

BLACKTHORN PARISH COUNCIL

[Blackthorn Parish Council Website](http://www.blackthornparishcouncil.org.uk)

North End House, Blackbull Lane, Fencott, Kidlington, Oxon. OX5 2RD
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To Members of the Council:		You are hereby summoned to attend the Annual Meeting of Blackthorn Parish Council on Thursday 19 May 2022 at 7pm at Blackthorn Village Hall. 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: Cllr. RL.		
2	Election of Chairman: To complete 'Declaration of Acceptance of Office' witnessed by Officer		
3	Election of Vice-Chairman.		
4	To receive declarations of a Disclosable Pecuniary Interest' ▪ Register of Members' Interests: Annual Review.		
5	To confirm the Minutes of: 5.1: The Parish Council Meeting held on 7 April 2022 at 7.30pm.	BPC	
6	Vacancy/Co-option: Consider applications.	BPC	
7	District/County Cllrs: I. Corkin, Gemma Coton and Patrick Vaughan.		
8	Matters for Report: (See Appendix 1):	Clerk	
9	COVID-19: Update on guidance. a. OALC template letter for sending to your MP re virtual meetings.	BPC	
10	Project Reports: (See Appendix 2):		
	10.1: Drainage/Flooding: a. River Bank Repairs/Network Rail: Update. b. Blackthorn Brook: Update.	JL/RR	
	10.2: Traffic Calming: a) Village Plan: Review of proposals i. 20mph Limit Application: Update. ii. White Traffic Calming Gates: Review of proposed composite gates.	CHS CHS CHS/JL	
	10.3: Play Area: a) Car Park: Update. b) Repairs in-line with RoSPA report: Update.	JL JL	
11	Finance: (See Appendix 2):		
	11.1: To accept the list of accounts paid prior to the meeting and receipts received and to approve payment of invoices. a. Accounts Paid Prior to meeting: b. Receipts: c. Accounts for payment:	RFO	
	11.2: Bank Reconciliation to date: To be approved.	RFO	
	11.3: Budget Comparison to Date: PC to consider and approved.	RFO	
	11.4: V.A.T: a. Spreadsheet: Consider/approve. b. HMRC – Claim:	BPC RFO	
	11.5: Quotes: a. Allotments: Post. b. Laptop: c. Insurance – Review of policy and quotes.	BPC BPC/Clerk BPC	
	11.6: Internal Audit 2020/21: Internal Controls recommended for action.	BPC	
	11.7:End of Year Audit 2021/22: a. Moore: Notification of Audit. b. Internal Audit: Consider report and any action. c. Accounts Year Ending 31 March 2022: Consider/approve.	RFO/BPC	
12	Planning Matters: (See Appendix 3):	BPC	
	12.1: New Applications: None at time of printing.	BPC	
	12.2: Decision Notices: None at time of printing.	BPC	
	12.3: Appeal Notices: None at time of printing.	BPC	
	12.4: Withdrawal Notices: None at time of printing.	BPC	
	12.5: Planning Issues: a. Network Rail: Update. b. O.C.C. - Decisions Meeting (28/04/2022) - Cabinet Member for Highway Management.	BPC BPC BPC	
	Data Protection Regulations:		

	a. Domain Name: Update on linking email addresses with the website:	RL
13	Correspondence/Emails: (See Appendix 4): (B.P.C.292/293): Comments to be considered and any action approved on any items not already considered as part of the agenda: a. C.D.C. - report from the Independent Remuneration Panel and Notice for each Parish.	BPC All
14	Website/Parish Magazine/Issues raised through 'Facebook': Items to be approved for publishing.	Clerk
15	Parish Council Liaison Person: a. To review the liaison role. b. Consider hosting an event to look at issues and matters strategically and that affect all.	AS BPC
16	Village Matters: Opportunity to raise issues of concern.	Clerk/BPC
17	Matters for Further Information or Discussion at the Next Meeting:	
18	Date of Next Meeting: Coronavirus: Update advice to be considered.	
19	a. Meetings for 2021-2022: i. Parish Council Meeting: 2 June 2022 at 7.30pm	

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, this does not apply in the event of a dispensation having been granted.