

BLACKTHORN PARISH COUNCIL

[Blackthorn Parish Council Website](https://blackthornparishcouncil.org.uk/)
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To Members of the Council: You are hereby summoned to attend Blackthorn Parish Council Meeting on Thursday 13 June 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:**ⁱ To receive declarations of interest from councillors in relation to matters on the agenda and in accordance with the Council's Code of Conductⁱⁱ
- 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 Annual Parish Council Meeting held on 9 May 2024 at 7pm 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. Policy:**
 - i. Training:** Draft to be reviewed.
 - ii. Biodiversity:**
 - To note what action they are already taking to conserve and enhance biodiversity.
 - To agree what further steps the PC should take to conserve and enhance biodiversity.
 - b. Data Protection Regulations:**
 - i. Generic Emails:** Update.
 - c. Website:** To consider having FAQ's on the website.
 - d. New Model Financial Regulations:** To be reviewed.
- 9. Project Reports:**
 - a. Drainage/Flooding:**
 - i. River Bank Repairs/Network Rail:** Update.

- ii. **Blackthorn Brook:** Update on handover to O.C.C.
- 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 –** Consider response from O.C.C.

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.
- d. **Payroll:** To record submission to HMRC.
- e. **Bank Reconciliation:** To accept and approve.
- f. **Budget Comparison:** To accept and approve.
- g. **Financial Controls:**
 - i. 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. **Traffic Calming Gates –** Spraying.
- j. **Grants/Funding:** To consider any relevant applications for funding:
 - i. **Flood risk management funding opportunity from Oxfordshire County Council:** Application update.
 - ii. **Climate Action Fund -** fund will be open for applications Friday 03 May until midday 28 June 2024 (OALC members update April 2024).
- k. **End of Year Accounts 31 March 2024:**
 - i. **End of Year Accounts 31 March 2024:** To be approved.
 - ii. **The Accounting Statements (Section 2):** To note preparation by the RFO.
 - iii. **The Annual Internal Report:** To be received and noted.
 - iv. **The Annual Governance Statement Section 1:** To be approved.
 - v. **Accounting Statements Section 2:** To be approved.
 - vi. **The Certificate of Exemption:** To be approved.
 - vii. **Following approval:**
 - the Chairman of the meeting and the Clerk to sign the Annual Governance Statement.
 - The Chairman of the meeting signs the Accounting Statement.
 - viii. **The Exercise of Public Rights:** Commencement date as set by the RFO.
 - ix. **Certificate of Exemption:**
 - To be signed by the Chairman of the meeting and the RFO
 - To be sent to the External Auditor by 30 June 2024.

11. Allotments: 'Tenancy Agreement' – Reviewed rental charges: Update on signed agreements.

12. Planning: To consider all recent applications received from Cherwell District Council detailed below and any other planning applications or decisions submitted and published on the CDC planning portal between the agenda being published and the meeting:

- a. **Applications:**
 - i. **Application No. 24/01237/F**
Applicant's Name: Fieldview (Blackthorn) Limited

Proposal: Demolition of existing commercial buildings (brownfield site) and residential re development of ten dwellings, associated means of access, car parking, public open space and landscaping
Location: Shaws Farm, Station Road, Blackthorn, Bicester, OX25 1TP -
Parish(es): Blackthorn
Comments by 4 June 2024.

b. Decision Notices:

i. Application No: 23/02780/F

Proposal: 9th October 2023 Detached dwelling/holiday let and associated works
Location: Land to east of Griffin Gate, Station Road, Blackthorn, Bicester, OX25 1TA
Parish(es): Blackthorn
Decision Date: 17.5.2024
REFUSAL OF PERMISSION FOR DEVELOPMENT

c. Withdrawal Notices:

d. Appeals:

i. Application No: 22/02455/OUT

Appellant's Name: L&Q Estates
Appeal Reference APP/C3105/W/23/3335940
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 Start Date: 19 March 2024

e. Planning Matters:

i. Network Rail: To receive updates.

ii. Oxfordshire County Council Local Flood Risk Management Strategy Consultation.

iii. London Oxford Airport.com - London Oxford Airport - LONDON OXFORD AIRPORT AIRSPACE CHANGE PROPOSAL - ACP-2023-033 - CAP 1616 DESIGN PRINCIPLES – STAKEHOLDER ENGAGEMENT - REVIEW OF CHANGES TO PROPOSED DRAFT DESIGN PRINCIPLES - Responses regarding the updated draft proposed Design Principles must be received by 7 June 2024.

13. Clerk's contract:

- a. To consider and approve Clerk's updated contract based on the NALC Model 2011: To include amendments M3/2024-24.53-a.
- b. Upon acceptance and approval to be signed.

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

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

- a. **Emergency Plan:** To review; to include amendments M3/2024-24.55-a..

16. Changes to website accessibility compliance to WCAG 2.2AA: Update.

17. Footpaths: Update.

18. Training:

- a. **To consider any further training:** Offered by OALC, SLCC and NALC.

b. To put in place a training programme for councillors and staff:

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

- a. **C.D.C.** - Cherwell Parish Liaison Meeting on the evening of Wednesday 14 June at Bodicote House.
- b. **SLCC** - Youth Engagement Summit - 18 July 2024, from 10am to 4pm
- c. **SLCC** - Planning Themed Summit - The themed summit, the fourth in our series for 2024, will take place on Wednesday 10 July from 9:55am – 4:00pm.

20. Correspondence/Emails: (B.P.C. 317): Comments to be considered and any matters for the next agenda not already considered as part of this agenda.

- a. **BPC317(22): O.C.C.** - Oxfordshire's Local Nature Recovery Strategy - Please share your information with us by the 9th June 2024.
- b. **BPC317(35): Parliament** - FW: Safety of Lithium ion Batteries and e-bikes and scooters.

21. 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.

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

23. Date of Next Parish Council Meeting:

- a. **Parish Council meeting scheduled for 4 July 2024 at 7.30pm in Blackthorn Village Hall:** To approve change of date to 11 July 2024 at 7.30pm in Blackthorn Village Hall due to elections on 4 July 2024.

Signed: T. Charlesworth Clerk to the Parish Council.

T. Charlesworth

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ii 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.