

Minutes of the Parish Council Meeting of Blackthorn				
Held:		Blackthorn Village Hall	On:	Thursday 1 September 2022 at 7.30pm.
Present:		Parish Council Chairman Cllr. Mrs J. Lamont (JL), Vice-Chairman Mr R. Rue (RR), R. Lamont (RL) and Cllr. Mrs A. Stevenson (AS).		
In Attendance:		District Cllrs. G. Coton and Clerk/RFO Mrs T Charlesworth		
Item No	Topic		Action owner	Due Date
22.114	Apologies: Accepted from:			
	District Cllr. A. Patrick and Cllr. Mr C. Hegarty-Swain (CHS)			
22.115	To receive declarations of Personal or Personal and Prejudicial Interests':			
	Register of Members' Interest: None.			
22.116	Minutes			
	RESOLVED:			
	5.1: Minutes of the Parish Council Meeting held 14 July 2022 at 7.30pm were approved and signed by the Chairman Cllr. J. Lamont.			
22.117	Vacancy/Co-option:			
	No applications.			
22.118	District/County Cllrs: G. Coton reported as follows:-			
	The District Council have passed three motions: There is a webpage for anyone that may be struggling:- i. Food Poverty Emergency: ii. Cost of Living Crisis: iii. Refugee Crisis: The Parish Councils attention was drawn to the: Boundary Review The proposed 55 houses – Planning Application: 22/02455/OUT (see 22.125-13.1-d).			
22.119	Matters for Report:			
	6.1: Bike Ride Signs: Clerk emailed to acknowledge that the signs have been removed.			
22.120	COVID-19:			
	Ventilation advice: To continue to monitor.			
22.121	New Code of Conduct:			
	RESOLVED			
	To approve the recommendation not to adopt the new Code of Conduct until training has been completed.			
	Training: To confirm attendance once a new date is set by C.D.C.			
22.122	Civility and Respect Pledge:			
	RESOLVED			
	To carry forward until the Code of Conduct training has been attended.			
22.123	Project Reports:			
	11.1: Drainage and Flooding: a. River Bank Repairs/Network Rail: Following the Flood Forum the Parish Council now has a contact for the Environment Agency. b. Blackthorn Brook: RESOLVED: That the draft letter was approved. To request a quote from Mr Cross for the clearance of the Brook. Clerk			
	11.2: Traffic Calming: All matters c/fwd as CHS absent. a. Village Plan: Review of proposals:- i. 20mph Limit Application: Cannot move forward until local opinion is gauged. Consultation: Consider/Approve application for the Electoral Role if suitable for purpose: ii. White Traffic Calming Gates: iii. Horse Signs:			
	11.3: Play Area: a. Car Park: District Cllr. G. Coton to follow up arrangements for a Planning Officer to attend site.			
	BUSINESS:			
22.124	Finance:			
	12.1: 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: M.R. & J.S. Cross – Inv. No's: 107 £135.00 (Grass cutting play Area – 13.7.2022) - 108 - £732.00 (Grass cutting verges 28.7.2022) – Total £894.00 – Cheque No: 101434.			
	b. Receipts: i. Merton Parish Council - £49.00 – Contribution to SLCC Membership.			

	c. Invoices for payment: It was RESOLVED that the list of invoices were approved for payment: i. Clerks Pay/Exp July/Aug 2022 - £326.82 – Cheque No: 101435. ii. Working from Home Allowance - £6.00 per week: Clerk/RFO to follow up with HMRC. iii. M.R. & J.S. Cross – None presented. iv. Playsafety Ltd – Inv. No: 65278 - £117.60 – Annual RoSPA Inspection – Cheque No: 101436. v. Jubilee: Power to spend – No invoice presented as planting c/fwd to later in the year as the weather been to dry.	RFO/Clerk	
	12.2: Bank Reconciliation to date: (attached): It was RESOLVED to accept and approve the bank reconciliation(s) as follows: 1.4.2022 Up to 30.6.2022 (Bank St. Issue Date: 19.7.2022): ■ Balance B/fwd £ 28,503.28 ■ Add Total Receipts £ 7,505.14 ■ Less Total Payments £ 6,523.39 ■ Balance C/fwd £ 29,484.03 1.7.2022 Up to 30.9.2022 (Bank St. Issue Date: 19.8.2022): ■ Balance B/fwd £ 29,484.03 ■ Add Total Receipts £ 51.94 ■ Less Total Payments £ 2,338.15 ■ Balance C/fwd £ 27,198.82 a. Internal Financial Controls Check: C/fwd as policy adopted today: see 22.124-12.7-a.		
	12.3: Budget Comparison: RESOLVED: ■ To accept and approve the budget comparison 1 April 2022 up to 1 September 2022. ■ Payments: In-line with budget. a. Receipts: Noted that the contribution to SLCC Membership had been received.		
	12.4: V.A.T: a. Spreadsheet: Presented and accepted: i. HMRC Claim: Claim to be made at the end of September.	RFO	
	12.5: Quotes: a. Allotment Post: Awaiting. b. Play Area: Repairs in-line with RoSPA report: Trevor Stewart had attended the site and is to provide a quote. c. Play Area: Quarterly Inspection: Trevor Stewart to provide a quote.		
	12.6: Internal Audit 2021/22: a. Internal Auditor Report – Action from Report: ■ Review of Effectiveness: To be carried out in accordance with Regulation 6 of the Accounts and Audit Regulations 2015. ■ Reserves Policy: To review and amend draft for adoption at next meeting. ■ Staff Appraisal: To be completed for the December meeting.	JL/RL/ Clerk/ RFO JL	
	12.7: Banking: a. To review recommendation to change from Barclays Bank to Unity Trust Plc: Clerk to provide councillors with information for review at next meeting. b. Debit/Payment Card: To be reviewed alongside the decision regarding banks.	Clerk/All	
	12.8: Improving Internal Control Mechanisms: a. Internal Financial Controls Policy: RESOLVED: ■ To approve the adoption of the Financial Controls Policy as a working document.	RL	
	12.9: External Audit: Option to Opt-out: RESOLVED: ■ To approve the recommendation by OALC not to opt-out; no further action required the Parish Council will remain part of the central scheme.		
	12.10: Internal Audit: RESOLVED ■ To approve the Letter of Engagement: Noted that charges for 2022-2023 Audit for a projected income and expenditure (whichever is the highest) for Under £25,000 will be £200.00. ■ To accept and approve the Agreement of Terms for 2022-2023 Audit: Signed by the Chairman and RFO/Clerk.		
	12.11: Laptop: a. Addition of laptop to Asset Register: RESOLVED: ■ To approve the updated Asset Register. ■ Disposal of the old laptop to be reviewed once all information has been removed.		

	b. Addition of laptop to Insurance Policy: The Clerk confirmed that the new laptop had been added to the insurance policy at no extra cost this year.		
	12.12: Budget 2023/24: Clerk/RFO to prepare a draft based on a 1% increase for review at the next meeting. RESOLVED: That the as the one way valve budget for the play area is no longer needed the amount would remain in budget under Water Management Plan.		
22.125	Planning Matters:		
	13.1: New Applications: a. Application No.: 22/01978/DISC Applicant's Name: Harrow Estates (Part of Redrow Group) Proposal: Discharge of Condition 10 (Masterplan and Design Code) of 16/01268/OUT Location: South East Bicester, Wretchwick Way, Bicester Parish(es): Launton Blackthorn Bicester Comments by 15 August 2022 RESOLVED: - The Parish Council had no comments or objections. b. Application No.: 22/02180/F Applicant's Name: D Hughes Proposal: Proposed caravan showroom and office to be built within existing caravan sales and service site Location: Windmill Nurseries, London Road, Bicester, Oxfordshire, OX26 6RA Parish(es): Blackthorn - Comments by 23 August 2022 RESOLVED: - The Parish Council had no comments or objections. c. Application No.: 22/02374/F Applicant's Name: Mr Robert Macrae Proposal: Proposed double garage to the front & front dormer to roof Location: Meadowcroft, Thame Road, Blackthorn, OX25 1TE Parish(es): Blackthorn Comments by 5 September 2022 RESOLVED: - The Parish Council had no comments or objections. d. Application No.: 22/02455/OUT Applicant's Name: L&Q Estates Proposal: Erection of up to 55 new dwellings including affordable homes; formation of new pedestrian access; formation of new vehicular access from Blackthorn Road; landscaping and associated works Location: Land West Of Church Ley Field Adjacent To, Blackthorn Road, Blackthorn Parish(es): Blackthorn Comments by 9 September 2022 RESOLVED: - The Parish Council objected to the proposed development using the Blackthorn Road as access on the grounds of traffic and visibility: Visibility from the junction onto the B4011 is notorious for accidents. e. Application No.: 22/02437/F Applicant's Name: Mr & Mrs Whitley Proposal: Single storey rear extension Location: 1 Swan Close, Blackthorn, OX25 1TU Parish(es): Blackthorn Comments by 9 September 2022 RESOLVED: - The Parish Council had no comments or objections.	Clerk	
	10.2: Decision Notices: None.		
	13.3: Appeal Notices: None.		
	13.4: Withdrawal Notices: None.		
	13.5: Planning Issues: a. Network Rail: No update. b. Community Governance Review – Second Consultation – Boundary change between Ambrosden and Blackthorn: No comments recorded. c. C.D.C. - Cherwell Local Plan Review 2040 - An Invitation to a Workshop: No attendance. d. NHS England - FW: Alchester Medical Group - RAOC -VHS - New Bicester Health Hub - CAS-149313-S1Z5F7 – Respond by 10 September 2022: No comments recorded. e. NHS England - FW: Montgomery House Surgery - RAOC - New Bicester Health Hub - CAS-149291-X4Y5N7 – Respond by 10 September 2022: No comments recorded. f. Proposed Neighbourhood Plan Area Designation: The parishes of Bletchingdon, Hampton Gay and Poyle - The consultation will run for six weeks from Friday 22 July	Clerk	

	2022 and any comments should be submitted by 6pm, Monday 5 September 2022: No comments recorded.		
22.126	Data Protection Regulations:		
	a. 14.1: Generic Email Addresses: Instructions to be sent to Cllr. R. Burden to set up email. b. Website submission forms: ■ Clerk to contact Navitas Design regarding inappropriate submissions and RR being directly spammed. RESOLVED: That until the matter is reviewed and as a matter of security the Parish Council would not use the generic emails until resolved and the linked email addresses would be removed from the website; the Clerk will be contactable through: clerkblackthornpc@gmail.com. Contact form regarding emptying of waste bins and provision of dog bins at Blackthorn Meadows: District Cllr. D. Coton to follow up with the Management Company.	RL/Clerk	
22.127	Correspondence: B.P.C.295/296 Circulated for comments prior to the meeting:		
	BPC295/296: Items for decision considered on the agenda; list of further correspondence not requiring a decision considered prior to the meeting:		
22.128	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: ■ Noted: Advert for the Car Show: 4 September 2022. b. Matters approved for publication: ■ Parish Council Vacancy.	RL/Clerk	
22.129	Parish Council Liaison Person:		
	a. To review the liaison role. b. Launton and Marsh Gibbon Parish Councils: C/fwd.	AS	
22.130	Village Matters: Reported incidents:		
	a. None.		
22.131	Matters for Further Information or Discussion at the Next Meeting:		
	a. Matters for Further Information: None. b. Matters for Discussion: Items as noted in the minutes. ■ Planning Application 22/02455/OUT – S106 Agreement – Funding for community infrastructure available.	Agenda	
22.132	Date of the Next Meeting: Coronavirus: Update advice to be considered.		
	a. Meetings for 2021-2022: i. Parish Council Meeting: 6 October 2022 at 7.30pm:	Clerk	
There being no other business the Chairman closed the meeting at 9.19pm. <i>Draft Minutes subject to Confirmation</i>			