

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 Meeting of Blackthorn Parish Council on Thursday 1 September 2022 at 7.30pm at Blackthorn Village Hall. Signed: <i>T. Charlesworth</i> 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: 3.1: The Parish Council Meeting held on 14 July 2022 at 7.30pm.	BPC
4	Vacancy/Co-option: Consider applications.	BPC
5	District/County Cllrs: County Cllr. I. Corkin, District Cllrs: Gemma Coton and A. Patrick.	
6	Matters for Report: (See Appendix 1):	Clerk
7	COVID-19: Update on guidance. a. Ventilation.	BPC
8	Code of Conduct: ▪ To pass a resolution to adopt the new Code of Conduct. ▪ Training: To approve attendance.	BPC
9	Civility and Respect Pledge: ▪ To pass a resolution to sign up to the civility and respect pledge. ▪ To review statement and proposed policies.	BPC
10	Risk Assessment Review: Use of matrix assessment guidance.	
11	Project Reports: (See Appendix 2):	
	11.1: Drainage/Flooding: a. River Bank Repairs/Network Rail: Update. b. Blackthorn Brook: Update.	JL/RR
	11.2: Traffic Calming: a) Village Plan: Review of proposals: i. 20mph Limit Application: Update. ▪ Consultation: Update. ▪ Consider/Approve application for the Electoral Role if suitable for purpose. ii. White Traffic Calming Gates: Information for review. iii. Horse Signs: Consider option.	CHS CHS CHS/JL/RL BPC
	11.3: Play Area: a) Car Park: Update.	JL
12	Finance: (See Appendix 2):	
	12.1: 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
	12.2: Bank Reconciliation to date: To be approved. a. Internal Financial Controls Check:	RFO RL
	12.3: Budget Comparison to Date: PC to consider and approved.	RFO
	12.4: V.A.T: a. Spreadsheet: Consider/approve. b. HMRC – Claim:	BPC RFO
	12.5: Quotes: a. Allotments: Post. b. Play Area: Repairs in-line with RoSPA report. c. Play Area: Quarterly inspection.	BPC
	12.6:End of Year Audit 2021/22: a. Internal Auditor Report: Actions from report – Appendix 2. b. Review of effectiveness as per Regulation 6 of the Accounts and Audit Regulations 2015. c. Reserves Policy: To review. d. Staff Appraisals:	RFO/BPC BPC JL

	12.7: Banking: To review recommendation to change from Barclays Bank to Unity Trust Plc. ▪ Debit/Payment Card: Recommendation to be reviewed alongside decision to change banks.	BPC
	12.8: Improving internal control mechanisms: a. Internal Financial Controls Policy: To approve adoption. b. Review of Risk Assessment: Use of assessment matrix.	BPC/RL BPC
	12.9: External Audit – Option to opt-out:	
	12.10: Internal Audit: a. To pass a resolution to approve the letter of Engagement. b. To pass a resolution to approve and accept the Terms and Conditions	BPC
	12.11: Laptop: a. Review of Asset Register to include purchase. b. Review of Insurance Policy: To include purchase.	RFO/Clerk
	12.12: Budget 2023/24: To commence process.	BPC
13	Planning Matters: (See Appendix 3):	BPC
	13.1: New Applications: a. Application No.: 22/01978/DISC b. Application No.: 22/02180/F c. Application No.: 22/02374/F d. Application No.: 22/02455/OUT e. Application No.: 22/02437/F	BPC
	13.2: Decision Notices: a. None at time of publication.	BPC
	13.3: Appeal Notices: None at time of printing.	BPC
	13.4: Withdrawal Notices: None at time of printing.	BPC
	13.5: Planning Issues: a. Network Rail: Update. b. Community Governance Review – Second Consultation – Boundary change between Ambrosden and Blackthorn. c. C.D.C. - Cherwell Local Plan Review 2040 - An Invitation to a Workshop. d. NHS England - FW: Alcester Medical Group - RAOC -VHS - New Bicester Health Hub - CAS-149313-S1Z5F7 – Respond by 10 September 2022. e. NHS England - FW: Montgomery House Surgery - RAOC - New Bicester Health Hub - CAS-149291-X4Y5N7 – Respond by 10 September 2022. f. Proposed Neighbourhood Plan Area Designation: The parishes of Bletchington, Hampton Gay and Poyle - The consultation will run for six weeks from Friday 22 July 2022 and any comments should be submitted by 6pm, Monday 5 September 2022.	RB
14	Data Protection Regulations: a. Generic Email Addresses: Update.	BPC
15	Correspondence/Emails: (See Appendix 4): (B.P.C.295/296): Comments to be considered and any action approved on any items not already considered as part of the agenda.	BPC All
16	Website /Issues raised through 'Facebook': Items to be approved for publishing.	Clerk
17	Parish Council Liaison Person: a. To review the liaison role. b. Launton and Marsh Gibbon Parish Councils: Update.	AS/BPC
18	Village Matters: Opportunity to raise issues of concern.	Clerk/BPC
19	Matters for Further Information or Discussion at the Next Meeting:	
20	Date of Next Meeting:	
21	a. Meetings for 2021-2022: i. Parish Council Meeting: 6 October 2022 at 7.30pm to be confirmed.	

¹ 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.