

Minutes of the Parish Council Meeting of Blackthorn				
Held:		Blackthorn Village Hall	On:	Thursday 7 April 2022 at 7.30p.m.
Present:		Parish Council Chairman Cllr. Mrs J. Lamont (JL), Vice-Chairman Mr R. Rue (RR) Cllr. Mr C. Hegarty-Swain (CHS).		
In Attendance:		Clerk/RFO to PC: Mrs T Charlesworth.		
Item No	Topic		Action owner	Due Date
22.42	Apologies: Accepted from:			
	Cllr. R. Lamont (RL).			
	Cllr. Mrs A. Stevenson (AS).			
22.43	Cllr. R. Burden (RB).			
	To receive declarations of Personal or Personal and Prejudicial Interests':			
	Register of Members' Interest: None declared.			
22.44	Minutes:			
	3.1: Minutes of the Meeting of Blackthorn Parish Council held on 2 December 2021 at 7.30pm; Alterations to be confirmed by RL in order that they can be signed off.			
	3.2: Minutes of the Meeting of Blackthorn Parish Council held on 3 February 2022 at 7.30pm were approved and signed by the Chairman with the following amendments:			
	M1/2022-22.09-c-ii: JL – Reimbursement of ICO payment – Addition 'C/fwd to next meeting'.			
	M1/2022-22.09-c-v: Community First Oxfordshire Membership – Addition 'C/fwd to next meeting'.			
	3.3: Minutes of the Meeting of Blackthorn Parish Council held on 10 March 2022 at 7.30pm were approved and signed by the Chairman with the following amendments:			
	M2/2022-22.28-8.1-a: River Bank Repairs/Network Rail: Para to read; "Cllr RR attended a meeting with a 'Network Rail Representative' replacement for the middle management engineer who has carried out works in accordance with the Environmental Agencies instructions; site manager of Murphy Group, who has indicated that work should finish at the end of April; drawings from the Civil Engineer will be emailed to Cllr. RR."			
22.45	Vacancy/Co-option:			
	No applications.			
22.46	District/County Cllrs: D. Hughes and I. Corkin:			
	Not present.			
22.47	Matters for Report:			
	6.1: None.			
22.48	COVID-19: No update on Guidance:			
22.49	Project Reports:			
	8.1: Drainage/Flooding:			
	a. River Bank Repairs/Network Rail:		JL/RR	
	Nothing further to report.		JL/Clerk	
	b. Blackthorn Brook: Response letter to be drafted.			
	8.2: Allotments: Reminder letters and invoices sent out.		Clerk/RFO	
	8.3: Traffic Calming:			
	a. Village Plan: Review of proposals:		RR/CHS	
	i. 20mph Limit: The application has been submitted along with the relevant copy of the minutes and acknowledged with advice that a response should be received in three weeks' time; Clerk's address has been used for any correspondence. Records taken from the SID devices are being analysed.			
	b. White Traffic Calming Gates: Councillors tasked with reviewing the composite gates on the 'Glasden Gates' website for consideration at the next meeting.		All Cllrs.	
	8.4: Play Area:			
	a. Car Park: C.D.C. Planning officer has been emailed to make arrangements for a site visit. It was noted that the area into Blackthorn Close, O.C.C. land, would form part of any planning application that may need to be made.		JL	
	b. RoSPA Inspection Report: It was noted that there are several yellow/amber risks and one red.		All Cllrs.	
	RESOLVED: To action the following:-		JL	
	i. Swing - Junior - 1 Bay 2 Seat – High risk – potential risk score reduction 11 – Maintenance Finding – Risk level high – risk score 15: Timber is decayed - Three of the posts are rotten at ground level – Replace affected parts.			
	ii. Multiplay – Junior - Standard Compliance Finding - The height is 460 mm, it should be no more than 350 mm. Maintain a higher level of bark chips under the run-out to prevent potential head and spine injuries.			
	iii. Surface texture required on slippery surface(s).			
	BUSINESS:			
22.50	Finance:			
	9.1: To accept the list of accounts paid prior to the meeting and receipts received			

	and to approve payment of invoices:		
	a. Invoices paid prior to the meeting: None.		
	b. Receipts:		
	i. Scottish Widows Account - £0.28p interest on 1.1.2022.		
	c. Invoices for payment: It was RESOLVED that the list of invoices were approved for payment:	Clerk/RFO	
	i. Clerks Pay/Exp March 2022 – £164.45 – Cheque No: 101413.		
	ii. M.R. & J.S. Cross – Inv. No's: 72 - £720.00 (Grass cutting verges – 28.3.2022) – 73 - £156.00 (grass cutting play area 29.3.2022) – Total £876.00 - Cheque No: 101415.		
	iii. Cleaning of the bus shelter and emptying of the bins to be carried out by Mr. Watson -payment for 1 full years' service April 2022 – March 2023 – 1 per mth @ £25.00 per mth - £300.00 and January-March 2022 3mths @ £75.00 – Total £375.00 – Cheque No: 101414.		
	iv. C.D.C. – Inv. No: 20005669 - £120.12 – Emptying of 2 Dog Bins £1.75 each bin plus 10% Admin Fee Collection once a week – Cheque No: 101416 – Approved for payment as contractual work.		
	9.2: Bank Reconciliation to date: (attached): It was RESOLVED to accept and approve the bank reconciliation(s) as follows: 1.1.2022 Up to 31.3.2022 (Bank St. Issue Date: 18.3.2022):	Clerk/RFO	
	■ Balance B/fwd £ 29,729.74 ■ Add Total Receipts £ 0.28 ■ Less Total Payments £ 1,266.74 ■ Balance C/fwd £ 28,463.28		
	9.3: Budget Comparison: As an end of year review:- ■ Payments: it was noted that there had been no budget for emergency tree felling; under general maintenance (Blackthorn Brook) works of £2,475.00 over budget, was covered by the Flood Defence/Surface Drainage Fund; Burial Ground is under budget as a request for a contribution not received by end of year; Clerks pay is over budget for overtime 2020/21 calculated after end of year; Clerks expenses under budget; Audit fees under budget as no costs for external auditor; subscription were over budget as OALC had been paid twice in the year with 2022/23 being paid in advance; Website domain £59.99 covered by Website Fund; Play Area Inspection over budget by £163.83 due to the first inspection with RoSPA being requested within a period so more expensive and pruning of Willow tree not budgeted for; single one-way valve not purchased; no contribution to Parish Magazine, this has now ceased; Village Hall hire invoices not received at end of year. ■ Receipts: Noted that under Grants the Grass cutting grant had been paid in full whereas it had previously been indicated that this would be reduced by 50%; Customs & Excise over budget as this cannot be budgeted for. RESOLVED: ■ To accept and approve the documents. ■ That the payment under Administration for the Website Domain name of £59.99 would be covered by the 'Website Fund'.	Clerk/RFO	
	9.4: V.A.T:		
	a. Spreadsheet: Presented and accepted:		
	b. HMRC Claim: End of year claim to be made.	Clerk/RFO	
	9.5: Quotes:		
	a. Allotment Post: Required.	JL	
	b. Laptop: Clerk advised that Dell currently have some offers on which will be reviewed, purchases can be made on an invoice basis.	RFO/Clerk/JL	
	c. British Tree for the Queen's Jubilee:		
	RESOLVED:	JL	
	i. To purchase three British mature trees at a cost of approximately £1,000.00.		
	ii. Costs to be covered by the 'Play Area Fund' if the PC has the power to purchase Otherwise, by S137 as it will be for the benefit of the parish.		
	d. Royal British Legion Industries – Planting a Tree for the Jubilee:		
	RESOLVED:	JL	
	i. To purchase a canopy plaque – cost £150.00		
	ii. As this is an on-line purchase requiring payment by card; JL to purchase and to be reimbursed;		
	iii. Costs to be covered by the 'Play Area Fund' if the PC has the power to purchase Otherwise, by S137 as it will be for the benefit of the parish.		
	e. Insurance – Review of policy and quote from Zurich: With renewal due in June the Clerk/RFO was tasked with getting a broker to provide a quote.	Clerk/RFO	
	9.6: End of Year Accounts 31 March 2021: Internal Controls recommended for action.		
	a. Income Controls - Income should be included in the published budget and minuted upon receipt in the monthly Finance Report – Income is minuted upon receipt; budget is not currently published.	RFO/Clerk	
	b. 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) – In process.		
	c. Document Storage: 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: Internal Audit 2021/22:		
	a. Moore: Clerk has not yet received official notification and is awaiting response to email.	Clerk/All	
22.51	Planning Matters:		
	10.1: New Applications:		
	a. Application No.: Application No: 22/00872/F Applicant's Name: Haniel Proposal: 2 new rooflights to existing detached garage (resubmission of 22/00152/F) Location: Orchard Cottage, Station Road, Blackthorn, OX25 1TA Parish(es): Blackthorn Comments by 20 April 2022 RESOLVED: The parish council had no objections to application.	Clerk	
	10.2: Decision Notices: Noted.		
	a. Application No: 22/00063/CLUE C.D.C. – Town and country Planning Act 1990: Section 191 (as amended by Section 10 of the Planning and Compensation Act 1991) – Town and country Planning (Development Management Procedure) (England) Order 2015 (as amended) - Lawful Development certificate for an existing use or operation or activity including those in breach of a planning condition – C.D.C. certify that on 11 January 2022 the use, or operation, or activity including those in breach of planning condition described in the First Schedule to this Certificate in respect of the Land specified in the Second Schedule to this Certificate and edged red on the plan attached to this Certificate, was lawful within the meaning of Section 191 of the Town and Country Planning Act 1990 (as amended), for the reasons in the Third Schedule. Date of Decision: 8 March 2022.		
	10.3: Appeal Notices: None.		
	10.4: Withdrawal Notices: None.		
	10.5: Planning Issues:		
	a. Network Rail: No update. b. Oxfordshire County Council - Local Transport and Connectivity Plan: No comments. c. O.C.C. – Notice of Definitive Map and Statement Legal Event Modification Order 2022: No comments. d. Cherwell – Parish/Town Council Survey: No comments.	RB	
22.52	Data Protection Regulations:		
	a. Domain Name: Update on linking email addresses with the website: Carried forward to re-contact J. Olds.	RL/Clerk	
22.53	Correspondence: B.P.C.291 Circulated for comments prior to the meeting:		
	BPC291: Items for decision considered on the agenda; list of further correspondence not requiring a decision considered prior to the meeting.		
	a. Join your EWR Local Representatives Groups – To consider Signing up to the Bicester Town Group: No representative from the PC. b. C.D.C. - report from the Independent Remuneration Panel and Notice for each Parish: The Notice has been published and will be considered at the next meeting. c. (13) 11.3.2022 C.D.C. - Platinum Jubilee Celebration Grants - TENS Application Form and Platinum Jubilee Guidance Notes: RESOLVED: ■ That the PC nominates Blackthorn Village Hall Committee to organise the Platinum Jubilee event. ■ The Clerk advises C.D.C.	Clerk.	
22.55	Website/Issues raised through 'Facebook': Items to be approved for publishing:		
	a. Issues raised through 'Facebook': The PC utilises Facebook for items of interest not for its business: b. Matters approved for publication: ■ Vacancy.	RL	
22.56	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. ■ Ambrosden PC: Cllrs. AS and CHS attended the PC meeting on 17 March 2022: They had the opportunity to challenge the S106 agreement with Church Leys however, they were advised that the application is to do with Springfield's Development and therefore, nothing to do with Blackthorn village; it was noted that the planning application appears to have been misleading. ■ There is a proposal for development on 17 Hectares known as 'Harlem' land Ambrosden, to build 17 houses per hectare.	AS/CHS	

	AS had offered to assist Ambrosden PC with a Village Community Plan.		
22.57	Village Matters: Reported incidents:		
	a. Queens Jubilee: Tree planting: 9.5-c and d.		
22.58	Matters for Further Information or Discussion at the Next Meeting:		
	a. Matters for Information: None.		
	b. Matters for Discussion: None.		
22.59	Date of the Next Meeting: Coronavirus: Update advice to be considered.		
	a. Meetings for 2021-2022: Due to the elections on 5 May the dates of the following meetings were reviewed: If the Annual meeting of Blackthorn Parish Council has to be held in May then the meeting will be held on 19 May 2022 at 7.30pm if not both this meeting and the Annual meeting of Blackthorn Parish will be held on the 16 June 2022; Clerk to confirm. - Invites for the Annual meeting of Blackthorn Parish:- - Village Hall Committee: - District and County Councillors - Volunteer Management – Graham.	Clerk/RFO JL Clerk JL	
There being no other business the Chairman closed the meeting at 21:00. Draft Minutes subject to Confirmation Minutes Approved 9 May 2022 – M4/2022 – 22.64 – 5.1			