

# BLACKTHORN PARISH COUNCIL

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

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| <b>To Members of the Council:</b>                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | You are hereby summoned to attend the <b>Meeting of Blackthorn Parish Council</b> on <b>Thursday 5 October 2023 at 7.30pm</b> at Blackthorn Village Hall.<br>Signed: <b>T. Charlesworth</b> Clerk to the Parish Council. |  |
| <b>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.</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                          |  |
| <b>Agenda:</b>                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                          |  |
| <b>Item No</b>                                                                                                                            | <b>Topic</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Action</b>                                                                                                                                                                                                            |  |
| <b>1</b>                                                                                                                                  | <b>To accept apologise for absence:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                          |  |
| <b>2</b>                                                                                                                                  | <b>To receive declarations of a Disclosable Pecuniary Interest<sup>i</sup></b><br>▪ Register of Members' Interests: Annual Review.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                          |  |
| <b>3</b>                                                                                                                                  | <b>To confirm the Minutes of:</b><br><b>3.1:</b> The Parish Council Meeting held on 7 September 2023 at 7.30pm.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | BPC                                                                                                                                                                                                                      |  |
| <b>4</b>                                                                                                                                  | <b>Vacancy/Co-option:</b> Consider applications.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | BPC                                                                                                                                                                                                                      |  |
| <b>5</b>                                                                                                                                  | <b>District/County Cllrs:</b> I. Corkin, District Cllrs. Gemma Coton and J. Nedelcu.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                          |  |
| <b>6</b>                                                                                                                                  | <b>Code of Conduct:</b><br>a. Code of Conduct Training – YouTube.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | BPC                                                                                                                                                                                                                      |  |
| <b>7</b>                                                                                                                                  | <b>Civility &amp; Respect Pledge:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                          |  |
|                                                                                                                                           | a. Training: Update.<br>b. Dignity at Work Policy: Review:<br>c. To put in place a training programme for councillors and staff: To be reviewed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | RL<br>BPC                                                                                                                                                                                                                |  |
| <b>8</b>                                                                                                                                  | <b>Matters for Report:</b> (See Appendix 1):<br>a. Application No.: 22/01978/DISC:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Clerk                                                                                                                                                                                                                    |  |
| <b>9</b>                                                                                                                                  | <b>Project Reports:</b> (See Appendix 2):                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                          |  |
|                                                                                                                                           | <b>9.1: Drainage/Flooding:</b><br>a. <b>River Bank Repairs/Network Rail:</b> Report from meeting.<br>b. <b>Blackthorn Brook:</b> Update.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | JL/RR                                                                                                                                                                                                                    |  |
|                                                                                                                                           | <b>9.2: Traffic Calming:</b><br>a. Village Plan: Review of proposals<br>i. White Traffic Calming Gates: Update on measurement and condition of gates and proposals.<br>▪ Proposed new gate on Station Road at the junction of Weir Lane: Consider if permission needs to be sought.<br>ii. Speed Check: To consider contacting the Police to carry out speed check.<br>iii. 20mph Application: O.C.C. - Blackthorn: 20mph Limits – Consultation; closing date 5pm 5 October 2023 - <a href="https://www.letstalk.oxfordshire.gov.uk/blackthorn_20mph2023">https://www.letstalk.oxfordshire.gov.uk/blackthorn_20mph2023</a> | CHS<br>CHS/JL<br><br>Clerk                                                                                                                                                                                               |  |
|                                                                                                                                           | <b>9.3: Play Area:</b><br>a) RoSPA – Inspection Report: Update on maintenance works.<br>b) Maintenance Procedure: To be established.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | All                                                                                                                                                                                                                      |  |
| <b>10</b>                                                                                                                                 | <b>Finance:</b> (See Appendix 2):                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                          |  |
|                                                                                                                                           | <b>10.1:</b> To accept the list of accounts paid prior to the meeting and receipts received and to approve payment of invoices.<br>a. Accounts Paid Prior to meeting:<br>b. Receipts:<br>c. Accounts for payment:                                                                                                                                                                                                                                                                                                                                                                                                          | RFO                                                                                                                                                                                                                      |  |
|                                                                                                                                           | <b>10.2:</b> Bank Reconciliation to date: To be approved.<br>▪ Internal Controls: Review.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | RFO                                                                                                                                                                                                                      |  |
|                                                                                                                                           | <b>10.3:</b> Budget Comparison to Date: PC to consider and approved.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | RFO                                                                                                                                                                                                                      |  |
|                                                                                                                                           | <b>10.4:</b> V.A.T:<br>a. Spreadsheet: Consider/approve.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | BPC                                                                                                                                                                                                                      |  |
|                                                                                                                                           | <b>10.5: Quotes:</b><br>a. Allotments: Post.<br>b. White Gates:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | BPC<br>BPC                                                                                                                                                                                                               |  |
|                                                                                                                                           | <b>10.6: Grants/Funding:</b> To consider applications for:-<br>a. O.C.C. - £280,000 SSEN Community Resilience Funding – 2023.<br>b. CFO - Connected Communities Fund Part 2.                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                          |  |
|                                                                                                                                           | <b>10.7:End of Year Audit 2022/23:</b><br>a. Internal Audit: Actions following report:-<br>i. Appraisal: Update.<br>ii. Payroll: Update.<br>iii. Document Management: Update.                                                                                                                                                                                                                                                                                                                                                                                                                                              | RFO/BPC                                                                                                                                                                                                                  |  |

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|           | <b>10.8: Training:</b><br>■ Training Policy: To be put in place.                                                                                                                                                                                                                                                        | BPC       |
|           | <b>10.9: Risk Assessment:</b> Review.                                                                                                                                                                                                                                                                                   | BPC       |
|           | <b>10.10: Budget 2024/25:</b> To commence process.                                                                                                                                                                                                                                                                      | BPC       |
| <b>11</b> | <b>Planning Matters: (See Appendix 3):</b>                                                                                                                                                                                                                                                                              | BPC       |
|           | <b>11.1: New Applications:</b><br>a. None at time of printing.                                                                                                                                                                                                                                                          | BPC       |
|           | <b>11.2: Decision Notices:</b><br>a. None at time of printing.                                                                                                                                                                                                                                                          | BPC       |
|           | <b>11.3: Appeal Notices:</b> None at time of printing.                                                                                                                                                                                                                                                                  | BPC       |
|           | <b>11.4: Withdrawal Notices:</b> None at time of printing.                                                                                                                                                                                                                                                              | BPC       |
|           | <b>11.5: Planning Issues:</b><br>a. Network Rail: Update.<br>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. | BPC       |
| <b>12</b> | <b>Data Protection Regulations:</b><br>a. Generic Emails: Update.                                                                                                                                                                                                                                                       | RL        |
| <b>13</b> | <b>Standing Orders:</b> To be reviewed.                                                                                                                                                                                                                                                                                 | BPC       |
| <b>14</b> | <b>Clerk's contract:</b> Review of contract; working hours and home working allowance.                                                                                                                                                                                                                                  | BPC       |
| <b>15</b> | <b>Village Maintenance Tasks:</b> Review of proposed job role.                                                                                                                                                                                                                                                          | BPC       |
| <b>16</b> | <b>Correspondence/Emails:</b> (See Appendix 4): (B.P.C. 309): Comments to be considered and any action approved on any items not already considered as part of the agenda.                                                                                                                                              | BPC       |
| <b>17</b> | <b>Website/Issues raised through 'Facebook':</b> Items to be approved for publishing.                                                                                                                                                                                                                                   | Clerk     |
| <b>18</b> | <b>Village Matters:</b> Opportunity to raise issues of concern.<br>a. <b>Elm Tree Close:</b> Street lamps and road adoption by O.C.C.<br>b. <b>Footpath Blackthorn to Ambrosden:</b> Update.                                                                                                                            | Clerk/BPC |
| <b>19</b> | <b>Matters for Further Information or Discussion at the Next Meeting:</b>                                                                                                                                                                                                                                               |           |
| <b>20</b> | <b>Date of Next Meeting:</b><br>a. Meetings for 2023/24:<br>i. Parish Council Meeting: 2 November 2023 at 7.30pm                                                                                                                                                                                                        |           |

#### <sup>1</sup> 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.**