



**MINUTES of
ANNUAL MEETING OF THE MALDON DISTRICT COUNCIL
21 MAY 2015**

PRESENT

Presiding Chairman	Mr F A Delderfield
Councillors	Mrs B F Acevedo, E L Bamford, H M Bass, Miss A M Beale, B S Beale MBE, R G Boyce CC, R P F Dewick, I E Dobson, M F L Durham, Mrs H E Elliott, P G L Elliott, A S Fluker, Mrs B D Harker, B E Harker, M S Heard, M W Helm, J V Keyes, Miss M R Lewis, C A R MacKenzie, M R Pearlman, R Pratt, S J Savage, Rev. A E J Shrimpton, D M Sismey, A K M St. Joseph, Mrs M Thompson and Miss S White

The Chairman welcomed both new and old Members to this the Statutory Annual Meeting of the Council.

1. CHAIRMAN'S NOTICES

The Chairman drew attention to the list of notices published on the back of the agenda.

2. ELECTION OF CHAIRMAN

It was proposed by Councillor R Pratt and seconded by Councillor M F L Durham that Councillor P G L Elliott be elected as Chairman of the Maldon District Council for the ensuing Municipal Year.

There being no further nominations it was:

RESOLVED that Councillor P G L Elliott be elected Chairman of the Maldon District Council for the ensuing Municipal Year.

3. CHAIRMAN'S STATUTORY DECLARATION OF ACCEPTANCE OF OFFICE

Councillor P G L Elliott made the Statutory Declaration of Acceptance of the Office of Chairman of the Council.

IN THE CHAIR : COUNCILLOR P G L ELLIOTT

The Chairman thanked Mr Delderfield for his 32 years of service to the Maldon District Council.

Councillor R G Boyce also made reference to the long service of Mr Delderfield. Councillor B S Beale, Leader of the Opposition Party referred to the help and guidance he had received from Mr Delderfield and how he had been an excellent mentor, particularly with regards to protocol. He advised that he would miss this guidance over the forthcoming years.

4. APPOINTMENT OF VICE-CHAIRMAN

It was proposed by Councillor P G L Elliott, and seconded by Councillor Miss M R Lewis that Councillor H M Bass be elected as Vice-Chairman of the Maldon District Council for the ensuing Municipal Year.

There being no further nominations it was:

RESOLVED that Councillor H M Bass be elected as Vice-Chairman of the Maldon District Council for the ensuing Municipal Year.

5. VICE-CHAIRMAN'S STATUTORY DECLARATION OF ACCEPTANCE OF OFFICE

Councillor H M Bass made the Statutory Declaration of Acceptance of the Office of Vice-Chairman of the Council.

6. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors J P F Archer, A T Cain, Mrs P A Channer CC and N R Pudney.

The Chairman announced at this point that he had agreed to an urgent item of business to be made by the Director of Planning and Regulatory Services consisting of a statement to the Council of which there will be no debate.

7. DISCLOSURE OF INTERESTS

Councillor D M Sismey questioned what the urgent item of business was as if it related to the Local Development Plan he needed to declare an interest. The Chairman confirmed the urgent item of business did relate to the LDP. Councillor Sismey thereby declared an interest in the urgent item of business.

Councillor Miss S White declared a non-pecuniary interest in the urgent item of business and advised that she would leave the Chamber for this matter.

The Chairman announced that the urgent item of business would be considered next on the agenda.

8. URGENT ITEM OF BUSINESS

Councillors D M Sismey and Miss S White left the chamber at this point following their earlier declarations of interest.

The Director of Planning and Regulatory Services read out a statement regarding the Local Development Plan (LDP) and provided:

- an update in respect of the LDP and the Examination in Public;
- an overview of the Inspectors interim findings;
- the Council's response to the interim findings;
- clarification on the Council's Planning Policy position following publication of the interim findings.

Councillors Sismey and Miss White returned to the chamber.

9. MINUTES – 26 MARCH 2015

Councillor S J Savage questioned the accuracy of two points in the Minutes and in response the Chairman confirmed that the Minutes were accurate in respect of these points.

RESOLVED that the Minutes of the meeting of the Council held on 26 March 2015 be received and adopted.

10. MINUTES – 9 APRIL 2015

RESOLVED that the Minutes of the extraordinary meeting of the Council held on 9 April 2015 be received and adopted.

11. MINUTES – 30 APRIL 2015

RESOLVED that the Minutes of the extraordinary meeting of the Council held on 30 April 2015 be received and adopted.

12. CHAIRMAN'S ANNOUNCEMENTS

The Chairman thanked Members appointing him as Chairman of the Council stating how it was a great honour and privilege to represent the Maldon District, both in the District and Countywide. He welcomed those new Members to the Council.

The Chairman advised that he had recently attended the funeral of Ellen Stevens, a Member of the Council's Customer Services Team who had been with the authority for 15 years and will be sadly missed. All present at the meeting then stood in silent tribute to the memory of Elleen.

The Chairman of the Council announced that during his period of office he wanted to increase the profile of the District and to encourage all to have respect for one another. He encouraged Members to raise any ideas they may in relation to these two areas with him.

Councillor Elliott made reference to Procedure Rule 8 and his intention to enforce this.

The Chairman announced that he would ensure that he was detached from any political involvement during his period of Chairmanship.

In response to a suggestion, the Chairman then thanked those former Members of the Council who had not been re-elected.

A list of the official engagements attended by the past-Chairman since the last meeting of the Council is reproduced below:

27/03/2015	Launch of the Dengie Enterprise Service
08/04/2015	Chelmsford Civic Lunch
12/04/2015	opening event of Sports Session in the District
13/04/2015	Declaration Ceremony for the New High Sheriff of Essex
14/04/2015	Essex Millennium Fund and Essex County Council Chairman's Fund
16/04/2015	Colchester Civic Dinner
17/04/2015	Maldon District Council Chairman's Barge Trip
17/04/2015	Thurrock Council Civic Dinner
23/04/2015	Royal National Lifeboat Institution Annual General Meeting
26/04/2015	1st Maldon All Saints Scout Group St George's Day Parade
29/04/2015	Action for Family Carers Day of Celebration
10/05/2015	Thanksgiving for VE Day Service, St Mary's Burnham on Crouch (<i>Vice-Chairman</i>)
14/05/2015	End of Term Service for Mayor of Chelmsford (<i>Vice-Chairman</i>)
17/05/2015	Castle Point Civic Service (<i>Vice-Chairman</i>)

13. MINUTES OF CENTRAL AREA PLANNING COMMITTEE - 18 MARCH 2015

RESOLVED

- (i) that the Minutes of the meeting of the Central Area Planning Committee held on 18 March 2015 be received.

Minute 903 – Planning Applications for Determination by the Committee (C1 – ADV/MAL/14/01061 Maldon King Kebab, 169 High Street, Maldon)

It was agreed that the resolution should be amended to read "...with a view to approving more acceptable...".

RESOLVED

- (ii) that subject to the above amendment, the Minutes of the meeting of the Central Area Planning Committee held on 18 March 2015 be adopted.

14. MINUTES OF AUDIT COMMITTEE – 19 MARCH 2015

RESOLVED

- (i) that the Minutes of the meeting of the Audit Committee held on 19 March 2015 be received.

The Council received the Committee's recommendation on the following matter:

Minute 915 – Audit Committee Annual Report to the Council 2014 / 15

RESOLVED

- (ii) that in accordance with the Audit Committee Terms of Reference, the proposed Audit Committee Annual Report 2014 / 15, attached as Appendix A to the Minutes of the Audit Committee, be agreed.

RESOLVED

- (iii) that subject to the above decision, the Minutes of the meeting of the Audit Committee held on 19 March 2015 be adopted.

15. MINUTES OF OVERVIEW AND SCRUTINY COMMITTEE (ACTING AS THE CRIME AND DISORDER COMMITTEE) – 31 MARCH 2015

RESOLVED

- (i) that the Minutes of the meeting of the Overview and Scrutiny Committee (acting as the Crime and Disorder Committee) held on 31 March 2015 be received.

Minute 952 – Operational Policing for the Maldon District

Councillor S J Savage advised that he had asked a question in relation to the information provided regarding the levels of GCSE Attainment being worse than the England average and the Director of Customers and Community was going to look into it. This was agreed.

RESOLVED

- (ii) that subject to the above amendment, when confirmed, the Minutes of the meeting of the Overview and Scrutiny Committee (acting as the Crime and Disorder Committee) held on 31 March 2015 be received.

16. MINUTES OF NORTH WESTERN AREA PLANNING COMMITTEE - 7 APRIL 2015

RESOLVED that the Minutes of the meeting of the North Western Area Planning Committee held on 7 April 2015 be received and adopted.

17. MINUTES OF SOUTH EASTERN AREA PLANNING COMMITTEE - 13 APRIL 2015

RESOLVED that the Minutes of the meeting of the South Eastern Area Planning Committee held on 13 April 2015 be received and adopted.

18. MINUTES OF COMMUNITY SERVICES COMMITTEE - 14 APRIL 2015

RESOLVED that the Minutes of the meeting of the Community Services Committee held on 14 April 2015 be received and adopted.

19. MINUTES OF OVERVIEW AND SCRUTINY COMMITTEE - 15 APRIL 2015

RESOLVED

- (i) that the Minutes of the meeting of the Overview and Scrutiny Committee held on 15 April 2015 be received.

Councillor M S Heard advised that he was not shown as being in attendance but had been at this meeting. This was confirmed by other Members of the Committee.

Minute No. 998 – Update from Working Groups

Councillor R P F Dewick advised that the resolved was incorrect and should read “...the work of the Working Group on the review of *part one* of Members Involvement...”. This was noted.

Councillor S J Savage advised that the Committee had agreed that on resumption in open session that a statement would be made available and released to the public and press regarding the private and confidential matter considered. This statement appeared to be missing. In response, Councillor Dewick, Vice-Chairman of the Committee, agreed with Councillor Savage and advised that this would be raised at the next meeting of the Committee.

RESOLVED

- (ii) that, subject to the above amendments, when agreed, the Minutes of the meeting of the Overview and Scrutiny Committee held on 15 April 2015 be adopted.

20. MINUTES OF FINANCE AND CORPORATE SERVICES COMMITTEE - 21 APRIL 2015

RESOLVED

- (i) that the Minutes of the meeting of the Finance and Corporate Services Committee held on 21 April 2015 be received.

The Council received the Committee's recommendation on the following matters:

Minute 1006 – Corporate Health and Safety Update

RESOLVED

- (iii) that the Health and Safety Action Plan for 2015 / 16, attached as Appendix 1 to the Minutes of the Finance and Corporate Services Committee Minutes, be agreed.

Minute 1011 – Regulation of Investigatory Powers Act (RIPA) Policy and Guidance on the Use of Covert Surveillance

RESOLVED

- (i) that the review Code of Practice on Covert Surveillance, attached as Appendix 2 to the Minutes of the Finance and Corporate Services Committee Minutes, be agreed.

Minute 1012 – Members' Allowances – Independent Members Remuneration Panel Update

RESOLVED

- (i) that the Monitoring Officer considers the Independent Members Remuneration Panel's observations concerning the Standards Committee and takes any appropriate action;
- (ii) that a Members attendance report is presented to the Standards Committee on a half-yearly and yearly basis, with any concerns being raised with the Leader of the Council;
- (iii) that where no changes were made in respect of Member Allowances that the status quo remained;
- (iv) that the Monitoring Officer be asked to report back to the Committee about how attendance related allowances could work in practice.

RESOLVED

- (v) that subject to the above decisions, the Minutes of the meeting of the Finance and Corporate Services Committee held on 21 April 2015, be adopted.

21. MINUTES OF CENTRAL AREA PLANNING COMMITTEE - 22 APRIL 2015

RESOLVED

- (i) that the Minutes of the meeting of the Central Area Planning Committee held on 22 April 2015 be received.

Minute 1021 – Disclosure of Interests

Councillor S J Savage advised that last sentence relating to his interest should refer to "...C6 as they knew *at least one* of the objectors". This was noted

RESOLVED

- (ii) that subject to the above amendment, when confirmed, the Minutes of the meeting of the Central Area Planning Committee held on 22 April 2015 be adopted.

22. MINUTES OF PLANNING AND LICENSING COMMITTEE - 23 APRIL 2015

RESOLVED

- (i) that the Minutes of the meeting of the Planning and Licensing Committee on 23 April 2015 be received

The Council received the Committee's recommendation on the following matters:

Minute 1031 – Scheme of Delegation – The 'Parish Trigger'

RESOLVED

- (ii) to Council that a revision be made to the 'Parish Trigger' procedure, by replacing the second sentence of item 4 of the Area Planning Committee Terms of Reference with the following wording:
'This provision shall not apply to those cases where there is a representation of 'no comment' or to minor classes of development affecting residential / domestic properties or within such curtilages involving porches, conservatories, boundary walls / fences, vehicle crossovers, garages, sheds, outbuildings, satellite dishes and replacement windows / doors.'
- (iii) that the Parish Trigger will not be invoked if comments made by a Parish / Town Council are received after 28 days from the date the Parish / Town Council is notified of the application.

Minute 1033 – Neighbourhood Development Plans Update

RESOLVED

- (iv) that recent neighbourhood planning progress, be noted;
- (v) that the recent support provided by the Rural Community Council of Essex (RCCE), be noted and support be given to continued close working with the RCCE, using the existing Service Level Agreement where appropriate;
- (vi) that the proposed changes to the Community Led Planning Protocol, attached as Appendix 3 to the Minute of the Finance and Corporate Services Committee, be agreed.
- (vii) that Council amend the wording in 3.31 as follows:
that Members support further investigation into a dedicated in-house resource to support the neighbour plan function with a view to establishing a new role in the planning policy team subject to consultation with the Chairman, Vice Chairman and Leader.

Minute 1038 – Options for the Future of the Building Control Service

RESOLVED

- (viii) that Council note the Officer response to the draft Business Case;
- (ix) that the Chair and Vice Chair of the P&L Committee, together with three other Members of the P&L Committee should look at the Draft Business Case and report back on it.

RESOLVED

- (x) that subject to the above decisions, the Minutes of the meeting of the Planning and Licensing Committee on 23 April 2015 be adopted.

23. QUESTIONS IN ACCORDANCE WITH PROCEDURE RULE 6 (2) OF WHICH NOTICE HAS BEEN GIVEN

There were no questions.

Although not within the provision of this procedure rule Councillor D M Sismey raised a point of procedure advising that the Council had resolved two conflicting recommendations from the Finance & Corporate Services and Planning & Licensing Committees in relation to the future of building control. Councillor Miss M R Lewis provided the Council with some background information regarding the proposed recommendation of the Planning and Licensing Committee. Notwithstanding the decision of the Finance and Corporate Services Committee on this matter, it was agreed that the decision of the Council was to accept the recommendation of the Planning and Licensing Committee in relation to this would stand.

24. LEADERS AND COMPOSITION OF POLITICAL GROUPS

The Council considered the report of the Chief Executive, tabled at the meeting. As required by the Local Government and Housing Act 1989, the Chief Executive had been notified that the composition of the political Groups on the Council were as follows:-

Political Group	Number of Members	Leader
Conservative	28	Councillor Miss M R Lewis
Independent	2	Councillor B S Beale MBE

It was noted that there was a single Member, Councillor Mrs B E Acevedo (UK Independent Party), who although not part of a political Group constituted the political make-up of the Council.

In accordance with the Council's Constitution, Councillor Miss M R Lewis was therefore recognised as Leader-designate.

RESOLVED

- (i) that the Leader-designate, Councillor Miss M R Lewis, be ratified as Leader of the Council;

Councillor Miss M R Lewis then proposed that Councillor M F L Durham be elected as Deputy Leader of the Council and this was seconded by Councillor H M Bass.

RESOLVED

- (ii) that Councillor M F L Durham be elected as Deputy Leader of the Council for the ensuing Municipal Year.

25. APPOINTMENT OF MEMBERSHIP OF COMMITTEES OF THE COUNCIL

The Council considered the report of the Chief Executive, tabled at the meeting.

RESOLVED

- (i) that the Council notes the nominations of the Leader of the Council and the Opposition Leader to the places allocated to their respective Groups and the proposed allocation made for Councillor Mrs B E Acevedo in the following manner:

	Conservative	Independent	Other
Finance and Corporate Services Committee	8	-	1
Community Services Committee	9	1	-
Planning and Licensing Committee	9	1	-
Audit Committee	7	1	-
Overview and Scrutiny Committee	7	1	-

	Conservative	Independent	Other
Investigating and Disciplinary Committee	4	1	-

	Conservative	Independent	Other	Parish Councillors
Joint Standards Committee	4	-	1	Councillors L E Cooper and B Ledger

- (ii) that having regard to the nominations by the two political groups the Membership of Committees for the ensuing Municipal Year be as follows:-

Finance and Corporate Services Committee	<p>Councillors: Mrs B E Acevedo J P F Archer Mrs H E Elliott A S Fluker B E Harker C A R MacKenzie M R Pearlman Rev. A E J Shrimpton D M Sismey</p> <p><i>Plus ex-officio non-voting Members:</i> <i>Leader of the Council</i> <i>Deputy Leader of the Council</i> <i>Leader of the Opposition</i></p>
Community Services Committee	<p>Councillors: Miss A M Beale A T Cain I E Dobson M F L Durham Mrs B D Harker M S Heard J V Keyes R Pratt N R Pudney Miss S White</p> <p><i>Plus ex-officio non-voting Members:</i> <i>Leader of the Council</i> <i>Leader of the Opposition</i></p>
Planning and Licensing Committee	<p>Councillors: H M Bass E L Bamford B S Beale MBE R G Boyce, CC Mrs P A Channer, CC P G L Elliott Miss M R Lewis S J Savage A K M St. Joseph Mrs M E Thompson</p> <p><i>Plus ex-officio non-voting Members:</i> <i>Deputy Leader of the Council</i></p>

Audit Committee	Councillors: M F L Durham P G L Elliott B E Harker M S Heard C A R MacKenzie R Pratt A K M St. Joseph Mrs M E Thompson
Overview and Scrutiny Committee	Councillors: E L Bamford H M Bass Mrs P A Channer, CC R P F Dewick A S Fluker M S Heard M W Helm S J Savage
Joint Standards Committee	Councillors: Mrs B E Acevedo R G Boyce, CC I E Dobson M R Pearlman Rev. A E J Shrimpton Parish Councillors: Councillor L E Cooper Councillor B Ledger
Investigating and Disciplinary Committee	Councillors H M Bass B S Beale MBE Mrs H E Elliott B E Harker C A R Mackenzie <i>Substitutes: Not appointed</i>
Appeals Sub-Committee <i>The constitution of the Sub-Committee provides for meetings to comprise of five Members drawn from a 'pool' of seven named Members appointed by the Council.</i>	Leader of the Council Leader of the Opposition Councillors A T Cain Mrs P A Channer, CC B E Harker J V Keyes S J Savage

<p>Appointments Committee</p> <p><i>Procedure Rule 16 (6) provides for the Chairman of the Council, the Leader of the Council and Leader of the Opposition, plus up to three other Members.</i></p>	<p>Leader of the Council Chairman of the Council Leader of the Opposition</p> <p>Councillors B D Harker R Pratt M S Heard</p> <p>Plus Chairman of appropriate Committee</p> <p><i>Substitutes: Not appointed</i></p>
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In accordance with the Local Government (Committees and Political Groups) Regulations 1990 Part IV, Paragraph 16(a), the membership of the Area Committees is confirmed as follows:

<p>Central Area Planning Committee</p>	<p>Councillors: Miss A M Beale A T Cain I E Dobson Mrs B D Harker B E Harker M S Heard Miss M R Lewis C A R MacKenzie M R Pearlman S J Savage Rev. A E J Shrimpton</p> <p><u><i>Plus ex-officio non-voting Member:</i></u> <i>Chairman of Planning and Licensing</i></p>
<p>North Western Area Planning Committee</p>	<p>Councillors J P F Archer E L Bamford H M Bass M F L Durham J V Keyes D M Sismey A K M St. Joseph Mrs M E Thompson Miss S White</p> <p><u><i>Plus ex-officio non-voting Member:</i></u> <i>Chairman of Planning and Licensing</i></p>

South Eastern Area Planning Committee	Councillors Mrs B E Acevedo B S Beale MBE R G Boyce, CC Mrs P A Channer, CC R P F Dewick Mrs H E Elliott P G L Elliott A S Fluker M W Helm R Pratt N R Pudney <i>Plus ex-officio non-voting Member: Chairman of Planning and Licensing</i>
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26. ADJOURNMENT OF MEETING

RESOLVED that the meeting be adjourned to allow special meetings to be held as follows:-

Finance and Corporate Services Committee, Community Services Committee, Planning and Licensing Committee, Overview and Scrutiny Committee, Audit Committee, Joint Standards Committee, Investigating and Disciplinary Committee, Appointments Committee, Central Area Planning Committee, North Western Area Planning Committee and South Eastern Area Planning Committee.

27. RESUMPTION OF BUSINESS

RESOLVED that the business of the Annual Meeting of the Council be resumed.

28. APPOINTMENT OF REPRESENTATIVES TO LOCAL GOVERNMENT AND OUTSIDE BODIES – REPORT OF THE CHIEF EXECUTIVE

The Council considered the report of the Chief Executive listing the nominations of the Leader Designate of the Council, tabled at the meeting.

RESOLVED that the appointment of representatives on Local Government and outside bodies as detailed in **APPENDIX 1** to these Minutes, be approved.

29. APPOINTMENT OF MEMBERS TO SERVE ON WORKING GROUPS OF THE COUNCIL

The Council considered the report of the Chief Executive seeking Members' agreement to appoint Members to serve on Working Groups of the Council for the municipal year.

RESOLVED

- (i) that the following Members be appointed to serve on the Corporate Governance Working Group for the ensuing municipal year;
 - B S Beale MBE
 - H M Bass
 - M F L Durham
 - P G L Elliott
 - A S Fluker
 - Mrs M E Thompson
- (ii) that the following Members be appointed to serve on the Community Hospital Working Group for the ensuing municipal year:
 - Miss M R Lewis (Leader of the Council)
 - B S Beale MBE (Leader of the Opposition Party)
 - Mrs P A Channer, CC
 - Mrs B D Harker
 - R Pratt
 - N R Pudney
- (iii) that the following Members be appointed to serve on the Community Services and Hospital Project Baord for the ensuing municipal year:
 - Mrs P A Channer, CC
 - Mrs B D Harker
- (iv) that the following Members be appointed to serve on the Essex County Council Transport Group (Maldon) for the ensuing municipal year:
 - B E Harker
 - D M Sismey
- (v) that the following Members be appointed to serve on the Transformation Board for the ensuing municipal year:
 - M F L Durham
 - A S Fluker

In response to a question regarding the Waste Contract Working Group, the Leader of the Council advised that this Working Group along with the Tourism and Events Working Group were appointed by the programme Committees.

30. AUDIT COMMITTEE ANNUAL REPORT TO THE COUNCIL 2014 / 15

The Council received the report of the Chairman of the Audit Committee which set out the Audit Committee's Annual Report to the Council 2014 / 15 (attached as Appendix A to the report).

The report supported the Audit Committee Terms of Reference to provide “...independent assurance to the Council on the adequacy of the risk management framework and the associated internal control environment and the extent to which the Council is complying with good corporate governance principles”.

RESOLVED that the Audit Committee Annual Report 2014 / 15 be noted.

31. PLANNING COMMITTEES GOVERNANCE AND ARRANGEMENTS

The Council considered the report of the Director of Planning and Regulatory Services seeking Members’ consideration of amendments to the Constitution in relation to the scope of planning applications to be considered by extraordinary meetings of the Council (set out in Appendix 1 to the report).

The report reminded Members of the Council’s decision in December 2014 to revise the Council’s constitution arrangements to enable extraordinary meetings of the Council to be held for the sole purpose of considering and determining all applications for development of strategic / major interest applications and those referred from an Area Planning Committee. It was noted that since this decision Officers felt that a review of the definition of what constituted development of ‘strategic / major interest’ was required. The report set out a proposed revision and Members were advised that this would reduce the number of planning applications being considered by the Council and therefore also reduce Officer / Member time required.

It was noted that paragraph 1 on the second page of Appendix 1 should read “...contrary to the *proposed* development plan...”.

In response to a question, the Director of Planning and Regulatory Services clarified that the ‘Development of Strategy / Major Interest’ information contained within the report was for information only.

The Officer explained that the proposed redefinition of strategic residential or mixed used development from 50 to 75 dwellings or more was to put the focus on the emerging Local Development Plan. The Leader of the Council provided further information in respect of this and extraordinary meetings of the Council to consider planning applications. It was proposed and agreed that the change to 75 dwellings or more in respect of strategic residential or mixed use development be applied.

Clarification was sought in respect of page 2 of the report and “energy from Waste Scheme which is 1KW capacity or more”. In response it was agreed that the recommendations as set out in the report be agreed with the proviso that clarification on the 1KW is sought and the information reviewed by the Planning and Licensing Committee.

RESOLVED

- (i) that clarification be sought in respect of “Energy from Waste Scheme of 1KW capacity or more” and this be reported to the Planning and Licensing Committee for consideration;

- (ii) that the proposed amendments to the category of Planning Applications considered as 'Strategic' for the purposes of Extraordinary meetings of the Council together with the consequential changes to the constitution as set out in **APPENDIX 2** to these Minutes be agreed;
- (iii) that the further proposed revisions to the Area Planning Committee Terms of Reference Provisos and Planning and Licensing Committee Scheme of Delegation (to Director of Planning and Regulatory Services) as shown in **APPENDIX 2** to these Minutes be also agreed.

32. MEMBER DEVELOPMENT PROGRAMME

The Council considered the report of the Director of Resources seeking Members' endorsement of the draft member Development Programme for 2015 / 16 (attached as Appendix A to the report). It was noted that this had been considered at a meeting of the Member Officer Liaison Panel where it was recommended that the programme be submitted to the Council.

The report outlined the aims of the programme and highlighted the importance for the Council to approve it to confirm commitment to Member training and encouraging all Members.

The Leader of the Council advised that following discussions with the Chief Executive and feedback from Members the 2015 / 16 Member Development Programme had been postponed. A revised timetable was to be developed in consultation with Chairmen of Committees and will be brought back to the Council in due course. It was noted that the IT training session would however still be going ahead.

In response to a question the Leader of the Council advised that a briefing on the Local Development Plan was being organized which would give Members the opportunity to review / discuss options and actions available.

33. ELECTION FEES

The Council considered the report of the Director of Resources seeking Members adoption of the Returning Officer and Deputy Returning Officers' Scale of Fees in connection with the local elections in 2015 / 16.

The report set out a formalised approach on the setting of the Returning Officer's fees. It was noted that the fees proposed were in line with neighbouring authorities.

RESOLVED that the Returning Officer and Deputy Returning Officers' Scale of Fees in connection with the local elections in 2015 / 16, as set out below, be agreed.

Returning Officer:

Fee for conducting election and generally performing duties which as a Returning Officer is required to perform under any enactments relating to Local Government elections, other than any duties for which separate allowances are prescribed herein:

- a) For each electoral area contested - £120.50.
- b) At each contested electoral area, for every 1,000 electors or part thereof within each electoral area - £41.50.
- c) For each uncontested electoral area, countermanded election or elections at which there are insufficient valid nominations - £59.00.

Deputy Returning Officers

Each of the Deputy Returning Officers' fees is equivalent to 25% of the Returning Officers' fee.

34. CHIEF EXECUTIVES' PAY AGREEMENT 2014 - 16

The Council considered the report of the Director of Resources seeking Members' agreement of a revision to the Chief Executive pay line following agreement of the final Chief Executive pay agreement on 25 March 2015.

The report provided Members with an update as to the details of the agreement reached by the Joint Negotiating Committee for Chief Executives of Local Authorities and set out the 2% increase applied to salaries up to £99,999 and no change to salaries over £100,000. It was noted that this final pay agreement would have no impact on the 2105 / 16 budget.

RESOLVED the Chief Executive pay line (SCP 57 – 60) be revised with the agreement set out by the Joint Negotiating Committee for Chief Executives of Local Authorities from 1 January 2015 and detailed below:

	SCP	01-Jan-15
Chief Executive	57	£97,183
	58	£100,166
	59	£101,126
	60	£104,050

The Chairman invited all those present to join him for light refreshments in the training room after the meeting. There being no other items of business the Chairman closed the meeting at 9:06p.m.

P G L ELLIOTT
CHAIRMAN