

Minutes of the Annual Parish Council Meeting of Blackthorn				
Held:	Blackthorn Village Hall		On:	Thursday 9 May 2022 at 7pm.
Present:	Parish Council Chairman Cllr. Mrs J. Lamont (JL), Vice-Chairman Mr R. Rue (RR) Cllr. Mr C. Hegarty-Swain (CHS), Cllr. R. Lamont (RL) and Cllr. Mrs A. Stevenson (AS).			
In Attendance:	District Cllr. A. Patrick; D. Hughes (Previous District Cllr) and Clerk/RFO to PC: Mrs T Charlesworth			
Item No	Topic		Action owner	Due Date
22.60	Apologies: Accepted from:			
	Cllr. R. Burden (RB) and District Cllr. G. Coton.			
22.61	Election of Chairman:			
	RR proposed, seconded by AS that JL is elected Chairman; Cllr. JL accepted.			
	RESOLVED:			
	Cllr. JL is elected Chairman. Cllr. JL signed 'The Declaration of Acceptance of Office' witnessed by the Clerk.			
22.62	Election of Vice Chairman:			
	RL proposed, seconded by AS that RR is elected Vice-Chairman; Cllr. RR accepted.			
	RESOLVED:			
	Cllr. RR is elected as Vice Chairman.			
22.63	To receive declarations of Personal or Personal and Prejudicial Interests':			
	- Register of Members' Interest: - The Chairman Cllr. J. Lamont declared an interest in 22/70-11.1-c-viii: Noted that the purchase had been previously approved; cheque was signed by other signatories.			
22.64	Minutes:			
	RESOLVED:			
	5.1: Minutes of the Parish Council meeting held on 7 April 2022 were approved and signed by the Chairman Cllr. J. Lamont.			
22.65	Vacancy/Co-option:			
	No applications.			
22.66	District/County Cllrs: D. Hughes and A. Patrick.			
	- The Chairman welcomed newly elected District Cllr. A. Patrick; the Clerk extended her apologies for publishing his name incorrectly on the agenda, and previous District Cllr. D. Hughes. - Cllr. D. Hughes thanked the Parish Council for inviting him to the meeting, he has enjoyed working with the Parish Council, he expressed that as a neighbour and local businessman he would continue to give his support to the village; the Parish Council were welcome to keep his contact details and let him know if there was anything he could do to help. He finished by thanking everyone for being so nice to him during the years, the Parish Council thanked him for his support.			
	<i>Cllr. D. Hughes left the meeting.</i>			
22.67	Matters for Report:			
	8.1: None.			
22.68	COVID-19: No update on Guidance:			
22.69	Project Reports: To be reported and discussed at the Annual Meeting of the Parishioners of Blackthorn.			
	BUSINESS:			
22.70	Finance:			
	11.1: 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 Bank – Clubs & Assoc Acc (No Notice) – Direct – St. No: 45 – Interest £0.27p. ii. C.D.C. Precept – First payment - £6,067.00 iii. Allotment Rent 2022/23: Allotments 'A', 'Z' and 'B' - £36.00.			
	c. Invoices for payment: It was RESOLVED that the list of invoices were approved for payment:			
	i. Clerks Pay/Exp April 2022 – £164.96 – Cheque No: 101417. ii. Clerks overtime 2021/22: £64.44 - Cheque No: 101417. iii. 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 – Cheque No: 101418. iv. Grass cutting price increase:			
	RESOLVED:			
	- To accept the proposed increases £5.00 per cut plus VAT for the Play Area grass cutting and £10.00 per cut plus VAT for the grass cutting of the verges. v. Blackthorn Village Hall – Inv. No: 2022/3 - £220.00 – Hire of Hall for 2021/22. – Cheque No: 101419.			
	RESOLVED:			

- That the Parish Council would use the "Public Health Act 1875 – Section 164: Any (F1 Local authority) may purchase or take on lease lay out plant improve and maintain lands for the purpose of being used as public walks or pleasure grounds, and may support or contribute to the support of public walks or pleasure grounds provided by any person whomsoever" as the power to purchase the Trees and Plaque for the Queen's Jubilee. vi. British Trees for Queen's Jubilee: No invoice received. vii. Reimbursement JL – RBLI - £159.99 - Plaque for Queen's Jubilee – To approve spending power – Cheque No: 101420. viii. C.D.C. – Inv. No: 20005208 - £36.00 – Garden waste subscription – Cheque No: 101421 – RESOLVED: - That the following were considered as they had been emailed to the new generic email address and only recently accessed. ix. PCC of Ambrosden - £155.40 – Upkeep of Churchyard/Graveyard for the period 2021 – Cheque No: 101422. x. Swarco Traffic Ltd – MVAS Warranty Expires 31 May 2022 – options of Silver and God maintenance contracts – Bronze option was approved if this option is still available.	Clerk/RFO	
11.2: 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): - Balance B/fwd £ 28,503.28 - Add Total Receipts £ 6,127.27 - Less Total Payments £ 1,535.57 - Balance C/fwd £ 33,094.98	Clerk/RFO	
11.3: Budget Comparison: RESOLVED: - To accept and approve the budget comparison 1 April 2022 up to 15 May 2022. - Payments: Noted that the only items over budget are Allotments Parks/Open Spaces – Cleaning of the bus shelter £45.00 over which belongs to Jan-March 2022 and Play Area – Emptying Bins £30.00 over which belongs to Jan-March 2022. - Receipts: In-line with budget.	Clerk/RFO	
11.4: V.A.T: a. Spreadsheet: Presented and accepted: i. HMRC Claim: The end of year claim totals £781.21 however, there was an overpayment by HMRC £482.05 (June claim paid twice); having clarified this with HMRC there is an adjustment on the claim for the overpayment leaving an o/s balance of £299.16 claimed.	Clerk/RFO	
11.5: Quotes: a. Allotment Post: Required. b. Laptop: RESOLVED: - That the quote provided by Dell Technologies for a Vostro 5625 £1,020.26 incl. VAT; the specification was read, was approved. The Clerk is awaiting confirmation that the purchase can be made by invoice. c. Insurance – Review of policy and quote: RESOLVED: - That as BHIB had failed to meet the deadline to provide a quote that the quote for 1yr with Zurich Insurance for £772.11 was approved, having reviewed the policy.	JL RFO/Clerk /JL	
11.6: End of Year Accounts 31 March 2021: Internal Controls recommended for action. a. Income Controls – Proposed expenditure and income figures to be minuted when deciding the budget. 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; laptop need to be separated from Merton PC. 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.	RFO/Clerk	
11.7: Internal Audit 2021/22: a. Moore: Official Notification to Submit Your Authority's Return 2021/2022 – Certificate of Exemption and AGAR by 30 June 2022. b. Internal Audit: Clerk/RFO meeting virtually, on 17 May 2022, with Jane Olds for the initial internal audit review. c. Accounts Year Ending 31 March 2022: Circulated prior to the meeting for review. RESOLVED: - To accept and approve the following financial documents having reconciled corresponding figures in each document: - Receipts and Payments spreadsheets;	Clerk/All	

	- Budget Comparison; - Fund Balances; - Adjustments; - Income and Expenditure; - Balance Sheet; - Bank Reconciliation; - List of Expenditure over £100; - Supporting Document; Including Asset Register; - Significant Variances; - Draft Statement of Variances as required by Internal Auditor.		
22.71	Planning Matters:		
	12.1: New Applications: None.		
	12.2: Decision Notices: None.		
	a. 10.3: Appeal Notices: None.		
	12.4: Withdrawal Notices: None.		
	12.5: Planning Issues:		
	a. Network Rail: No update. b. O.C.C. - Decisions Meeting (28/04/2022) - Cabinet Member for Highway Management: Read; no comments.	RB	
22.72	Data Protection Regulations:		
	13.1: Domain Name: Update on linking email addresses with the website: With the support of Navitas the Clerk has successfully set up the generic email addresses with passwords; Council members to login with the passwords in order to activate the addresses; Clerks already activated. Navitas recommends that they are set up through 'Webmail'.	RL/Clerk	
22.73	Correspondence: B.P.C.292/293 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. C.D.C. - report from the Independent Remuneration Panel and Notice for each Parish:	Clerk.	
	RESOLVED:		
	That having considered the recommendations of the Parish Remuneration Panel the Parish Council does not adopt the Basic pay allowance for elected members; exceptional claims may be considered individually by the Parish Council.		
22.75	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: a. Vacancy.	RL	
22.76	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: C/fwd.	AS/CHS	
	The meeting was adjourned at 7.59pm for the Annual Meeting of the Parishioners of Blackthorn to take place at 8pm.		
	The meeting resumed at 9:34pm		
22.77	Village Matters: Reported incidents:		
	None; discussed at the Annual Meeting of the Parishioners of Blackthorn.		
22.78	Matters for Further Information or Discussion at the Next Meeting:		
	a. Matters for Information: None. ■ Matters for Discussion: None.		
22.79	Date of the Next Meeting: Coronavirus: Update advice to be considered.		
	a. Meetings for 2021-2022: i. Parish Council Meeting: 2 June 2022 at 7.30pm:	Clerk	
	RESOLVED:		
	That the meeting scheduled for 2 June 2022 at 7.30pm be rescheduled for 16 June 2022 at 7.30pm as the 2nd is the Queens Jubilee.		
There being no other business the Chairman closed the meeting at 9:38pm. Draft Minutes subject to Confirmation <i>Minutes Approved 16 June 2022 – Minute Ref: M5/2022 – 22.82 – 5.1</i>			