

BLACKTHORN PARISH COUNCIL
North End House, Blackbull Lane, Fencott, Kidlington, Oxon. OX5 2RD
Tel No: 01865 331 481 - Fax No: 01865 331 653 – Email: clerkblackthorn@gmail.com

To Members of the Council:	You are hereby summoned to attend the Meeting of Blackthorn Parish Council on Thursday 6 February 2020 at 7.30pm in Blackthorn Village Hall - the business to be transacted is listed in the Agenda below: Signed: T. Charlesworth Clerk to the Parish Council.	
Members of the public and press are welcome to attend during 7.30pm and 7.45pm when they can ask questions or express their views.		
Agenda:		
Item No	Topic	Action
1	To accept apologise for absence:	
2	To receive declarations of a Disclosable Pecuniary Interest' ▪ Register of Members' Interests: Annual Review.	
3	To confirm the Minutes of: ▪ The Meeting of Blackthorn Parish Council held on 5 December 2019 at 7.30pm.	BPC
4	Vacancy for a Councillor: To consider applications.	BPC
5	District Cllrs: D. Hughes and I. Corkin.	
6	Matters for Report (See Appendix 1):	Clerk
	Discussion Time (One Hour: projects to be rotated into the slot throughout the year): full reports would be presented at the Annual Parish Meeting of Blackthorn.	
7	Project Reports: (See Appendix 2):	
	7.1: Emergency and Community Planning:	Working Group
	7.2: Traffic Issues: Update on meeting with OCC/CDC and Network Rail: Linked with: ▪ Drainage: ➢ Diversion of pumps along the ditches of the A41 into the River Ray: Update. ➢ Ownership of Water pumps A41: Update. ▪ Village Plan for Water Management: ➢ Water level: Update. ➢ Village Pond: Update. ▪ Blackthorn Brook: ➢ Update of ownership. ➢ Clearance of final 15m: Permission for access. ▪ A41 – Responsibility for Maintenance: ➢ Highways: Reduction of Speed Limit.	AS Clerk RR RR RR
	7.3: Traffic Calming: ▪ VAS Equipment: Update on analysis.	RR/RL
	7.4: Play Area: ▪ Parking Area: ➢ Meeting C.D.C: Update. ▪ Damage to Bollard: Update. ▪ Flooding:	JL/AS
	7.5: Allotments: Update. ▪ Gate and Post: To consider/approve action as required.	Clerk JL
	7.6: Grass Cutting Contract: Review.	BPC
8	Finance (See Appendix 3):	
	8.1: To accept the list of accounts paid prior to the meeting and receipts received and to approve payment of invoices.	RFO
	8.2: Bank Reconciliation to date: To be approved.	RFO
	8.3: Budget Comparison to Date: PC to consider and approved.	RFO
	8.4: Quotes: Consider/approve. ▪ Printer:	BPC
	8.5: V.A.T: ▪ Spreadsheet: Consider/approve. ▪ VAT Claim: Update.	BPC
	8.6: End of Year Accounts 31 March 2020: ▪ Annual Review of Documents: ▪ Financial Regulations: ▪ Asset Register: ▪ Risk Assessment: ▪ Review of The Effectiveness of Internal Audit 2019/20. ▪ The Characteristics of Effectiveness of Internal Audit 2019/20.	BPC
9	Planning Matters (See Appendix 4):	BPC

	9.1: New Applications:	
	None at time of printing.	BPC
	9.2: Decision Notices:	
	- Application No: 19/02224/F. - Application No.: 19/01828/F. - Application No.: 19/02601/F.	BPC
	9.3: Appeal Notices:	
	None.	BPC
	9.4: Withdrawal Notices:	
	None at time of printing.	BPC
	9.5: Planning Issues:	
	Oxford-Cambridge Expressway.	BPC
10	Website:	RL
	- Update on the running of the website. - BPC254(08): SLCC - New regulations called 'The Public Sector Bodies (Websites and Mobile Applications) (No.2) Accessibility Regulations 2018' have come into force, which means that from the 23rd September 2019, every new public sector website and app will need to meet certain accessibility standards and publish a statement saying they have been met. Existing websites will have until the 22nd September 2020 to comply.	
11	Data Protection Regulations:	BPC/RL
	- Adoption/Approval of Draft Documents: Consent Form: - Registration with ICO: Update. - Domain Name: Update on linking email addresses with the website: Update. - UK based website provider: Update.	
12	Correspondence/Emails: (See Appendix 5): (B.P.C.265): Comments to be considered and any action approved:	
13	Website/Parish Magazine/Issues raised through 'Facebook' - : Items to be approved for publishing.	Working Group
	Publication of financial documents in line with Transparency Code: Update	
14	Parish Council Liaison Person: Update.	BPC
15	Village Matters: Reported incidents:	
	None at time of printing.	RL
16	Matters for Further Information or Discussion at the Next Meeting:	
17	Date of Next Meeting :	
	2 April 2020 7.30pm in Blackthorn Village Hall.	BPC

ⁱ Notes on declaration of interest

The Code requires that, at a meeting, where a member or co-opted member has a disclosable pecuniary interest (of which they are aware) in any matter being considered, they disclose that interest to the meeting. **It is essential that members and co-opted members do this clearly, in order that the disclosure may be recorded, which will protect the member in the event of a subsequent allegation.**

The requirement to disclose such interests is applicable from 1 July 2012, whether or not the interests have been notified to the Monitoring Officer. The Council will include an appropriate item on agendas for all meetings, to facilitate this. Parish Clerks are also encouraged to include such an item on the agenda for all meetings of their council and any committees.

Although not explicitly required by the legislation or by the code, it is recommended that in the interests of transparency and for the benefit of all in attendance at the meeting (including members of the public) the **nature** as well as the **existence** of the interest is disclosed.

A member or co-opted member who has disclosed a pecuniary interest at a meeting must not participate (or participate further) in any discussion of the matter; and must not participate in any vote or further vote taken; and must withdraw from the room.

However, the requirement in paragraph **Error! Reference source not found.** not to participate does not apply in the event of a dispensation having been granted.