

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 9 February 2023 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 5 January 2023 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	Code of Conduct: To review the new Code of Conduct.		BPC
8	Civility & Respect Pledge: Consider if the PC is ready to take the pledge and if and what it needs to do to be in a position to sign it. ▪ Dignity at Work Policy:		
9	Project Reports: (See Appendix 2):		
	9.1: Drainage/Flooding: a. River Bank Repairs/Network Rail: Update. b. Blackthorn Brook: Update.		JL/RR
	9.2: 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.		CHS CHS CHS/JL/RL BPC
	9.3: Play Area: a) Car Park: Update. b) Inspection Report: To review.		JL
10	Finance: (See Appendix 2):		
	10.1: 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
	10.2: Bank Reconciliation to date: To be approved.		RFO
	10.3: Budget Comparison to Date: PC to consider and approved.		RFO
	10.4: V.A.T: a. Spreadsheet: Consider/approve.		BPC
	10.5: Quotes: a. Allotments: Post. b. Horse Signs.		BPC
	10.6: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: Update. b. Payroll Controls: Update. c. Document Management: Update.		RFO/BPC BPC JL JL/Clerk/RFO Clerk
	10.7: End of Year Audit 2022/23: a. Internal Audit: List of questions: b. The Characteristics of Effectiveness of Internal Audit: Review. c. Asset Register: Review. e. Financial Regulations. f. Risk Assessment: Matrix format to be approved.		Clerk/RFO
	10.8: Grant/Funding Opportunities:		BPC

	a. Funding for Community Groups: b. Jubilee Village Hall Grant:	
11	Planning Matters: (See Appendix 3):	BPC
	11.1: New Applications: a. Application No.: 22/03863/F	BPC
	11.2: Decision Notices: a. None at time of printing.	BPC
	a. 11.3: Appeal Notices: None at time of printing.	BPC
	11.4: Withdrawal Notices: None at time of printing.	BPC
	11.5: Planning Issues: a. Network Rail: Update. b. The 2040 Local Plan Consultation – Deferred Public consultation. c. Public Exhibition - Ploughley Road - Where: Ambrosden Village Hall, Merton Road, Ambrosden OX25 2LX - When: Thursday 2 February - Time: 15:30 – 20:30.	RB
12	Data Protection Regulations: a. Generic Email Addresses: i. To consider/approve new secure email system. ii. Captcha Authentication: Update.	BPC
13	Training: To consider/approve training opportunities. a. OALC - evening of 23 rd February, 7-8pm – Free training for Clerks – Training opportunities for clerks, councillors and council as a corporate body.	
14	Correspondence/Emails: (See Appendix 4): (B.P.C.299): Comments to be considered and any action approved on any items not already considered as part of the agenda: a. BPC301(08) Introduction to PARISH.UK Network b. BPC301(45) Agenda - February 15th 2023 - Next Police Rural Resilience Group - Chesterton Community Centre	BPC
15	a. Website /Issues raised through 'Facebook': Items to be approved for publishing.	Clerk
16	Parish Council Liaison Person: a. To review the liaison role. ▪ Launton and Marsh Gibbon Parish Councils: Update.	AS/BPC
17	b. Village Matters: Opportunity to raise issues of concern.	Clerk/BPC
18	Matters for Further Information or Discussion at the Next Meeting:	
19	Date of Next Meeting:	
20	a. Meetings for 2023/24: To be approved. b. Parish Council Meeting: 2 March 2023 at 7.30pm to be confirmed.	

ⁱ 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.