

| Minutes of the Parish Council Meeting of Blackthorn |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                     |  |                                        |          |
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| Held:                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Blackthorn Village Hall                                                                                                             |  | On: Thursday 6 October 2022 at 7.30pm. |          |
| Present:                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Parish Council Chairman Cllr. Mrs J. Lamont (JL), Vice-Chairman Mr R. Rue (RR), R. Lamont (RL) and Cllr. Mr C. Hegarty-Swain (CHS). |  |                                        |          |
| In Attendance:                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | District Cllrs. G. Coton and Cllr. A. Patrick.                                                                                      |  |                                        |          |
| Item No                                             | Topic                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                     |  | Action owner                           | Due Date |
| 22.133                                              | Apologies: Accepted from:<br>District Cllr. Mrs A. Stevenson (AS) and T. Charlesworth (Clerk/RFO).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                     |  |                                        |          |
| 22.134                                              | To receive declarations of Personal or Personal and Prejudicial Interests':<br>Register of Members' Interest: None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                     |  |                                        |          |
| 22.135                                              | Minutes<br>RESOLVED:<br>5.1: Minutes of the Parish Council Meeting held 1 September 2022 at 7.30pm were approved and signed by the Chairman Cllr. J. Lamont.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                     |  |                                        |          |
| 22.136                                              | Vacancy/Co-option:<br>No applications.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                     |  |                                        |          |
| 22.137                                              | District/County Cllrs: G. Coton and Angus Patrick reported as follows:-<br>Cllr Coton provided an update from last meeting on bin issues in Blackthorn meadows. Bellway homes have been contacted.<br>Cllr Coton advised on planning advice being available for car park at play park and will provide necessary form to chair.<br>Cllr Coton advised on Community Review at County – Boundary changes to be approved between Blackthorn and Ambrosden to include Blackthorn Meadows within the Ambrosden Parish. 2 <sup>nd</sup> election for Parish Council in May 2023 suggested following boundary changes. The PC noted its objections to additional election, and this will be discussed at county.<br>Cllr Coton advised that Cherwell Local plan will be discussed at meeting on 19 <sup>th</sup> Oct at Bodicote House and details for virtual attendance will be provided.<br>Cllr Coton to provide posters and literature on cost of living and Age UK pension credit campaign for village notice boards and Facebook page.<br>Cllr Patrick advised that the county boundary was under review and that local consultations would be forthcoming. No decision expected until 2025.<br>Cllr Patrick advised works on A41 are delayed and planned completion is now February of 2023. |                                                                                                                                     |  |                                        |          |
| 22.138                                              | Matters for Report:<br>6.1: Internal Audit: Letter of Engagement and T & C emailed: Reviewed and accepted.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                     |  |                                        |          |
| 22.139                                              | COVID-19:<br>No further updates.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                     |  |                                        |          |
| 22.140                                              | New Code of Conduct:<br>8.1: Training: C.D.C. confirmed new date 23 November 2022 6-6.30pm; invite to councillors received from Clerk. Council to be reminded at the next PC meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                     |  |                                        |          |
| 22.141                                              | Project Reports:<br>9.1: Drainage and Flooding:<br>a. River Bank Repairs/Network Rail: Following flood forum meeting it was decided to take this back to the County Council. Cllr Rue to re-engage with Cllr Ian Corkin and Cllr Callum Miller.<br>b. Blackthorn Brook:<br>RESOLVED:<br>That the clearance of the lower part of the brook and removal of silt would be referred to County Council.<br>9.2: Traffic Calming: All matters c/fwd as CHS absent.<br>a. Village Plan: Review of proposals:-<br>i. 20mph Limit Application: Application has been submitted and advice received to carry out local consultation.<br>Consultation: The PC needs to agree on a mechanism to use in order to carry out within the community.<br>Consider/Approve application for the Electoral Role if suitable for purpose: C/fwd.<br>ii. White Traffic Calming Gates: Cllr. Hegarty-Swain to provide information for review for the November meeting.<br>iii. Horse Signs:<br>RESOLVED:<br>That the PC approved the installation of horse signs on all exits and entrances to the village. Where possible existing roadside furniture will be utilised instead of installing new posts.<br>9.3: Play Area:<br>a. Car Park: No update.                                                                 |                                                                                                                                     |  |                                        |          |
| 22.142                                              | BUSINESS:<br>Finance:<br>10.1: To accept the list of accounts paid prior to the meeting and receipts received and to approve payment of invoices:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                     |  |                                        |          |

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|  | <p>a. <b>Invoices paid prior to the meeting:</b></p> <ul style="list-style-type: none"><li>None.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                 |           |
|  | <p>b. <b>Receipts:</b></p> <p>i. Cherwell District Council – Precept Final payment - £6,067.00.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                 |           |
|  | <p>c. <b>Invoices for payment:</b> It was <b>RESOLVED</b> that the list of invoices were approved for payment:</p> <p>i. Clerks Pay/Exp Sept 2022 - £168.30 – Cheque No: 101437.</p> <p>ii. Working from Home Allowance - £6.00 per week: Clerk/RFO to follow up with HMRC.</p> <p><b>RESOLVED:</b></p> <ul style="list-style-type: none"><li>The PC approve the payment if HMRC confirm Clerk/RFO can claim.</li></ul> <p>iii. M.R. &amp; J.S. Cross – Inv. No's: 117 - £732.00 (grass cutting verges 30.8.2022 - 123 - £162.00 (Grass cutting play area – 23.9.2022 – 124 - £732.00 (Grass cutting verges – 28.9.2022) – Total £1,626.00 – Cheque No: 101438. The addition to the agenda of Inv. No's: 123/124 were approved as contractual work.</p> <p>iv. Cherwell District Council – Inv. No: 20007900 - £253.97 – Dog Bin Emptying Summer period - Cheque No: 101439: The addition of this invoice to the agenda was approved for payment as contractual work.</p> <p>v. British Trees for Queen's Jubilee: Power to spend – On hold as route stock not available.</p>                                                                                                                                                                                                                                   | RFO/Clerk       | RFO/Clerk |
|  | <p><b>10.2: Bank Reconciliation to date:</b> (attached): It was <b>RESOLVED</b> to accept and approve the bank reconciliation(s) as follows:</p> <p><b>1.7.2022 Up to 30.9.2022 (Bank St. Issue Date: 16.9.2022):</b></p> <ul style="list-style-type: none"><li>Balance B/fwd £ 29,485.03</li><li>Add Total Receipts £ 6,118.94</li><li>Less Total Payments £ 2,782.57</li><li>Balance C/fwd £ 32,821.40</li></ul> <p>a. Internal Financial Controls Check: Reviews to be conducted on a quarterly basis, post quarter close.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | RL              |           |
|  | <p><b>10.3: Budget Comparison:</b></p> <p><b>RESOLVED</b></p> <ul style="list-style-type: none"><li>To accept and approve the budget comparison 1 April 2022 up to 6 October 2022.</li><li>Payments: In-line with budget.</li></ul> <p>a. Receipts: Noted that precept received.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                 |           |
|  | <p><b>10.4: V.A.T:</b></p> <p>a. <b>Spreadsheet:</b> Presented and accepted:</p> <p>i. <b>HMRC Claim:</b> Claim to be made at the end of September as presented.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | RFO             |           |
|  | <p><b>10.5: Quotes:</b></p> <p>a. <b>Allotment Post:</b> Awaiting.</p> <p>b. <b>Play Area:</b> Repairs in-line with RoSPA report:</p> <p><b>RESOLVED:</b></p> <ul style="list-style-type: none"><li>To accept and approve the quote provided by Trevor Stewart for the repairs £1,363.00 plus VAT.</li><li>To accept and approve the quote for the Slide based on the alternative upgrade; to build up ground with soil and install Grass-mats. (This will help retain the other woodchip from being kicked out and save money in the future) at a cost £294.00 plus VAT.</li></ul> <p>c. <b>Play Area:</b> Quarterly Inspection:</p> <p><b>RESOLVED:</b></p> <ul style="list-style-type: none"><li>To accept and approve the quotation to carryout quarterly inspections on the play area Inspection will cover checking all equipment. Grease swing bearings and make any small adjustments (Tightening of zip wire, tightening bolts etc) as needed Anything more than this will be reported to the parish council for further instructions Cost of each inspection £225 ex vat.</li></ul> <p>d. <b>Blackthorn Brook:</b></p> <p><b>RESOLVED:</b></p> <ul style="list-style-type: none"><li>To approve the quote to clear the upper section of Blackthorn Brook in the sum of £3,210.00 incl. VAT.</li></ul> | Clerk           | Clerk     |
|  | <p><b>10.6: End of Year Audit 2021/22:</b></p> <p>a. <b>Internal Auditor Report – Action from Report:</b></p> <ul style="list-style-type: none"><li><b>Review of Effectiveness:</b> To be carried out in accordance with Regulation 6 of the Accounts and Audit Regulations 2015: Clerk/RFO and Internal Financial Controller to carry out review.</li><li><b>Reserves Policy:</b> Reviewed; carried forward for adoption at next meeting.</li><li><b>Staff Appraisal:</b> Chair working to put in place process for appraisals and review of Clerk's pay. Parish Council to investigate Clerk pension. Review to be held before end of year.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | RL/Clerk<br>RFO | JL        |

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|               | <ul style="list-style-type: none"> <li>■ <b>Risk Assessment:</b> To be updated using matrix to provide simplified document for review and approval at the next meeting.</li> <li>■ <b>Payroll Controls:</b> Work in progress to meet requirement.</li> <li>■ <b>Band Mandate:</b> Council agreed to review bank mandate annually.</li> <li>■ <b>Financial Responsibility:</b> Financial Control training approved for Cllr Lamont and Clerk for 20 October 2022 - Cost £55.00 plus VAT for members per person.</li> <li>■ <b>Document Management:</b><br/><b>RESOLVED:</b></li> <li>■ To move records to county archive. Clerk to investigate options. Agreed that electronic documents will be retained for seven years on the Parish Council website.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                     | JL<br><br>Clerk/RFO<br><br>RL/RFO/<br>Clerk |  |
|               | <b>10.7: Banking:</b><br><b>a.</b> To review recommendation to change from Barclays Bank to Unity Trust Plc: Carried forward to next meeting.<br><b>b.</b> Debit/Payment Card: To be reviewed alongside the decision regarding banks: Council discussed at length and it was:<br><b>RESOLVED:</b> <ul style="list-style-type: none"> <li>■ That as adhoc payments outside of normal business happen so infrequently we would maintain the existing purchase and claim back using personal payment cards.</li> <li>■ Chair will also investigate the potential to utilise a pre-pay card mechanism in lieu of petty cash being held and this would be subject to more stringent process and controls having to be adopted.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Clerk<br><br><br><br><br><br><br>JL         |  |
|               | <b>10.8: Budget 2023/24:</b> <ul style="list-style-type: none"> <li>■ To review draft. Carried to Nov meeting to allow for reserve amounts to be added to budget, Cllr Lamont to work with Clerk to review and circulate prior to next meeting</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | RL/Clerk                                    |  |
| <b>22.143</b> | <b>Planning Matters:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                             |  |
|               | <b>11.1: New Applications:</b><br><b>a.</b> Application No.: 22/00464/F<br>Applicant's Name: L C Hughes Partnership<br>Proposal: Change of Use of Land to provide temporary caravan site with associated access enclosure and amenity for use by railway construction staff.<br>Location: Windmill Nurseries, London Road, Bicester, OX26 6RA<br>Parish(es): Blackthorn<br>The above application will be considered by Planning Committee on 6 October 2022 at 4pm.<br><b>RESOLVED:</b> <ul style="list-style-type: none"> <li>■ The Parish Council had no comments or objections.</li> </ul> <b>b.</b> Application No.: 22/01814/F - Applicant's Name: Ms Emma Bradley - Proposal: Removal of conservatory and erection of single storey extension - Location: The Chestnuts, Station Road, Blackthorn, Oxfordshire, OX25 1TA Parish(es): Blackthorn<br>This is a consultation on the above proposal. Plans and relevant documents can be viewed on the Council's online planning register using the hyperlink below. If you have any comments to make, please make them by 25 October 2022.<br><ul style="list-style-type: none"> <li>■ The Parish Council had no comments or objections.</li> </ul> | Clerk                                       |  |
|               | <b>11.2: Decision Notices:</b> Noted.<br><b>a.</b> Application No.: 22/02180/F<br>Proposal: Proposed caravan showroom and office to be built within existing caravan sales and service site<br>Location: Windmill Nurseries, London Road, Bicester, Oxfordshire, OX26 6RA<br>Parish(es): Blackthorn - PERMISSION FOR DEVELOPMENT SUBJECT TO CONDITIONS<br>Date of Decision: 15th September 2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                             |  |
|               | <b>11.3: Appeal Notices:</b> None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                             |  |
|               | <b>11.4: Withdrawal Notices:</b> None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                             |  |
|               | <b>11.5: Planning Issues:</b><br><b>a.</b> Network Rail: Update. None at time of meeting<br><b>b.</b> Planning Application 22/02455/OUT – S106 Agreement – Application for contribution towards community infrastructure. To be reviewed at next meeting<br><b>c.</b> CONSULTATION – Ambrosden proposed 20mph Speed Limits - any objections or other representations on the proposal should be submitted by Friday 28th October 2022.<br><b>RESOLVED:</b> <ul style="list-style-type: none"> <li>■ No objections from council.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Clerk                                       |  |
| <b>22.144</b> | <b>Data Protection Regulations:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                             |  |
|               | <b>a. Generic Email Addresses:</b> Following Sept meeting it was agreed to remove all identifiable email addresses from the parish council website and the 'contact us' form to stop malicious emails being received by Clerk. It was agreed that this should remain in place.<br><b>b. Website submission forms:</b> Captcha authentication to be considered: C/fwd.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | RL/Clerk                                    |  |

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| 22.145                                                                                                                                                                                                                                                                                                                            | <b>Correspondence:</b> B.P.C.295/296 Circulated for comments prior to the meeting:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |        |  |
|                                                                                                                                                                                                                                                                                                                                   | <p><b>BPC297:</b> Items for decision considered on the agenda; list of further correspondence not requiring a decision considered prior to the meeting:</p> <p>a. BPC297(22): (A) 12.9.2022BBOWT - Community Action &amp; the Bernwood, Otmoor and Ray project.</p> <p>b. BPC297(32): UPDATE! Oxford transport proposals.</p> <p>■ Items a and b reviewed: No concerns raised</p>                                                                                                                                                                                                                                                                               |        |  |
| 22.146                                                                                                                                                                                                                                                                                                                            | <b>Website/Issues raised through 'Facebook':</b> Items to be approved for publishing:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |        |  |
|                                                                                                                                                                                                                                                                                                                                   | <p>a. Issues raised through 'Facebook': The PC utilises Facebook for items of interest not for its business:</p> <p>i. Dog fouling of the play park and pathways. Chair has purchased signage for park and roadside and will get these erected:</p> <p><b>RESOLVED:</b></p> <p>■ That the Chairman is to be reimbursement £<del>45.00</del>; <u>£54.93</u> approval of payment c/fwd to next meeting on presentation of invoice.</p> <p>ii. Concern over vegetation growing through road surface of Thame Rd. Chair submitted request to fix my street for action from county</p> <p>b. Matters approved for publication:</p> <p>i. Parish Council Vacancy.</p> | Clerk  |  |
| 22.147                                                                                                                                                                                                                                                                                                                            | <b>Parish Council Liaison Person:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |        |  |
|                                                                                                                                                                                                                                                                                                                                   | <p>a. To review the liaison role.</p> <p>b. Launton and Marsh Gibbon Parish Councils: C/fwd.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | AS     |  |
| 22.148                                                                                                                                                                                                                                                                                                                            | <b>Village Matters: Reported incidents:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |        |  |
|                                                                                                                                                                                                                                                                                                                                   | a. None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |        |  |
| 22.149                                                                                                                                                                                                                                                                                                                            | <b>Matters for Further Information or Discussion at the Next Meeting:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |        |  |
|                                                                                                                                                                                                                                                                                                                                   | <p>a. <b>Matters for Further Information:</b> None.</p> <p>b. <b>Matters for Discussion:</b> Items as noted in the minutes.</p> <p>i. Approval of Budget</p> <p>ii. Approval of Risk Register</p> <p>iii. Financial Controller's review of Q3 payments.</p>                                                                                                                                                                                                                                                                                                                                                                                                     | Agenda |  |
| 22.150                                                                                                                                                                                                                                                                                                                            | <b>Date of the Next Meeting:</b> Coronavirus: Update advice to be considered.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |        |  |
|                                                                                                                                                                                                                                                                                                                                   | <p>a. <b>Meetings for 2021-2022:</b></p> <p>i. Parish Council Meeting: 3 November 2022 at 7.30pm:</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Clerk  |  |
| <p>There being no other business the Chairman closed the meeting at 9.15pm.</p> <p><i><b>Draft Minutes subject to Confirmation Minutes approved 10 November 2022 – Minute Ref: M9/22-22.153-5.1 with amendment to M8/2022-22/146-a-I – to read £54.93 not £45.00 – Changed initialed by the Chairman Cllr. J. Lamont.</b></i></p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |        |  |