

Minutes of the Parish Council Meeting of Blackthorn				
Held:		Blackthorn Village Hall	On:	Thursday 10 November 2022 at 7.30pm.
Present:		Parish Council Chairman Cllr. Mrs J. Lamont (JL), Vice-Chairman Cllr. Mr R. Rue (RR), Cllrs: R. Lamont (RL), Mrs A. Stevenson (AS), Mr R. Burden (RB) and Mr C. Hegarty-Swain (CHS).		
In Attendance:		T. Charlesworth (Clerk/RFO).		
Item No	Topic		Action owner	Due Date
22.151	Apologies: Accepted from: District Cllrs. G. Coton and Cllr. A. Patrick.			
22.152	To receive declarations of Personal or Personal and Prejudicial Interests': Register of Members' Interest: None.			
22.153	Minutes			
	RESOLVED: 5.1: Minutes of the Parish Council Meeting held 6 October 2022 at 7.30pm were approved and signed by the Chairman Cllr. J. Lamont with an amendment to M8/2022-22/146-a-I – to read £54.93 not £45.00. 5.2: The Parish Council Meeting scheduled for 3 November 2022 at 7.30pm postponed until 10 November 2022 at 7.30pm.			
22.154	Vacancy/Co-option: No applications.			
22.156	District/County Cllrs: Angus Patrick sent written report.			
22.157	Matters for Report:			
	6.1: None.			
22.158	COVID-19: No further updates expected; Clerk to remove from agenda.			
22.159	Project Reports:			
	8.1: Drainage and Flooding: a. River Bank Repairs/Network Rail: The Chairman and Vice Chairman attended an online meeting; Network Rail reported as follows however, there is still the outstanding issue of the pumps on the A41: - that works should be completed in the next few weeks - That a restrictive dam is to be fitted which will stop the fast flow of water from the River Ray to the fields; for which the PC thanks them. b. Blackthorn Brook: - Works to clear the upper section of the Brook are complete. - Cllr. R. Randal to put together a file for O.C.C. regarding the clearance of the lower section (last 15m). RR			
	8.2: Traffic Calming: a. Village Plan: Review of proposals:- i. 20mph Limit Application: Pending consultation. - Consultation: Local opinion to be gained through a Facebook poll. - Consider/Approve application for the Electoral Role if suitable for purpose: C/fwd. ii. White Traffic Calming Gates: RESOLVED: - That the composite gates are not available in the design required and would be too expensive to have bespoke. - That any of the existing wooden gates beyond repair would be replaced.			
	8.3: Play Area: a. Car Park: Chairman to make contact with contact at C.D.C. b. Repairs in-line with Inspection Report: Repairs have been carried out and matting put down as required.			
BUSINESS				
22.160	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. VAT claim: Unable to confirm receipt as a bank statement for October not received.			
	c. Invoices for payment: It was RESOLVED that the list of invoices were approved for payment: i. Clerks Pay/Exp Oct 2022 (incl. Backpay of £84.84) - £298.00 – Cheque No: 101440. Working from Home Allowance - £6.00 per week: Clerk/RFO to follow up with HMRC. RESOLVED:		RFO/Clerk	

	- To accept and approve the new Salary Scales applicable from 1 April 2022: Based on Scale 9 – 14hrs per month =£168.84 x 12 =£2,026.08 an increase of £14.14 per month. - To approve Backpay April – Sept = Increase of £14.14 per mth x 6 = £84.84. - M.R. & J.S. Cross – -Inv. No: 135 - £3,210.00 (Clearance of Blackthorn Brook as per quote) – Cheque No:101441. - OALC – Internal Controls training 20 October 2022 – Inv. No: W-2274 - £66.00 Cheque No: 101442. J. Lamont - Reimbursement of Amazon invoices for Dog Fouling signs - £41.57 and £13.36 – Cheque No:101443. - British Trees for Queen's Jubilee: Power to spend – Purchase to be made in December.	RFO/Clerk	
	9.2: Bank Reconciliation to date: (attached): It was RESOLVED to accept and approve the bank reconciliation(s) as follows: 1.10.2022 Up to 31.12.2022 (Bank St. Issue Date: 16.9.2022)– No bank statement for October received yet: - Balance B/fwd £ 32,821.40 - Add Total Receipts £ 1,191.28 - Less Total Payments £ 2,048.27 - Balance C/fwd £ 31,964.41 a. Internal Financial Controls Check: Completed, 10 November 2022 and signed by the Internal Financial Controller Cllr. R. Lamont and the RFO.	RL/RFO	
	9.3: Budget Comparison: RESOLVED - To accept and approve the budget comparison 1 April 2022 up to 10 November 2022. - Payments: In-line with budget. a. Receipts: No issues raised.		
	9.4: V.A.T: a. Spreadsheet: Presented and accepted: Next claim to be made for the end of December. i. HMRC Claim: See 9.1-b-i.	RFO	
	9.5: Quotes: a. Allotment Post: Awaiting. b. Horse Signs: RESOLVED: - To approve a spend allowance of £150.00 plus VAT. - To be attached to the Traffic Calming Gates.	CHS	
	9.6: End of Year 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: Clerk/RFO and Internal Financial Controller to carry out review. Reserves Policy: Figures to be amended; carried forward for adoption at next meeting. Staff Appraisal: To be held before the end of December. PC investigating the council's responsibilities with regards to Employment Law. Risk Assessment: Matrix format agreed; needs tidying up. Payroll Controls: Work in progress to meet requirement. Document Management: Clerk to contact County Archives; minutes need to be prepared and labelled correctly before submission.	RL/Clerk RFO RL JL JL Clerk/RFO	
	9.7: End of Year Audit 2022/23: a. Internal Audit: List of questions: Clerk/RFO to complete.	Clerk/RFO	
	9.8: Banking: a. To review recommendation to change from Barclays Bank to Unity Trust Plc: RESOLVED: - That the PC does not approve the change from Barclays Bank to Unity Trust Plc. Pre-paid Card Review: RESOLVED: - That the PC does not approve the use of a pre-paid card.		
	9.9: Budget 2023/24: Noted that the Precept request should be submitted to the Council's finance team, by Friday 13 January 2023. - To review draft: RESOLVED: - To accept that the draft budget had been amended to read 'reserves' rather than 'contingencies' and to make the following amendments: Forward Year:	RL/Clerk	

	▪ Allotments/Parks/Open Spaces: Water Management Plan £650.00 allowance to be moved under 'Reserves'. ▪ Clerks Pay: Update budget inline with new pay Scale. ▪ Banking: To remove allowance of £6.00 per month for Unity Trust charges. ▪ Funds: ▪ To via the balance of £175.00 from the Neighbourhood Watch Fund to the Traffic Calming for the White Gates; the fund is no longer required as monitored by village online. ▪ To via half the balance of £2,530.00 of the Pond Fund to the Traffic Calming for the White Gates. ▪ To via the balance of the Website Fund of £40.01 to the Traffic Calming Fund for the White Gates; Website Costs covered by the general budget. ▪ To via the balance of the Risk Assessment Fund of £500.00 to the Traffic Calming Fund for the White Gates. ▪ To combine the balances of the Planning and Legal Advice Funds to give a balance of £1,502.00. ▪ Funds: To make a £300.00 budget for the Traffic Calming Fund plus an additional £400.00 for the White Gates.		
22.161	Planning Matters:		
	10.1: New Applications: None.		
	10.2: Decision Notices: Noted. a. Application No: 22/01814/F Proposal: Demolition of conservatory and erection of single storey extension. Location: The Chestnuts, Station Road, Blackthorn, OX25 1TA Parish(es): Blackthorn Permission For Development Subject To Conditions Date of Decision: 26th October 2022 b. Application No : 22/00464/F Proposal: Change of Use of Land to provide temporary caravan site with associated access enclosure and amenity for use by railway construction staff Location: Windmill Nurseries, London Road, Bicester, OX26 6RA Parish(es): Blackthorn Permission For Development Subject To Conditions c. Date of Decision: 4th November 2022 Application No : 22/02374/F Proposal: Erection of double garage to the front & front dormer to roof Location: Meadowcroft, Thame Road, Blackthorn, OX25 1TE Parish(es): Blackthorn Refusal Of Permission For Development Date of Decision: 10th November 2022		
	10.3: Appeal Notices: None.		
	10.4: Withdrawal Notices: None.		
	10.5: Planning Issues: ▪ Network Rail: See 22/159-8.1-a. ▪ Planning Application 22/02455/OUT – S106 Agreement – Application for contribution towards community infrastructure: RESOLVED: ▪ That the Parish Council currently have no requirements towards community infrastructure that meet with the criteria. ▪ C.D.C. - LGA Corporate Peer Challenge - Your Support Please - Town Councils / Parish Councils - invited to participate in the Peer Challenge on Thursday 1st December 11:30hrs to 12:30hrs at Bodicote House: Councillors not available to attend. ▪ C.D.C. - RE: Final Recommendations of Community Governance Review: CDC approved the Boundary change between Ambrosden and Blackthorn and approved the change to the next ordinary year of elections for Ambrosden and Blackthorn, bringing them forward to May 2023. ▪ Walsingham Planning Consultants - RE: Land South of Blackthorn Road, Ambrosden: Clerk to acknowledge the statement referring to the visibility of 40mph and to draw their attention to the reduced visibility when the travellers are present, a lawful and historical occurrence; that when turning right out of Blackthorn Road onto the B4011 at the junction from Ambrosden you cannot see the traffic coming down the hill at 60mph not 40mph as stated; the B4011 dips creating a blind spot as you come round the corner at the junction towards Blackthorn/Thame; the B4011 is known for accidents and there is also a sign stating how many accidents have occurred around the area.	Clerk	

	- Wretchwick Way Proposed Development: To request site of the proposed development plans. - Ploughley Road Extension: The Parish Council would like to discuss the proposals to permanently close the right hand turn onto the A41, towards Aylesbury, with the District Councillors at the next PC meeting.		
22.162	Data Protection Regulations:		
	a. Generic Email Addresses: To investigate new secure email system. b. Website submission forms: RESOLVED: - To approve setting up a Captcha authentication for the contact form on the website once a new secure email system is in place.	RL	
22.163	Training:	RL/Clerk	
	a. Internal Controls: Attended by Cllr. R. Lamont; discussions centred around risks and the reasons for Internal Control; completion of internal checks. b. Code of Conduct: 23 November 5pm – 7pm now to be held at Bodicote House, Banbury; Councillors unable to attend because of work commitments at this time, Clerk to ask if it would be possible to hold it virtually. c. OALC - New training opportunities with Breakthrough Communications: Noted.	Clerk	
22.164	Correspondence: B.P.C.297 Circulated for comments prior to the meeting:		
	BPC297: Items for decision considered on the agenda; list of further correspondence not requiring a decision considered prior to the meeting: a. BPC298(26): (A) - 18.10.2022 -Fritwell PC - FINAL Reminder: Police Liaison Meeting - Wednesday 26th October 2022: Cllr. C. Hegarty-Swain attended; minutes of the meeting will be available; discussions surrounded 'Speedwatch'; parishes having their own devices/speed guns at a cost of £400.00; information goes onto a database and persistent offenders receive a letter from the police; there is no prosecution. b. BPC298(35): (A) - 20.10.2022 Hedgehogs Are Us - Follow Up From The Hedgehog Highway Project Enquiry: RESOLVED: - Not to sign up. c. BPC298(39): (R) - 21.10.2022 - A. Patrick - Planning Enforcement seminar and new Speedwatch procedures: See 22.164-a.		
22.165	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: i. Dog fouling of the play park and pathways: Issue had been addressed by the purchase of signage; additional methods are being investigated. ii. Parish Council Vacancy.	Clerk	
22.166	Parish Council Liaison Person:		
	a. Parish Liaison meeting online 17.11.2022 b. To review the liaison role. c. Launton and Marsh Gibbon Parish Councils: C/fwd.	AS	
22.167	Village Matters: Reported incidents:		
	a. None.		
22.168	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. i. Approval of Budget/Precept. ii. Ploughley Road: Discuss with District Councillors proposals to close right hand turn.	Agenda	
22.169	Date of the Next Meeting: Coronavirus: Update advice to be considered.		
	a. Meetings for 2021-2022: i. Parish Council Meeting: 1 December 2022 at 7.30pm:	Clerk	
There being no other business the Chairman closed the meeting at 10.24pm. Minutes approved 5 January 2023 – Minute Ref: M1/2023 – 23.03-3.1			