

Minutes of the Parish Council Meeting of Blackthorn				
Held:		Blackthorn Village Hall	On:	Thursday 5 October 2023 at 7.30pm.
Present:		Chairman Mrs J. Lamont (JL), Cllrs. Parish Council Vice-Chairman Cllr. Mr R. Rue (RR), Mr C. Hegarty-Swain (CHS) and Mrs A. Stevenson (AS).		
In Attendance:		T. Charlesworth (Clerk/RFO).		
Item No	Topic		Action owner	Due Date
23.152	Apologies: Accepted from:			
	Accepted from Cllr. R. Lamont			
23.153	To receive declarations of Personal or Personal and Prejudicial Interests':			
	Register of Members' Interest: None declared.			
23.154	Minutes:			
	RESOLVED: 3.1: Minutes of the Parish Council Meeting held 7 September 2023 at 7.30pm were approved and signed by the Chairman Cllr. J. Lamont.			
23.155	Vacancy/Co-option:			
	No applications.			
23.156	District/County Cllrs: No attendance.			
23.157	Code of Conduct:			
	a. Code of Conduct Training – YouTube: As viewing was in excess of an hour, Councillors to view in their own time.			
23.158	Civility & Respect Pledge:			
	a. Training: C/fwd. b. Dignity at Work Policy: Ongoing. c. To put in place a training programme for councillors and staff: To be reviewed carried forward. RL			
23.159	Matters for Report			
	8.1: Application No.: 22/01978/DISC - Applicant's Name: Harrow Estates (Part of Redrow Group) – PC Comments submitted and acknowledged.			
23.160	Project Reports:			
	9.1: Drainage and Flooding: a. River Bank Repairs/Network Rail: No update. b. Blackthorn Brook: No update on clearance of remaining 15 metres. RR Clerk to instruct Mr Cross to carry out the clearance of the Brook. Clerk			
	9.2: Traffic Calming: All items c/fwd. a. Village Plan: Review of proposals:- i. White Traffic Calming Gates: Update on measurements and condition of gates and proposals: Measurements have been reviewed, posts are all sound; comparable quotes to be obtained in composite and wood, bearing in mind that the Parish Council will only be in a position to have so many done at a time dependent on condition. Quotes would also be required for two new signs for the entrance to the village. CHS Proposed new gate on Station Road at the junction of Weir Lane: The PC would have to apply for permission. ii. Speed Check: To consider contacting the Police to carry out speed check: Clerk to remove from the agenda as this has been superseded by the 20mph Consultation. iii. 20mph Application: O.C.C. – Blackthorn: 20mph Limits – O.C.C. – Blackthorn Consultation; closing date 5pm 5 October 2023 - https://www.letstalk.oxfordshire.gov.uk/blackthorn_20mph2023 : Published on Facebook and website.			
	9.3: Play Area: a. RoSPA – Playsafety Inspection Report: Maintenance works completed in accordance with the quote; the Parish Council acknowledged that whilst on site he fixed, with some spare timber he had, one of the stilts that was broken off and a timber that was damaged on one of the picnic tables at no extra cost. b. Maintenance Procedure: A template to be devised. In hand. JL			
	BUSINESS:			
23.161	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: None.			
	b. Receipts:			
	i. C.D.C - Precept Final Payment - £6,195.50			
	c. Invoices for payment: It was RESOLVED that the list of invoices were approved for payment:			
	i. Clerks Pay/Exp September 2023 - £177.47 – Cheque No: 101480. Working from Home Allowance - £6.00 per week: To be reviewed as part of the Clerks contract.			
	ii. SLCC Enterprises - BK211739-1 - £72.00 – Minutes & Agendas Training postponed from August – Cheque No: 101479.			

	iii. M.R. & J.S. Cross – Inv. No's: 216 - £732.00 (Grass cutting verges 21.8.2023) – 217 - £324.00 (Grass cutting Play Area 13.8.2023 -28.8.2023) – Total £1,056.00 – Cheque No: 101482. iv. Trevor Stewart Play Equipment - Trevor Stewart Play Equipment – Inv. No: TS218 - £348.00 (Quarterly Inspection Sept 2023) – Inv. No: TS219 - £417.60 (Repairs based on quote 6 Sept 2023) – Total £687.60 – Cheque No: 101484: v. C.D.C. – Inv. No: 20012377 - £267.70 – Emptying Dog Bins twice weekly plus 10% admin fee – Cheque No: 101483.	RFO/Clerk	
	10.2: Bank Reconciliation to date: (attached): It was RESOLVED to accept and approve the bank reconciliations as follows: 1.7.2023 Up to 30.9.2023 (Bank St. Issue Date: 19.9.2023): ■ Balance B/fwd £ 25,648.12 ■ Add Total Receipts £ 6,976.16 ■ Less Total Payments £ 4,829.94 ■ Balance C/fwd £ 27,794.34 ■ Internal Controls: Review C/fwd; dates of last period to be checked. ■ Barclays Bank – Request for Review of Bank Mandate details to be completed and returned: C/fwd to next meeting.	Clerk RL	
	10.3: Budget Comparison: RESOLVED ■ To accept and approve the budget comparison 1 April 2023 up to 9 October 2023. ■ Payments and Receipts: Second quarter in-line with budget with the exception of the those previously identified. ■ To confirm any outstanding costs for the clearance of bus shelter and play area park bins.	Clerk JL	
	10.4 VAT Claim: a. Spreadsheet: Presented and accepted: b. Claim: Claim to be made to the end of September.	Clerk/RFO	
	10.5: Quotes: a. Allotment Post: C/fwd. b. White Gates: See 23.160-9.2-a-i.	JL CHS	
	10.6: Grants/Funding: To consider applications for:- a. O.C.C. - £280,000 SSEN Community Resilience Funding – 2023: To be reviewed. b. CFO - Connected Communities Fund Part 2: ■ The PC does not qualify for either a or b. ■ The County Councillors Priority Fund will be reviewed once quotes for the white gates are received.	JL JL	
	10.7: End of Year Audit 2022/23: a. Internal Auditor Report – Action from Report: i. Staff Appraisal: Completed. ii. Payroll Controls: Clerk/RFO to meet with the Chairman and Cllr. RL to complete. iii. Document Management: No update.	RL/Clerk JL/Clerk	
	10.8: Training: a. Training Policy: To be actioned.	RL	
	10.9: Risk Assessment: Review to be carried out in-line with the Practitioner's Guide using the matrix format.	JL	
	10.10: Budget 2024/25: Draft to be presented at the next meeting.	Clerk/RFO	
23.162	Planning Matters:		
	11.1: New Applications: a. Application No.: 23/02301/F Applicant's Name: Dr and Mrs N Trilk Proposal: Erection of new detached garaging Location: Common Farm, Thame Road, Blackthorn, Bicester, OX25 1TE Parish(es): Blackthorn - Comments by 26 October 2023 RESOLVED: ■ The Parish Council made no comments or objections.		
	11.2: Decision Notices: None.		
	11.3: Appeal Notices: None.		
	11.4: Withdrawal Notices: None.		
	11.5: Planning Issues: a. Network Rail: Noted that the HS2 is not going into Euston. b. C.D.C. - Cherwell Local Plan Review 2040 Consultation Draft (Reg 18) – Pre-Notification of Public Consultation - public consultation will commence on Friday 22 September 2023 for a period of 6 weeks. The consultation will close on 3 November 2023: Noted that there was no proposed change to Blackthorn Village category.		
23.163	Data Protection Regulations:		
	a. Generic Emails: Instructions on how to set up the emails to be circulated.	RL/Clerk	
23.164	Standing Orders:		

	a. The Parish Council's Standing Orders to be reviewed: Draft based on new Model to be circulated.	BPC	
23.165	Clerk's Contract: Review of contract, working hours and home working allowance to be carried out.		
	The Clerk left the meeting whilst the council discussed proposals: On return the Clerk was tasked with recording the following for the minutes:- - Chairman Cllr Lamont circulated the pay proposal prior to the meeting based on the information of pay scales and the number of hours overtime worked in 22/23 and this was unanimously approved at the meeting however following a discussion on time served and skills acquired during that time following self-development the quorum at the meeting increased the pay scale point further. - The clerk was absent during this discussion but consensus was reached at Scale point 17 and hours of 20 a month. RESOLVED: - The Responsible Financial Officer and Clerk's hours will increase to 20 hours a month. - The dual role will now be paid at scale point 17 or £13.95 per hour in line with The National Joint Council for Local Government Services (NJC) new pay scales. - Given the 20/21, 21/22 and 22/23 average of vat reclaim - the budget for this increase in work hours can be offset against these payments.	JL/All	
23.166	Village Maintenance Tasks: Review of proposed job role.		
	C/fwd to next meeting. This will not include the clearance of bus shelter.	JL	
23.167	Correspondence: B.P.C.309 Circulated for comments prior to the meeting:		
	The following items were reviewed and noted with actions. - BPC309(13) 6.9.2023 O.C.C. - T12526 Lower Road, Blackthorn - Temporary Traffic Regulation Order – S14 Road Traffic Regulation Act 1984 - Temporary Road Closure – at Lower Road, Blackthorn: Published on Facebook page. - BPC309(20) 7.9.2023 O.C.C. - Community transport grant applications: DEADLINE EXTENDED. - BPC309(41) 14.9.2023 CFO - Connected Communities Fund Part 2. - BPC309(48) 20.9.2023 O.C.C. - Invitation to OCC's Town and Parish Council Charter Summit - 26th October - RSVP Required. - BPC309(54) 22.9.2023 C.D.C. - Cherwell Local Plan Review 2040 Consultation Draft (Reg 18) – Notification of Public Consultation – Final Public Notice: Posted on Facebook and Website. - BPC309(56) 22.9.2023 NEW: East Cherwell Rural Community Forum: SAVE THE DATE - first meeting to take place on October 17th 2023 at the Chesterton Community Centre. - BPC309(57) 25.9.2023 C.D.C. - Cherwell Parish Bulletin_25 September 2023 – Cherwell Warm Welcome! Letter.		
23.168	Website/Issues raised through 'Facebook': Items to be approved for publishing:		
	- Issues raised through 'Facebook': The PC utilises Facebook for items of interest not for its business: No issues raised. - None.	Clerk	
23.169	Village Matters: Reported incidents:		
	Elm Tree Close: Street lamps and road adoption of road: Council to advise the residents that as owners of the land they have to approach O.C.C. Clerk tasked with removing from agenda. Footpath Blackthorn to Ambrosden: Nothing further to report; Clerk tasked with removing from agenda.	Clerk Clerk	
23.170	Matters for Further Information or Discussion at the Next Meeting:		
	Matters for Further Information: None raised. Matters for Discussion: - Standing Orders - Budget.		
23.171	Date of the Next Meeting: Coronavirus: Update advice to be considered.		
	Meetings for 2023/24: - Parish Council Meeting 2 November 2023 at 7.30pm.		
There being no other business the Chairman closed the meeting at 8:54pm. Draft Minutes subject to Confirmation Minutes Approved 2 November 2023 – Minute Ref: M10/2023-23.175 Signed by the Chairman: Cllr J. Lamont – J. Lamont			