

Blackthorn Parish Council

Draft Minutes of the Parish Council meeting held on 5 September 2024 at 7.30pm in Blackthorn Village Hall.

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

In Attendance: T. Charlesworth Clerk/RFO

24.144 Apologies:

RESOLVED: To accept apologies from Cllr. R. Lamont.

24.145 Declarations of Interest:

- Cllr. E. Burborough declared an interest in 24.152-a-i Project Reports: Drainage/Flooding.

24.146 Public Participation: None.

24.147 Minutes: To confirm the minutes of the Parish Council Meeting held on 11 July 2024 at 7.30pm previously circulated and taken as read.

RESOLVED: Minutes of the Annual Parish Council Meeting held 11 July 2024 at 7.30pm were approved and signed by the Chairman Cllr. J. Lamont.

24.148 Reports:

a. Chairman's Report:

- i. **Network Rail:** Following the elections C. Miller is now the MP for Bicester and Woodstock.

RESOLVED:

- That the previous MP, Victoria Prentis, has the Parish Council's permission to forward any information pertaining to Network Rail and Blackthorn Parish Council to the new MP.
- ii. **Parishioners Letter:** Clerk to respond with update on Network Rail works.
- b. **Clerk's Report:** No report.

24.149 Vacancy/Co-option:

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

24.150 District or County Councillors: None present..

24.151 Governance:

a. Policy:

i. Biodiversity:

- **Draft Policy:** To consider and approve adoption: Draft to be circulated for consideration at next meeting.

ii. General Data Protection Regulations (GDPR):

- **Draft Policy:** To consider and approve the adoption of draft consolidation of the Freedom of Information scheme; Data Protection policy ;Retention and Disposal of Documents policy; Privacy Notice: Draft to be circulated for consideration at next meeting.
- **Consent Form:** To consider and approve format and adoption: Draft to be circulated for consideration at next meeting.

b. Generic Emails: Set up information provided.

c. Risk Assessment: Review carried forward to next meeting.

d. Internal Audit for 2024/25: To consider and approve an Independent Internal Auditor: Having considered two Letters of Engagement.

RESOLVED:

- That the Parish Council accept and approve the Letter of Engagement and T&C from Lisa Wilkinson; satisfied that she is independent from the Parish Council; signed by the Chairman Cllr. J. Lamont; minute reference to be completed and sent.

24.152 Project Reports:

a. Drainage/Flooding:

- i. **River Bank Repairs/Network Rail:** To be followed up with the new MP, see 24.148-a-i.

a. Blackthorn Brook:

- i. **Last 15m:** No update on hand over to O.C.C.

ii. Clearance: Contractors confirmed arrangements for September.

c. Village Plan: Review of proposals:

- i. **White Traffic Calming Gates:** Gates to be reviewed and prioritized: C/fwd.

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 – O.C.C. confirmed that they are in the process of preparing quotes for the replacement works of VAS units effected by the new 20mph limits across

Oxfordshire (cost of replacement VAS units will be covered by OCC); VAS replacement form to be completed and submitted.

- iv. **A41: Reduction of Speed Limit:** No progress to report; Clerk tasked with keeping on the agenda.

24:153: Play Area:

a. RoSPA – Playsafety Inspection: July 2024:

- i. **High Risk:** Works completed to the Agility, Trim Trail.
- ii. **Resistance Penetration Test: To consider information from Playsafety Ltd:** Further investigation and quotes to be obtained.
- iii. **Report: To consider and approve any further action required from the report:** Report to be circulated for consideration at next meeting.

b. Quarterly Inspection July 2024: Completed; replacement Cradle Swing Seat x 2 recommended.

24:154: Finance:

a. Payments prior to the Meeting: To record and approve any invoices paid prior the meeting as listed on the payment schedule:

- i. Salary – July 2024 - £299.00 (Incl. HMRC deductions) - Local Government Act 1972 - Section 112.
- ii. Salary – August 2024 - £299.00 (Incl. HMRC deductions) - Local Government Act 1972 - Section 112.
- iii. M.R. & J.S. Cross – Inv. No: 274 - £792.00 – (Grass cutting verges 25.7.2024) - Inv. No: 275 - £348.00 (Grass cutting Play Area – 16.7.2024/29.7.2024) – Total £1,140.00.

b. Receipts: To record and approve any receipts received as listed:

- i. Allotment Plot 'D' –2023/24 and 2024/25 - £27.00
- ii. HMRC – VAT Reclaim £781.31.
- iii. Scottish Widows Bank – Interest £42.79.

c. Payments:

i. Salary(s):

- Salary September 2024 – £299.00 - Payment approval required for end of September.

RESOLVED:

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

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

- ii. Expenses/Home Working Allowance July/August 2024: Total £61.91.
- iii. Trevor Stewart Play Equipment – Inv. No: TS229 - £625.20 (Quarterly Maintenance Inspection July – Emergency repairs as per quote 11 July 2024).
- iv. OALC - An introduction to the Parish Council Domains Helper Service – FREE – Booking confirmation – Monday 30.9.2024 – 10.15am (hour) – Inv. No: W-3478 - £0.00.
- v. M.R. & J.S. Cross - Inv. No's: 281 - £792.00 (Grass cutting Verges – 18/19.8.2024) – 282 - £174.00 (Grass cutting play area – 16.8.2024) – Total £966.00.

d. Payments previously approved for payment but cheques not received: To consider re-issue of cheques: Cheques posted in July but not received to date:

- i. Navitas Design Ltd – Inv. No: INV-31757 - £83.99 - 1 year web hosting and domain name registration - blackthornparishcouncil.org.uk. Renewal date 31 August - .co.uk No Web Hosting - blackthornparishcouncil.co.uk - Additional Mailbox space added November 2023 – Due date: 15 July 2024.
- ii. Playsafety Ltd - (RoSPA Inspection) – Inv. No: 81366 - £132.00; payment was authorised in July posted (Cheque No: 101520); the Clerk has been advised that the cheque has not been received.

RESOLVED:

- To carry decision forward to next meeting to allow another month for delivery.

e. Subscriptions: OALC - Subscriptions 2025/26 – Voting form October 2024: Chairman to review.

f. Microsoft 365: Consider upgrade: OneDrive is now 93% full:

RESOLVED:

- To approve a 'Personal Upgrade' at a cost of £59.99 for a year (saving 16% on the cost per month-subscription continues until cancelled); in order to facilitate payment by card the Clerk to be reimbursed £59.99 by cheque this evening and an annual agenda item to approve this payment to cover the subscription cost to be set up.

g. Payroll: To record submission to HMRC: Up to date.

h. Bank Reconciliation: Presented prior to the meeting: To accept the Bank Reconciliation 1.7.2024 -30.9.2024 (Barclays issue date 19.7.2024/19.8.2024):

Balance B/fwd	£23,939.33
Add Total Receipts	£ 866.10
Less Total Payments	£ 3,572.74
Balance C/fwd	£21,232.69

i. Scottish Widows – To note the Lowering of interest rates on the savings account.

j. Budget Comparison:

RESOLVED:

- To accept the budget comparison up to the 5 September 2024: Noted that everything is currently within budget apart from VAT which is not budget for.

k. Financial Controls:

- i. Quarterly check to be completed and signed off by Internal Control and RFO: C/fwd.

- I. **VAT Spreadsheet:** Presented prior to the meeting; was accepted, showing an outstanding amount of £271.00 up to 5 September 2024.; Claim to be submitted at the end of September.
- m. **Quotes:**
- Traffic Calming Gates:** Quote to be obtained for the spraying of wooden gates: C/fwd.
 - Traffic Calming Gates – Spraying:** C/fwd as above.
 - Play Area:**
 - Resistance Penetration Test:** See 24.153-a-ii.
 - Cradle Swing Seats:**
RESOLVED:
 - To accept and approve the quote for two replacement cradle swing seats based on quote; Costs ex vat - Cradle seats x 2 - £250 including disposal of old seats - Installation if done at the same time as quarterly maintenance – free.
- n. **Grants/Funding:** To consider any relevant applications for funding: None noted.
- o. **Budget 2025/26:** Parish Council to start budgeting process.
- 24.155 Allotments: ‘Tenancy Agreement’ – Reviewed rental charges:** Outstanding agreements and payments followed up: All payment up to date; receipt of last Tenancy Agreement to be followed up.
- 24.156 Planning:**
- 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:
 - 22/01978/DISC**
Applicant's Name:
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 August 2024 This is a re-consultation on the above proposal, following the receipt of amendments - Comments by 11 September 2024
RESOLVED:
 - No comments or objections.
 - Decision Notices:** The following were noted:-
 - Application No: 23/03071/OUT**
Proposal: Outline application for erection of up to 55 new dwellings, including affordable homes; formation of new pedestrian access; formation of new vehicular access from Blackthorn Road; landscaping; and associated works (resubmission of 22/02455/OUT)
Location: Land West Of Church Ley Field Adjacent To, Blackthorn Road, Ambrosden
Parish(es): Blackthorn Ambrosden
OUTLINE PERMISSION FOR DEVELOPMENT SUBJECT TO CONDITIONS
Date of Decision: 12th July 2024
 - Appeal Notices:** The following were noted.
 - Application No: 23/02780/F**
Proposal: Detached dwelling/holiday let and associated works
Location: Land to east of Griffin Gate, Station Road, Blackthorn, Bicester, OX25 1TA –
Parish(es): Blackthorn
Appeal Reference: APP/C3105/W/24/3348177
Appeal Start Date: 27 August 2024 –
Comments by 1 October 2024.
RESOLVED:
No comments or objections.
 - Withdrawal Notices:** None noted..
 - Planning Matters:**
 - Network Rail:** No update.
 - O.C.C. - Formal Consultation On The Proposal By Oxfordshire County Council To Designate Certain Streets As Traffic-Sensitive:** No response noted.
 - C.D.C. - PLANNING OUTLINE Application 22/03416/F - Reference: RJAY Development (SNN 945263) –** Smy House/Depot Station Road Blackthorn OX25 1TA - Planning Application for alterations to buildings and external works, following Prior Notification Application (Part 3 of Schedule 2, Class MA) for Change of Use from Commercial, Business and Service (Class E) to create Nine Residential Units – Name of Access Road: Several suggestions submitted for consideration.
 - O.C.C. - Bus Stop Data Capture exercise - Deadline Friday 29th November 2024:** No response noted.
- 24.157 Clerk's Contract:** Draft presented to Clerk for review.
- To consider and approve Clerk's updated contract based on the NALC Model 2011:** Updated with amendments; draft policies to be reviewed.
 - Upon acceptance and approval to be signed:** C/fwd.
- 24.158 Village Maintenance Tasks:** Review of Insurance cover for Volunteers: To be followed up.

- 24.159 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: Clerk tasked with removing from agenda.
- 24.160 Changes to website accessibility compliance to WCAG 2.2AA:** No update.
- 24.161 Footpaths:** The Footpath Warden to be contacted about the a stile that needs repairing (footpath to be identified).
- 24.162 O.C.C. - OCC Engagement Team walk and talk:**
RESOLVED:
 - Not to accept offer for Team Walk and Talk.
- 24.163 Winter Preparedness 2024/25:** To consider if there is any requirement for salt bags/bins:
RESOLVED:
 - The Parish Council did not require any salt bags/bins.
- 24.164 Training:**
a. To consider any further training: Offered by OALC, SLCC and NALC: None noted.
i. OALC - An introduction to the Parish Council Domains Helper Service – FREE – Booking confirmation – Monday 30.9.2024 – 10.15am (hour) – Inv. No: W-3478 - £0.00: Clerk signed up to attend.
- 24.165 Attendance at Meetings:** No attendance recorded:-
a. C.D.C.- Chairman's Charity Dinner: Information to follow.
- 24.166 Correspondence/Emails: B.P.C. 318/319:** Comments to be considered and any matters for the next agenda not already considered as part of this agenda:
a. BPC320(37) 22.8.2024 C.D.C. - Chairman's Charity Dinner: 24.164-a.
b. BPC320(36) 22.8.2024 O.C.C. - Winter Preparedness 2024/25: 24.165-a.
c. BPC320(38) 22.8.2024 O.C.C. - T14012 Blackthorn Road, Launton –Notice of Temporary Traffic Order Launton, Blackthorn Road Prohibition of Through Traffic Date of Order: 4/11/2024 Coming into force: 11/11/2024: 24.167-b.
- 24.167 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:
b. Publication: To consider approve matters for publication through the Parish Council website or village Facebook page/Website:
 - O.C.C. - T14012 Blackthorn Road, Launton –Notice of Temporary Traffic Order Launton, Blackthorn Road Prohibition of Through Traffic Date of Order.
- 24.168 Matters for Further Information or Discussion at the Next Meeting:**
a. Matters for Further Information:
b. Matters for Discussion at the next meeting:
 - Policy:** Reviews.
 - Financial Regulations:** New model: Updates to be approved.
 - Defibrillator:** Powers to purchase and responsibility.
- 24.169 Date of Next Parish Council Meeting:**
a. 3 October 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 8:58pm.

Minutes approved 3 October 2024

Minute Ref: M8/2024-24.173

Signed by Chairman: *J. Lamont*