

Blackthorn Parish Council

Draft Minutes of the meeting held on 4 April 2024 at 7.30pm in Blackthorn Village Hall.

Councillors Present: Mrs J. Lamont (JL) Chairman, Cllrs. Mr R. Rue (RR) Vice-Chairman, Mr C. Hegarty-Swain (CHS), Mr R. Burden (RB), and Mrs A. Stevenson (AS).

In Attendance: T. Charlesworth Clerk/RFO
Mr. E. Burborough
Guests from Fieldview Developers.

24.40 Apologies:

RESOLVED: To accept apologies from:

- Cllr. R. Lamont.

24.41 Declarations of Interest:

- Newly elected Cllr. E. Burborough declared an interest in 24.49-a-i-ii - Project Reports: Drainage/Flooding.

24.42 Public Participation: None.

24.43 Guest(s): Planning Proposals for the site known as Shaw's Farm: The Chairman J. Lamont welcomed two representatives from Fieldview Developers; purchasers of Shaw's Farm, Blackthorn, a Brown Field, previously developed, site.

- Proposal for ten, three to five bedroom, houses; developers have taken into account infrastructure; building materials; flooding issues; parking; biodiversity, sustainable energy (needs reviewing); lighting and a management company to continue maintenance of access etc.
- Consultation with neighbours to the site and the Parish Council.
- Planning Application submission by the end of April.

The Chairman Cllr J. Lamont expressed the Parish Council's thanks; left the meeting at 8pm.

24.44 Minutes: To confirm the minutes of the Parish Council Meeting held on 7 March 2024 at 7pm previously circulated and taken as read.

RESOLVED: Minutes of the Parish Council Meeting held 7 March 2024 at 7pm were approved and signed by the Chairman Cllr. J. Lamont.

24.45 Reports:

a. Chairman's Report: None.

b. Clerk's Report:

i. Governance:

- Internal Auditor: Letter of Engagement sent; awaiting reply: Information for Internal Audit – Checklist received.

ii. Project Reports: Village Plan:

- **20mph Speed Limit:** Letter sent to O.C.C; response received.
- **Grass Cutting:** O.C.C. - RE: Changes to Schedule 1 of S101 grass cutting agreement: Signed and emailed 1.4.2024.

iii. OALC - Free Portrait of His Majesty The King for Town, Parish and Community Councils: Delivery expected May/June.

iv. Changes to website accessibility compliance to WCAG 2.2AA and the adoption of .gov.uk Domains for Improved Authenticity of Message & Security: Awaiting for a response from Navitas Design.

v. New Councillor: Information provided.

24.46 Vacancy/Co-option:

a. Vacancy: No applications.

b. Co-Option: Cllr. Mr E. Burborough completed 'DPI Registration Form' and signed 'Declaration of Acceptance of Office' witnessed by the Clerk.

24.47 District or County Councillors: No reports received.

24.48 Governance:

- a. **To put in place a training programme for councillors and staff:** Parish Council members to be updated on Code of Conduct training.
- b. **Policy:**
 - i. **Training:** C/fwd.
- c. **Data Protection Regulations:**
 - i. **Generic Emails:** All councillors to try and complete setup; Cllr. E. Burborough to be provided with email address.
- d. **Internal Auditor:** Checklist to be completed.

24.49 Project Reports:

- a. **Drainage/Flooding:**
 - i. **River Bank Repairs/Network Rail:** Network Rail has not responded with plans; Chairman has followed up with Victoria Prentis MP.
 - **Meeting with Thames Water** - Report from the meeting held on 15 March 2024: County Cllr. I. Corkin arranged the meeting to look at parishes in the ward. Having witnessed brown water in Blackthorn an Engineer is to arrange a site visit to carry out a survey and has some ideas to alleviate the problem.
 - ii. **Blackthorn Brook:** Information to be collated and handed over to O.C.C.
- b. **Village Plan: Review of proposals:**
 - i. **White Traffic Calming Gates:** Gates to be reviewed and prioritized.
 - ii. **Proposed new gate on Station Road at the Junction of Weir Lane:** To consider any information relating to an application for permission of proposed new gate: Cllr. C. Hegarty-Swain to review information.
 - iii. **20mph Application: O.C.C. - Blackthorn: 20mph Limits** – Contents of the response letter were considered; it was noted that the height of the posts had been rectified. To request confirmation of 20mph comes into force in order that the Speed Awareness Signs can be reset; data collected.
- c. **Grass Cutting:**
 - i. **O.C.C. - RE: Changes to Schedule 1 of S101 grass cutting agreement:** Agreement signed on behalf of Parish Council and returned.
 - ii. **M.R. & J.S. Cross – Contractors provision of a copy of Public Liability Insurance Cover:** Noted.

24.50 Finance:

- a. **Payments prior to the Meeting:** To record and approve any invoices paid prior the meeting as listed on the payment schedule:
 - i. None.
- b. **Receipts:** To record and approve any receipts received as listed:
 - i. Allotment Plot 'Z' - Payment £12.00 rent 2023/24.
 - ii. Allotment 'C' – Allotment Rent 2024/25 - £15.00 – Cheque No: 000181.
 - iii. HMRC – VAT reclaim £405.62.
- c. **Payments:**
 - i. **Salary(s):**
 - Salary – March 2024 - £299.00.
 - Overtime – 2023/24 - £828.69.
 - Expenses March 2023:
 - Reimbursement of Expenses £4.85
 - Mileage £0.00
 - Total £4.85
 - ii. Blackthorn Village Hall – Inv. No: 2024/1 - £220.00 – Hire of Hall for PC Meetings 2023/24.
 - iii. M.R. & J.S Cross – Inv. No's: 238 - £792.00 – (Grass cutting Verges 25/26 March – 239 - £348.00 (Grass cutting play area 6/26 March) – Total £1,140.00.
- d. **Payroll:** To record submission to HMRC: Up to date.
 - i. **HMR HMRC – P6(T)** – Notice to Employer of Employee's Tax Code (or amended code) and previous pay and tax.
 - ii. **HMRC - P9** – Notice to Employer of Employee's Tax Code – from 5 April 2025.
- e. **Bank Reconciliation:** Presented prior to the meeting.
 - i. To accept the Bank Reconciliation up to 7.3.2024 (Barclays issue date 19.1.2024):

Balance B/fwd	£23,403.43
Add Total Receipts	£ 542.72

Less Total Payments	£ 1,455.59
Balance C/fwd	£22,490.56

f. Budget Comparison:

RESOLVED:

- To accept the budget comparison up to the 31 March 2024:

g. Financial Controls: Quarterly check to be completed and signed off by Internal Control and RFO: C/fwd.

h. VAT Spreadsheet: Presented prior to the meeting; was accepted, showing an outstanding amount of £28.00 up to 31 March 2024 and a total of £218.00 up to 4 April 2024.;

i. Quotes:

i. Traffic Calming Gates: Quote to be obtained for the spraying of wooden gates: C/fwd.

ii. Traffic Calming Gates – Spraying: C/fwd.

j. Grants/Funding: To consider any relevant applications for funding:

- **Flood risk management funding opportunity from Oxfordshire County Council** - Please submit expressions of interest by 30 April 2024:

RESOLVED:

- To make a request for funding for the clearance of Blackthorn Brook and a Wind Pump.

k. A new edition of the Practitioners' Guide 2024 – Amendments: Noted.

24.51 Allotments: 'Tenancy Agreement' – Reviewed rental charges: The Clerk was in receipt of three out of the five signed 'Tenancy Agreements'.

24.52 Planning:

a. Planning: 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: None noted.

b. Decision Notices: None noted

c. Appeal Notices:

i. Application No: 2/02455/OUT –

Appellant's Name: L&Q Estates

Proposal: Erection of up to 55 new dwellings including affordable homes; formation of new 24/00010/REF access; formation of new vehicular access from Blackthorn Road; landscaping and associated works

Location: Land West Of Church Ley Field Adjacent To, Blackthorn Road, Ambrosden

Parish(es): Ambrosden

Appeal Reference: APP/C3105/W/23/3335940

Appeal Start Date: 19 March 2024

Please ensure that any further comments you may wish to make are received at the Planning Inspectorate by 22 April 2024 at the latest.

RESOLVED:

- No comments or observations.

d. Withdrawal Notices: None noted..

e. Planning Matters:

i. Network Rail: Network Rail: No updates.

ii. East West Rail (EWR): Opening up Bletchley to Milton Keynes.

iii. London Oxford Airport.com - LONDON OXFORD AIRPORT AIRSPACE CHANGE PROPOSAL - ACP-2023-033 - CAP 1616 DESIGN PRINCIPLES – STAKEHOLDER ENGAGEMENT - Responses regarding the draft Design Principles must be received by 24 April 2024: Cllr. R. Rue to review.

i.

24.53 Clerk's Contract: Draft presented to Clerk for review.

a. To consider and approve Clerk's updated contract based on the NALC Model 2011:

Amendments to be made; to review sickness and expenses policies to form an informal part of the contract.

b. Upon acceptance and approval to be signed: C/fwd.

24.54 Village Maintenance Tasks: Review of proposed job role: C/fwd.

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

a. Emergency Plan: Plan to be updated with amendments.

- GDPR: Councillors J. Lamont, C. Hegarty-Swain, A. Stevenson, E. Burborough agreed that the Clerk should hold a list of their contact numbers with permission to pass on the contact number to another parish councillor in the case of an emergency.

24.56 Attendance at Meetings: No attendance recorded:-

- a. **O.C.C. - Parish Transport Representatives' meeting:** Tuesday 19th March, 1.30pm VIA TEAMS.

24.57 Correspondence/Emails: B.P.C. 315: Comments to be considered and any matters for the next agenda not already considered as part of this agenda:

- a. **BPC315(34): 21.3.2024 - Letter from Thames Valley Police and Crime Commissioner - Working in partnership to fight crime.**
- b. **BPC315(37): 25.3.2024 - EWR - East West Rail Company | Land Interest Questionnaires – FAQ.**
- c. **BPC315(38): EWR - Bicester Local Representatives Group meeting- 28th March @6-7.30pm.**

24.58 Village Matters:

- a. **Facebook: Matters for Parish Council consideration raised through the village Facebook page:** The Parish Council review matters on the Facebook page and advise authors to raise matters for the agenda through the parish council clerk.
- i. Noted that one person reported that they had had building materials stolen from their back garden.
- b. **Publication:** To consider approve matters for publication through the Parish Council website or village Facebook page: Update to be put on notice board.

24.59 Matters for Further Information or Discussion at the Next Meeting:

- a. **Matters for Further Information:**
- Clerk to write to the prison regarding vans using the village as a cut through.
 - Chairman to contact contractors working on Station Road asking them to reinstate the damage caused to the verges.
 - Defibrillator: Information has been passed onto the Car Show committee regarding the out of date model.
- b. **Matters for Discussion at the next meeting:**
- None.

24.60 Date of Next Parish Council Meeting:

- a. **9 May 2024 at 7pm: Annual Parish Council Meeting.**
- b. **9 May 2024 at 8pm: Annual Meeting of the Parishioners of Blackthorn:** Representatives of the Village Hall Committee and the Car Show Committee; County and District Councillors.

There being no other business the Chairman closed the meeting at 9:36pm.
Draft Minutes subject to Confirmation

Minutes approved 9 May 2024 – M4/2024-24.66

Signed by the Chairman: J. Lamont.