

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 1 June 2023 at 7pm at Blackthorn Village Hall. Signed: T. Charlesworth 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: Cllr. RL.	
2	To receive declarations of a Disclosable Pecuniary Interest' ▪ Register of Members' Interests: Annual Review.	
3	Parish Council Elections: a. Newly elected councillor R. Lamont to sign a 'Declaration of Acceptance of Office'. b. DPI Register of Interests: Councillors to confirm completed and returned by 5 June 2023. c. Candidate Spending Return: Councillors to confirm completed and returned by 1 June 2023.	
4	To confirm the Minutes of: 4.1: The Annual Parish Council Meeting held on 18 May 2023 at 7pm. 4.2: The Annual Meeting of the Parishioners of Blackthorn held on 18 May 2023 at 8pm	BPC
5	Vacancy/Co-option: Consider applications.	BPC
6	District/County Cllrs: I. Corkin, District Cllrs. Gemma Coton and J. Nedelcu.	
7	Code of Conduct: a. Code of Conduct Training – YouTube.	BPC
8	Civility & Respect Pledge: a. Dignity at Work Policy: Review: b. To put in place a training programme for councillors and staff: To be reviewed.	BPC
9	Matters for Report: (See Appendix 1):	Clerk
10	Project Reports: (See Appendix 2):	
	10.1: Drainage/Flooding: a. River Bank Repairs/Network Rail: Update. b. Blackthorn Brook: Update.	JL/RR
	10.2: Traffic Calming: a. Village Plan: Review of proposals i. White Traffic Calming Gates: Update on condition of gates and proposals. ▪ Proposed new gate on Station Road at the junction of Weir Lane: Consider if permission needs to be sought. ii. Speed Check: To consider contacting the Police to carry out speed check. iii. 20mph Application: Second consultation. b. Residents Only Road: Update.	CHS CHS/JL Clerk
	10.3: Play Area: a) Maintenance: Update on works. b) Annual Inspection:. i. RoSPA Report 2022: To be considered. ii. To note schedule date for 2023 ▪ To consider if the Parish Council wishes to meet or accompany the inspector for which there is an additional charge. ▪ To consider the purchase of a Routine Checklist template tailored to the site.	JL
11	Finance: (See Appendix 2): 11.1: 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: 11.2: Bank Reconciliation to date: To be approved. ▪ Internal Controls: Review. 11.3: Budget Comparison to Date: PC to consider and approved.	RFO RFO RFO
	11.4: V.A.T: a. Spreadsheet: Consider/approve.	BPC
	11.5: Quotes: a. Allotments: Post.	BPC

	b. White Gates. c. Dell Warranty – Expiry Date 23 June 2023.	BPC
	11.6: Internal Audit 2021/22: Internal Controls recommended for action. a. Reserves Policy: To approve amendments. b. Appraisal: Update. c. Payroll: Update. d. Document Management: Update.	BPC
	11.7: End of Year Audit 2022/23: a. Internal Audit: Consider report and any action. b. Certification of Exemption: To approve. c. The Annual Governance Statement: Completion of Section 1. d. The Accounting Statements: Completion of Section 2. e. Following approval, the Chairman and Clerk of the meeting sign the Annual Governance Statement and the Chairman signs the Accounting Statements f. Exercise of Public Rights: RFO sets the commencement date: g. All required documents to be published on the website before the 1 July 2022.	RFO/BPC
	11.8: Review of Bank Mandate: Annual review of signatories on accounts held by the Parish Council.	BPC
12	Planning Matters: (See Appendix 3):	BPC
	12.1: New Applications: None at time of printing.	BPC
	12.2: Decision Notices: None at time of printing.	BPC
	12.3: Appeal Notices: None at time of printing.	BPC
	12.4: Withdrawal Notices: None at time of printing.	BPC
	12.5: Planning Issues: a. Network Rail: Update.	BPC
13	Data Protection Regulations: a. Generic Emails: Update.	RL
14	Correspondence/Emails: (See Appendix 4): (B.P.C. 305): Comments to be considered and any action approved on any items not already considered as part of the agenda:	BPC
18	Website/Parish Magazine/Issues raised through 'Facebook': Items to be approved for publishing.	Clerk
19	Village Matters: Opportunity to raise issues of concern. a. Elm Tree Close: Street lamps and road adoption by O.C.C. b. Street Lamps Station Road:	Clerk/BPC
20	Matters for Further Information or Discussion at the Next Meeting:	
22	Date of Next Meeting: Coronavirus: Update advice to be considered.	
23	a. Meetings for 2023/24: i. Parish Council Meeting: 6 July 2023 at 7.30pm	

¹ 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.