

# **EPHING FOREST DISTRICT COUNCIL ANNUAL COUNCIL MINUTES**

**Committee:** Council **Date:** 18 May 2006

**Place:** Civic Offices, Epping **Time:** 7.30 - 10.05 pm

**Members Present:** Councillors B Sandler (Chairman), Mrs A Haigh (Vice-Chairman), K Angold-Stephens, Mrs D Borton, R Church, Mrs S Clapp, M Cohen, M Colling, Mrs D Collins, J Demetriou, R D'Souza, T Farr, R Frankel, Mrs R Gadsby, P Gode, R Goold, A Green, Mrs A Grigg, R Haines, Mrs H Harding, J Hart, P House, D Jacobs, D Kelly, J Knapman, R Law, Mrs J Lea, J Markham, Mrs M McEwen, P McMillan, S Metcalfe, G Mohindra, R Morgan, S Murray, Mrs S Perry, Mrs C Pond, Mrs P Richardson, T Richardson, Mrs P K Rush, Mrs M Sartin, Mrs P Smith, P Spencer, D Spinks, D Stallan, Ms S Stavrou, G Stollar, P Turpin, Mrs L Wagland, C Whitbread, Mrs J H Whitehouse, J M Whitehouse, M Woollard, K Wright and J Wyatt

**Apologies:** Councillors D Bateman, Mrs P Brooks, Mrs A Cooper and A Lee

**Officers Present:** J Boreham (Assistant Public Relations and Information Officer), T Carne (Public Relations and Marketing Officer), J Gilbert (Head of Environmental Services), A Hall (Head of Housing Services), P Haywood (Joint Chief Executive), S G Hill (Senior Democratic Services Officer), G Lunnun (Democratic Services Manager), J Scott (Joint Chief Executive) and I Willett (Head of Research and Democratic Services)

## **1. COUNCILLOR B SANDLER IN THE CHAIR RETIRING CHAIRMAN OF COUNCIL**

Councillor B Sandler addressed the Council on his year in office.

He thanked the Council for being given the opportunity to serve as the Chairman of the Council. He said that he had enjoyed his year in office and had been proud to represent the District at many events. He had attended 222 official functions during the year and had made many new friends.

Councillor Sandler said that he had been very impressed with the hard work of volunteers throughout the District. His first official function had been to present certificates to volunteers and he had been amazed at their commitment.

The Council noted that Councillor Sandler had raised approximately £21,000 for his charities which would enable the Chigwell Riding Trust for Special Needs to replace the banked seating around their arena and the St Clare Hospice to purchase bricks for a planned new extension.

Councillor Sandler referred to other events he had attended throughout the year including scout and guide events and visits to schools. He said that the Race for Life at North Weald Airfield had been an experience he would always remember. He drew attention to the Civic Awards evening and the Celebration of Faith Service.

Councillor Sandler thanked members and officers for their support throughout the year, especially Pat Seager, his secretary. He also thanked his wife, Brenda for

accompanying him to many events throughout the year. He wished the new Chairman and Vice-Chairman every success in the coming year.

Group Leaders, the Leader of the Council and the Joint Chief Executive, John Scott (on behalf of the staff) expressed their appreciation for the hard work and enthusiasm shown by Councillor Sandler during his year of office.

## **2. ELECTION OF CHAIRMAN**

The nomination of Councillor Mrs A Haigh for the office of the Chairman of the Council having been formally moved, it was:

### **RESOLVED:**

That Councillor Mrs A Haigh be elected Chairman of the Council for the ensuing year.

Councillor Mrs Haigh thereupon made a declaration of acceptance of office of Chairman and thanked the Council for her election.

### **Councillor Mrs A Haigh in the Chair**

## **3. PAST CHAIRMAN'S BADGE**

The new Chairman presented Councillor B Sandler with a past Chairman's badge of office.

## **4. APPOINTMENT OF VICE-CHAIRMAN**

The nomination of Councillor Mrs C Pond for the office of Vice-Chairman of the Council having been formally moved, it was:

### **RESOLVED:**

That Councillor Mrs C Pond be appointed Vice-Chairman of the Council for the ensuing year.

Councillor Mrs Pond thereupon made a declaration of acceptance of the office of Vice-Chairman and thanked the Council for her appointment.

## **5. MINUTES**

### **RESOLVED:**

That the minutes of the Council meeting held on 24 April 2006 be taken as read and signed by the Chairman as a correct record.

## **6. DECLARATIONS OF INTEREST**

(a) Pursuant to the Council's Code of Member Conduct, Councillor D Stallan declared a personal interest in agenda item 12 (General Exception Notices for Key

Decisions and Waiving of Call-in Procedure). He declared that his interest was not prejudicial and that he would remain in the meeting for the duration of the consideration of the item and voting thereon.

## 7. ANNOUNCEMENTS

### (a) Announcements by the Chairman

#### (i) Year of Office

Councillor Mrs Haigh advised that it would be difficult to follow Councillor Sandler who had set an extremely high standard during his year of office. She drew attention to the way in which he had managed Council meetings and together with his wife had been excellent ambassadors for the District.

Councillor Mrs Haigh referred to the urban and rural mix of the District and to the attractions of the District. She referred to her life and work within the District and said that the District's greatest asset was its residents. She again thanked the Council for electing her as Chairman for the forthcoming year.

#### (ii) Chairman's Charities for the Year

The Chairman announced that her chosen charities would be Homestart, Action in Mental Health and Essex Ambulance Community First Responders.

#### (iii) Chairman's Events

The Chairman advised that she proposed to hold a quiz night, a business golf day and an officers'/members' golf match in aid of her charities. She also proposed to hold a tea party at the museum in the summer. She said that she would be arranging a multi-faith service during the year and would also be arranging a small-scale carol service for those wishing to celebrate Christmas. Further details of all of her events would be published in the Members' Bulletin.

#### (iv) Mark Stedeford, Finance Officer

The Council stood in silence tribute in memory of Mark Stedeford who had joined the Authority on 12 September 1988 and had been tragically killed on 7 April 2006. The Chairman advised that she would send a letter of condolence to his family.

#### (v) District Council Elections – 4 May 2006

It was reported that on 4 May 2006 the following councillors had been elected to represent the wards of the District set out below.

The Chairman congratulated and welcomed those members new to the Council and those who had been re-elected.

Ward	Name
Buckhurst Hill East	P Spencer
Buckhurst Hill West	R Church (2008) and Mrs A Haigh
Chigwell Village	Mrs L Wagland
Chipping Ongar, Greensted and Marden Ash	D Jacobs

Epping Hemnall	Mrs J H Whitehouse
Epping Lindsey and Thornwood Common	M Colling
Grange Hill	G Mohindra
Loughton Alderton	R Law
Loughton Broadway	Ms S Clapp
Loughton Fairmead	P Turpin
Loughton Forest	P House
Loughton Roding	S Murray
Loughton St John's	J Markham
Loughton St Mary's	M Cohen
Lower Nazeing	Mrs A Cooper
North Weald Bassett	D Stallan
Theydon Bois	R Frankel
Waltham Abbey Honey Lane	J Demetriou
Waltham Abbey Paternoster	J Wyatt

(The year shown in brackets above shows the year of retirement where this is not 2010.)

**(vi) Former Councillors**

The Chairman presented engraved glassware to former Councillors Mrs J Davis (in recognition of 30 years' service with the Council including one year as Chairman of the Council) and R Glozier (in recognition of 6 years' service with the Council including four years as a Portfolio Holder). Members spoke in appreciation of the former councillors and the former members responded appropriately.

The Chairman advised that engraved glassware would also be sent to former Councillors S Barnes and M Heavens who were unable to be present at this meeting. Councillor J M Whitehouse spoke in appreciation of former Councillor M Heavens.

**(vii) Overview and Scrutiny – Member Training**

The Chairman encouraged members to attend an Overview and Scrutiny Training Course which had been arranged for 20 May 2006.

**(b) Announcement by the Leader of the Council**

**(i) Form of Address - Chairman of Council**

The Leader sought clarification from the Chairman of the manner in which she wished to be addressed at Council meetings. The Chairman advised that she wished to be addressed as Madam Chairman.

**(ii) Waste Management**

The Leader announced that agreement had been reached with the Administrators of South Herts Waste Management and the Waste Management Contract had been novated to Cory Environmental Municipal Services Limited. The Leader thanked J Gilbert, Head of Environmental Services, for his work throughout the last weekend in order to conclude matters.

**(iii) Parade Ground Site, North Weald**

The Leader advised that the former Parade Ground Site at North Weald had been sold and had resulted in the Council receiving a significant sum. He thanked the Council's Legal Officers for completing this sale within the set timescale.

**(iv) Cabinet Members**

The Leader thanked fellow Cabinet members for the immense amount of work they had undertaken during his time as Leader. He praised former Councillors S Barnes and R Glozier who had attended a Cabinet meeting called immediately after the election in order to conclude the arrangements for the Waste Management Contract, even though they had lost their seats at the elections.

**(v) Development Control - Performance Indicators**

The Leader advised the Council that the latest Performance Indicators showed that the Council was now in the top quartile in relation to all indicators regarding Development Control. He again expressed his thanks to former Councillor R Glozier for these achievements.

**8. LOCAL GOVERNMENT AND HOUSING ACT 1989 - NOTICE OF CONSTITUTION OF POLITICAL GROUPS AND GROUP LEADERS**

**(a) Notice of Constitution of Political Groups**

The Council noted, in accordance with Regulation 8 of the Local Government (Committees and Political Groups) Regulations 1990, the constitution of political groups on the Council as set out in Appendix 1 to these minutes.

**(b) Notification of Group Leaders and Deputies**

The Council noted the names of members who had signed notices as indicated above and who would act as Group Leaders and Deputy Group Leaders.

**9. LEADER, DEPUTY LEADER, CABINET, COMMITTEES, SUB-COMMITTEES AND PANELS**

**First Motion moved by Councillor Mrs D Collins and seconded by Councillor R Morgan.**

"That, in respect of the appointment of the Cabinet, the decision of the Council on 20 February 2001 (Minute 62(2) (b)) be rescinded and the nine Cabinet seats and seats on all Cabinet Committees be filled by nominees of the Conservative and Independent Groups."

**Carried**

**Second Motion moved by Councillor Mrs D Collins and seconded by Councillor R Morgan.**

"(a) the Cabinet Portfolios be revised as follows:

(i) Leader's Portfolio;

(ii) Customer Services, Media, Communications and ICT;

- (iii) Community Wellbeing;
- (iv) Finance, Performance Management and Corporate Support Services;
- (v) Civil Engineering and Maintenance;
- (vi) Housing;
- (vii) Leisure and Young People;
- (viii) Planning and Economic Development; and
- (iv) Environmental Protection;
- (b) the People First Portfolio be deleted and its responsibilities reallocated as follows:
  - (i) external relations, media and public relations – transfer to new Customer Services, Media, Communications and ICT Portfolio;
  - (ii) constitutional issues and members' remuneration – transfer to new Finance, Performance Management and Corporate Support Services Portfolio;
  - (iii) Community Plan – transfer to the Community Wellbeing Portfolio;
  - (c) licensing policy be transferred from Community Wellbeing Portfolio to Environmental Protection Portfolios;
  - (d) refuse collection/recycling (including wheeled bins) – transfer to the new Customer Services Media, Communications and ICT Portfolio;
  - (e) Councillor Mrs D Collins, the nominee of the Conservative Group, be appointed Leader of the Council and to the Leader's Portfolio;
  - (f) Councillor C Whitbread, the nominee of the Conservative Group, be appointed Deputy Leader of the Council and to the Leisure and Young People Portfolio;
  - (g) the following Cabinet appointments be made on the nomination of the Conservative Group to the Cabinet Portfolios indicated:
    - (i) Community Wellbeing - Councillor Ms S-A Stavrou;
    - (ii) Customer Services, Media, Communications and ICT - Councillor S Metcalfe;
    - (iii) Civil Engineering - Councillor A Green;
    - (iv) Housing - Councillor D Stellan;
    - (v) Planning and Economic Development - Councillor Mrs A Grigg;
    - (vi) Environmental Protection - Councillor Mrs M Sartin;
  - (h) the following Cabinet appointment be made on the nomination of the Independent Group to the Cabinet Portfolio indicated:

"Finance, Performance Management and Corporate Support Services –  
Councillor J Knapman."

**Carried**

**Third Motion moved by Councillor J M Whitehouse and seconded by  
Councillor D Jacobs.**

"(1) That, in order to ensure the make-up of committees, sub-committees and panels accurately reflects the make-up of the Council, the number of councillors on each of the following committees, sub-committee and panel be:

Licensing Committee	- 16 Councillors
Housing Appeals and Review Panel	- 6 Councillors and 6 substitutes
Staff Appeals Panel	- 6 Councillors and 6 substitutes
Complaints Panel	- 12 Councillors
District Development Control Committee	- 16 Councillors
Overview and Scrutiny Committee	- 12 Councillors
Joint Consultative Committee	- 10 Councillors and 10 Staff Side representatives
Area Plans Sub-Committee 'A'	- 16 Councillors; and

(2) That, as a consequence of reallocating pro rata entitlements, the one additional seat created on each committee, sub-committee and panel be filled by nominees of the following groups:

Licensing Committee	- Liberal Democrats Group
Housing Appeals and Review Panel	- LRA Group
Staff Appeals Panel	- LRA Group
Complaints Panel	- Liberal Democrats Group
District Development Control Committee	- Liberal Democrats Group
Overview and Scrutiny Committee	- Liberal Democrats Group
Joint Consultative Committee	- Independent Group
Area Plans Sub-Committee 'A'	- To be determined."

**Lost**

**Fourth Motion moved by Councillor Mrs D Collins and seconded by  
Councillor C Whitbread.**

"That the decisions of the Council on 28 September 2004 (Minute 55(2) and (3)) be rescinded and the Ad Hoc Panel on Top Management Structure comprise six voting members, on the nomination of the following political groups:

Conservative:	2 Councillors
Independent:	1 Councillor
Liberal Democrats:	1 Councillor
LRA:	1 Councillor
BNP:	1 Councillor"

**Carried**

## 10. ADJOURNMENT

The Chairman adjourned the meeting to enable Group Leaders to give further consideration to nominations for the appointment of Chairmen and Vice-Chairmen on Committees, Sub-Committees and Panels. The meeting adjourned at 9.35 p.m. and resumed at 9.45 p.m.

**11. LEADER, DEPUTY LEADER, CABINET, COMMITTEES, SUB-COMMITTEES AND PANELS (RESUMED DEBATE)**

On the resumption of the meeting, Councillor P House, Leader of the LRA Group advised that the nomination of his Group for Chairman of the Complaints Panel had been withdrawn. Councillor Mrs D Collins, Leader of the Conservative Group advised that the nomination of Councillor Mrs P Smith as a member of the Staff Appeals Panel had been withdrawn.

The Chairman sought nominations for the appointment of a Chairman to the Complaints Panel, another member to the Staff Appeals Panel and the Chairman of the Staff Appeals Panel.

**RESOLVED UNANIMOUSLY:**

That the Leader, Deputy Leader, Portfolio Holders, Chairmen, Vice-Chairmen and members of the Cabinet, Committees, Sub-Committees, Panels and Groups be as set out in Appendix 2 to these minutes.

**12. STANDARDS COMMITTEE**

The Council considered nominations for the two councillors to form a Committee together with three independent members and a local council representative.

**RESOLVED:**

That Councillors Mrs D Borton and Mrs P Smith be appointed to the Standards Committee for 2006/07.

**13. SCHEME OF DELEGATION**

The Council noted that the Constitution required that the Scheme of Delegation be agreed at the Annual Meeting. Members were advised that the current scheme was set out in Part 3 of the Council's Constitution.

**RESOLVED:**

That the Scheme of Delegation as set out in the Constitution be agreed.

**14. COUNCIL MEETINGS - 2006/07**

The Council was informed that at its meeting on 24 April 2006, it had adopted a calendar of meetings for the period from May 2006 – May 2007 which had included ordinary meetings of the Council for the year. It was noted that it was a requirement of the Constitution that a programme of ordinary meetings of the Council be approved at the Annual Meeting of the Council.



**RESOLVED:**

That during 2006/07 ordinary meetings of the Council be held on the following dates:

29 June 2006	(Thursday)
25 July 2006	
26 September 2006	
14 December 2006	(Thursday)
20 February 2007	
22 February 2007	(reserved date for budget meeting)
24 April 2007	
17 May 2007	(Thursday) (Annual Meeting)

**15. APPOINTMENTS TO OUTSIDE ORGANISATIONS**

The Council considered a schedule of nominations by the political groups for Council representation on outside organisations. Voting took place in accordance with the Council Procedure Rules where nominations exceeded available places.

**RESOLVED:**

- (1) That representation on outside organisations for 2006/07 be determined as set in Appendix 3 to these minutes;
- (2) That the schedule of representatives on outside organisations with terms of office expiring after the current year as set out in Appendix 4 to these minutes be noted; and
- (3) That the officer appointments to outside organisations listed in Appendix 5 to these minutes be noted.

**16. WORK PROGRAMMES**

The Council noted that the Constitution required that the Executive and Overview and Scrutiny should both submit an annual work programme each year, on their strategies for the coming year. It was noted that work programmes were being prepared and would be circulated to all members of the Council when completed.

**RESOLVED:**

That work programmes for both the Executive and Overview and Scrutiny be circulated to members shortly.

**17. GENERAL EXCEPTION NOTICES FOR KEY DECISIONS AND WAIVING OF CALL-IN PROCEDURE**

The Council noted that paragraphs 16 and 17 of the Access to Information Procedure Rules in the Council's Constitution provided a general exception in relation to an urgent matter which was likely to be a key decision and had not been included within the Forward Plan. Paragraph 18.3 of the Procedure Rules provided for the submission of quarterly reports to the Council on Executive matters taken in such circumstances in the preceding three months.

The Council also noted that paragraph 21 of the Council's Overview and Scrutiny Rules in the Council's Constitution provided for the setting aside of the call-in procedure in relation to urgent matters. The paragraph also provided for these provisions to be monitored annually with a report submitted to Council with proposals for review, if necessary.

The Council received a report of the Cabinet setting out general exception notices for key decisions and circumstances where the call-in procedure had been waived.

**RESOLVED:**

- (1) That the decisions taken on 6 April and 3 May 2006 relating to the Waste Management Contract as exceptions to the key decisions requirements be noted;
- (2) That the setting aside of the call-in procedure in relation to the decisions taken on 6 April and 3 May 2006 relating to the Waste Management Contract be noted; and
- (3) That no review be undertaken at this time in relation to the exception to the key decision requirements or the setting aside of the call-in arrangements.

**CHAIRMAN**