

BLACKTHORN PARISH COUNCIL

[Blackthorn Parish Council Website](https://blackthornparishcouncil.org.uk/)
<https://blackthornparishcouncil.org.uk/>

North End House, Blackbull Lane, Fencott, Kidlington, Oxon. OX5 2RD
Tel No: 01865 331 481 – Email: pcclerk@blackthornparishcouncil.org.uk

To Members of the Council: You are hereby summoned to attend Blackthorn Parish Council Meeting on Thursday 7 November 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 3 October 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. **Employment:** Sexual, General Harassment: Review for adoption.
 - b. **Generic Emails:** Update.
 - c. **Risk Assessment:**
 - i. **Draft Health & Safety Risk Assessment for volunteers:** To be reviewed and adopted.
 - d. **Virtual Attendance at Meetings:** Allowing councils to use virtual attendance at council meetings. A consultation paper has been published with a closing date of 19 December: <https://www.gov.uk/government/consultations/enabling-remote-attendance-and-proxy-voting-at-local-authority-meetings/enabling-remote-attendance-and-proxy-voting-at-local-authority-meetings>: To consider response.
9. **Project Reports:**
 - a. **Drainage/Flooding:**
 - i. **River Bank Repairs/Network Rail:** Update.
 - ii. **Blackthorn Brook:**
 - **Last 15m:** Update.
 - **Clearance:** Update.
 - 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** – Update on VAS replacement.
- iv. **A41: Reduction of speed limit progression: Review.**

10. Play Area:

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. **OALC –** To note the Local Government Services Pay Agreement 2024/25.
- e. **Subscriptions:** OALC - Subscriptions 2025/26 – To note increase.
- f. **Request(s) for Funding:**
- g. **Microsoft 365:** To consider advice from OALC.
- h. **Payroll:** To record submission to HMRC.
- i. **Bank Reconciliation:** To accept and approve.
- j. **Budget Comparison:** To accept and approve.
- k. **Financial Controls:**
 - i. Quarterly check to be completed and signed off by Internal Control and RFO.
- l. **VAT Spreadsheet:** To accept and approve.
- m. **Quotes:** To consider quotes received.
 - i. **Traffic Calming Gates:**
 - ii. **Traffic Calming Gates – Spraying.**
 - iii. **Grass Cutting/Allotment Hedge 2025/26:**
 - iv. **Clearance of Blackthorn Brook 2025/26**
 - v. **Play Area:**
 - Resistance Penetration Test:
- n. **Grants/Funding:** To consider any relevant applications for funding:
 - i. **Parish Council Website - Act Now** to secure your government incentive and .GOV.UK domain.
- o. **Budget 2025/26:** To consider draft figures.

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:**
- b. **Decision Notices:**
- c. **Withdrawal Notices:**
- d. **Appeals:**
- e. **Planning Matters:**
 - i. **Network Rail:** To receive updates.

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. Policy(s): Review.
- c. Upon acceptance and approval to be signed.

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

15. Footpaths: Update.

16. 108 Bus: Consultation with O.C.C. To consider representation at the proposed meeting with affected parishes.

17. Training:

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

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

- a. **O.C.C. - PTRs meeting:** Teams link and calendar entry – Tuesday 19th November at 1.30pm.
- b. **C.D.C. - Invitation to Cherwell Parish Liaison Meeting - 06 November - (6-8pm).** This will be held remotely via MS Teams.

19. Correspondence/Emails: (B.P.C. 319/320): Comments to be considered and any matters for the next agenda not already considered as part of this agenda.

- a. **BPC322(8)** 3.10.2024 East West Railway Company's door-knocking exercise re-starting.
- b. **BPC322(21)** 15.10.2024 Silvertime Legal - Guest Speaker for Blackthorn Parish Council.
- c. **BPC322(29)** 10.2024 C.D.C. - Review of Cherwell District Council Polling Districts and Polling Places Consultation - consultation closes on Tuesday 11 November 2024: To note no change to polling station for Blackthorn.

20. 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.

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

22. Date of Next Parish Council Meeting:

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

Signed: T. Charlesworth Clerk to the Parish Council.

T. Charlesworth

i

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.