

Minutes of the Parish Council Meeting of Blackthorn				
Held:		Blackthorn Village Hall	On:	Thursday 9 March 2023 at 7.30pm.
Present:		Parish Council Chairman Cllr. Mrs J. Lamont (JL), Vice-Chairman Cllr. Mr R. Rue (RR), Mrs A. Stevenson (AS), R. Lamont (RL) and Mr C. Hegarty-Swain (CHS).		
In Attendance:		T. Charlesworth (Clerk/RFO).		
Item No	Topic		Action owner	Due Date
23.41	Apologies: Accepted from: Cllrs: Mr R. Burden (RB), District Cllrs. A. Patrick and G. Coton.			
23.42	To receive declarations of Personal or Personal and Prejudicial Interests’:			
	- Register of Members' Interest: - Cllr. R. Rue – Declared a Pecuniary Interest in Planning Application No: 22/03742/F – Amended plans – Own application: see 23/50-10.1-a.			
23.43	Minutes			
	RESOLVED: 3.1: Minutes of the Parish Council Meeting held 9 February 2023 at 7.30pm were approved and signed by the Chairman Cllr. J. Lamont.			
23.44	Vacancy/Co-option:			
	No applications.			
23.45	District/County Cllrs: Cllr. G. Coton written advice:			
	Boundary Change Compensation: CDC confirmed that there is currently nothing available for residents – She has raised this with the Chief Executive who is going to consider this moving forward. The Parish Council had considered and raised the possibility of compensation due to the proposed boundary change between Blackthorn and Ambrosden and the effect that the loss of housing in Blackthorn had on the Council Tax Base for Band D houses from 216 to 134 for Blackthorn residents.			
23.46	Matters for Report			
	6.1: None.			
23.47	Civility & Respect Pledge: Addressing processes before putting in place			
	i. Dignity at Work Policy: Review: ii. To put in place a training programme for councillors and staff. Working progress over six months to address processes.			
23.48	Project Reports:			
	8.1: Drainage and Flooding: a. River Bank Repairs/Network Rail: Network Rail have completed works on the Piddington side of the A41 bridge; works on the Blackthorn side have been carried out to mitigate flooding in Blackthorn. b. Blackthorn Brook: C/fwd. RR			
	8.2: Traffic Calming: a. Village Plan: Review of proposals:- i. 20mph Limit Application: Pending consultation. - Consultation: Local opinion to be gained through Facebook, using a google form – postcode to be requested to ensure only Blackthorn residents are responding. - Consider/Approve application for the Electoral Role if suitable for purpose: RESOLVED: - Not to use or apply for the Electoral Role. ii. White Traffic Calming Gates: No update. JL			
	8.3: Play Area: a. Car Park: No update. b. Inspection Report: i. RoSPA Report: Review for next meeting. JL ii. Quarterly Inspection: Clerk to request quote for all items listed for monitoring. Clerk			
	BUSINESS			
23.49	Finance:			
	9.1: 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. None..			
	b. Receipts: i. Allotment Plot D - £36.00.			
	c. Invoices for payment: It was RESOLVED that the list of invoices were approved for payment: i. Clerks Pay/Exp February 2023 - £179.31 - Cheque No: 101451. Working from Home Allowance - £6.00 per week: Clerk/RFO to follow up with HMRC – HMRC confirmed that the Clerk was not entitled to claim the tax relief as a non-tax payer.		RFO/Clerk	

	ii. OALC – Membership Renewal 2023/24 – Inv. No: Reference: B00009/2023/3 - £156.00 – Cheque No: 101542. iii. PCC of Ambrosden - £155.40 – Contribution to upkeep of churchyard 2022/23 - Local Government Act 1972, Section 214 (6), (8) (Power to contribute towards any expenses incurred by any other person in maintaining a cemetery (which includes a burial ground), which the inhabitants of the authority's area maybe buried) Using this power, the Parish Council can contribute to the maintenance of an open churchyard to either improve the appearance of an unkempt Churchyard, or remove the financial burden of churchyard maintenance from the Parochial Church Council helping to improve the appearance of the church – Cheque No: 101453. iv. Blackthorn Village Hall – Inv. No: 2023/1 - £220.00 – Cheque No: 101454. v. T. G. Stewart – Inv. No: TS206 - £270.00 – Cost for quarterly inspection as previously agreed - Cheque No: 101455. RESOLVED: Not to subscribe to CFO - Community First Oxfordshire Membership Subscription 2023/24 – Population below 300 - £35.00.		
	9.2: Bank Reconciliation to date: (attached): It was RESOLVED to accept and approve the bank reconciliation(s) as follows: 1.1.2023 Up to 31.3.2023 (Bank St. Issue Date: 20.2.2023): - Balance B/fwd £ 25,167.77 - Add Total Receipts £ 1,138.75 - Less Total Payments £ 1,513.44 - Balance C/fwd £ 24,793.08 a. Internal Financial Controls Check: Copies of the last two bank statements to be forwarded to Internal Financial Controller.	Clerk	
	9.3: Budget Comparison: RESOLVED - To accept and approve the budget comparison 1 April 2022 up to 9 March 2023. - Payments and Receipts: In-line with budget.	Clerk	
	9.4 c. VAT Claim: a. Spreadsheet: Presented and accepted:		
	9.5: Quotes: a. Allotment Post: Awaiting. b. Horse Signs: C/fwd.		
	9.6: End of Year Audit 2021/22: a. Internal Auditor Report – Action from Report: i. Reserves Policy: Draft to be reviewed by Internal Controller; carried forward for adoption at next meeting. ii. Staff Appraisal: Template completed; appraisal to take place following the meeting. iii. Payroll Controls: Clerk has downloaded and in process of setting up the Basic PAYE Tool. iv. Document Management: Clerk to contract the History Centre.	RL JL/Clerk JL/Clerk RL/Clerk	
	9.7: End of Year Audit 2022/23: a. Internal Audit: List of questions: No update.	Clerk/RFO	
	9.8: Grant/Funding Opportunities: a. Funding for Community Groups: No application required. b. Jubilee Village Hall Grant: No application required.		
23.50	Planning Matters:		
	10.1: New Applications: a. 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 - Details of amendment Amended plans (removed one house) Comments by 20 March 2023. Cllr. R. Rue left the meeting whilst the Parish Council considered the application. RESOLVED: That the Parish Council had no objections to the application and made the following comment: That it saw the development as, in-keeping, and a positive benefit to the village.	Clerk	
	10.2: Decision Notices: None.		
	10.3: Appeal Notices: None.		
	10.4: Withdrawal Notices: None.		
	10.5: Planning Issues: a. Network Rail: No update.		

[illegible]