

BLACKTHORN PARISH COUNCIL

[Blackthorn Parish Council Website](http://blackthornparishcouncil.org.uk)

North End House, Blackbull Lane, Fencott, Kidlington, Oxon. OX5 2RD

Tel No: 01865 331 481 - Fax No: 01865 331 653 – Email: pcclerk@blackthornparishcouncil.org.uk

To Members of the Council: You are hereby summoned to attend the Meeting of Blackthorn Parish Council on Wednesday 1 February 2024 at 7.30pm at Blackthorn Village Hall.

Members of the public and press are welcome to attend and may address the council under Item 3 - Public Participation on matters on the agenda. Under the Public Bodies (Admissions to Meetings) Act 1960 Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.

Agenda:

1. **To receive apologies for absence**
2. **Declarations of Interest:** To receive declarations of interest from councillors in relation to matters on the agenda and in accordance with the Council's Code of Conductⁱ
3. **Public Participation:** The period of time designated for public participation at a meeting in accordance with the Parish Council standing order shall not exceed 15 minutes unless directed by the chairman of the meeting. A member of the public shall not speak for more than 5 minutes.
4. **Minutes:** To confirm the minutes of the Parish Council Meeting held on 6 December 2023 at 7.30pm previously circulated.
 - a. **Clerk:** Amendment to M11/2023-23.200-b-i should be recorded under M11/2023-23.200-a-i.
5. **Reports:**
 - a. **Chairman's Report:**
 - b. **Clerk's Report:**
6. **Vacancy/Co-option:** To consider any applications.
7. **District or County Councillors:** To receive reports.
8. **Governance:**
 - a. **Civility & Respect:**
 - i. **Training:** Update.
 - ii. **Dignity at Work Policy:** Review:
 - iii. **To put in place a training programme for councillors and staff:** To be reviewed.
 - b. **Policy:**
 - i. **Training:** Draft to be reviewed.
 - c. **Standing Orders:** To confirm updates and contents of Para. 18.
 - d. **Risk Assessment:** To confirm the addition of the matrix guide.
 - e. **Data Protection Regulations:**
 - i. **Generic Emails:** Update.
 - f. **Annual Review of Documents:**
 - i. **The Characteristics of Effectiveness of Internal Audit:**
 - ii. **Internal Audit Review of Effectiveness of Internal Auditor:**

- iii. **Asset Register:**
- iv. **Financial Regulations:**

9. Project Reports:

- a. **Drainage/Flooding:**
 - i. **River Bank Repairs/Network Rail:** Update.
 - ii. **Blackthorn Brook:** Update on completion of last 15m.
- b. **Village Plan: Review of proposals**
 - i. **White Traffic Calming Gates:** Update.
 - ii. **Proposed new gate on Station Road at the junction of Weir Lane:** To consider any information regarding application for permission of proposed new gate.
 - iii. **20mph Application: O.C.C. - Blackthorn: 20mph Limits –** Update..
- c. **O.C.C. - RE: Changes to Schedule 1 of S101 grass cutting agreement:** To consider and approve changes.

10. Finance:

- a. **Payments Prior to Meeting:** To record and approve any invoices paid prior to the meeting.
- b. **Receipts:** To record and approve any receipts received.
- c. **Payments:** To accept and approve payment of invoices listed on payment schedule.
 - i. **Membership Renewal:** To consider/approve renewal listed on payment schedule.
- d. **Payroll:** To record submission to HMRC.
- e. **Bank Reconciliation:** To accept and approve.
- f. **Budget Comparison:** To accept and approve.
- g. **Financial Controls:** Quarterly check to be completed and signed off by Internal Control and RFO.
- h. **VAT Spreadsheet:** To accept and approve.
- i. **Quotes:** To consider quotes received.
 - i. **Traffic Calming Gates:**
 - ii. **Blackthorn Brook:** To consider quote for 2024/25.
- j. **Grants/Funding:** To consider any relevant applications for funding:
- k. **End of Year Audit 2022/23:** Internal Audit: Actions following report:-
 - i. **Document Management:** Update.
- l. **Precept 2024/2025:**
 - i. **Council Tax Base:** To note figures.

11. Planning:

- a. **Applications:** To consider all recent applications received from Cherwell District Council detailed below and any other planning applications submitted and published on the CDC planning portal between the agenda being published and the meeting:
- b. **Decision Notices:**
 - i. **22/01976/OUT - 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 - Decision: OUTLINE PERMISSION FOR DEVELOPMENT SUBJECT TO CONDITIONS – Date of Decision: 19.12.2024
- c. **Appeal Notices:**
- d. **Withdrawal Notices:**
- e. **Planning Matters:**

- i. **Network Rail:** To receive updates.
- ii. **C.D.C. - Proposed Neighbourhood Area Designation:** The parish of Heyford Park - consultation will run from Thursday 18 January 2024 and any comments should be submitted by 6pm, Monday 4 March 2024.
- iii. **C.D.C. - CHERWELL DC - Planning Application Validation Checklist Consultation - NOW LIVE.** Comment until 11th March 2024 - consultation period is from Monday 15th January to Monday 11th March 2024 (at 11:59pm).
- iv. **O.C.C. - Tell us your views - Draft Oxfordshire Councils Charter - Consultation Now Live - This consultation will close at midnight on Sunday 11 February.**

12. Clerk's contract:

- a. To consider and approve Clerk's updated contract based on the NALC Model 2011.
- b. Upon acceptance and approval to be signed.

13. Village Maintenance Tasks: Review of proposed job role.

14. Community Emergency Plan Survey – 2024 - O.C.C. - FOR ACTION: - Deadline for return is April 1st 2024.

- a. **Emergency Plan:** To review.

15. Attendance at Meetings: To consider any attendance at meetings.

- a. **O.C.C. - Oxfordshire County Council Lane Rental Scheme Proposal Consultation Meeting.**
- b. **C.D.C. - Invitation - Community & Parish Council Networking Event - Wednesday 24 January 2024 - Cherwell District Council Offices Bodicote House Bodicote OX15 4AA - 10am – 1pm.**
- c. **CFO - Delivering the Housing that your Rural Community Needs - Online Event 5th February 2024.**
- d. **O.C.C. - Next PTRs meeting: March 19th 2024.**

16. Correspondence/Emails: (See Appendix 4): (B.P.C. 309): Comments to be considered and any matters for the next agenda not already considered as part of this agenda.

- a. **BPC313(56):** O.C.C. - Let's make Oxfordshire Smoke Free - PLEASE get involved!.

17. Village Matters:

- a. **Facebook:** Matters for Parish Council consideration raised through the village Facebook page.
 - i. **C.D.C. - Community First Oil Buying Scheme.**
- b. **Publication:** To consider approve matters for publication through the Parish Council website or village Facebook page.

18. Matters for Further Information or Discussion at the Next Meeting:

19. Date of Next Parish Council Meeting:

- a. **7 March 2024 at 7:30pm:** To confirm if meeting is required.

Signed: T. Charlesworth Clerk to the Parish Council.

T. Charlesworth

ⁱ Notes on declaration of interest

The Code requires that, where a member or co-opted member has a disclosable pecuniary interest (of which they are aware) in any matter being considered, they must disclose the interest at any meeting of the Council at which they are present, where they have a disclosable interest in any matter being considered and where the matter is not a 'sensitive interest'. If it is a 'sensitive interest', you must disclose the fact that you have an interest but do not have to disclose the nature of it. (A sensitive interest is an interest which, in the opinion of the Monitoring Officer, if disclosed, could lead to the Councillor, or a person connected with them, being subjected to violence or intimidation.) You are personally responsible for deciding whether or not you should disclose an interest in a meeting.

Following any disclosure of an interest not on the Council's register, or the subject of pending notification, you must notify the Monitoring Officer of the interest within 28 days beginning with the date of disclosure (Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority).

Unless dispensation has been granted, by the Proper Officer, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a disclosable pecuniary interest. You must withdraw from the room or chamber when the meeting discusses and votes on the matter

The requirement to disclose such interests is applicable from 1 July 2012 updated and adopted 9 February 2023, whether or not the interests have been notified to the Monitoring Officer.