

Minutes of the Parish Council Meeting of Blackthorn				
Held:	Blackthorn Village Hall		On:	Thursday 5 January 2023 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) and District Cllr. G. Coton.			
Item No	Topic			Due Date
23.01	Apologies: Accepted from: District Cllr. A. Patrick.			
23.02	To receive declarations of Personal or Personal and Prejudicial Interests': - Register of Members' Interest: - Cllr. R. Rue declared a personal and prejudicial interest in Application No.: 22/03742/F and left the meeting whilst discussed by the Parish Council: See 23.13 – 11.1-b.			
23.03	Minutes RESOLVED: 3.1: Minutes of the Parish Council Meeting held 10 November 2022 at 7.30pm were approved and signed by the Chairman Cllr. J. Lamont. 3.2: The Parish Council Meeting scheduled for 1 December 2022 at 7.30pm postponed until 8 December 2022 at 7.30pm. 3.3: The Parish Council Meeting scheduled for 8 December 2022 at 7.30pm postponed until 5 January 2023 at 7.30pm.			
23.04	Vacancy/Co-option: No applications.			
23.05	District/County Cllrs: G. Coton reported as follows: - The Local Plan: Public consultation from 16 January 2023. - A41 Ploughley Road junction to return to single traffic from 4th January until 3rd February 2023. - Botley Road closure: Concerns can be raised through the online portal. - Cllr. A. Patrick plans to hold a second planning seminar.			
	The Chairman brought forward the following two agenda items 10.8/10.9 as a matter of priority:			
23.06	Budget 2023/24: The Clerk/RFO had prepared and circulated, prior to the meeting, draft budgets based on a 3%, 4% and 5% increase; presenting between £407 and £557 increase on last years overall budget however, because of the proposed boundary change the amount that will show on a Council Tax bill for a Band D property will be an increase of between £34.38 and £35.42. Options were considered in order to try and mitigate the effects of the boundary change as well as considering the effects of inflation. District Councillor to investigate if there is any form of compensation under these circumstances. RESOLVED: To approve a budget increase of 2% by reducing the amount budgeted for the Flood Defence Fund to £2,400.00 and the amount for the Play Area Fund to £450.00; total budgeted receipts £674.00; payments £11,527.00 and £3,610.00 to funds; reserves £2,160.00; working balance £2,000.00; this will show on a Council Tax bill for a Band D property as a £33.34 increase.			
23.07	Precept 2023/24: a. BPC300(13): C.D.C. – Finance – Precept – Tax Base: The estimated tax base had been used to calculate the effects on the Council Tax bill for a Band D property; the tax base for Blackthorn is to reduce from 231 to 144.30 for 2023/24. b. To pass a resolution to approve the precept requirement for 2023/24 based on the approved budget. RESOLVED: - That based on the budget the precept requirement for 2023/24 is £12,391.00. Clerk.			
	The meeting continued following the agenda.			
23.08	Matters for Report 6.1: None.			
23.09	Code of Conduct: Councillors to review			
23.10	Civility & Respect Pledge: To be reviewed. Dignity at Work Policy: To be reviewed.			
23.11	Project Reports: 9.1: Drainage and Flooding: a. River Bank Repairs/Network Rail: The Environment Agency has not yet come back to discuss issues. Blackthorn Brook is full following recent rainfall, water is flowing slowly, the lower stretch of the Brook still needs clearing; with further rainfall forecast the situation needs monitoring. b. Blackthorn Brook: See 8.1-a. 9.2: Traffic Calming: a. Village Plan: Review of proposals:- i. 20mph Limit Application: Pending consultation. - Consultation: Local opinion to be gained through a simple yes/no poll using the village Facebook. RL - Consider/Approve application for the Electoral Role if suitable for purpose: C/fwd. ii. White Traffic Calming Gates: Need to approve action once the 20mph application is complete.			

	9.3: Play Area: a. Car Park: No update. b. Repairs in-line with Inspection Report: Repairs have been carried out and matting put down as required. To confirm when the first quarterly inspection will take place. Clerk.		
	BUSINESS:		
23.12	Finance:		
	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 the Meeting: i. Trevor Stewart – Inv. No: TS202 - £1,988.40 – Repairs Ref: quote. ii. Clerk Pay November 2022 - £168.84 iii. M.R. & J.S. Cross – Inv. No's: 144 - £162.00 (Grass cutting Play Area – 1.11.2022) – 145 - £132.00 (Allotment Hedge cutting 4.11.2022) – 146 - £732.00 (Grass cutting verges – 22.11.2022) – Total £1,026.00.		
	b. Receipts: i. VAT claim: £1,191.28. ii. Scottish Widows Bank: Interest £6.53; significant increase noted.		
	c. Invoices for payment: It was RESOLVED that the list of invoices were approved for payment: i. Clerks Exp November 2022 - £13.67 - Clerks Pay/Exp Dec 2022 – £177.49 – Total £191.16 - Cheque No: 101444. ▪ Working from Home Allowance - £6.00 per week: Clerk/RFO to follow up with HMRC. ii. Coversure Insurance - Working From Home Insurance Renewal – Renewal 2023-24 – 10 January 2022 - £106.00 – Letter and Policy Information – Cheque No: 101445. The following c/fwd: iii. Horse Signs/Pedestrian warning signs: To be purchased once the white gates have been repaired/renewed. iv. British Trees for Queens Jubilee: Waiting for stock to improve.	RFO/Clerk	
	10.2: 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: 16.12.2022): ▪ Balance B/fwd £ 32,821.40 ▪ Add Total Receipts £ 1,197.81 ▪ Less Total Payments £ 8,851.44 ▪ Balance C/fwd £ 25,167.77 a. Internal Financial Controls Check: To confirm with Internal Auditor that the form is being completed correctly.	RFO/Clerk	
	10.3: Budget Comparison: RESOLVED ▪ To accept and approve the budget comparison 1 April 2022 up to 5 January 2023. ▪ Payments: In-line with budget. RESOLVED: ▪ That the payment of £1,657.00 for the play area repairs is to be covered by the Play Area Fund. a. Receipts: No issues raised.	Clerk	
	10.4: V.A.T: a. Spreadsheet: Presented and accepted: i. HMRC Claim: Claim up to the end of December 2022 for £1,090.73 submitted.		
	10.5: Quotes: a. Allotment Post: Awaiting. b. Horse Signs: C/fwd see 9.2-ii.		
	10.6: 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. Internal Controls in place. ▪ Reserves Policy: Figures to be amended; carried forward for adoption at next meeting. ▪ Staff Appraisal: Chairman to arrange. PC investigating the council's responsibilities with regards to Employment Law. ▪ Risk Assessment: To be completed before 31 March 2023. ▪ Payroll Controls: Work in progress to meet requirement. ▪ Document Management: C/fwd.	RL/Clerk RFO RL JL JL Clerk/RFO	
	10.7: End of Year Audit 2022/23: a. Internal Audit: List of questions: To be completed. b. The Characteristics of Effectiveness of Internal Audit: To be reviewed before 31 March 2023.	Clerk/RFO	

	c. Asset Register: To be reviewed before 31 March 2023.		
	d. Financial Regulations: To be reviewed before 31 March 2023.		
	10.8: Budget 2023/24: See 23.06.		
	10.9: Precept 2023/24: See 23.07.		
23.13	Planning Matters:		
	11.1: New Applications: a. Application No.: 22/03416/F Applicant's Name: RJAY Developments Ltd Proposal Planning Application for alterations to buildings and external works, following Prior Notification Application (Part 3 of Schedule 2, Class MA) for Change of Use from Commercial, Business and Service (Class E) to create Nine Residential Units. Location: Depot, Station Road, Blackthorn, OX25 1TA Parish(es): Blackthorn – Comments by 20 December 2022. The Parish Council has been granted an extension to 9 January 2023. RESOLVED: - The Parish Council had no objections and made the following comment: The sewage system will at some point require upgrading to meet the demand. <i>Having declared an interest Cllr. R. Rue left the meeting whilst the following application was considered.</i> b. Application No.: 22/03742/F Applicant's Name: Mr Randal Rue Proposal: Demolition of outbuilding and erection of three cottages, four garages and central boiler house; internal and external works to main property Location: The Old Bakehouse, 11 - Weir Lane, Blackthorn, Bicester, OX25 1UL Parish(es): Blackthorn Comments by 6 January RESOLVED: - That the Parish Council had no objections or comments.	Clerk	
	11.2: Decision Notices: Noted. a. Planning 22/03442/ANG - Notice Of Decision Town And Country Planning (General Permitted Development) (England) Order 2015 (As Amended) Proposal: Prior notification of erection of a livestock gathering building Location: Westbury Farm, Lower Road, Blackthorn, Bicester, OX25 1TG Parish(es): Blackthorn PLANNING PERMISSION REQUIRED Date of Decision: 13th December 2022 Refusal		
	10.3: Appeal Notices: None.		
	10.4: Withdrawal Notices: None.		
	10.5: Planning Issues: a. Network Rail: See 23.11-9.1-a. It was noted that the pumps had still not been diverted. b. Alchester Medical Group - RAOC -VHS – Victoria House Surgery - New Bicester Health Hub - CAS-149313-S1Z5F7 - Decision – Approved. c. Alchester Medical Group - RAOC – Langford Medical Practice- New Bicester Health Hub - CAS-149497-X5F9P2 – Decision – Approved. d. Montgomery House Surgery - RAOC - New Bicester Health Hub - CAS-149291-X4Y5N7 – Decision- Approved. e. Ploughley Road Extension: f. Wretchwick Way: Proposals. See 23.05. g. Planning Enforcement Seminar: 5 December 2022 – 7pm-8pm – Virtual meeting: Parish training information forwarded to councillors. See 23.05.	Clerk	
23.14	Data Protection Regulations:		
	a. Generic Email Addresses: To investigate, new secure email system and a captcha authentication on the website submission form, with Navitas Design.	RL	
23.15	Training:		
	a. OALC offering 'Clerk the Knowledge' one day training: Clerk to consider, if able to attend.	Clerk	
23.16	Correspondence: B.P.C.299/300 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. BPC299(32): C.D.C. - RE: UKSPF_ Help shape plan to drive investment to rural areas. b. BPC299(33): EWR - EWR Co Bicester Town Local Representatives Group Terms of Reference. c. BPC299(41): Deddington Parish Council - Deddington Pre-Submission Neighbourhood Plan. d. BPC299(43): East West Rail Accessibility Advisory Panel.		

	e. BPC299(46): Essential questions for Public Sector organisations Rural areas being left out of levelling up. f. BPC300((29): O.C.C. – Tree Service – Parish Planting.		
23.17	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: No issues raised.	Clerk	
223.18	Parish Council Liaison Person:		
	a. Parish Liaison meeting online 17.11.2022: No attendance. b. To review the liaison role: With no parish magazine position to be used to keep in touch with local parishes. c. Launton and Marsh Gibbon Parish Councils: Common interest in the A41. d. Piddington Parish Council have asked Cllr. R. Rue to offer some advice regarding flooding.	AS	
23.19	Village Matters: Reported incidents:		
	a. None.		
23.20	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. Code of Conduct. ii. Civility & Respect – Dignity at Work. iii. Audit Reviews.	Agenda	
23.21	Date of the Next Meeting: Coronavirus: Update advice to be considered.		
	a. Meetings for 2023/24: i. It was noted that there are two meeting scheduled before the end of March; a further meeting may be required in March to meet the End of Year Audit requirements. ii. Parish Council Meeting: 2 February 2023 at 7.30pm:	Clerk	
There being no other business the Chairman closed the meeting at 8.54pm. Minutes Confirmed on 9 February 2023 Minute Ref: M2/2023-23.24-3.1			