

BLACKTHORN PARISH COUNCIL

[Blackthorn Parish Council Website](http://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 Wednesday 6 December 2023 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 2 November 2023 at 7.30pm previously circulated.
- 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:** Council's Standing Orders to be reviewed and updated to include 2020 amendments:
 - d. Risk Assessment:** To be reviewed as part of Internal Audit recommendation and carried out in-line with the Practitioner's Guide using the matrix format.
 - e. Data Protection Regulations:**
 - i. Generic Emails:** Update.
- 9. Project Reports:**
 - a. Drainage/Flooding:**

- i. **River Bank Repairs/Network Rail:** Update.
 - ii. **Blackthorn Brook:** Update.
- 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. **Play Area:**
 - i. **Maintenance Procedure:** To be established.
- d. **Grass Cutting Contract:** Review of Specification 2024/25.
- e. **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. To note set up of new email box for invoices.
- d. **Payroll:** To record submission to HMRC.
- e. **2023/24 Local Government Services Pay Agreement:** Pay applicable from 1 April 2023 to 31 March 2024: To consider and approve pay increase.
- f. **Bank Reconciliation:** To accept and approve.
- g. **Budget Comparison:** To accept and approve.
- h. **Financial Controls:** Quarterly check to be completed and signed off by Internal Control and RFO.
- i. **VAT Spreadsheet:** To accept and approve.
- j. **Quotes:** To consider quotes received.
 - i. **Traffic Calming Gates:**
 - ii. **Grass Cutting Contract:** To consider quote for 2024/25.
- k. **Grants/Funding:** To consider any relevant applications for funding:
- l. **End of Year Audit 2022/23:** Internal Audit: Actions following report:-
 - i. **Document Management:** Update.
- m. **Budget 2023/2024:** Draft review.
 - i. **C.D.C. - Information from Returning Officer regarding Parish election recharges in 2024/2025:** To note.

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:
 - i. **23/03071/OUT** - Proposal: Outline application for erection of up to 55 new dwellings, including affordable homes; formation of new pedestrian access; formation of new vehicular access from Blackthorn Road; landscaping; and associated works (resubmission of 22/02455/OUT) - Location: Land West Of Church Ley Field Adjacent To, Blackthorn Road, Blackthorn - Parish(es): Blackthorn Ambrosden – Comments by 13 December
- b. **Decision Notices:** To be noted:
- c. **Appeal Notices:**
- d. **Withdrawal Notices:**
- e. **Planning Matters:**
 - i. **Network Rail:** To receive updates.
 - ii. **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: To consider if the Parish Council has any comments.

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. Attendance at Meetings:

- a. **CFO - UPCOMING EVENTS :** Delivering the Housing that your Rural Community Needs - Didcot Civic Centre – Monday 27th November - 7.30-9pm - Exeter Hall Kidlington – Wednesday 6th December - 7.30 -9pm.
- b. **Healthwatch Oxfordshire – OCC:** Have your say on a new Primary Care Strategy is hosting a webinar on Friday 1st December at 11.30am.

15. 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. **BPC311(20):** O.C.C. - T12526 - Lower Road, Blackthorn - Temporary Traffic Regulation Order – S14 Road Traffic Regulation Act 1984 - Temporary Road Closure – at Lower Road, Blackthorn.
- b. **BPC311(32):** C.D.C. - Budget Consultation 2024-25:
- c. **BPC311(39):** O.C.C. - The latest news for your communities – Let's Talk Budget Poster.

16. Village Matters:

- a. **Facebook:** Matters for Parish Council consideration raised through the village Facebook page.
- b. **Publication:** To consider approve matters for publication through the Parish Council website or village Facebook page.

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

18. Date of Next Parish Council Meeting:

- a. **4 January 2024 at 7:30pm:** To confirm if meeting is required.
- b. **Meeting Dates 2024-25:** To confirm proposed dates:

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.