

Blackthorn Parish Council

Draft Minutes of the Parish Council meeting held on 13 June 2024 at 7.30pm in Blackthorn Village Hall.

Councillors Present: Mrs J. Lamont (JL) Chairman, Cllrs. Mr R. Rue (RR) Vice-Chairman, and Mrs A. Stevenson (AS).

In Attendance: T. Charlesworth Clerk/RFO

24.86 Apologies:

RESOLVED:

- To accept apologies from Cllrs. Mr E. Burborough (EB), R. Lamont (RL) and Mr R. Burden (RB).

24.87 Declarations of Interest: None declared.

24.88 Public Participation: None.

24.89 Minutes: To confirm the minutes of the Annual Parish Council Meeting held on 9 May 2024 at 7pm previously circulated and taken as read.

RESOLVED: Minutes of the Annual Parish Council Meeting held 9 May 2024 at 7pm were approved and signed by the Chairman Cllr. J. Lamont.

24.90 Reports:

a. Chairman's Report:

- i. The Chairman Cllr. J. Lamont reported that there had been a 'hit and run' in the village within the 20mph speed limit; data from the VAS equipment has been shared with the Police Crime Commissioner; there has since been a speed check in the village.

RESOLVED:

That the VAS laptop, currently held by the Chairman following Cllr. C. Hegarty-Swain's resignation, could be shared with a volunteer in the village who has offered to look at the data.

b. Clerk's Report: No report.

24.91 Vacancy/Co-option:

- a. **Vacancy:** No applications.

24.92 District or County Councillors: None present..

24.93 Governance:

a. Policy:

- i. **Training:** C/fwd.
- ii. **Biodiversity:**
 - **To note what action they are already taking to conserve and enhance biodiversity:**
Further to last meeting it is also noted that there is ditch life and pond life.
 - **To agree what further steps the PC should take to conserve and enhance biodiversity:**
Policy and objectives to be reviewed.

b. Data Protection Regulations:

- i. **Generic Emails:** Set up information provided.

c. Website: To consider having FAQ's on the website: Clerk to obtain further information from Navitas Design.

d. New Model Financial Regulations: Check last reviewed regulations and review with 2024 model.

24.94 Project Reports:

a. Drainage/Flooding:

- i. **River Bank Repairs/Network Rail:** No update. It was noted that the application for the Flood Risk Management Fund will now form the basis for a Management Plan.
- ii. **Blackthorn Brook:** No update on hand over to O.C.C.

b. Village Plan: Review of proposals:

- i. **White Traffic Calming Gates:** Gates to be reviewed and prioritized: The Chairman Cllr. J. Lamont and Vice-Chairman Cllr. R. Rue agreed to pick this up following the resignation of Cllr. C. Hegarty-Swain.

- 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: See above.
- iii. **20mph Application: O.C.C. - Blackthorn: 20mph Limits –** No confirmation received as to when the limit will come into force.

24:95: Finance:

- a. **Payments prior to the Meeting:** To record and approve any invoices paid prior the meeting as listed on the payment schedule:
 - i. HMRC – £17.40.
 - ii. Salary – April 2024 - £299.00 (Incl. HMRC deductions).
- b. **Receipts:** To record and approve any receipts received as listed:
 - i. Allotment Rent 2024/25 – Plot 'A' - £15.00 – Standing Order.
 - ii. Cherwell District Council – Precept – First payment - £6,967.50
- c. **Payments:**
 - i. **Salary(s):**
 - Salary – HMRC – Payments outstanding – None.
 - Salary June 2024 – £299.00 - Payment approval required for end of June.

RESOLVED:

- To approve payment for end of June; to be verified at next meeting. Following submission to HMRC -PAYE.

RESOLVED: To accept and approve payment of invoices listed on the payment schedule:-

- i. Expenses/Home Working Allowance May 2024: Total £35.64.
 - ii. SLCC – Membership Renewal 2024/25 – Inv. No: MEM249236 - £112.00; contribution from Merton PC confirmed £56.00.
 - iii. M.R. & J.S. Cross – Inv. No's: 253 - £348.00 (Grass cutting Play Area – 2.5.2024/17.5.2024) – 254 - £792.00 (Grass cutting of Verges – 28.5.2024) – Total £1,140.00.
- d. **Payroll:** To record submission to HMRC: Up to date.
 - e. **Bank Reconciliation:** Presented prior to the meeting: Noted that no statements had been received from Scottish Widows to show the interest for April.
 - i. To accept the Bank Reconciliation up to 13.6.2024 (Barclays issue date 20.5.2024):

Balance B/fwd	£22,490.56
Add Total Receipts	£ 6,982.50
Less Total Payments	£ 5,088.63
Balance C/fwd	£24,384.43
 - f. **Budget Comparison:**

RESOLVED:

- To accept the budget comparison up to the 13 June 2024: Noted that everything is currently below budget apart from VAT which is not budget for.
- g. **Financial Controls:** Quarterly check to be completed and signed off by Internal Control and RFO: Completed; to be presented and signed off at the next meeting: 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 £563.31 up to 13 June 2024.; Claim to be made at the end of June.
- i. **Quotes:**
 - i. **Traffic Calming Gates:** Quote to be obtained for the spraying of wooden gates: C/fwd – See 24/94-b-i - ii.
 - ii. **Traffic Calming Gates – Spraying:** C/fwd as above.
- k. **Grants/Funding:** To consider any relevant applications for funding:
 - i. **Flood risk management funding opportunity from Oxfordshire County Council** - Please submit expressions of interest by 30 April 2024: The Parish Councils application had not been successful.
 - ii. **Climate Action Fund - fund will be open for applications Friday 03 May until midday 28 June 2024 (OALC members update April 2024):** To be reviewed.
- l. **End of Year Accounts 31 March 2024:**
 - i. **End of Year Accounts 31 March 2024: To be approved.**

RESOLVED:

- To accept and approve the accounts produced on a Receipts & Payments basis and presented prior to the meeting; including the Bank Reconciliation; Balance Sheet; Significant Variances; Supporting Notes; Reserves etc., signed by the Clerk/RFO and Chairman.
- ii. **The Accounting Statements (Section 2):** To note preparation by the RFO: Prepared and signed by the RFO on 9 June 2024.

- iii. **The Annual Internal Report:** To be received and noted: The following noted for action:-
- The overall internal audit assurance rating is GOOD
 - A brand new 2024 version of financial regulations is now available from NALC/OALC. Recommend that these are adopted and tailored to the council
 - Recommend policies are reviewed every 2 years as noted on policies
 - Recommend that the risk assessment is updated at the start of the financial year so it can be used as a working document
 - Recommend legal powers are recorded on invoices and /or in minutes
 - Recommend that the accessibility statement is available on the website: Completed action.
 - Recommend that names of councillors who approve invoices/sign cheques are minuted to ensure complete audit trail: It was noted that all councillors present at a meeting initial/sign invoices.

- iv. **The Annual Governance Statement Section 1:** To be approved.

RESOLVED:

- To answer Statements 1 – 8 with a 'yes' and Statement 9 with a N/A.
- To approve the Annual Governance Statement Section 1.

- v. **Accounting Statements Section 2:** To be approved.

RESOLVED:

- To approve the Accounting Statements Section 2 based on the End of Year Accounts 31 March 2024 as presented 24/95-I-i above.

- vi. **The Certificate of Exemption:** To be approved.

RESOLVED:

- That the Parish Council certifies that during the financial year 2023/24, the higher of the authority's total gross income for the year £15,620, or total gross annual expenditure, for the year £16,955 did not exceed £25,000 and confirmed that the statements applied.
- That Blackthorn Parish Council Certified itself Exempt.

- vii. **Following approval:**

- the Chairman of the meeting and the Clerk to sign the Annual Governance Statement:** Signed – Minute references to be entered.
- The Chairman of the meeting signs the Accounting Statement:** Signed – Minute references to be entered.

- viii. **The Exercise of Public Rights: Commencement date as set by the RFO:** The date set by the RFO for the Exercise of Public Rights is 1 July 2024 – 9 August 2024; Notice to be displayed on 30 June 2024.

- ix. **Certificate of Exemption:**

- Signed by the Chairman of the meeting and the RFO:** Minute references to be entered.
- To be sent to the External Auditor by 30 June 2024.**

- x. **Publication:** All documents to be published on the website as required by the Audit and Transparency Regulations.

24.96 Allotments: 'Tenancy Agreement' – Reviewed rental charges: The signed 'Tenancy Agreement' for Plot 'B' received.

24.97 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:

- i. **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.

RESOLVED:

- That the Parish Council makes the following comment: That plans are put in place to cater for the overwhelming affect that the proposed ten houses would have on the sewage system that already has issues.

- b. **Decision Notices:** The following were noted:-

- 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. Appeal Notices:

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

d. Withdrawal Notices: None noted..

e. Planning Matters:

i. **Network Rail:** No 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: No comments.

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

a. **To consider and approve Clerk's updated contract based on the NALC Model 2011:** To include amendments M3/2024-24.53-a: Clerk to review following amendments.

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

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

24.100 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.

24.101 Changes to website accessibility compliance to WCAG 2.2AA: To consider response from website provider: C/fwd.

24.102 Footpaths: C/fwd.

24.103 Training:

i. **To consider any further training:** Offered by OALC, SLCC and NALC: None noted.

ii. **To put in place a training programme for councillors and staff:** C/fwd.

24.104 Attendance at Meetings: No attendance recorded:-

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: Clerk to send information to Chairman.

24.105 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: No attendance.

b. **BPC317(35): Parliament - FW: Safety of Lithium ion Batteries and e-bikes and scooters.**

24.106 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:

- Noted; that as a result of the recent accident a group of volunteers have met with the Speed Watch co-ordinator, they plan to approach the Parish Council with a proposal.
- b. Publication:** To consider approve matters for publication through the Parish Council website or village Facebook page: None.

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

- a. Matters for Further Information:**
 - None.
- b. Matters for Discussion at the next meeting:**
 - **Policy:** Reviews.
 - **Financial Regulations:** New model.

24.108 Date of Next Parish Council Meeting:

- a. 11 July 2024 at 7.30pm:** Parish Council Meeting to be held in Blackthorn Village Hall.

There being no other business the Chairman closed the meeting at 8:50pm.
Draft Minutes subject to Confirmation

Minutes approved 11 July 2024

Minute Ref: M6/2024 – 24.112

Signed by the Chairman: *J. Lamont*