

Minutes of the Full Council Meeting held on **16th June 2009** held at the Parish Office, Neath Hill Local Centre.

Present Cllr Macaulay (Chair), Cllr Allum, Cllr Foskett, Cllr Mace, Cllr Markley, Cllr Pickhaver, Cllr Teesdale, Cllr Tripp, Cllr Williams.

1. **Apologies** Councillors consented to the absence of Cllr Byfield, Cllr Wallis, Cllr Loftus, Cllr McMillan and Cllr Stabler

The chair confirmed that Cllr Rose had been suspended by the Standards Committee

2. **Declaration of members interest** none raised
3. **Minutes of the meeting** held on the 19th May 2009 were agreed as a true record. This was proposed by Cllr Allum and seconded by Cllr Tripp, all agreed.
4. **Thames Valley Police** - information was provided. PM was asked to request interpretation of the data from NSO. Cllr Teesdale would review data
5. **Public Question time** – no members of the public present
6. **Matters arising** – for information only
 - a. Nomination for Charities representative – Cllr Tripp proposed Mike Williams to continue in this position Cllr Markley seconded. All agreed
7. **Introduction to Groundwork** – presentation given by Marina Abel Smith
8. **Neighbourhood Action Group** – Cllr Pickhaver reported new members joining, Environment Visual Assesments are to be completed by next meeting which is 13th July. Issue of number of PSCOs has been escalated.
9. **Recreation & Environment committee** – Cllr Tripp proposed the acceptance of the report, this was seconded by Cllr Foskett and agreed by all. The next Recreation meeting will review
 - a. Lock on gate at Loriner place
 - b. Cllr Mace's visit to Brooksward School
10. **Finance & Planning Committee** - Cllr Foskett proposed the acceptance of the report, this was seconded by Cllr Williams and agreed by all. .
 - a. Updates were provided as per written report
 - b. Planning application
 - i. 09/00868/TNOT Telephone mast No comments
 - c. Specific resolutions in the F&P report
 - i. Resolution to agree to the formulation of a staff complaints committee. Proposed by Cllr Allum, seconded by Cllr Markley all agreed.
 - ii. Resolution to agree to the increase in administration hours from 36 hours a month (9 morning sessions) to 60 hours a month (15 morning sessions). Proposed by Cllr Foskett, seconded by Cllr Teesdale all agreed.

The administration contract should be varied to show that the monthly working hours would be a minimum 36 hours guaranteed a month and when workloads dictate this would increase to a maximum of 60 hours a month.

- iii. Resolution to agree to the change of requirement for the manning of the office. The Parish Manager should ensure that where possible the office will be open between the hours of 9am to 4pm. Proposed by Cllr Markley, seconded by Cllr Allum, all agreed.
- iv. Acceptance of the reviewed Standing Orders was proposed by Cllr Mace, seconded by Cllr Allum and accepted by all.
- v. Acceptance of the reviewed Financial Regulations was proposed by Cllr Markley, seconded by Cllr Williams and agreed by all.

11. Financial

- a. **Agree monthly payments** this was proposed by Cllr Foskett and seconded by Cllr Allum, all agreed.
- b. **Acceptance of the annual return, accounts and internal audit for 2008/09** these were proposed by Cllr Mace and seconded by Cllr Teesdale, all agreed.

12. Vacancies

Council accepted the resignation of Cllr Brockwell and Cllr Connor. PM was asked to start the election process

13. Parish Boundary review

Cllr Richards requested it be noted that he would make no comment about this item.

- a. It was proposed by Cllr Teesdale and seconded by Cllr Tripp that the Chair would reply to Cllr Baker stating that the parish council felt that it could not make comments on issues that did not directly affect it.
 - b. The difference between the boundary map and the documented description of boundaries had been noted to June Allen and would be amended.
14. **Urban Parish Councils** –Cllr Foskett proposed that Cllr Teesdale should be the second representative for this group. This was seconded by Cllr Allum, all agreed.
15. **Tongwell and Blakelands industrial estate lorry park** – Cllr Tripp agreed to review the location and proposal, comments would be sent to the PM to pass on to the MKC on behalf of the parish council, all agreed.
16. **Councillor attendance** - The Chair reviewed acceptable reasons for absence with Cllr's and discussed the last year's attendance records.

17. Councillor items

- a. Strategic Housing Market Assessment for Milton Keynes – information was handed to all Cllrs, comments to be sent to PM before next meeting.

18. **Correspondence** – highlighted on notice board

19. Date of the **next meeting** agreed as July 21st 2009

20. **Meeting closed at 21:15pm**

Chair _____ Date _____