

Minutes of the Parish Council Meeting of Blackthorn				
Held:		Blackthorn Village Hall	On:	Thursday 9 February 2023 at 7.30pm.
Present:		Parish Council Chairman Cllr. Mrs J. Lamont (JL), Vice-Chairman Cllr. Mr R. Rue (RR), 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
23.22	Apologies: Accepted from: Cllrs: R. Lamont (RL), District Cllrs. A. Patrick and G. Coton.			
23.23	To receive declarations of Personal or Personal and Prejudicial Interests':			
	Register of Members' Interest: Cllr. J. Lamont – Oxfordshire Tree Services Inv. No: #198 – See 23.31-10.1-c-ii – Did not participate in the decision to approve payment.			
23.24	Minutes			
	RESOLVED: 3.1: Minutes of the Parish Council Meeting held 5 January 2023 at 7.30pm were approved and signed by the Chairman Cllr. J. Lamont.			
23.25	Vacancy/Co-option:			
	No applications.			
23.26	District/County Cllrs: : G. Coton sent a written report as follows:			
	The Local Plan: Public consultation deferred. No response, as yet, regarding compensation for the loss of eighty-five houses to Ambrosden. Planning Permission for 75 Houses off Blackthorn Road at Ambrosden has been approved. At the Executive meeting Cherwell agreed to: Update their land supply calculation and now has 5.4 years land supply. That a Coronation Grant would be made available to Parish Councils. That there would be an increase in the Basic Amount of Council Tax for Cherwell District Council for the financial year beginning on 1 April 2023 of £5, resulting in a Band D charge of £148.50 per annum.			
23.27	Matters for Report			
	6.1: Precept requirement has been submitted to C.D.C.			
23.28	Code of Conduct: Councillors to review:			
	RESOLVED: That the Parish Council agreed to adopt the parish version of the Code of Conduct 2022, in accordance with the Localism Act 2011.			
23.29	Civility & Respect Pledge: To be reviewed.			
	There are certain requirements before being able to sign up to the pledge, the Parish Council agreed to address these by bolstering its processes and agenda: Dignity at Work Policy: To be simplified to suit a 99% remote employee			
23.30	Project Reports:			
	9.1: Drainage and Flooding: River Bank Repairs/Network Rail: No update. b. Blackthorn Brook: Clearance of the final 15 metres; a report to be drawn up for submission to O.C.C. RR			
	9.2: Traffic Calming: Village Plan: Review of proposals:- 20mph Limit Application: Pending consultation. Consultation: Local opinion to be gained through a simple yes/no poll, for the four roads, using the village Facebook. RL Consider/Approve application for the Electoral Role if suitable for purpose: C/fwd. White Traffic Calming Gates: Gates to be measured and condition checked for like-for-like replacement. JL			
	9.3: Play Area: Car Park: C.D.C. have confirmed that the drawings, provided by Mr Brummell, or sufficient enough to apply for planning permission. RoSPA Report: Review for next meeting. JL			
	BUSINESS			
23.31	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: ICO - Organisation name: Blackthorn Parish Council - Reference: ZA844126 – Direct Debit payment £35.00..			

	b. Receipts: i. VAT Claim: Received £1,090.73 ii. Scottish Widows Bank: Interest £12.02; significant increase noted. iii. Clerk/RFO has been notified that the outstanding Allotment payments for Plot D of £36.00 has been paid; to be reconciled to the next bank statement.		
	c. Invoices for payment: It was RESOLVED that the list of invoices were approved for payment: i. Clerks Pay/Exp January 2023 - £181.28 - Cheque No: 101449. ▪ Working from Home Allowance - £6.00 per week: Clerk/RFO to follow up with HMRC – See 10.6-a. ii. Oxfordshire Tree Services – Inv. No: #198 - £1,000.00 - British Trees for Queens Jubilee – Previously approved purchase using Public Health Act 1875 – Cheque No: 101450.	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 £ 25,167.77 ▪ Add Total Receipts £ 1,102.75 ▪ Less Total Payments £ 332.16 ▪ Balance C/fwd £ 25,938.36 a. Internal Financial Controls Check: To confirm with Internal Auditor that the form is being completed correctly: Request submitted.	Clerk	
	10.3: Budget Comparison: RESOLVED ▪ To accept and approve the budget comparison 1 April 2022 up to 9 February 2023. ▪ Payments and Receipts: In-line with budget. ▪ Funds had been amended to reflect the budget decision to transfer funds as agreed.	Clerk	
	10.4 c. VAT Claim: a. Spreadsheet: Presented and accepted: i. HMRC Claim: It was noted that no VAT had been paid on the invoices for January and February: £0.00 to claim.		
	10.5: Quotes: a. Allotment Post: Awaiting. b. Horse Signs: C/fwd.		
	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: RESOLVED ▪ To approve the draft BPC Review of Effectiveness of Internal Audit to be represented in table format. ▪ Reserves Policy: Draft to be reviewed by Internal Controller; carried forward for adoption at next meeting. ▪ Staff Appraisal: Template to be completed. ▪ Payroll Controls: HMRC have provided the registration information; upon confirmation from the Internal Auditor that the PC has to pay its employees through PAYE, the Clerk is to download and set up the Basic PAYE Tool. ▪ Working from Home Allowance: Clerk to complete application with HMRC. ▪ Document Management: Clerk had downloaded the Guidelines for Parish Councils on retention and deposit of records; advice is to contact the History Centre, which is currently closed for a couple of weeks.	RL/Clerk RFO RL RL/Clerk Clerk/RFO JL Clerk/RFO	
	10.7: End of Year Audit 2022/23: a. Internal Audit: List of questions: Completed and submitted to Internal Auditor. b. The Characteristics of Effectiveness of Internal Audit: RESOLVED c. To approve and adopt The Characteristics of Effectiveness of Internal Audit as a working document. d. Asset Register: Amended to include purchase of laptop. RESOLVED ▪ To approve and adopt the amended Asset Register. ▪ Steet Lamps – Blackthorn Close: Further investigation to be carried out into ownership of the lamps. e. Financial Regulations: RESOLVED ▪ To approve and adopt current Financial Regulations with no amendments or updates. f. Risk Assessment: RESOLVED	Clerk/RFO CHS/JL	

	To approve the adoption of the new formatted Risk Assessment.		
	10.8: Grant/Funding Opportunities: a. Funding for Community Groups: No application agreed. b. Jubilee Village Hall Grant: No application agreed. c. Coronation Grant: RESOLVED - That Village Hall Committee can apply for the £300.00 grant that Blackthorn Parish Council is eligible for, as they are planning the Coronation celebrations on behalf of the village.		
23.32	Planning Matters:		
	11.1: New Applications: a. Application No.: 22/03863/F Applicant's Name: Mrs Elaine Mackenzie Proposal: Proposed extension, remodelling and upgrade to the existing 'Ash Barn House' and proposed new garage outbuilding - the works will involve the demolition of an existing conservatory and milking parlour Location: Ashbarn House, Lower Road, Blackthorn, OX25 1TG Parish(es): Blackthorn Comments by 6 February 2023 RESOLVED: - That the Parish Council had no objections or comments. b. Application No.: 22/01976/OUT Applicant's Name: Hallam Land Management Proposal: Outline Application (except for access) for residential development of up to 75 dwellings including bungalows; open spaces (including children's play space); community woodland and other green space; new vehicular and pedestrian access off Blackthorn Road; and associated landscaping, earthworks, parking, engineering works, demolition, and infrastructure Location: OS Parcel 3489 Adjoining And South West Of B4011, Allectus Avenue, Ambrosden Parish(es): Blackthorn Ambrosden The above application will be considered by Planning Committee on 9 February 2023 at 4pm. RESOLVED: - That the Parish Council had no objections. - That the Parish Council had the following observation: That given the size of the development it could be an opportunity to put in a roundabout at the junction of the B4011 where it meets the A41.	Clerk	
	11.2: Decision Notices: Noted. Planning Application No.: 22/03417/MA56 Proposal: Change of use of three buildings on the site from Commercial, Business and Service (Use Class E) to Dwellinghouses (Use Class C3) Location: Depot, Station Road, Blackthorn, OX25 1TA Parish(es): Blackthorn Refusal Of Prior Approval Date of Decision: 3 February 2023		
	10.3: Appeal Notices: None.		
	10.4: Withdrawal Notices: None.		
	10.5: Planning Issues: a. Network Rail: No 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. d. RAF Brize Norton - 20230201-BZN_ACP_Design_Principles-O – Having discussed this at length it was: RESOLVED - That a response is formulated by Cllr. R. Rue and circulated prior to submission.	Clerk RR	
23.33	Data Protection Regulations:		
	a. Generic Email Addresses: i. To consider/approve new secure email system: Cllr. R. Lamont working with Navitas Design. ii. Captcha Authentication: Completed.	RL	
23.34	Training:		
	a. OALC - evening of 23rd February, 7-8pm – Free training for Clerks – Training opportunities for clerks, councillors and council as a corporate body – Clerk to attend if available.	Clerk	
23.35	Correspondence: B.P.C.301 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. BPC301(08) Introduction to PARISH.UK Network		

	b. BPC301(45) Agenda - February 15th 2023 - Next Police Rural Resilience Group - Chesterton Community Centre: Cllr. CHS to review agenda with a view to attending.	CHS	
23.36	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	
23.37	Parish Council Liaison Person:		
	a. Launton and Marsh Gibbon Parish Councils: Parish liaison will happen if there is a cause for it.	AS	
23.38	Village Matters: Reported incidents:		
	a. Potholes: Marked for repair. b. Tree: The tree at the corner of Elm Close to be investigated. c. Elm Tree Close: Street lamps reported to Clerk as not working. See 10.7-d.		
23.39	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. End of Year Audit requirements; documents to be signed off.	Agenda	
23.40	Date of the Next Meeting: Coronavirus: Update advice to be considered.		
	a. Meetings for 2023/24: i. Review of proposed Dates: RESOLVED: - Parish Council Meeting scheduled for 3 March 2023 at 7.30pm changed to 9 March 2023 at 7.30pm. - Annual Parish Council Meeting scheduled for 4 May 2023 to be changed due to elections; proposed dates 18 May 2023 or 1 June 2023 (resulting in no meeting in May) dependent upon confirmation of how many days after an election the meeting should be held.	Clerk	
	b. Parish Council Meeting: 9 March 2023 at 7.30pm.		
There being no other business the Chairman closed the meeting at 9.16pm.			
Minutes approved on 9 March 2023 – M3/2023 – 23.43			