

ANNUAL COUNCIL

Minutes of the meeting of the Sevenoaks District Council held on 14 May 2013 commencing at 7.00 pm

Present: Cllr. Pett (Chairman)

Cllrs. Abraham, Ball, Mrs. Bayley, Bosley, Mrs. Bosley, Mrs. Bracken, Brookbank, Brown, Butler, Clark, Mrs. Clark, Cooke, Davison, Mrs. Davison, Mrs. Dawson, Dickins, Edwards-Winser, Eyre, Firth, Fittock, Fleming, Gaywood, Mrs. George, Grint, Hogarth, Horwood, Mrs. Hunter, London, Ms. Lowe, Maskell, McGarvey, Mrs. Morris, Orridge, Mrs. Parkin, Piper, Mrs. Purves, Raikes, Ramsay, Mrs. Sargeant, Searles, Miss. Stack, Miss. Thornton, Towell, Underwood, Walshe and Williamson

Apologies for absence were received from Cllrs. Ayres, Mrs. Ayres, Ms. Chetram, Mrs. Cook, Mrs. Dibsall, Neal and Scholey

1. To elect a Member to be Chairman for the ensuing year.

Cllr. Fleming proposed and Cllr. Mrs. Davison seconded that Cllr. Alan Pett be elected Chairman of the Council for the ensuing municipal year.

Resolved: That Cllr. Alan Pett be elected Chairman of the Council for the municipal year, 2013/14.

Cllr. Pett then made the declaration of acceptance of office and took the chair. The new Chairman thanked the Council for his election and expressed his appreciation for the many good wishes he had received. Cllr Pett announced that his Escort for the year would be Mrs Sylvia Eccles and presented her with a badge of office.

The new Chairman led the Council in expressing thanks to the outgoing Chairman, Cllr. Mrs Morris, for her service to the Council and to the District. This was strongly supported by other Members who commented on Cllr. Morris's exemplary service as Chairman and support of the Olympic Torch Relay and Paralympic events across the District. The new Chairman presented Cllr. Morris with the past Chairman's badge, a gift and flowers, and a past Chairman's Escort badge and a gift to Mr Morris.

In response Cllr. Mrs Morris commented on the many events she had attended during the year and thanked Members and Officers for their support. The aim of the civic year had been "Fun and Celebration" and Cllr Mrs Morris hoped that this had been achieved in a great Olympic and Jubilee year. Cllr Mrs Morris offered particular thanks to her husband and daughter who had provided tireless support during the year.

2. To elect a Member to be Vice-Chairman for the ensuing year.

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Cllr. Fleming proposed and Cllr. Ms. Lowe seconded that Cllr. Mrs Jill Davison be elected Vice-Chairman of the Council for the ensuing municipal year.

Resolved: That Cllr. Mrs Davison be appointed Vice-Chairman of the Council for the municipal year, 2013/14.

Cllr. Mrs Davison then made the declaration of acceptance of office and expressed her thanks to the Council for his appointment.

The Chairman of the Council then presented the new Vice-Chairman's Escort, Cllr. Richard Davison, with his badge of office.

3. To approve as a correct record the minutes of the meeting of the Council held on 23 April 2013.

The Chairman proposed that the Minutes of the meeting of the Council held on 23 April 2013 be approved and signed as a correct record.

Resolved: That the minutes of the meeting of the Council held on 23 April 2013 be approved and signed by the Chairman as a correct record.

4. Declarations of Interest

No additional declarations of interest were made.

5. Chairman's Announcements

The Chairman announced that he intended to help promote lesser known parts of the District that needed additional promotion.

A Civic Service would be held at St Mary's, Woodlands in the Autumn. Further details of the service would follow at a later date.

At the current time, the Chairman would not be nominating a specific charity but would keep the situation under review.

6. To approve the new governance arrangements and structure

Cllr Fleming proposed and Cllr Ms Lowe seconded that full Council approve the new governance arrangements set out at Appendix B of the report incorporating the suggestions made by the Modern Local Government Group on 9th May 2013.

The Leader thanked Members and Officers for their support in taking the new proposals forward. It was hoped that the new structure would help Members to feel more involved in decision making.

The Leader of the Labour Group highlighted that one of the unintentional consequences of the new system was restrictions on Membership of the Scrutiny Committee on opposition groups. This would need to be reviewed and monitored over the coming year.

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The Leader of the Liberal Democrat Group expressed serious reservations about the new system.

Following a vote it was

Resolved: That the new governance arrangements set out appendix B of the report and incorporating the suggestions made by the Modern Local Government Group on 9th May 2013 be approved.

7. To appoint the Chairmen, Vice-Chairmen and Membership of Committees for the ensuing year.

Cllr. Fleming proposed and Cllr. Ms. Lowe seconded that the appointments of Chairmen, Vice Chairmen and Membership of Committees for the ensuing municipal year and recommendation as detailed in the papers tabled at the meeting, be approved. In proposing the motion, Cllr Fleming reported that there was a typing error within the Scrutiny Committee and that Cllr Cameron Clark would sit on the Committee, not Cllr Carol Clark as stated in the papers.

Resolved: That the Chairmen, Vice-Chairmen and membership of Committees for the municipal year 2012/13 be approved, as set out in Appendix A to these minutes.

8. To agree delegations to Committees (as set out in Parts 3 - 8 and Parts 9 - 12 of the Constitution) and to confirm/approve delegations to Officers (as set out in Part 13 of the Constitution).

Cllr. Fleming proposed and Cllr. Ms. Lowe seconded that the delegations to Committees, the delegations to Officers and Appendix B – Budget and Policy Framework be confirmed and that the delegations of executive functions by the Leader of the Council, and appointments to the Cabinet and the composition of the Cabinet Portfolios be noted.

Resolved: That

- a) the delegations to Committees and Officers and Appendix B of the Constitution – Budget and Policy Framework, be approved; and
- b) that the appointments to the Cabinet and delegations of executive functions for 2013/14 made by the Leader, as set out in Appendix B to these minutes, be noted.

9. To confirm the Calendar of Meetings for the ensuing year.

Cllr. Fleming moved and Cllr. Ms. Lowe seconded that the Calendar of Meetings for ensuing Municipal Year, be agreed. It was noted that an additional meeting of the Finance and Resources Advisory Committee would have to be held between November 2013 and February 2014.

Resolved: That the Calendar of Meetings for the ensuing Municipal Year 2013/14, be agreed subject to the inclusion of an additional Finance and

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Resources Advisory Committee meeting between November 2013 and February 2014.

10. To appoint representatives on outside organisations

Cllr. Fleming moved and Cllr. Ms. Lowe seconded that the appointment of representatives on outside organisations for the ensuing Municipal Year be as set out in the papers tabled at the meeting. It was reported that Cllr Paddy Cooke would be the Council's representative for the Edenbridge & Westerham Citizens Advice Bureaux.

Resolved: That the appointment of representatives on Outside Organisations for 2013/14 as amended, as set out in Appendix C to these minutes, be approved.

11. To note the outgoing Chairman's Report

The report was noted.

THE MEETING WAS CONCLUDED AT 7.40 PM

CHAIRMAN

CHAIRMEN, VICE-CHAIRMEN AND MEMBERSHIP OF COMMITTEES 2013-14

Scrutiny Committee

(11 Members: 1 permanent Chairman, 1 permanent Vice Chairman and a pool of 15 members which is made up by having 3 members from each advisory committee 9 of which will be called to attend and no members being called from the advisory committee from which a decision being scrutinised has been determined)

(Political proportionality rules = 9 Conservative, 1 Labour, 1 Liberal Democrat)

Chairman: Cllr. London

Vice-Chairman: Cllr. Brown

Pool: Cllrs. Abraham, Mrs Bracken, Butler, Clark, Cooke, Mrs Davison, Edwards-Winsler, Eyre, Fittock, Maskell, Neal and Mrs Purves

Governance Committee

(7 Members: 5 Conservative, 1 Labour, 1 Liberal Democrat)

Chairman: Cllr. Mrs. Davison

Vice-Chairman: Cllr. Scholey

Cllrs. Mrs Cook, Fittock, London, Mrs Morris and Walshe

Audit Committee

(9 Members: 7 Conservative, 1 Labour, 1 Liberal Democrat)

Chairman: Cllr. Grint

Cllrs. Mrs Bailey, Ms Chetram, Mrs Cook, Fittock, McGarvey, Orridge, Towell and Walshe

Appointments Committee

(10 Members: 8 Conservative, 1 Labour, 1 Liberal Democrat)

Cllrs. Mrs Clark, Fittock, Grint, Mrs Hunter, Mrs Purves, Miss Stack, Leader and 3 appropriate Portfolio Holders

(Please note the election of the Chairman will take place at the first meeting of the Committee in the municipal year.)

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Development Control Committee

(19 Members: 17 Conservative, 1 Labour, 1 Liberal Democrat)

Chairman: Cllr. Williamson

Vice-Chairman: Cllr. Miss Thornton

Cllrs. Mrs Ayres, Brookbank, Brown, Clark, Cooke, Mrs Davison, Dawson, Dickins, Edwards-Winsler, Gaywood, McGarvey, Orridge, Parkin, Piper, Miss Stack, Underwood and Walshe

Licensing Committee

(13 Members: 11 Conservative, 1 Labour, 1 Liberal Democrat)

Chairman: Cllr. Mrs Morris

Vice-Chairman: Cllr. Clark

Cllrs. Abraham, Mrs Ayres, Ayres, Cooke, Davison, Mrs George, Orridge, Mrs Parkin, Piper, Raikes and Walshe

Standards Committee

The Standards Committee will be composed of:

7 Members other than the Leader of the Council and no more than 1 Member selected from a particular Parish Boundary.

(7 Members: 6 Conservative, 1 Labour)

Only one Member out of the above seven Members to be an Executive Member without being a Chair of the Committee as Standards is a Council function as opposed to an Executive function (s.27(8), Part 1, Chapter 7 of the Localism Act 2011).

Up to 2 co-opted Members of a parish or town council (a parish/town council member)

Chairman: Cllr. Gaywood

Vice-Chairman: Cllr. Ball

Cllrs. Mrs Bosley, Mrs Bracken, Brown, Mrs Dibsdall and Mrs Morris

Locality Board

(14 Members: 7 District Council Members and 7 Kent Council Council Members)

Chairman: Cllr. Fleming

Vice Chairman: County Cllr. Brookbank

(The position of Chairman to be the Leader of Sevenoaks District Council, with the Vice Chairman appointed by Kent County Council)

District Council Membership: Cllrs. Mrs Bosley, Clark, Davison, Grint, Ramsay and Searles

Recommendation: *That authority be delegated to the Leader of the Council to rotate/amend the District Council Membership as appropriate*

County Council Membership: County Councillors: Brazier, Chard, Mrs Crabtree, Gough, Parry and Pearman

Homelessness Review Board

(3 Members: to be drawn from the Council)

The Portfolio Holder for Housing, Welfare & Community Safety to be Chairman of the Board and the membership to be drawn from the Council.

Sevenoaks Joint Transportation Board

(7 District Council Members: (6 Conservative, 1 Labour), 7 Kent Council Council Members and 1 Town/Parish Council Representative)

Chairman: Cllr. London

Vice-Chairman: County Cllr. To be informed by KCC out of the membership below

(The position of Chairman is on a yearly alternate basis between the District Council and County Council and appointed under respective constitutional arrangements. This year it is the District Council's turn.)

District Council Membership: Cllrs. Davison, Edwards-Winsler, Searles, Towell, Williamson and Underwood

County Council Membership: County Councillors: Brazier, Chard, Mrs. Crabtree, Gough, Parry and Pearman

Town/Parish Council Representative: (nominated by the Area Committee of the Kent Association of Local Councils)

(The Board comprises of all Kent County Council local members for divisions in the Sevenoaks District Council area, an equal number of Sevenoaks District Council Members and a Town/Parish Council Representative (of which a substitute member may be nominated) who may speak but not vote, nor propose a motion or amendment.)

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Health Liaison Board

(6 Members: 5 Conservative, 1 Labour)

Chairman: Cllr. Mrs Cook

Vice-Chairman: Cllr. Davison

Cllrs. Mrs Bosley, Brookbank, Mrs George and Searles

Cabinet Membership

(5 Members: 5 Conservatives) Cllrs. Fleming (Chairman)

Portfolio Holders 2013/14 (Annex to Appendix H of the Constitution - revised May 2013)

Cllr. Peter Fleming	Leader Strategy & Performance	Corporate Policy, Corporate Health & Safety, Communications, Customer Service Standards, Equality, Human Resources, Business Transformation, Democratic Services and Performance Management Framework
Cllr. Roddy Hogarth	Economic & Community Development	Community Grants, Community Plan, Health & Leisure, Economic Development, Emergency Planning, Building Control, Business continuity, Markets, Parking, Regeneration, Tourism, Town Centres, West Kent Partnership and West Kent Leader Programme
Cllr. Brian Ramsay	Finance & Resources	Audit and Corporate Governance, Budget & Financial Strategy, Legal, Information Technology, Local Tax, Shared Services, Procurement Policies, Property, Facilities Management and Strategic Risk
Cllr. Michelle Lowe	Housing, Welfare & Community Safety	Housing Strategy/Policy, Housing Standards, Housing Needs, Empty Homes/Under Occupation, SDC Gypsy/Traveller Site Management, Unauthorised Gypsy/Traveller encampments, Disabled Facilities Grant, Housing Benefit & Benefit Fraud, Community Safety, Licensing, CCTV and Environmental Health
Cllr. Ian Bosley	Local Planning & Environment	Conservation, Development Control, Local Plan (formerly LDF), Planning Policy, Transport Policy, Direct Services, Climate Change, Energy Efficiency & Fuel Poverty, Street Cleansing and Waste & Recycling

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APPOINTMENTS TO OTHER ORGANISATIONS 2013/14 – NON-EXECUTIVE – TO BE APPROVED BY COUNCIL

<u>Organisation</u>	<u>No. of Reps</u>	<u>Period of Appoint- ment</u>	<u>Renewal Date</u>	<u>Appointee(s) 2013/14</u>
Age UK:				
Darent Valley	2	Annual	May 2014	Mrs. F.P. Parkin M. Fittock
Sevenoaks, Tonbridge & District	1	Annual	May 2014	R. Walshe
Biggin Hill Airport	1	Annual	May 2014	R. Hogarth
Bough Beech Reservoir Recreation Consultative and Management Advisory Committee	1	Annual	May 2014	P.C.R. Cooke
Citizens Advice Bureaux:				
Edenbridge & Westerham	2	Annual	May 2014	K.J. Maskell P.C.R. Cooke
Sevenoaks and Swanley CAB Ltd	2	Annual	May 2014	Mrs. A.D. Hunter Ms. I. Chetram
Health & Wellbeing Boards:				
Dartford, Gravesham and Swanley	1	Annual	May 2014	T. Searles
West Kent and Weald	1	Annual	May 2014	R. J. Davison
Kent County Council's Health Overview and Scrutiny Committee	1	Annual	May 2014	(Official substitute) R. J. Davison
Kent County Playing Fields Association	1	Annual	May 2014	M. Fittock
Action with Communities in Rural Kent	2	Annual	May 2014	Cam. Clark Miss. J. Thornton
Local Democracy and Accountability Network for Councillors	2	Annual	May 2014	Miss L. Stack S. Raikes
RELATE: West Kent & Tunbridge Wells	1	Annual	May 2014	Ms. M.J.M. Lowe

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<u>Organisation</u>	<u>No. of Reps</u>	<u>Period of Appoint- ment</u>	<u>Renewal Date</u>	<u>Appointee(s) 2013/14</u>
Sevenoaks Churches Group for Social Concern	2	Annual	May 2014	P.R. McGarvey Mrs. A. Cook
Sevenoaks Conservation Council	4	Annual	May 2014	R.L. Piper A. E. Dawson J. Edwards-Winser R. Walshe
Sevenoaks District Access Group	5	Annual	May 2014	Mrs. A.E. Dawson Mrs. F.P. Parkin A.W.L. Pett R.L. Piper J.Underwood
Sevenoaks Leisure Board of Trustees	2	Annual	May 2014	Mrs. G.P.E. Davison Mrs. A. George
Volunteer Bureaux:				
Sevenoaks Volunteer Transport Group	1	Annual	May 2014	R.J. Davison
Edenbridge Volunteer Transport Service	1	Annual	May 2014	R. Orridge
North West Kent Volunteer Centre (Swanley)	1	Annual	May 2014	T. Searles