

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 6 March 2025 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. The grant of dispensations (if any) to councillors and non-councillors with voting rights:**
- 4. 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.
- 5. Minutes:**
 - a. To confirm the minutes of the Parish Council Meeting held on 6 February 2025 at 7.30pm previously circulated.
- 6. Reports:**
 - a. **Chairman's Report:**
 - b. **Clerk's Report:**
- 7. Vacancy/Co-option:** To consider any applications.
- 8. District or County Councillors:** To receive reports.
- 9. Governance:**
 - a. **Policy:**
 - i. **Equal Opportunities Policy (Draft Equality and Diversity Policy):** To be reviewed and adopted.
 - b. **Generic Emails:** Update.
 - c. **Risk Assessment:**
 - i. **Draft Health & Safety Risk Assessment for volunteers:** To be reviewed and adopted.
 - d. **Annual Review of Documents: Documents to be reviewed by 31 March:-.**
 - i. **The Characteristics of Effectiveness of Internal Audit:**
 - ii. **Internal Audit Review of Effectiveness of Internal Auditor:**
 - iii. **Asset Register:**
 - iv. **Financial Regulations**
 - v. **Communications Policy.**
 - vi. **Standing Orders:** Review based on Model 2018 updated 2022.
- 10. Project Reports:**
 - a. **Drainage/Flooding:**
 - i. **River Bank Repairs/Network Rail:** Update.
 - ii. **Blackthorn Brook:**
 - **Last 15m:** Update.

- iii. **Ray Valley Flood Forum:** To note attendance.
- 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.

11. Play Area:

- i. **Moisture Check:** Update.

12. 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. **Request(s) for Funding:**
 - i. **Appeal for Financial Support –** Citizens Advice West Northants & Cherwell.
- e. **Payroll:** To record submission to HMRC.
- f. **Bank Reconciliation:** To accept and approve.
- g. **Banking:**
 - i. **Barclays Bank:** To not changes to T & C's
 - ii. **Hinckley & Rugby Building Society -** Savings Solutions Tailored for Town and Parish Councils.
- h. **Budget Comparison:** To accept and approve.
- i. **Financial Controls:**
 - i. Quarterly check to be completed and signed off by Internal Control and RFO.
- j. **VAT Spreadsheet:** To accept and approve.
- k. **Quotes:** To consider quotes received.
 - i. **Traffic Calming Gates:**
 - ii. **Traffic Calming Gates –** Spraying.
- l. **Grants/Funding:** To consider any relevant applications for funding:
- m. **Precept:** To note confirmation of Council Tax and Precepts Approval for 2025/26.
- n. **End of Year Accounts 2024/25:**
- o. **Internal Auditor:** Internal audit governance questions: Update.

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: 25/00308/F**
 Applicant's Name: Karen Waldron
 Proposal: Single storey front porch extension. Single storey rear extension to replace conservatory
 Location: Cambrease, Station Road, Blackthorn, Oxfordshire, OX25 1TA
 Parish(es): Blackthorn
 Comments by: 4 March 2024
- b. **Decision Notices:**
- i. **Application No:**
- c. **Appeals:**
- d. **Planning Matters:**
 - i. **Network Rail:** To receive updates.
 - ii. **C.D.C. -** Cherwell Local Plan Review 2042 Consultation Draft (Reg 19) – Pre-Notification of Public Consultation will commence on the Local Plan on Thursday, 19 December 2024 for a period of 8 weeks. The consultation will close on Friday, 14 February 2025: EXTENSION TO CONSULTATION PERIOD - public consultation period to Tuesday 25 February 2025: Consider.
 - iii. **O.C.C. -** Response following the Formal Consultation On The Proposal By Oxfordshire County Council To Designate Certain Streets As Traffic-Sensitive (Summer 2024).
 - iv. **O.C.C. -** Subsidised bus services: summary of changes from 30 March 2025.

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

- a. **Navitas Design** - Is your website accessible to all of your visitors?

16. Training:

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

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

- a. **O.C.C.** - Agenda for Parish Transport Representatives meeting: Tuesday 18 March, 1.30pm.

18. 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. **BPC326(09)** 5.2.2025 C.D.C. - Cherwell Local Plan Review 2042 – 4 February 2025 Parish Briefing – Parish Presentation.
- b. **BPC326(15)** 6.2.2025 UK Government and Local Authority Data Team RE: 2025 Local Elections Social & Economic Data : Organisation : Operations – Does the PC want the data?
- c. **BPC326(25)** 11.2.2025 O.C.C. - Spring Clean 2025.
- d. **BPC326(34)** 18.2.2025 OALC - Final call for responses to government consultation on Strengthening the standards and conduct framework for local authorities in England.

19. Village Matters:

- a. **Facebook:** Matters for Parish Council consideration raised through the village Facebook page: The following comments noted:
- b. **Publication:** To consider approve matters for publication through the Parish Council website or village Facebook page.

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

21. Date of Next Parish Council Meeting:

- a. Blackthorn Parish Council meeting 3 April 2025 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.