

BLACKTHORN PARISH COUNCIL

[Blackthorn Parish Council Website](https://blackthornparishcouncil.org.uk/)
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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 Blackthorn Parish Council Meeting on Thursday 11 July 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 13 June 2024 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. 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.
 - e. Risk Assessment:** To be reviewed.
 - f. GDPR:** The following documents to be reviewed:-
 - i. Freedom of Information scheme**
 - ii. Data Protection policy**

- iii. **Retention and Disposal of Documents policy**
- iv. **Privacy Notice**

9. Project Reports:

- a. **Drainage/Flooding:**
 - i. **River Bank Repairs/Network Rail:** Update.
 - ii. **Blackthorn Brook:**
 - **Last 15m:** Update on handover to O.C.C.
 - **Clearance:** Approve clearance.
- 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. Play Area:

- a. **RoSPA – Playsafety Inspection:** July 2024.
- b. **Quarterly Inspection:** Carried out on 26.4.2024.

11. 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. **The Certificate of Exemption:** To note acknowledgement of receipt by Moore Smaller Authorities Team.
 - ii. **The Exercise of Public Rights:** To note publication.
 - iii. **Publication:** To note all documents published on the website as required by the Audit and Transparency Regulations.

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

13. 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: 22/01978/DISC
Applicant's Name: Harrow Estates (Part of Redrow Group)

Proposal: Discharge of Condition 10 (Masterplan and Design Code) of 16/01268/OUT

Location: South East Bicester, Wretchwick Way, Bicester

Parish(es): Launton

Details of amendment Amended Design Code July 2024 This is a re-consultation on the above proposal, following the receipt of amendments.

Comments by 2 August 2024

b. Decision Notices:

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

Appeal Date: Will now NOT go ahead on 26th June 2024 as previously advised

e. Planning Matters:

i. Network Rail: To receive updates.

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

iii. O.C.C. - Formal Consultation On The Proposal By Oxfordshire County Council To Designate Certain Streets As Traffic-Sensitive.

iv. Heyford Park Neighbourhood Plan - Decision Statement.

v.

14. 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.

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

16. 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..

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

18. Footpaths: Update.

19. O.C.C. - OCC Engagement Team walk and talk:

20. Training:

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

i. OALC - Training in July and new date for the AGM

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

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

a. 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.

- b. **O.C.C.-** July Parish Transport Representatives' meeting – to be held virtually on Tuesday July 16th commencing at 1.30pm.

22. 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. **BPC318(42)** 20.6.2024 O.C.C. - Spruce up your signs!
- b. **BPC318(63)** 28.6.2024 O.C.C. - Exciting Update: Our Digital Infrastructure Oxfordshire Website is Now Live!
- c. **BPC319(15):** 4.7.2024 O.C.C. - T14299 Lower Road, Blackthorn MU11300445261-00000004-01 - Lower Road, Blackthorn - Road closure required to repair 2x urgent cover replacements in the cway by Thames Water, expected to finish on 4/7/2024.

23. 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.

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

25. Date of Next Parish Council Meeting:

- a. **Parish Council meeting scheduled for 5 September 2024 at 7.30pm in Blackthorn Village Hall:**

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.