

**ANNUAL COUNCIL MEETING held at COUNCIL OFFICES LONDON ROAD  
SAFFRON WALDEN at 7.30pm on 26 MAY 2015**

Present: Councillor K Artus – Chairman.  
Councillors A Anjum, H Asker, G Barker, S Barker, R Chambers, J Davey, P Davies, A Dean, P Fairhurst, T Farthing, M Felton, J Freeman, R Gleeson, T Goddard, J Gordon, N Hargreaves, S Harris, E Hicks, S Howell, D Jones, M Lemon, B Light, J Lodge, J Loughlin, A Mills, S Morris, E Parr, J Parry, V Ranger, J Redfern, H Rolfe, H Ryles, G Sell and L Wells.

Officers in attendance: J Mitchell (Chief Executive), R Auty (Assistant Director Corporate Services), D Barden (Communications Manager), R Harborough (Director of Public Services), M Perry (Assistant Chief Executive – Legal), P Snow (Democratic and Electoral Services Manager) and A Webb (Director of Finance and Corporate Services).

**C1 REMARKS OF THE OUTGOING CHAIRMAN**

In welcoming new members from all parties, Councillor Artus said that he hoped the Council would continue to work in the overall interests of the residents of Uttlesford. It was right that the Council should be held to account in dealing with the difficulties lying ahead.

He had made efforts to attend as many events as possible and referred in particular to visits to the bomb disposal team at Carver Barracks and to P&A Wood at the Rolls Royce and Bentley Centre. He had initiated quarterly meetings at Carver Barracks intended to help enhance partnership endeavours and he expressed the hope that these meetings would continue.

There had been no formal dinner during his year but he had succeeded in raising over £1,000 for his chosen charities Help for Heroes and the British Heart Foundation.

On a personal note he wished to thank John Mitchell, Michael Perry, Janine Corby and Rebecca Dobson, among others, for the help and support he had enjoyed in carrying out his role.

He expressed sympathy for John Salmon who had been due to take office as the new Chairman but had not kept his seat at the election, and for Mrs Salmon. He would now hand over to the new Chairman and was pleased that Councillor Harris had stepped into the breach in the enforced absence of former Councillor Salmon.

**C2 ELECTION OF CHAIRMAN OF THE COUNCIL**

The Chairman called for nominations for the position of Chairman of the Council. Councillor Harris was proposed by Councillor Rolfe and seconded by Councillor G Barker.

RESOLVED to elect Councillor Harris as Chairman of the Council for the ensuing year

**C3 STATUTORY DECLARATION OF ACCEPTANCE OF OFFICE**

Councillor Harris made the statutory declaration as Chairman of the Council for 2015/16.

She thanked Councillor Artus for his hard work and commitment during the past year and expressed sympathy with John Salmon who had lost the opportunity to undertake the role for which she had just been elected. She asked Councillor Artus to continue to act as the Council's representative at Carver Barracks.

The new Chairman then presented a portrait and past Chairman's badge to Councillor Artus and wished him every success.

**C4 APPOINTMENT OF VICE-CHAIRMAN**

The Chairman called for nominations for the post of Vice-Chairman. Councillor Davey was proposed by Councillor Jones and seconded by Councillor Gordon.

RESOLVED to appoint Councillor Davey as Vice-Chairman of the Council for the ensuing year

**C5 STATUTORY DECLARATION OF ACCEPTANCE OF OFFICE**

Councillor Davey made his declaration of acceptance of office.

**C6 APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST**

Apologies for absence were received from Councillors M Foley, R Freeman, T Knight and E Oliver.

Councillor G Barker and S Barker made declarations that they had received written dispensations allowing them to speak on the grounds of marriage to each other.

**C7 MINUTES**

The minutes of the meeting held on 14 April 2015 were received, approved and signed by the Chairman as a correct record.

**C8 REPORT OF THE RETURNING OFFICER**

The report of the Returning Officer relating to the outcome of the ordinary election of district councillors on 7 May 2015 was received and noted.

**C9 CHAIRMAN'S ANNOUNCEMENTS**

The new Chairman announced that she would nominate Cancer Research and the Downs Syndrome Association as her chosen charities for the year. She would also participate in the Race for Life.

She reminded members that the meeting was being streamed as a live broadcast and asked them to respect the rules of debate.

The Uttlesford district regularly featured as one of the most desirable places to live in the UK. Her intention was to maintain and improve this accolade for the whole district.

**C10 ELECTION OF LEADER OF THE COUNCIL**

Councillor Chambers proposed Councillor Rolfe for the position of Leader of the Council and his nomination was seconded by Councillor Redfern.

RESOLVED to elect Councillor H Rolfe as Leader of the Council

**C11 LEADER'S ANNOUNCEMENTS**

In his opening remarks as the newly elected Leader, Councillor Rolfe added his congratulations to Councillor Harris upon her election as Chairman and thanked Councillor Artus for carrying out his role effectively during a challenging year.

He added his own warm welcome to all newly elected councillors, both those elected for the first time and those returning for a further term. He looked forward to working closely with all elected councillors and expressed the hope they would enjoy their time as serving members. He expressed sorrow that some serving councillors had not been re-elected and that others had stood down.

Polling day and the associated election counts had marked 48 hours of intensive activity and he repeated the thanks he had given at the Friday count to Peter Snow and his team for the organisation of these major events.

He wanted to encourage as much as possible collaborative working across the Council and this had started already with regular meetings of the three group leaders.

Councillor Rolfe then announced the members of his Cabinet as follows:

- Councillor S Barker: Deputy Leader and Executive member for Environmental Services
- Councillor J Redfern: Executive member for Housing and Economic Development

- Councillor S Howell: Executive member for Finance and Administration
- Councillor L Wells: Executive member for Communities and Partnerships

At this point the members of the executive came up to join the Leader.

The Leader announced the appointment of subject leads within the various executive portfolios as follows:

*Within Environmental Services*

Highways, Parking and Cycle Paths: A Mills  
 Depots, Maintenance and Highway Rangers: T Farthing  
 Community Safety Partnerships: J Gordon  
 Stansted Airport: K Artus

*Within Housing and Economic Development*

Housing Board: M Felton  
 Economic Development: H Ryles  
 Communications: P Davies

*Within Finance and Administration*

Enforcement: D Jones

*Within Communities and Partnerships*

Children and Families, Health and Education: G Barker  
 Sport: T Goddard  
 Voluntary Sector and Day Centres: E Hicks

His intention was to reach out across the political divide and work with all members through the network of subject lead members.

He had asked the Chief Executive to refer to the Independent Remuneration Panel the possible payment of special responsibility allowances to the designated portfolio subject leads and to report back with recommendations with a view to any new allowances being implemented from Annual Council in 2016.

The Leader then announced membership of three Cabinet working groups as set out below. The appointments were needed now to allow early meetings of each of the groups to take place.

**HOUSING BOARD**

Chairman: M Felton  
 Vice-Chairman: T Farthing

H Asker	S Morris
A Dean	V Ranger
J Loughlin	J Redfern
A Mills	H Ryles

**PLANNING POLICY WORKING GROUP**

Chairman: H Rolfe  
 Vice-Chairman: S Barker

P Davies	J Loughlin
A Dean	A Mills
S Harris	E Oliver
J Lodge	J Parry

## **HIGHWAYS PANEL**

Chairman: (a county member to be nominated)

<i>UDC members</i>	<i>ECC members</i>
R Chambers	S Barker
J Freeman	R Gooding
A Mills	J Lodge
G Sell	S Walsh

### **C12 SCHEME OF DELEGATION**

Members received for approval that part of the scheme of delegation of Council functions as set out in part 3 of the Constitution.

RESOLVED to approve the scheme of delegation without amendment

### **C13 COUNCIL COMMITTEES 2015/16**

The Council gave consideration as to which committees would be established for the ensuing year, and to the size and terms of reference of those committees.

RESOLVED to appoint the following committees in 2015/16, all with the terms of reference set out in the Articles under part 2 of the Constitution:

- Planning – 10 members
- Licensing and Environmental Health – 10 members
- Performance and Audit – 10 members
- Scrutiny – 10 members
- Standards – 9 members together with three non-voting independent members

### **C14 REVIEW OF POLITICAL BALANCE**

The Council received the report on the allocation of seats to the Council's committees in accordance with the political balance provisions of the Local Government and Housing Act 1989.

RESOLVED that the political balance of the Council and the allocation of seats set out in the report be agreed

### **C15 APPOINTMENT OF COMMITTEES AND WORKING GROUPS 2015/16**

The Leader proposed the appointment of committees and working groups, and their chairmen and vice-chairmen where indicated, in accordance with the nominations received from each of the political groups, all as set out overleaf:

## COMMITTEES

### **PLANNING**

Chairman: V Ranger  
Vice-Chairman: J Davey

R Chambers J Lodge  
P Fairhurst J Loughlin  
R Freeman A Mills  
E Hicks H Ryles

### **LICENSING AND ENVIRONMENTAL HEALTH**

Chairman: R Chambers  
Vice-Chairman: T Goddard

A Anjum J Gordon  
G Barker E Hicks  
J Davey S Morris  
R Gleeson J Parry

### **PERFORMANCE AND AUDIT**

Chairman: E Oliver  
Vice-Chairman: D Jones

G Barker N Hargreaves  
M Foley T Knight  
J Freeman B Light  
J Gordon J Loughlin

### **SCRUTINY**

Chairman: A Dean  
Vice-Chairman: G Barker

H Asker S Harris  
P Davies B Light  
M Felton E Oliver  
T Goddard G Sell

### **STANDARDS**

Chairman: T Knight  
Vice-Chairman: K Artus

A Anjum J Loughlin  
H Asker D Jones  
A Dean G Sell  
N Hargreaves

#### **Independent members (non-voting)**

Georgina Butcher-Doulton  
David Pearl  
Catherine Wellingbrook-Doswell

## WORKING GROUPS

### **CONSTITUTION WORKING GROUP**

Chairman: V Ranger

R Chambers B Light A Dean  
A Dean E Oliver S Morris  
J Freeman J Parry H Rolfe  
S Harris

### **LOCAL JOINT COMMITTEE**

### **ELECTORAL WORKING GROUP**

Chairman: S Howell

A Anjum N Hargreaves  
J Davey D Jones  
T Farthing G Sell  
T Goddard

C16            **APPOINTMENT OF MEMBER REPRESENTATIVE TO SERVE ON THE ESSEX POLICE AND CRIME PANEL**

The Leader proposed Councillor Gordon to serve as the Council's member representative on the Essex Police and Crime Panel.

RESOLVED to appoint Councillor Gordon to this position

C17            **CONSTITUTION AMENDMENTS**

Members were invited to approve amendments to the Constitution adjourned to this meeting designed to reflect the reduction of council size, take account of revised legislation regarding access to information, and to delete all references to the area forums.

RESOLVED to approve the amendments to the Constitution adjourned from the meeting on 14 April 2015 and as set out in the report to this meeting

C18            **APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN OF THE AREA FORUMS**

The changes to the Constitution now approved had the effect of abolishing the area forums so there was now no requirement for the appointment to these positions.

The Leader said it was now imperative to find a model of local consultation that worked successfully. Before proceeding any further he wished to place on record his grateful thanks to Gaynor Bradley and Sue Hayden for their hard work in organising meetings of the area forums so effectively.

He would now invite the Constitution Working Group to consider alternative ways of engaging with the wider community and with parish councils in seeking their views on services in the district. He had asked Councillor Davies to lead the work in this area, in conjunction with the working group, and to report back with a preferred solution in due course.

C19            **TIMETABLE OF MEETINGS 2015/16**

RESOLVED to approve the timetable of meetings for 2015/16, as submitted, subject to changing the date of the first scheduled Performance and Audit Committee meeting from 16 to 30 July 2015

C20            **NOMINATIONS FOR THE POSITION OF HONORARY ALDERMAN**

The Leader had suggested proposing former councillor Jim Ketteridge for the position of honorary alderman at the previous meeting. He now wished to propose Mr Ketteridge for this position after serving as a councillor for 32 years over a 36 year period as he exemplified all that was best about public service.

He also now wished to nominate former councillor Jan Menell who had stood unsuccessfully for the new Littlebury, Chesterford and Wenden Lofts ward at the recent election. Mrs Menell had completed 41 years of consecutive service to the Council and to the community and was deserving of wider recognition.

Councillor Rolfe proposed seeking the views of the Constitution Working Group with a view to tightening the definition of the criteria used to determine the suitability of candidates nominated to this position.

After Councillor Chambers has seconded the nomination of both candidates for the position of alderman, a separate vote was taken for each one.

The nomination of Mr Ketteridge was approved by a vote of 21 in favour with none against. The nomination of Mrs Menell was approved with no-one voting against.

RESOLVED to approve the nomination of former councillors J Ketteridge and J Menell for the position of honorary alderman to be awarded at the next scheduled meeting of the Council

The meeting ended at 8.15 pm