

Minutes

of the annual meeting of the

Council

held on Wednesday 15 May 2019 at 7.00 pm

at The Ridgeway, The Beacon, Portway, Wantage, OX12 9BY



Open to the public, including the press

Present:

Monica Lovatt (Chairman) – in the chair for the election of chairman

Members: Councillors Jerry Avery, Matthew Barber, Paul Barrow, Ron Batstone, Eric Batts, Samantha Bowring, Nathan Boyd, Cheryl Briggs, Andy Cooke, Andrew Crawford, Margaret Crick, Eric de la Harpe, Amos Duveen, Neil Fawcett, Andy Foulsham, Hayleigh Gascoigne, David Grant, Debby Hallett, Jenny Hannaby, Simon Howell, Alison Jenner, Bob Johnston, Diana Lugova, Robert Maddison, Sarah Medley, Ruth Molyneaux, Patrick O'Leary, Helen Pighills, Mike Pighills, Judy Roberts, Val Shaw, Emily Smith, Bethia Thomas, Max Thompson, Elaine Ware, Catherine Webber and Richard Webber

Officers: Steven Corrigan, Karen Dodd, Margaret Reed and Mark Stone

Co.1 Election of chairman

The outgoing chairman, Monica Lovatt, reviewed her year as chairman of the council, thanked councillors, the vice-chairman, her husband as escort and officers for their assistance and support during the year. During the year she had attended many engagements and raised £4,300 for her chosen charity – Soldiers, Sailors, Airmen and Families Association (SSAFA).

Councillor Emily Smith paid tribute to Monica Lovatt in recognition of her work as chairman of the council during the past year.

Councillor Margaret Crick was nominated as chairman for the 2019/20 municipal year.

RESOLVED: to elect Councillor Margaret Crick as chairman of the council for the 2019/20 municipal year, until the next annual meeting of the Council in May 2020.

Monica Lovatt presented Councillor Margaret Crick with the chain of office.

Councillor Margaret Crick signed her declaration of acceptance of office, presented Monica Lovatt with the past chairman's badge and made an acceptance speech. She advised that her son will be her escort and that she will provide details of her chosen charities in due course.

Councillor Margaret Crick in the chair.

Co.2 Appointment of vice-chairman

Councillor Jerry Avery was nominated as vice-chairman.

RESOLVED: to appoint Councillor Jerry Avery as vice-chairman of the council for the ensuing year.

The chairman presented Councillor Jerry Avery with the chain of office.

Councillor Jerry Avery signed his declaration of acceptance of office and made an acceptance speech.

Co.3 Apologies for absence

Councillor Janet Shelley submitted an apology for absence.

Co.4 Minutes

RESOLVED: to approve the minutes of the meeting held on 13 February 2019 as a correct record and agree that the chairman sign them as such.

Co.5 Declarations of disclosable pecuniary interest

None.

Co.6 Urgent business and chairman's announcements

The Chairman provided housekeeping information and invited councillors and officers to join her for a buffet following the meeting.

Co.7 Election of leader of the council

RESOLVED: to elect Emily Smith as leader of the Council for a four year period ending on the day of the next post election annual meeting in 2023.

Councillor Smith appointed Debby Hallett as deputy leader of the council and Andy Crawford, Neil Fawcett, Jenny Hannaby, Ruth Molyneaux, Helen Pighills, Judy Roberts, Bethia Thomas and Catherine Webber as Cabinet members with portfolios as follows:

Councillor Emily Smith: Council Leader
Councillor Debby Hallett: Deputy Council Leader and Corporate Services
Councillor Andy Crawford: Finance
Councillor Neil Fawcett: Legal and Democratic
Councillor Jenny Hannaby: Environmental and Technical Services
Councillor Ruth Molyneaux: Housing Needs, Community Safety and Licensing
Councillor Helen Pighills: Community Services
Councillor Judy Roberts: Partnership and Insight
Councillor Bethia Thomas: Development and Regeneration
Councillor Catherine Webber: Planning

She made no changes to the existing officer scheme of delegation set out in the council's constitution.

The Leader's scheme of delegation is appended to these minutes.

Co.8 Appointments to committees, panels and joint committees for 2019/20

Council considered the report of the head of legal and democratic on the appointment of those committees and joint committees which are required to be politically balanced; together with the Licensing Acts Committee, the area committees and appointments to joint bodies.

The chairman referred to the following recommendation tabled at the meeting covering these appointments and to reflect the allocation of the vacant committee positions.

That for the 2019/20 municipal year Council:

1. appoints the committees and panels for the 2019/20 year and allocates seats to each political group as set out in the schedule circulated at the meeting;
2. allocates a seat on the Joint Staff Committee to the Conservative Group;
3. appoints Cheryl Briggs to the vacant seat on the Scrutiny Committee;
4. allocates one of the Liberal Democrat Group's seats on the Planning Committee to the Conservative Group;
5. allocates one of the Liberal Democrat Group's seats on the Appeals Panel to Cheryl Briggs
6. appoints councillors and substitutes to sit on the committees and panels as set out in the schedule circulated at the meeting;
7. appoints councillors to the Licensing Acts Committee as set out in the schedule circulated at the meeting;
8. appoints chairs/chairmen and vice-chairs/vice-chairmen as set out in the schedule circulated at the meeting;
9. appoints all local members representing the wards covered by the relevant area committees to those committees for the 2019/20 municipal year with the following chairs:
 - Abingdon and North East – Andy Foulsham
 - Faringdon – David Grant
 - Wantage – Hayleigh Gascoigne
10. appoints Paul Barrow as the council's representative and Andy Foulsham as substitute on the Oxfordshire Joint Health Overview and Scrutiny Committee;
11. appoints Neil Fawcett as the council's representative and Ruth Molyneaux as observer substitute on the Thames Valley Police and Crime Panel;
12. appoints Andy Cooke, Hayleigh Gascoigne and Matthew Barber to the Oxfordshire Growth Board Scrutiny Panel;
13. authorises the head of legal and democratic to make appointments to any vacant committee or panel seat and substitute positions in accordance with the wishes of the relevant group leader;

RESOLVED: to

1. appoint the following committees and panels for the 2019/20 municipal year and to appoint the membership, substitutes and chairs/chairmen and vice-chairs/vice-chairmen as indicated to sit on them (see table below);

Planning Committee, 9 Members	
Liberal Democrat (8 – one seat to be offered to Conservative Group)	Conservative (1) plus additional Liberal Democrat seat
Jerry Avery	Eric Batts
Ron Batstone	Janet Shelley
Bob Johnston (Chair)	
Diana Lugova	
Rob Maddison	
Val Shaw (Vice-Chair)	
Max Thompson	
Preferred substitutes	
Liberal Democrat (7)	Conservative (3)
Paul Barrow	Nathan Boyd
Andy Cooke	Elaine Ware
Amos Duveen	Simon Howell
Hayleigh Gascoigne	
David Grant	
Eric de la Harpe	
Mike Pighills	

Scrutiny Committee, 9 Members		
Liberal Democrat (7)	Conservative (1)	Non-group councillor
Jerry Avery	Nathan Boyd (Chairman)	Cheryl Briggs
Ron Batstone		
Samantha Bowring		
Andy Cooke		
Andy Foulsham		
Rob Maddison		
Max Thompson		
Preferred substitutes		

Liberal Democrat (7)	Conservative (3)
Paul Barrow	Elaine Ware
Hayleigh Gascoigne	Eric Batts
Alison Jenner	Janet Shelley
Diana Lugova	
Sarah Medley	
Patrick O'Leary	
Mike Pighills	

Joint Scrutiny Committee, 5 Members

Liberal Democrat (4)	Conservative (1)
Amos Duveen	Nathan Boyd (Co-Chairman)
Hayleigh Gascoigne	
David Grant	
Mike Pighills	
Preferred substitutes	
Liberal Democrat (4)	Conservative (3)
Samantha Bowring	Elaine Ware
Andy Foulsham	Eric Batts
Alison Jenner	Janet Shelley
Max Thompson	

Joint Audit and Governance Committee, 4 Members

Liberal Democrat (3)	Conservative (1)
Amos Duveen	Simon Howell (Chairman)
Andy Foulsham	
Eric de la Harpe	
Preferred substitutes	
Liberal Democrat (3)	Conservative (3)
Samantha Bowring	Elaine Ware
Andy Cooke	Nathan Boyd
Alison Jenner	Janet Shelley

Community Governance and Electoral Issues Committee, 6 Members

Liberal Democrat (5)	Conservative (1)
Paul Barrow	Janet Shelley
David Grant (Chair)	
Alison Jenner	
Sarah Medley (Vice-Chair)	
Mike Pighills	
Preferred substitutes	
Liberal Democrat (5)	Conservative (3)
Patrick O'Leary	Simon Howell
Max Thompson	Elaine Ware
Vacancy	Eric Batts
Vacancy	
Vacancy	

Joint Staff Committee, 3 Members

Liberal Democrat (2)	Conservative (1)
Debby Hallett (Chair)	Elaine Ware
Emily Smith (Vice-Chair)	
Substitutes	
Liberal Democrat	Conservative
The Leader may be substituted by another Cabinet member. Other members of the Committee may be substituted by any member of that Council's political group (executive or non-executive).	Other members of the Committee may be substituted by any member of that Council's political group.

General Licensing Committee, 12 Members

Liberal Democrat (10)	Conservative (2)
Jerry Avery	Matthew Barber
Paul Barrow	Eric Batts
Ron Batstone (Vice-Chair)	
Margaret Crick	
Debby Hallett	
Alison Jenner (Chair)	

Diana Lugova	
Ruth Molyneaux	
Patrick O'Leary	
Val Shaw	
NO SUBSTITUTES	

Licensing Acts Committee, 12 Members	
Liberal Democrat (10)	Conservative (2)
Jerry Avery	Matthew Barber
Paul Barrow	Eric Batts
Ron Batstone (Vice-Chair)	
Margaret Crick	
Debby Hallett	
Alison Jenner (Chair)	
Diana Lugova	
Ruth Molyneaux	
Patrick O'Leary	
Val Shaw	
NO SUBSTITUTES	

Appeals Panel, 3 Members	
Liberal Democrat (2)	Non-group councillor (1)
Paul Barrow	Cheryl Briggs
Alison Jenner (Chair)	
PREFERRED SUBSTITUTES	
Liberal Democrat (3)	
Vacancy	
Vacancy	
Vacancy	

2. (with no councillor voting against) allocate one of the Liberal Democrat Group's seats on the Planning Committee to the Conservative Group;
3. (with no councillor voting against) allocate one of the Liberal Democrat Group's seats on the Appeals Panel to Cheryl Briggs
4. appoint all local members representing the wards covered by the relevant area committees to those committees for the 2019/20 municipal year with the following chairs:

- Abingdon and North East – Andy Foulsham
 - Faringdon – David Grant
 - Wantage – Hayleigh Gascoigne
5. appoint Paul Barrow as the council's representative and Andy Foulsham as substitute on the Oxfordshire Joint Health Overview and Scrutiny Committee;
 6. appoint Neil Fawcett as the council's representative and Ruth Molyneaux as observer substitute on the Thames Valley Police and Crime Panel;
 7. appoint Andy Cooke, Hayleigh Gascoigne and Matthew Barber to the Oxfordshire Growth Board Scrutiny Panel;
 8. authorise the head of legal and democratic to make appointments to any vacant committee or panel seat and substitute positions in accordance with the wishes of the relevant group leader.

Co.9 OVO Energy Women's Tour

On 21 March and 30 April Councillor Cox, Leader of the council, took decisions to support Oxfordshire being a host venue for the OVO Energy Women's Tour 2019, 2020 and 2021 and to agree the funding arrangements for 2019.

Councillors welcomed the opportunity to host such a prestigious event which would bring economic and health benefits to the district.

RESOLVED: to

1. agree to fund the council's share of the hosting fee a sum of £26,666 for years two and three (2020 and 2021).
2. vire up to £10,000 from contingency to fund the council's share of delivery costs for 2019.
3. agree to the agreed costs of the 2020 and 2021 events being shared equally between the county council, the four district councils and the city council, the detail of which will be subject to the relevant budget setting process.
4. agree that sponsorship secured, regardless of which partner attracts it, will be used to reduce the hosting costs of 2020 and 2021 equally between the county council, the four district councils and the city council.

Co.10 Report of the leader of the council

Councillor Emily Smith, Leader of the council, addressed Council. The text of her report is available on the council's [website](#).

Co.11 Motions on notice

At its meeting on 13 February 2019 Council considered a motion submitted by Councillor Smith and seconded by Councillor Johnston. An amendment, moved by Councillor Blagrove and seconded by Councillor Cox, on being put was declared carried.

In accordance with Council Procedure Rule 12, which restricts the duration of meetings to three hours, the Chairman closed the meeting at 10.00pm. The debate on this motion was not concluded prior to the close of the meeting. Council Procedure Rule 12 provides that any business not disposed of by the end of a meeting shall be

Vale of White Horse District Council – Council minutes

considered at the next ordinary meeting. As there is no provision for motions at the annual meeting of Council, the Chairman invited Council to consider whether to include this on the agenda for the July Council meeting or agree the withdrawal of the motion.

Councillor Emily Smith moved, and Councillor Bob Johnston seconded the withdrawal of the motion. On being put the motion was declared carried.

RESOLVED: to withdraw the motion set out on the agenda for the annual meeting of Council on 15 May 2019.

The meeting closed at 7.35pm

Vale of White Horse District Council

SCHEME OF DELEGATION OF THE LEADER OF THE COUNCIL TO CABINET MEMBERS AND OFFICERS

Introduction

1. The Local Government Act 2000 provides that the leader may discharge any executive functions or may arrange for the discharge of any of those functions by the cabinet, by another member of the cabinet, by a committee of the cabinet or by an officer of the council.
2. This scheme of delegation to cabinet members and to officers is made pursuant to the Local Government Act 2000 and was approved by the leader of the council on 15 May 2019 and came into force immediately. This scheme replaces all previous schemes.
3. The scheme may be amended by the leader of the council at any time during the year. The scheme is subject to the general terms and conditions described below.

Terms and conditions

4. Any decision taken by a cabinet member under this scheme of delegation shall only be taken having regard to any advice from the head of service responsible for the relevant function associated with the decision.
5. Any decision which could attract to the council adverse legal consequences shall be taken after consultation with the monitoring officer.
6. Any decision which could attract adverse financial implications shall be taken after consultation with the chief finance (section 151) officer.
7. Where functions may be discharged by a cabinet member under this scheme of delegation the cabinet member may arrange for the discharge of any of those functions by an officer of the council.
8. Any cabinet member exercising any delegated powers under this scheme also has the power to do anything which is calculated to facilitate or is conducive or incidental to the exercise of such delegated powers.
9. Once a cabinet member has exercised any delegated power under this scheme, he or she shall make a record of the decision which shall include the views of any officer consulted on the issue. The record of the decision shall be forwarded by the cabinet member or officer immediately to democratic services.

Responsibility for executive functions

10. The following cabinet members are responsible and are delegated authority to take decisions in respect of the functions and projects set out below until they are amended or withdrawn by the leader in writing.

Councillor Emily Smith: Council Leader

Councillor Debby Hallett: Deputy Council Leader and Corporate Services

Councillor Andy Crawford: Finance

Councillor Neil Fawcett: Legal and Democratic

Councillor Jenny Hannaby: Environmental and Technical Services

Councillor Ruth Molyneaux: Housing Needs, Community Safety and Licensing

Councillor Helen Pighills: Community Services

Councillor Judy Roberts: Partnership and Insight

Councillor Bethia Thomas: Development and Regeneration

Councillor Catherine Webber: Planning

11. I delegate authority to the chief executive to discharge all executive functions and to request any member of the cabinet to act on behalf of the leader in the leader's and deputy leader's absence.

12. I delegate authority to officers to discharge executive functions as set out in schedule 1 of the scheme of delegation in part 2 of the constitution.

Executive joint committee/partnership appointments

13. I appoint Cabinet members to the following:

Oxfordshire Growth Board – Councillor Emily Smith, with Councillor Debby Hallett as substitute

Five Councils' Partnership Corporate Services Joint Committee – Councillor Emily Smith, with Councillor Debby Hallett as substitute

Safer Oxfordshire Partnership Oversight Committee – Councillor Ruth Molyneaux

South and Vale Community Safety Partnership – Councillor Ruth Molyneaux

Scrap Metal Sub-Committee

14. I establish a Scrap Metal Sub-Committee (known as a Panel) comprising any three members of the Cabinet, to include the Cabinet member for housing and environment if he/she is available, to consider contested applications and authorise the head of legal and democratic to invite an appropriate panel to conduct a scheduled hearing.

Councillor Emily Smith, Leader of Vale of White Horse District Council
15 May 2019