

Minutes of the **ANNUAL MEETING** of the **SOUTH HOLLAND DISTRICT COUNCIL** held in the Council Chamber, Council Offices, Priory Road, Spalding on 18 May 2011.

**PRESENT**

Councillors:

B Alcock	R Gambba-Jones	A Puttick
G R Aley	R Grocock	R M Rudkin
D Ashby	A Harrison	M D Seymour
J E Avery	M Howard	S Slade
F Biggadike	H R Johnson	E Sneath
M D Booth	J King	G J Taylor
S M Booth	C J Lawton	D A Tennant
C J T H Brewis	A Miller	D J Wilkinson
A Casson	A M Newton	S Wilkinson
M G Chandler	R Perkins	A R Woolf
R Clark	G A Porter	C N Worth
R J H Creese	P S Przyszlak	

The Chief Executive, the Head of Legal and Member Services, the Deputy Chief Executive and the Assistant Director of Democratic Services.

Apologies for absence were received from or on behalf of The Venerable T R Barker, Councillors Dark and Keeble.

**1. ELECTION OF CHAIRMAN**

The outgoing Chairman of the Council invited nominations for the election of Chairman of the Council for the ensuing year.

**DECISION:** That Councillor M D Seymour be elected Chairman of the Council for the ensuing year.

(Councillor Seymour thereupon took the chair and signed a Declaration of Acceptance of Office.)

**2. APPOINTMENT OF VICE-CHAIRMAN**

The Chairman of the Council invited nominations for the appointment of Vice-Chairman of the Council for the ensuing year.

**DECISION:** That Councillor R Rudkin be appointed Vice-Chairman of the Council for the ensuing year.

**3. MINUTES**

The minutes of the meeting held on 6 April 2011 were signed by the Chairman as a correct record.

**SOUTH HOLLAND DISTRICT COUNCIL - 18 May 2011**

**4. CHAIRMAN'S ANNOUNCEMENTS**

Members were informed that the Chairman's Engagements were available to view on the noticeboard in the Council Chamber, Members' teamsite and on the noticeboard in the Members' Lounge.

**5. ELECTION OF LEADER OF THE COUNCIL FOR THE FOUR YEAR PERIOD ENDING MAY 2015**

The Chairman of the Council invited nominations for the election of a Leader of the Council for the four year period ending May 2015.

DECISION: Councillor G A Porter be elected Leader of the Council for the four year period ending May 2015.

**6. ANNOUNCEMENTS BY LEADER AND MEMBERS OF THE CABINET**

The Leader welcomed the newly elected members and proceeded to announce membership of his cabinet, as follows:

- Councillor P S Przyszlak;
- Councillor G J Taylor;
- Councillor H R Johnson;
- Councillor C N Worth;
- Councillor R Gambba-Jones;
- Councillor C J Lawton;
- Councillor M G Chandler.

The Leader confirmed that the number of Junior Portfolio Holders had decreased to two and were as follows:

- Councillor R Grocock who would assist Councillor Przyszlak with his portfolio; and
- Councillor A R Woolf who would assist Councillor Worth with his portfolio.

**7. DISTRICT COUNCIL ELECTIONS - 5 MAY 2011**

The report of the Head of Legal and Member Services on the results of the District Council elections held on 5 May 2011 was submitted for information.

DECISION: That the report be noted.

**8. APPOINTMENT OF COMMITTEES AND PANELS**

The Head of Legal and Member Services advised members that, in accordance with the Constitution, the Council was required to make appointments to a number of committees and panels as detailed below.

Councillor Gambba-Jones proposed that the Development Control Committee be renamed the 'Planning Committee' which would be more appropriate and would also align with Breckland District Council.

**SOUTH HOLLAND DISTRICT COUNCIL - 18 May 2011**

**8. APPOINTMENT OF COMMITTEES AND PANELS (Continued)**

DECISION: (a) That in accordance with Article 4 of the Constitution and Rule 4 of the Council Procedure Rules the following appointments be made:

(i) **Standards Committee** (4 District Council members)

Councillor M G Chandler	Councillor R J H Creese
Councillor A M Newton	Councillor R Perkins

(ii) **Policy Development Panel** (16 members)

Councillor G R Aley	Councillor D Ashby
Councillor F Biggadike	Councillor R E Clark
Councillor A Harrison	Councillor S Keeble
Councillor A Miller	Councillor A Puttick
Councillor R M Rudkin	Councillor S-A Slade
Councillor A R Woolf	Councillor M D Booth
Councillor G K Dark	Councillor J King
Councillor A M Newton	Councillor S Wilkinson

(iii) **Performance Monitoring Panel** (15 members)

Councillor A Casson	Councillor R E Clark
Councillor R M Rudkin	Councillor M D Seymour
Councillor S-A Slade	Councillor E J Sneath
Councillor B Alcock	Councillor S M Booth
Councillor C J T H Brewis	Councillor M Howard
Councillor A M Newton	Councillor R Perkins
Councillor D A Tennant	Councillor D J Wilkinson
Councillor S Wilkinson	

(iv) **Planning Committee** (15 members)

Councillor J E Avery	Councillor F Biggadike
Councillor A Casson	Councillor R J H Creese
Councillor R Gambba-Jones	Councillor R Grocock
Councillor H R Johnson	Councillor S Keeble
Councillor C J Lawton	Councillor R M Rudkin
Councillor B Alcock	Councillor C J T H Brewis
Councillor J King	Councillor D A Tennant
Councillor D J Wilkinson	

(v) **Licensing Committee (and Committee of the Licensing Authority)** (10 members)

Councillor A Casson	Councillor M G Chandler
Councillor A Harrison	Councillor H R Johnson
Councillor C J Lawton	Councillor R M Rudkin
Councillor E J Sneath	Councillor M Howard
Councillor G K Dark	Councillor D J Wilkinson

**SOUTH HOLLAND DISTRICT COUNCIL - 18 May 2011**

**8. APPOINTMENT OF COMMITTEES AND PANELS (Continued)**

(vi) **Governance and Audit Committee** (7 members)

Councillor G R Aley	Councillor A Harrison
Councillor A Puttick	Councillor R M Rudkin
Councillor C J T H Brewis	Councillor A M Newton
(One vacant seat)	

(vii) **Appointments and Disciplinary Panel** (4 members)

Councillor R J H Creese	Councillor H R Johnson
Councillor A M Newton	Councillor R Perkins

(viii) **Appeals Panel** (3 members)

Councillor R Gambba-Jones	Councillor C N Worth
Councillor M D Booth	

(ix) **Grievance Panel** (4 members)

Councillor A Harrison	Councillor P S Przyszlak
Councillor B Alcock	Councillor D J Wilkinson

(x) **Compromise Agreement Sub-Committee** (4 members)

Councillor M G Chandler	Councillor C N Worth
Councillor A M Newton	Councillor D J Wilkinson

(xi) **Joint Appointments Committee** (4 members)

Councillor H R Johnson	Councillor C J Lawton
Councillor P S Przyszlak	Councillor A M Newton
Councillor M G Chandler (substitute)	

(xii) **Joint Appointment Appeals Committee** (4 members)

Councillor J King  
Three vacant seats to be appointed as necessary.

- (b) That the process for appointing parish representatives to the Standards Committee be noted and approved and pending completion of the process the existing parish representatives continue to be members of the Committee provided that they remain councillors;
- (c) That where appropriate the Constitution be amended accordingly; and
- (d) That the Development Control Committee be renamed to become the Planning Committee.

**SOUTH HOLLAND DISTRICT COUNCIL - 18 May 2011**

**9. APPOINTMENT OF OTHER PANELS AND WORKING PARTIES**

The Head of Legal and Member Services advised members that, in accordance with the Constitution, the Council at its annual meeting was required to decide, in addition to the committees and panels detailed in Minute (to be filled in when finalised) above, which other panels and working parties etc to establish for the municipal year, and their size and terms of reference. At its meeting on 18 May 2010 the Council had established or re-established a number of panels and working parties on the following principles:

- Where a panel or working party was responsible for making decisions or recommendations in respect of Cabinet functions the full Council invited the Cabinet to determine its terms of reference and composition.
- Where a panel or working party was responsible for making decisions or recommendations in respect of Council functions the full Council determined its terms of reference and composition.
- Where a panel or working party was responsible for making recommendations on matters which were Council functions but upon which the Cabinet was responsible for making recommendations to full Council (i.e. budget and policy framework issues) the full Council invited the Cabinet to determine its terms of reference and composition.

It was suggested that the same principles be applied on this occasion.

**DECISION:**

- (a) That the Cabinet be invited to consider whether to re-establish the Sustainable Communities Steering Group (formerly the Local Development Framework Working Party) and if so its terms of reference and the composition in accordance with the political group regulations; and that the terms of reference of the Sustainable Communities Steering Group be amended by deleting the words 'both' and 'post-application (stage)'s;
- (b) That the Cabinet be invited to consider whether to re-establish
  - The Housing Allocations Appeals Panels;
  - The Discretionary Housing Payments Review Board;
  - ICT Working Group;
  - IDB Liaison Arrangements Sub-Group;
  - Corporate Equalities Working Groupand if so, their terms of reference and composition.
- (c) That the Political Management Arrangements Working Party be revisited and formulated jointly with Breckland District Council, but in the meantime with a membership as follows:

Chairman of the Council  
Councillor G R Aley  
Councillor M G Chandler  
Councillor R M Rudkin

Councillor B Alcock  
Councillor G K Dark  
Councillor A M Newton

**SOUTH HOLLAND DISTRICT COUNCIL - 18 May 2011**

**9. APPOINTMENT OF OTHER PANELS AND WORKING PARTIES (Continued)**

- (d) That the Spalding Town Forum be re-established for the municipal year without amendment to its terms of reference or composition, but its role, purpose and operation be kept under review with a membership as follows:

Councillor G R Aley	Councillor G A Porter
Councillor D Ashby	Councillor G A Taylor
Councillor R Gambba-Jones	Councillor G K Dark
Councillor H R Johnson	Councillor A M Newton
Councillor C J Lawton	Councillor R Perkins
Councillor A Miller	

- (e) That the Member Development Steering Group be re-established for the municipal year without amendment to its terms of reference and with members determining the composition; the membership as follows:

Councillor G R Aley	Councillor M D Seymour
Councillor R Gambba-Jones	Councillor S M Booth
Councillor C J Lawton	Councillor C J T H Brewis
Councillor R M Rudkin	

**10. DEVELOPMENT CONTROL COMMITTEE**

The minutes of the meeting of the Development Control Committee held on 30 March 2011 were submitted for information.

DECISION: That the minutes be received.

(Councillor Alcock declared a personal and prejudicial interest in minute number 459 (Fenland Tourism Centre and Relocation of Crowland Caravans and Camping at Carrington Drove, Crowland) and advised that he would leave the meeting if there was any discussion on the matter.)

**11. APPEALS PANEL**

The minutes of the meeting of the Appeals Panel held on 31 March 2011 were submitted for information.

DECISION: That the minutes be received.

**12. POLICY DEVELOPMENT PANEL**

Consideration was given to the minutes of the meeting of the Policy Development Panel held on 5 April 2011.

DECISION: That the minutes be received and adopted.

**SOUTH HOLLAND DISTRICT COUNCIL - 18 May 2011**

**13. QUESTIONS ASKED WITHOUT NOTICE UNDER COUNCIL PROCEDURE RULE 10.8**

Questions without notice pursuant to Council Procedure Rules 10.8 were asked and answered by the Leader and Cabinet members as follows:-

Question by:	Answered by:	Subject:
1. Councillor Newton	Councillor Porter	Election counting system

Councillor Newton referred to the method used for counting votes at the recent District Council and parish council elections and asked that the method not be used again.

Councillor Porter replied that the Returning Officer would take on board members concerns regarding the length of time involved in counting. Councillor Porter made it clear that it was a process issue and not a staff issue and that all staff involved in the counting gave a superb service.

2. Councillor Biggadike	Councillor Porter	Holbeach Sorting Office
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Councillor Biggadike referred to the review by Royal Mail of the future of the Holbeach Sorting Office. He asked that Council lobby Royal Mail to keep the sorting office open, as if it closed it would incur extra mileage for the postal vans which in turn would increase their carbon footprint.

Councillor Porter replied that the new Chairman would write to Royal Mail on behalf of the Council to oppose the closure of Holbeach sorting office and the Portfolio Holder responsible for Economic Development would write from an economic development point of view to oppose the loss of facilities.

3. Councillor Brewis	Councillor Porter	Election counting system
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Councillor Brewis advised that he had been appalled by the system used at the recent election count. He added that it had put staff under pressure and although there was no need to re-call the Task Group to look into the matter he felt strongly that it needed to be agreed that the system would not be used again.

Councillor Porter replied that it was not a decision for the Council but for the Returning Officer to decide after listening to any concerns received.

Councillor Brewis asked a supplementary question and stated the system used put enormous pressure on staff and he did not believe the decision should be left like that. He strongly believed that the system should never be used again.

4. Councillor Newton	Councillor Porter	Travellers site Holbeach
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Councillor Newton asked if it was yet known what the price of the land for the travellers site at Holbeach was.

Councillor Porter replied that the district valuer had come back with a considerably lower price but that it was still unacceptable.

**SOUTH HOLLAND DISTRICT COUNCIL - 18 May 2011**

**13. QUESTIONS ASKED WITHOUT NOTICE UNDER COUNCIL PROCEDURE RULE 10.8**  
(Continued)

5. Councillor Alcock                      Councillor Porter                      Reports in the local press

Councillor Alcock advised that reports in the local press recently seemed to suggest that councillors already knew who the Leader was. The press also reported on the £5k that was to be available to all councillors to spend in their ward. Councillor Alcock asked that councillors be made aware of these issues prior to them appearing in the local press.

Councillor Porter replied that his comments to the local press regarding the member budgets, reflected what had been agreed would happen from savings from the joint management structure. Whoever the Leader may have been, the information was still in the public domain. The official decision would be for all members to agree.

6. Councillor Brewis                      Councillor Taylor                      Bolt-holes in Sutton Bridge

Councillor Brewis advised that a resident of Sutton Bridge had put forward an idea of 'bolt-holes', these being safe premises which young people could run to and get access to a telephone if they felt in danger. He asked if this was something that the Council could assist with.

Councillor Taylor replied that he had undertaken a lot of work in Sutton Bridge in the last 14 months and if his portfolio remained the same he would consider the matter. If his portfolio changed he would make sure the person responsible was informed of the idea.

**14. FORWARD PLAN**

The Cabinet Forward Plan for the period May 2011 to October 2011 was submitted.

Councillor Newton asked for confirmation that the contract for the Sutton Bridge Gypsy and Traveller site would not be awarded until the issues with the Holbeach site were resolved. Councillor Porter confirmed that the authority would not take any other site forward until the Holbeach issues were sorted. Councillor Newton asked that the wording on the Forward Plan be changed to reflect this.

DECISION:                                      That the Forward Plan for the period May 2011 to October 2011 be received.

**15. APPOINTMENT OF MEMBERS TO OUTSIDE BODIES**

The Head of Legal and Member Services advised members that in accordance with the Constitution, appointments were required to be made to outside bodies.

It was the practice for the political groups on the Council to submit their nominations in advance of the meeting. The nominations received were circulated and tabled at the meeting. Appointments to the following bodies were contested as there had been more nominations than seats available:

- Age Concern Boston and South Holland Executive;
- Campaign to Protect Rural England – Lincolnshire Branch;

**SOUTH HOLLAND DISTRICT COUNCIL - 18 May 2011**

**15. APPOINTMENT OF MEMBERS TO OUTSIDE BODIES (Continued)**

- Children's Champion;
- South Holland Internal Drainage Board;
- Spalding Town Husbands;
- Spalding Water Taxi Company;
- Wash and North Norfolk Coast European Marine Site Management Group;
- Wash Estuary Strategy Group;
- Wash Shoreline Management Plan – Elected Members Forum;
- Boston Women's Aid; and
- Kings Lynn Internal Drainage Board.

It was suggested by the Leader of the Council that any contested appointments to outside bodies and member champions be discussed and determined by Group Leaders and if necessary decided at the next full meeting of Council on 22 June 2011.

**DECISION:**

- (a) That appointments be made to the outside bodies as detailed Appendix A to these minutes;
- (b) That appointments be made for member champions, as follows:
  - Carers Champion – Councillor A Puttick;
  - Equality and Diversity Champion – Councillor C N Worth;
  - Heritage Champion – Councillor C Lawton;
- (c) That a decision on contested appointments to outside bodies and member champions be determined by Group Leaders and if necessary be made at the meeting of full Council on 22 June 2011; and
- (d) That it be noted that the following bodies no longer required the Council to make appointments to them:
  - Boston with South Holland Cultural Panel;
  - Joint Lincolnshire Scrutiny Panel;
  - Lincolnshire Enterprise;
  - Lincolnshire Local Government Arts Forum;
  - Lincolnshire Tourism;
  - Lincolnshire Transport Partnership;
  - Planning Aid Community Champion;
  - Primary School Provision Review Panel;
  - Rural Action Zone.

**16. DESIGNATION OF OFFICERS**

Consideration was given to the report of the Head of Legal and Member Services which advised that in accordance with the stated legislation the Council is required to appoint officers to the following positions:

**SOUTH HOLLAND DISTRICT COUNCIL - 18 May 2011**

**16. DESIGNATION OF OFFICERS (Continued)**

- Monitoring Officer - Section 5 of the Local Government and Housing Act 1989
- Returning Officer – Section 35(1) of the Representation of the People Act 1983
- Electoral Registration Officer - Section 8(2)(a) of the Representation of the People Act 1983

Jim Scarsbrook (Head of Legal and Member Services) was currently designated to all three positions but was due to leave the Council's employment on 31 May 2011.

Monitoring Officer

At its meeting on 15 December 2010 the Council approved a joint structure for shared management arrangements between South Holland District Council and Breckland District Council. The structure provided for the appointment of an Assistant Director (Democratic Services) with Monitoring Officer responsibilities. Vicky Thomson had been appointed to that position.

The Council now needed to formally designate Vicky Thomson, the Assistant Director (Democratic Services), as the Monitoring Officer.

Returning Officer and Electoral Registration Officer

At its meeting on 11 August 2010 the Council approved arrangements for the Chief Executive (Mr Huggins) to be appointed as Joint Chief Executive with Breckland District Council. At that time the Chief Executive also recommended that the Returning Officer and Electoral Registration Officer duties be transferred to Jim Scarsbrook, Head of Legal and Member Services, at least until the joint management arrangements were agreed. That recommendation was approved by Council.

The Council now needed to make alternative arrangements and it was recommended that Terry Huggins, Chief Executive, was again appointed as Returning Officer and Electoral Registration Officer.

The Chairman and members of the Council thanked Jim Scarsbrook for his service to the authority and the wonderful job he had done during his time with the Council.

- DECISION:
- (a) That Vicky Thomson, Assistant Director Democratic Services, be designated as the Council's Monitoring Officer in accordance with Section 5 of the Local Government and Housing Act 1989 with effect from 1 June 2011; and
  - (b) That Terry Huggins, Chief Executive, be appointed Returning Officer and Electoral Registration Officer to the Council with effect from 1 June 2011.

(Meeting ended at 7.23 pm.)

(End of Minutes.)

## Appointments to Outside Bodies 2011/12

<b>Organisation</b>	<b>Number of Seats available</b>	<b>Appointments Made</b>
Advisory and Liaison Committee to Heritage Trust of Lincolnshire	1 representative – advisory	Councillor C J Lawton
Air Training Corps – Civilian Welfare Committee (Spalding Squadron)	1 representative – advisory	Councillor A R Woolf
Black Sluice Internal Drainage Board	1 representative – executive	Councillor A Puttick
Britain in Bloom Advisory Committee	5 representatives – executive	Councillor M D Seymour Councillor G J Taylor Councillor A Puttick Councillor A M Newton Councillor D A Tennant
Citizens Advice Bureau – Management Committee	2 representatives – executive	Councillor A Puttick Councillor M G Chandler
Community Lincs	2 representatives – advisory	Councillor A Harrison Councillor C J T H Brewis
Community Safety Partnership Group	2 representatives – Council controlled/influenced/ established	Portfolio Holder Community Development Manager (Rob Leigh)
East Midlands Councils	1 representative – Council controlled/influenced/ established (1 substitute member)	Leader of the Council Substitute: Councillor P S Przyszlak
East Midlands Museum Service	1 representative – Council controlled/influenced/ established	Councillor C J Lawton
Fairtrade Steering Group	2 representatives – observer/advisory	Councillor E Sneath Councillor J King
Health Scrutiny Committee for Lincolnshire	1 representative – Council controlled/influenced/ established	Councillor C J T H Brewis
Ivo Day Centre Management Committee	1 representative – executive	Councillor H R Johnson
Lincolnshire Forum for Agriculture and Horticulture	1 representative – executive. Council controlled/influenced/ established	Councillor S M Booth
Lincolnshire County Council Flood and Drainage Management Scrutiny Committee	1 representative - Council controlled/influenced/ established	Councillor M D Seymour
Lincolnshire Playing Fields Association – AGM only	1 representative – advisory	Councillor S Slade

<b>Organisation</b>	<b>Number of Seats available</b>	<b>Appointments Made</b>
Lincolnshire Supporting People Commissioning Body	1 representative – executive Council controlled/influenced/ established	Portfolio Holder
Lincolnshire Sports Partnership	1 representative - advisory	Councillor C N Worth
Lincolnshire Waste Partnership (formerly the Integrated Waste Management Joint Steering Panel)	2 representatives – Council controlled/influenced/ established	Relevant Portfolio Holder (determined by Leader upon receipt of each agenda) Environmental Services Manager (Sarah Bruton)
Local Government Association – General Assembly	1 representative – Council controlled/influenced/ established	Leader of the Council
Local Government Association – Rural Commission	2 representatives – Council controlled/influenced/ established	Leader of the Council Chief Executive
Local Government Association – Sparse	1 representative – Council controlled/influenced/ established	Councillor C N Worth
Longhurst Homes Board of Management	1 representative – executive (as and when required)	Portfolio Holder
National Association of British Market Authorities	1 representative – Council controlled/influenced/ established	Councillor A M Newton
North Level District Internal Drainage Board	3 representatives – executive	Councillor F Biggadike Councillor M D Seymour Councillor C J T H Brewis
South East Lincolnshire Joint Committee	3 representatives - executive	Councillor R Gamba-Jones (Substitute: Councillor R M Rudkin) Councillor H R Johnson (Substitute: Councillor F Biggadike) Councillor B Alcock (Substitute: Councillor C J T H Brewis)
South Holland Parish Voluntary Car Scheme	1 representative – advisory	Councillor A M Newton
South Lincolnshire Blind Society	1 representative – executive	Councillor R Clark
Spalding and District Access Group	1 representative – executive	Councillor G K Dark

<b>Organisation</b>	<b>Number of Seats available</b>	<b>Appointments Made</b>
Spalding Energy Project – Community Liaison Group	2 representatives (1 senior planning officer and 1 local ward member) – advisory	Councillor G J Taylor Development Control Team Leader (Richard Fidler)
Sutton Bridge Power Station Liaison Committee	1 representative – executive	Councillor D J Wilkinson
Welland and Deepings Internal Drainage Board	7 representatives – executive	Councillor G R Aley Councillor R Clark Councillor C J Lawton Councillor A Casson Councillor E Sneath Councillor A M Newton Councillor R Perkins
Wisbech Market Town Transport Strategy Member Steering Group	1 representative - advisory	Councillor C J T H Brewis