

## CHILTERN DISTRICT COUNCIL

### MINUTES of the Annual Meeting of the CHILTERN DISTRICT COUNCIL

held on **13 MAY 2014**

**PRESENT:** Councillor N L Brown - Chairman of the Council  
Mrs M Harker - Vice-Chairman of the Council

Councillors:	Miss P A Appleby	Councillors:	P E C Martin
	A K Bacon		S A Patel
	S P Berry		D W Phillips
	M Z Bhatti		Mrs A Pirouet
	R Burns-Green		M Prince
	Mrs J A Burton		N M Rose
	M J Cunnane		J J Rush
	Mrs I A Darby		C H Spruytenburg
	A D Garnett		Mrs L M Smith
	A J Garth		M R Smith
	J L Gladwin		M Stannard
	G K Harris		M Vivis
	P J Hudson		J F Warder
	P M Jones		A P Williams
	D J Lacey		F S Wilson

**APOLOGIES FOR ABSENCE** were received from Councillors A S Hardie, D G Meacock, D Spate, J S Ryman, P N Shepherd, N Stewart, H A Trevette and C J Wertheim

#### 1 ELECTION OF CHAIRMAN

Councillor J F Warder (in the Chair), requested nominations for the office of Chairman of the Council for the year 2014/2015. Councillor N M Rose proposed the name of Councillor N L Brown, outlining his many years of service to the Council. The nomination was seconded by Councillor C Spruytenburg. There being no other nominations it was

#### **RESOLVED -**

**That Councillor N L Brown be elected Chairman of the Council for 2014/15.**

Councillor N L Brown was then invested with his Chairman's Badge of Office and made and signed the formal Declaration of Acceptance of Office. The Chairman thanked the Council for re-electing him.

*Note: Councillor N L Brown in the Chair.*

## 2 APPOINTMENT OF VICE-CHAIRMAN

The Chairman invited nominations for the office of Vice-Chairman of the Council for the year 2014/15. Councillor Mrs A Pirouet proposed the name of Councillor Mrs M Harker. The nomination was seconded by Councillor N M Rose. There being no other nominations it was

### RESOLVED -

**That Councillor Mrs M Harker be appointed Vice-Chairman of the Council for 2014/15.**

The Vice-Chairman was then invested with her Badge of Office and made and signed the formal Declaration of Acceptance of Office. Councillor Mrs M Harker thanked the Council for her appointment.

## 3 RESIGNATION OF CABINET LEADER

The Chairman advised of the notification of the resignation of the former Cabinet Leader, Councillor N M Rose as confirmed at the meeting of full Council on 13 May 2014

## 4 ELECTION OF THE CABINET LEADER

The Chairman invited nominations for the office of Leader of the Council for the year 2014/15. Councillor D Phillips proposed the name of Councillor Isobel Darby. The nomination was seconded by Councillor N Rose. There being no other nominations it was

### RESOLVED –

**That it be noted that Councillor I Darby be elected as Leader of the Council for the municipal year of 2014/15.**

The Cabinet Leader thanked members for their support and her appointment. She paid tribute to the work and commitment of the former Leader, Councillor N Rose and Deputy Leader, Councillor M Smith.

## 5 APPOINTMENT OF CABINET MEMBERS

The Cabinet Leader informed the meeting that she had appointed the following members to the Cabinet to carry out the roles stated below. In doing so, she thanked Councillors N Rose and M R Smith for being valued members of the Cabinet, and welcomed Councillor F Wilson to the Cabinet.

Councillor M Stannard	Support Services (Deputy Leader)
Councillor G Harris	Sustainable Development
Councillor P Hudson	Community, Health and Housing
Councillor P E C Martin	Environment
Councillor F Wilson	Customer Services

Councillor Darby proceeded to outline the achievements of the previous year and the many challenges facing the Council in the coming years.

**RESOLVED –**

**That the appointments to the Cabinet, including the appointment of Councillor M Stannard as Deputy Leader, be noted.**

**6 ESTABLISHMENT OF AUDIT, OVERVIEW AND STANDARDS COMMITTEES**

**RESOLVED –**

**That the following Committees be established:**

- **Audit – 6 Members (plus the Chairman of Performance & Resources Overview as an ex-officio member)**
- **Community & Environment Overview – 11 Members**
- **Housing & Planning Overview – 11 Members**
- **Performance & Resources Overview – 11 Members**
- **Standards – 7 Members (plus up to 3 Independent Persons, and up to 2 Councillors from Town or Parish Councils in the Chiltern District as nominated by Town and Parish Councils in the District and who are not also members of Chiltern District Council)**

**7 ESTABLISHMENT OF REGULATORY AND OTHER COMMITTEES**

**RESOLVED –**

**That the following Regulatory and other Committees be established:-**

- **Appeals – 9 Members**
- **Boundaries and Electoral Arrangements – 9 Members**
- **Constitutional Review – 9 Members**
- **Homelessness – 9 Members**
- **Joint Staff – 5 Members (plus 5 staff representatives)**
- **Joint Appointments and Implementation – 5 Members (plus 5 South Bucks District Council Members)**
- **Licensing and Regulation – 15 Members**
- **Personnel – 9 Members**
- **Planning – 13 Members**

**8 ALLOCATION OF SEATS TO POLITICAL GROUPS**

The report detailed the allocation of seats to political groups in accordance with the political balance rules.

**RESOLVED –**

That the seats on Committees for the Council Year 2014/15 be allocated to the political groups as follows (with the balance to be allocated to those Members who were not part of a political group):

	Seats	Conservative	Liberal Democrat
Appeals	9	7	1
Audit	6	5	1
Boundaries & Electoral Arrangements	9	7	1
Community & Environment Overview	11	9	2
Constitution Review	9	7	1
Homelessness	9	7*	1
Housing & Planning Overview	11	9	1
Joint Appointments and Implementation	5	4	1
Joint Staff	5	4	1
Licensing & Regulation	15	12*	2
Performance & Resources Overview	11	9	1
Personnel	9	7	1
Planning	13	11	2
Standards	7	6	1
<b>Total Ordinary</b>	<b>129</b>	<b>104</b>	<b>17</b>

\* one seat gifted to non-political group Member (Councillor Lacey)

## 9 APPOINTMENT OF COUNCILLORS TO SERVE ON EACH COMMITTEE

**APPOINTMENT OF EXTERNAL MEMBERS PANEL** (2 – plus Chairman of the Council, Leader of the Council, Conservative Group Leader, and Liberal Democrat Group Leader)

Conservative Nominees (1)	Liberal Democrat Nominees (1)	Other Nominees
G Harris	Miss P A Appleby	N/A

### APPEALS COMMITTEE (9 Members)

Conservative Nominees (7)	Liberal Democrat Nominees (1)	Other Nominees (1)
R Burns-Green ( <i>Nominee for Chairman</i> )	A Bacon	D Lacey
A D Garnett		
J Gladwin		
G Harris		
M R Smith		
Mrs L M Smith		
D Spate		

**AUDIT COMMITTEE** (6 – plus Chairman of Performance and Resources Overview Committee as ex officio)

Conservative Nominees (5)	Liberal Democrat Nominees (1)	Other Nominees
A Garth	A Bacon	N/A
J Gladwin ( <i>Nominee for Chairman</i> )		
D W Phillips		
J S Ryman		
J Warder		

**BOUNDARIES AND ELECTORAL ARRANGEMENTS COMMITTEE** (9)

Conservative Nominees (7)	Liberal Democrat Nominees (1)	Other Nominees (1)
Mrs I A Darby	P Jones	D Meacock
A D Garnett		
A Garth		
M Stannard		
N Stewert ( <i>Nominee for Chairman</i> )		
M Vivis		
J Warder		

**COMMUNITY AND ENVIRONMENT OVERVIEW COMMITTEE** (11)

Conservative Nominees (9)	Liberal Democrat Nominees (2)	Other Nominees
M Cunnane	A Bacon ( <i>Nominee for Chairman</i> )	N/A
A Garth	P Jones	
S A Patel		
J Rush		
J S Ryman ( <i>Nominee for Vice-Chairman</i> )		
P N Shepherd		
N Stewert		
H Trevette		
J Warder		

**CONSTITUTION REVIEW COMMITTEE** (9)

Conservative Nominees (7)	Liberal Democrat Nominees (1)	Other Nominees (1)
N Brown	Miss P Appleby	D Meacock
Mrs I Darby		
A Garth		
D W Phillips		
N M Rose ( <i>Nominee for Chairman</i> )		
M Stannard		
M Vivis		

**HOUSING AND PLANNING OVERVIEW COMMITTEE (11)**

Conservative Nominees (9)	Liberal Democrat Nominees (1)	Other Nominees (1)
Mrs J A Burton ( <i>Nominee for Chairman</i> )	Mrs A Pirouet ( <i>Nominee for Vice-Chairman</i> )	D Lacey
R Burns-Green		
A Hardie		
S A Patel		
D W Phillips		
M Prince		
N Rose		
Mrs L M Smith		
C J Wertheim		

**HOMELESSNESS COMMITTEE (9)**

Conservative Nominees (6)*	Liberal Democrat Nominees (1)	Other Nominees (2)
R Burns-Green	Mrs A Pirouet	D J Lacey ( <i>Nominee for Chairman</i> )
Mrs J A Burton		M Bhatti
M Cunnane		
A Hardie		
G Harris		
S A Patel		

\*Conservatives entitled to 7 seats (1 gifted to Councillor Lacey)

**JOINT APPOINTMENTS AND IMPLEMENTATION COMMITTEE (5, plus 5 Members from South Bucks District Council)**

Conservative Nominees (4)	Liberal Democrat Nominees (1)	Other Nominees
R Burns-Green	P M Jones	N/A
Mrs I Darby		
M R Smith		
M Stannard		

**JOINT STAFF (5, plus 5 Unison staff representatives)**

Conservative Nominees (4)	Liberal Democrat Nominees (1)	Other Nominees
R Burns-Green	Miss P Appleby	N/A
Mrs I A Darby		
N M Rose ( <i>Nominee for Chairman</i> )		
M Stannard		

**LICENSING AND REGULATION COMMITTEE (15)**

Conservative Nominees (11)	Liberal Democrat Nominees (2)	Other Nominees (2)
N L Brown	P Jones	D J Lacey
Mrs J A Burton	C Spruytenburg	D Meacock
M Cunnane		
G Harris		
M Prince		
J Rush		
P N Shepherd ( <i>Nominee for Chairman</i> )		
H Trevette		
M Vivis ( <i>Nominee for Vice-Chairman</i> )		
J Warder		
T Williams		

\*Conservatives entitled to 12 seats (1 gifted to Councillor Lacey)

**PERFORMANCE AND RESOURCES OVERVIEW COMMITTEE (11)**

Conservative Nominees (9)	Liberal Democrat Nominees (1)	Other Nominees (1)
A D Garnett ( <i>Nominee for Chairman</i> )	C Spruytenburg ( <i>Nominee for Vice-Chairman</i> )	S Berry
J Gladwin		
D W Phillips		
J S Ryman		
D Spate		
N Stewert		
M Vivis		
C J Wertheim		
T Williams		

**PERSONNEL COMMITTEE (9)**

Conservative Nominees (7)	Liberal Democrat Nominees (1)	Other Nominees (1)
Mrs J A Burton	Miss P Appleby	S Berry
Mrs I Darby		
P Hudson		
D Phillips		
N M Rose		
M Smith ( <i>Nominee for Chairman</i> )		
M Stannard		

### PLANNING COMMITTEE\* (13)

Conservative Nominees (11)	Liberal Democrat Nominees (2)	Other Nominees
Mrs J A Burton ( <i>Nominee for Vice-Chairman</i> )	P Jones	N/A
J Gladwin	Mrs A Pirouet	
A Hardie		
P E C Martin		
D W Phillips ( <i>Nominee for Chairman</i> )		
M Prince		
J Rush		
P N Shepherd		
D Spate		
N Stewert		
C J Wertheim		

\*Note: Appointment subject to members attending the required training on planning matters and the Planning Code of Conduct

### STANDARDS COMMITTEE (7)

Conservative Nominees (6)	Liberal Democrat Nominees (1)	Other Nominees
N L Brown	Miss P Appleby	N/A
Mrs M Harker		
P Hudson		
J S Ryman		
Mrs L M Smith		
J F Warder ( <i>Nominee for Chairman</i> )		

### RESOLVED -

**That the above nominations to serve on the Committees stated for 2014/15, together with the nominations for Chairman and Vice-Chairman where appropriate, be agreed.**

## 10 APPOINTMENTS TO OUTSIDE BODIES

Tabled at the meeting as Item 12 (as attached to the Minutes) were the nominations to serve on outside bodies for the Council Year 2014/15.

The Cabinet Leader advised that there was an amendment to the Neighbourhood Action Group: Chalfont St Peter to remove Councillor Wertheim and appoint Councillor J Rush and Councillor I Darby.

### RESOLVED -

**That the list of appointments to Outside Bodies for 2014/15 as set out in Item 12 be approved, subject to the amendment to the appointment of Councillors Rush and Darby to the Neighbourhood Action Group: Chalfont St Peter.**



## 11 EXECUTIVE REPORTS TO THE LOCAL AUTHORITY

The Chief Executive advised that it was a statutory requirement to produce an annual report detailing urgent executive decisions taken. However, there had been no such urgent items since the Regulations had taken effect.

**RESOLVED –**

**That the report be noted.**

## 12 ALLOCATION OF CABINET FUNCTIONS

In accordance with Cabinet Procedure Rule 2.1(2), Councillor I Darby proceeded to report on the services / functions allocated to each Cabinet Portfolio.

<b>Portfolio</b>	<b>Functions</b>
Leader	Policy, Performance, Communications, Personnel, Strategic Finance
Support Services Deputy Leader	Business Transformation, ICT, Legal and Democratic Services, Audit, Finance Admin
Sustainable Development	Planning, Enforcement, Building Control, Strategic Transport
Environment	Property, Car Parks, Engineering, Carbon Management, Waste Management
Community, Health & Housing	Community & Leisure, Environmental Health, Community Safety, Licensing, Housing
Customer Services	Revenues and Benefits, Customer Services

**RESOLVED –**

**That the allocation of Cabinet Functions, as detailed above, be noted.**

**The meeting ended at 7.50 pm**