

Appendices to Agenda 16 June 2022: The following form part of that agenda.		
Agenda No:	Topic	Action
6	Appendix 1: Matters for Report:	
9	Appendix 2: Finance:	
	9.1a: Payments made prior to the meeting:	
	i. None.	
	9.1b: Payments:	
	a. Clerks Pay/Exp May 2022.	
	b. Working from Home Allowance - £6.00 per week.	
	c. M.R. & J.S. Cross — Inv. No: 90 - £732.00 (Grass cutting verges 27.5.2022)- – 91 - £324.00 (Grass cutting play area 6.5.2022/20.5.2022) – Total £1,056.00.	
	d. SLCC - Your Society Membership Renewal – £98.00.	
	e. British Trees for Queen's Jubilee: Power to spend.	
	f. Swarco – VAS Warranty – Approval of Silver or Gold.	
	g. Zurich Insurance – Policy Renewal £772.11.	
	h. Reimbursement – Dell Technology £1,020.26 – Laptop.	
	i. J. Olds – JO179 - £190.00.	
	a) Receipts:	
	i. Allotment Rent 2022/23: Allotments 'B' - £12.00	
	9.6: Internal Audit 2020/21:	
	a. Payroll Controls - The Council, as an employer, is required to register with HMRC and to record all payments to its employees with HMRC regardless of whether any tax is due (HMRC advice note from 2011 supplied) – To be actioned as soon as possible. Clerk/RFO	
	j. Recommendation that just the last five years of minutes are kept with the Clerk, with the rest being deposited with the County Archive for safety.	
	9.7: End of Year Audit 2021/22:	
	i. OFFICIAL NOTIFICATION TO SUBMIT YOUR AUTHORITY'S RETURN 2021/2022 – Certificate of Exemption and AGAR by 30 June 2022.	
	9.8: Improving Internal Controls: OALC - Fraud in parish councils - A fraud awareness briefing - A possible internal control policy (adapt and adopt as appropriate) - A copy of NALC The Good Councillors Guide to Finance and Transparency for all councillors to read and inwardly digest.	
10	a. Appendix 3: Planning Matters:	
	10.1: New Applications:	
	a. Application No: 22/01487/ F- Applicant's Name: c/o BW Architects Ltd - Proposal: Erection of new 2 bed dwelling on land currently used as paddock - Location: Church House, Thame Road, Blackthorn, OX25 1TE - Parish(es): Blackthorn – Comment by 21 June 2022.	
	a. 10.2: Decision Notices:	
	None at time of printing.	
12	a. Appendix 4: Correspondence/Emails:	
	BPC293:	
	1. (A) 3.5.2022 NALC EVENTS – Emailed JL/RL/AS/CHS/RB.	
	2. (R) 4.5.2022 NALC survey on direct funding – RFO action.	
	3. (G) 4.5.2022 The Rural Bulletin - 4 May 2022 – Emailed JL/AS/CHS/RL/RB.	
	4. (R) 4.5.2022 Thames Valley Police - Queens Jubilee and Community BRG – David Scott and I am the new Bicester Rural Neighbourhood Officer - Emailed JL.	
	5. (G) 5.5.2022 RSN Rural Funding Digest - May 2022 Edition – Emailed JL/AS/CHS/RL/RB.	
	6. (R) 7.5.2022 M.R. & J.S. Cross – Grass cutting price increase – C/fwd to next meeting.	
	7. (R) 7.5.2022 M.R. & J.S. Cross – Inv. No's: 85 - £162.00 (Grass cutting play area 21.4.2022) – 86 - £732.00 (Grass cutting verges 29.4.2022) – Total £894.00 – C/fwd to next meeting.	
	8. (G) 10.5.2022 The Rural Bulletin - 10 May 2022 – Emailed.	
	9. (G) 10.5.2022 Wild Oxfordshire's Spring Newsletter & Membership – Emailed – C/fwd to next meeting.	
	10. (A) 10.5.2022 East West Rail: Keeping You Connected - Spring 2022 – Emailed.	
	11. (G) 10.5.2022 Oxfordshire Treescape Project latest news – Emailed.	
	12. (R) 11.5.2022 Fwd: Order #65444 confirmed – Invoice £154.99 – To be reimbursed – C/fwd to next meeting.	
	13. (G) 12.5.2022 Community Links Newsletter - Spring 2022 – Emailed.	
	14. (R) 12.5.2022 Moore – External auditor - Notice of Public Rights – To be displayed when dates agreed.	
	15. (R) 12.5.2022 BHIB – Insurance quote request for information – C/fwd- Clerk responded.	
	16. (R) 12.5.2022 Dell Offer: 110145481 Customer:GB16330878 - Blackthorn Parish Council – Emailed JL – C/fwd.	
	17. (R) 13.5.2022 Notification of play area inspection in July for Blackthorn Parish Council - £70.00 - Are you carrying out your own weekly checks of your play area(s)? You may be	

	interested to hear that we offer a routine checklist specifically tailored to your site(s). The cost for this is £30 plus VAT per area. This will provide you with a template to help you when inspecting your equipment – C/fwd to next meeting. 18. (R) 13.5.2022OALC - Fraud in parish councils - Attached - A fraud awareness briefing - A possible internal control policy (adapt and adopt as appropriate) - A copy of NALC The Good Councillors Guide to Finance and Transparency for all councillors to read and inwardly digest – Suggested agenda item 'improving internal control mechanisms' - C/fwd to next meeting. 19. (R) 13.5.2022Community Governance Review recommendations – Emailed – C/fwd to next meeting – IMPORTANT! Boundary change affects Blackthorn. 20. (R) 15.5.2022Fritwell PC - BICESTER POLICE RURAL COMMUNITY RESILIENCE GROUP to be held: Piddington Village Hall on Wednesday 29th June 2022 at 7:00pm – Emailed – Please advise if attending. 21. (R) 15.5.2022Navitas Design – Response email to request to resolve email issue – Clerk Action. 22. (R) 19.5.2022BHIB - FW: Blackthorn Parish Council - quote request – Dealing with – Noted. 23. (R) 19.5.2022SLCC - Your Society Membership Renewal – 98.00 – C/fwd to next meeting. 24. (R) 23.5.2022BHIB – Quote request – Unable to meet deadline – C/fwd to next meeting. 25. (R) 23.5.2022Swarco - RE: VM12189 - Blackthorn Parish Council - MVAS Warranty Expires 31/05/2022 – Advised no Bronze warranty – Emailed – C/fwd to next meeting. 26. (R) 24.5.2022CPRE Oxfordshire - M40 Junction 10 Development – Emailed – C/fwd to next meeting. 27. (R) 26.5.2022O.C.C. - Revised TTRO (T9512) Temporary Road Closure Bicester Road, Launton and Suspension of Weight Limit, Launton Road, Blackthorn and Blackthorn Road, Launton – Emailed. 28. (R) 26.5.2022O.C.C. - TTRO (T10435) Temporary Emergency Road Closure - Piddington, Lower End, OX25 1QD – Emailed. 29. (R) 27.5.2022O.C.C. - Invitation for Parish/Town Council representatives to a briefing on Oxford transport plans – Emailed. 30. (R) 27.5.2022C.D.C. - Green and Blue Infrastructure in Cherwell - Give us your thoughts on the priorities – before the 22nd June 2022! – Emailed – C/fwd to next meeting. 31. (R) 30.5.2022The Oxfordshire Treescapes Project - Nature Recovery in Blackthorn Parish – Emailed – C/fwd to next meeting. 32. (A) 30.5.2022Welcome to the Oxfordshire Treescape Project – Emailed. 33. (A) 31.5.2022Application No.: 22/01487/ - Applicant's Name: c/o BW Architects Ltd - Proposal: Erection of new 2 bed dwelling on land currently used as paddock - Location: Church House, Thame Road, Blackthorn, OX25 1TE - Parish(es): Blackthorn – Comment by 21 June 2022 34. (R) 31.5.2022Cllr. I. Corkin - FW: A word of warning - for the coming week – Travellers – Emailed. 35. (A) 31.5.2022OALC – May members update – Emailed. 36. (R) 31.5.2022C.D.C. - Parish Liaison Meeting - Last chance to book places – Emailed.	