

BLACKTHORN PARISH COUNCIL

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

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To Members of the Council:		You are hereby summoned to attend the Meeting of Blackthorn Parish Council on Thursday 7 September 2023 at 7.30pm 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:		
2	To receive declarations of a Disclosable Pecuniary Interestⁱ ▪ Register of Members' Interests: Annual Review.		
3	To confirm the Minutes of: 3.1: The Parish Council Meeting held on 6 July 2023 at 7.30pm.	BPC	
4	Vacancy/Co-option: Consider applications.	BPC	
5	District/County Cllrs: I. Corkin, District Cllrs. Gemma Coton and J. Nedelcu.		
6	Code of Conduct: a. Code of Conduct Training – YouTube.	BPC	
7	Civility & Respect Pledge:		
	a. Training: Update. b. Dignity at Work Policy: Review: c. To put in place a training programme for councillors and staff: To be reviewed.	RL BPC	
8	Matters for Report: (See Appendix 1): a. Footpath Blackthorn to Ambrosden:	Clerk	
9	Project Reports: (See Appendix 2):		
	9.1: Drainage/Flooding: a. River Bank Repairs/Network Rail: Report from meeting. b. Blackthorn Brook: Update.	JL/RR	
	9.2: Traffic Calming: a. Village Plan: Review of proposals i. White Traffic Calming Gates: Update on measurement and 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 – approval of door-to-door survey. ▪ O.C.C. - Blackthorn: 20mph Limits – Consultation and Sign Move Feasible? b. Residents Only Road: Update.	CHS CHS/JL Clerk	
	9.3: Play Area: a) RoSPA – Inspection Report: To consider recommendations. b) Maintenance Procedure: To be established.	All	
10	Finance: (See Appendix 2): 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 meeting: b. Receipts: c. Accounts for payment: 10.2: Bank Reconciliation to date: To be approved. ▪ Internal Controls: Review. 10.3: Budget Comparison to Date: PC to consider and approved.	RFO RFO RFO	
	10.4: V.A.T: a. Spreadsheet: Consider/approve.	BPC	
	10.5: Quotes: a. Allotments: Post. b. White Gates. c. Play Area – Maintenance Works as a result of RoSPA Report.	BPC BPC BPC	
	10.6: Grants/Funding: To consider applications for:- a. O.C.C. - FW: BUPA Green Community Grant - Deadline 30/6/2023. b. O.C.C. - £280,000 SSEN Community Resilience Funding – 2023		
	10.7:End of Year Audit 2022/23: a. Internal Audit: Actions following report:-		

	i. Appraisal: Update. ii. Payroll: Update. iii. Document Management: Update.	RFO/BPC
	10.8: Training: ■ Training Policy: To be put in place. ■ SLCC - Important update for clerks – finance - Join us for this virtual summit to engage with the latest advice and guidance relating to finance. Taking place virtually on Wednesday 13 September, 9:50am - 4:00pm - £60 + VAT for members - £120 + VAT for non-members.	BPC
	10.9: Risk Assessment: Review.	BPC
	10.10: Budget 2024/25: To commence process.	BPC
11	Planning Matters: (See Appendix 3):	BPC
	11.1: New Applications: a. Application No.: 22/01978/DISC - Applicant's Name: Harrow Estates (Part of Redrow Group).	BPC
	11.2: Decision Notices: a. Application No: 23/01734/F – 2 East View	BPC
	11.3: Appeal Notices: None at time of printing.	BPC
	11.4: Withdrawal Notices: None at time of printing.	BPC
	11.5: Planning Issues: a. Network Rail: Update. b. MOD.Gov - 20230804-BZN_ACP_Update - The process to appoint an airspace and procedure designer is taking longer than anticipated. As a result, we have decided to pause the BZN ACP to prevent multiple delays to Gateways. We will inform you when we restart the process and have more information regarding designs c. Oxford United's proposals for the land known as 'the Triangle': Objection. d. C.D.C. - Cherwell Local Plan Review - Update for Town and Parish Councils.	BPC
12	Data Protection Regulations: a. Generic Emails: Update.	RL
13	Standing Orders: To be reviewed.	BPC
14	Clerk's contract: Review of contract; working hours and home working allowance.	BPC
14	Correspondence/Emails: (See Appendix 4): (B.P.C. 307/308): Comments to be considered and any action approved on any items not already considered as part of the agenda.	BPC
15	Website/Parish Magazine/Issues raised through 'Facebook': Items to be approved for publishing.	Clerk
16	Village Matters: Opportunity to raise issues of concern. a. Elm Tree Close: Street lamps and road adoption by O.C.C.	Clerk/BPC
17	Matters for Further Information or Discussion at the Next Meeting:	
18	Date of Next Meeting: Coronavirus: Update advice to be considered.	
19	a. Meetings for 2023/24: i. Parish Council Meeting: 5 October 2023 at 7.30pm	

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.