix 2):			
	5.1: Emergency and Community: No update 5.2: 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 to Network Rail: Chairman Cllr. JL to revisit information provided by Clerk. 5.3: Traffic Calming: Data Result Update: - RR confirmed that the second VAS is up and working. The data is still not valid; further experiment needed to get the angle right in order to obtain data. It was noted that PC Brown intends to carry out a speed test in October. 5.4: Allotments: - Issuing of new 'Tenancy Agreement' and rent reminder: - Plot D: Outstanding Rent. - Vacant Allotment: - Plot Z – Allotment holders terminated 18 June 2015; Advertised as vacant (have interested party): Cllr. AS to follow up. Clerk tasked with advising interested parties that they are on a waiting list. 5.5: Play Area: - Parking Area: - Update on provision of parking spaces: Consider/approve quote to provide grass creted area and fencing: The PC is in receipt of one quote with another expected. Clerk was tasked with looking for maps associated with the drainage pipes before the PC considers the approval of pile driven posts. Cllr. AS to contact C.D.C. with regards to the tarmac area. - Housing Association: No update. - Nuisance/Rubbish Issues: Consider/approve purchase of a park 'rules' notice sign: - Annual Inspection Report: - Bark: The first two tons has been ordered; it will be placed under the swings to a depth of 200mm as advised by Trevor Stewart. Invoice to be expected	AS/JL AS JL RR Clerk/RFO AS Clerk/RFO		

	upon completion. Cracking: Update from Trevor Stewart: He advised that there are a few minor defects in some of the upright barriers on the Multi Unit which, he will sort out at no cost to the parish council; this will remove any finger traps. He raised no issues with the grip grasp as mentioned in the report.	Clerk/RFO Clerk	
16/127	Superfast Broadband:		
	Internet Café: No update.		
16/128	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. August 2016 - £169.15 - - Review of any overtime due for 2015/16: £134.15 - Cheque No: 101169.	Clerk/RFO	
	Cleaning of Bus Shelter – October 2016 - £10.00 – Cheque No: 101166.	AS	
	M. R. Cross – Inv. No's: 1025 - £672.00 (grass cutting within and outside white gates – 14.9.16) – 1026 - £120.00 (grass cutting play area – 15.9.16) – Total £892.00 – Cheque No: 101168.	Clerk/RFO	
	BDO LLP – Inv. No: 1547994 - £240.00 – Cheque No: 101167.	Clerk/RFO	
	Consider/approve use of New Homes Bonus 2016/17: C/fwd; Clerk tasked with confirming amount.	Clerk/RFO	
	- Scottish Widows Bank Plc. – Savings Account decrease in interest rate – Effective from 18 November 2016 – option to close the account without charge until 17 November 2016: It was RESOLVED: - Not to close the account.		
	Receipts: - Merton PC – ½ of payment to SLCC - £44.00. - Merton PC – ½ of payment to Coversure Insurance - £48.14. - C.D.C. – Precept Part Payment - £5,721.00. - BACS Remittance Advice – HM Revenue & Customs - £1,264.00.		
	7.2: Bank Access/Signatories: Update on third signatory: Cllr. DP resent information and identity; to follow up.	DP	
	7.3: Bank Reconciliation to date: (attached): It was RESOLVED to accept and approve the bank reconciliation as follows: 1.7.16 Up to 16.9.16 - Reconciled against Barclays Bank St. 199/200). Balance B/fwd £ 26,421.19 Add Total Receipts £ 5,824.01 Less Total Payments £ 3,707.66 Balance C/fwd £ 28,537.54	Agenda	
	7.4: Budget Comparison to Date: RESOLVED to accept/approve the document. No concerns highlighted.	Agenda	
	7.5: Quotes: None.		
	76: V.A.T:	Agenda	
	Spreadsheet: RESOLVED accepted and approved.		
	7.7: End of Year Accounts 31 March 2016: - Internal Audit Report: Consider/approve any action: No actions. - BDO: Consider/approve any action from report: The following issues were raised and action approved: Accounting Statements not approved by 30 June <i>What is the issue?</i> - The smaller authority failed to approve Section 2 of the Annual Return ("the accounting statements") by the deadline of the 30 June, as specified on the Annual Return and stated in Governance and Accountability for Local Councils – The Practitioners' Guide and implied in the Accounts and Audit Regulations 2015. <i>Why has this issue been raised?</i>		

	- This is a breach of proper practices as set out in the Practitioners' Guide 2016. By approving the annual return after the 30 June, the smaller authority prevented the RFO from discharging their obligations under the Accounts and Audit Regulations 2015 in respect of commencing the period for the exercise of electors' rights. This period must include the first 10 working days of July, meaning that for the 2015/16 annual return, the last possible date for approval was 30 June. <i>What do we recommend you do?</i> - The smaller authority must ensure in future years that the accounting statements are signed by the RFO and then reviewed and signed as approved by the smaller authority meeting as a whole, by the latest date in order to comply with the electors' rights dates, which must include the first 10 working days of July. - It was RESOLVED that: - Remedial action would be to review accounts in May. - Date for External Audit: C/fwd. - Notice of Completion of Audit: Clerk/RFO to scan and email to Chairman Cllr. JL for publication. - Qualification Notification: Qualification based on the Accounting Statements not approved by 30 June (as above): In response the Clerk was tasked with reiterating that the PC was ready to sign the accounts but due to the Clerk's absence did not have the paperwork.	Clerk/RFO JL	
	7.8: End of Year Accounts 31 March 2017: Consider/approve Letter of Engagement – Arrow Accounting: C/fwd.	Agenda	
	7.9: Budget 2017/18: Consider draft budgets: Clerk/RFO tasked with email draft figures: Include budget for cost of provision of play area parking. Precept referendum - technical consultation important please respond: C/fwd.	Clerk/RFO	
16/129	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:	JL	
16/130	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': Clerk to scan and email to councillors. 9.2: Email: 28.9.16 – C.D.C. – Street Trading Policy – Consultation: Councillors to consider and inform Clerk of any comments. 9.3: Email: 9.9.16 – C.D.C. – Open Space, Sport and Recreation Review for Cherwell: Chairman Cllr. JL to complete on-line form.	Cllrs/ Clerk Cllrs. JL	
16/131	Website/Parish Magazine: Items to be approved for publishing:		
	Update on PC Website: L. Butler continues to update website. Councillors to provide their biopsy/responsibilities. Publication of financial documents in line with Transparency Code: Clerk to email copies of minutes etc. for publication to L. Butler.	RL/Cllrs. Clerk	
16/132	Effectiveness of Internal Audit (See Appendix 6): Consider/approve monitoring process.		
	Podio: Demonstration c/fwd to next meeting:	RL	
16/133	Clerk (Appendix 7): Clerk's Contract – Auto Enrolment - Pension Scheme: Update		
	The PC is compliant: Clerk to remove from agenda.	Clerk	
16/134	Neighbourhood Watch: Update.		
	No update.	BPC	
16/135	Matters for Further Information or Discussion at the Next Meeting:		

	▪ Information: ▪ Parking on Verges: The PC has previously carried out investigations regarding this matter; O.C.C. has advised that you cannot stop people parking on their own land. ▪ O.C.C. have run out of funds for 2016/17 to fill potholes and will only be filling those deemed 'dangerous' from now. ▪ Discussion: ▪ Grass Cutting Contract: Quotes for 2017/18 season. ▪ Traffic Calming Gates: Quotes for painting (Clerk confirm when last painted). ▪ Senior Citizens Vouchers: Consider/approve contribution.	Clerk	
16/136	Date of Next Meeting :		
	▪ Extraordinary Meeting - 3 November 2016 at 7.30pm in Blackthorn Village Hall: Budget/Precept. ▪ 1 December 2016 at 7.30pm in Blackthorn Village Hall.	BPC	
There being no other business the Chairman closed the meeting at 9.25pm.			
<i>Draft Minutes subject to Confirmation</i>			