

CHEPPING WYCOMBE PARISH COUNCIL

ANNUAL COUNCIL MEETING

Minutes of the meeting held on Tuesday 7 May 2013
in the Council Chamber, Cock Lane, Tylers Green, High Wycombe, Bucks HP10 8DS

Present:	Cllr J Herschel - Chairman	Cllr D Onslow
	Cllr I Forbes - Vice-chairman	Cllr M Wilkes
	Cllr J Gurney	Cllr B Sadler
	Cllr J White	Cllr S Digby
	Cllr J Johnson	Cllr I Willis
	Cllr D Johncock	Cllr K Woods
	Cllr C Jordan	Cllr J Bailey

Also present: Cllr David Shakespeare

1. Apologies for absence

Apologies for absence were received from Cllr C Dodds (holiday), Cllr M Patel and Cllr S Herron (Unwell).

Cllr Herschel advised all present that he had received notification by telephone that Cllr Patel was intending to stand down from the Council.

2. Declarations of members' interests in Items on the agenda.

Cllr Forbes declared a personal interest in item 11 - expenses

3. Election of chairman of the council

It was proposed by Cllr I Forbes and seconded by Cllr B Sadler that Cllr K Wood be elected chairman of the council until the next annual meeting of the council.

There were no other nominations tabled therefore it was RESOLVED that Cllr K Wood be elected Chairman of Chepping Wycombe Parish Council.

Cllr Wood accepted the appointment thanking Cllr Herschel for his constant enthusiasm and all the work he had done and projects achieved in his four year term as Chairman.

4. Election of vice-chairman of the council

It was proposed by Cllr D Johncock and seconded by Cllr J White that Cllr L Willis be elected vice-chairman of the council.

It was proposed by Cllr J Herschel and seconded by Cllr J Gurney that Cllr I Forbes be elected vice-chairman of the council.

A secret ballot was then held, the results of which were:

Cllr I Forbes	6 votes
Cllr L Willis	8 votes

It was RESOLVED that, Cllr L Willis was elected vice-chairman of Chepping Wycombe Parish Council.

5 Election to standing committees of the council

The following members were elected to serve on the committees as set out below:

AMENITY LAND COMMITTEE (9)

Cllr D Johncock (FH)
Cllr I Forbes (TG)
Cllr B Sadler (TG)
Cllr L Willis (L)
Cllr C Jordan (L)
Cllr J White (L)
Cllr J Bailey (FH)
Cllr S Digby (FH)
Cllr S Herron (TG)

WORKS, SERVICES & PLANNING COMMITTEE (9)

Cllr D Onslow (FH)
Cllr J White (L)
Cllr M Wilkes (FH)
Cllr J Bailey (FH)
Cllr C Dodds (L)
Cllr C Jordan (L)
Cllr B Sadler (TG)
Cllr I Forbes (TG)
Cllr J Johnson (TG)

LEISURE FACILITIES COMMITTEE (9)

Cllr L Willis (L)
Cllr C Jordan (L)
Cllr J Gurney (L)
Cllr K Wood (TG)
Cllr B Sadler (TG)
Cllr J Johnson (TG)
Cllr J Bailey (FH)
Cllr S Digby (FH)
Cllr D Johncock (FH)

FINANCE & GENERAL PURPOSES COMMITTEE (9)

Cllr I Forbes (TG)
Cllr J Gurney (L)
Cllr C Dodds (L)
Cllr L Willis (L)
Cllr S Herron (TG)
Cllr K Wood (TG)
Cllr D Onslow (FH)
Cllr J Herschel (FH)
Cllr M Wilkes (FH)

It was noted that unless appointed to a committee, the chairman and vice-chairman of the council are in accordance with Standing Orders ex-officio members of all committees, sub-committees and working groups

Election of chairmen and vice-chairmen of committees

So that delegated action could if necessary be taken before the next meeting of committees the council meeting was adjourned and each committee met in turn to appoint a chairman and vice-chairman. The council meeting was then reconvened. The following appointments were reported:

	Chairman	Vice-chairman
Amenity Land Committee	Cllr D Johncock	Cllr I Forbes
Leisure Facilities Committee	Cllr L Willis	Cllr C Jordan
Works, Service & Planning Committee	Cllr D Onslow	Cllr J White
Finance & General Purposes Committee	Cllr I Forbes	Cllr J Gurney

6. Planning Applications Committee

The council's practice in dealing with planning applications is to appoint one representative from each ward serving on the WS&P committee to make comments on applications through the Clerk, the council's Proper Officer. However, those present were reminded that all members have a responsibility to consider planning applications and if they have a view to feed back comments to the ward representative or to the Clerk.

When contentious applications or those with a wider interest are received the three ward members and the chairman of the Works, Services and Planning Committee form the Planning Applications Committee which meets as and when necessary.

The WS&P Committee appointed the following representatives to the Planning Applications Committee:

Cllr J Bailey	Flackwell Heath
Cllr C Dodds	Loudwater
Cllr B Sadler	Tylers Green

7. Appointment of Sub-committees

It was confirmed that appointments to Sub-committees and/or working parties would take place at the first meeting of the appropriate committee.

8. CWPC In-house Auditors

While all members have a responsibility for the probity of the council's affairs – not only financial but also its systems and policies, the council appoints two members to undertake in-house audits. Ideally the members serve for two years, with one retiring each year.

The council appointed the following two members to be the council's in-house auditors for 2013/14:

Cllr K Wood ('lead' in-house auditor having served one year)
Cllr M Wilkes

6 Review of assets, risks and policies

It was AGREED that the strategy set out at the council's annual meeting in 2012 that the complete review by the F&GP committee of assets, risks and policies over the four -year term of office of this council should continue; being brought to council as each review is completed.

Members were advised that the programme had begun with Land Registration, Financial Regulations and the Asset Register all currently in hand.

7 Appointment of representatives to outside bodies

The following representatives of the council were appointed:

Organisation	Representative(s)
Tylers Green Village Hall Committee	Cllr B Sadler
Tylers Green & Penn Parish Council Joint Meeting	Chairman of Council (Cllr K Wood) All Tylers Green members
Queensway Joint Committee	Chairman of Council (Cllr K Wood) Chairman F&GP (Cllr I Forbes) Vice- chairman F&GP (Cllr J Gurney)

Wycombe District Association of Local Councils	Cllr S Herron (TG) Cllr C Jordan (L) Cllr S Digby (FH)
Local Community Partnership (LCP)	All members invited Cllr D Onslow (FH) Cllr J Johnson (TG) Cllr J Herschel (FH)
Neighbourhood Action Group (NAG)	Cllr D Onslow (FH) Cllr J Johnson (TG) Cllr L Willis (L)
Flackwell Heath Residents' Association Executive Committee	Cllr M Wilkes
Flackwell Heath Community Centre	Cllr J Bailey
M40 Chiltern Environmental Group	Cllr C Dodds
Bucks Association of Local Councils (BALC)	Chairman of Council (Cllr K Wood) Vice-chairman (substitute Cllr L Willis)
Revive the Wye Joint Steering Group	Cllr J Herschel
Loudwater Forum	All Loudwater members

The following representatives of the council were appointed to local sports organisations who use council-owned facilities:

Organisation	Representative(s)
Flackwell Heath Bowling Club	Cllr Mrs S Digby
Flackwell Heath Sports Club	Cllr M Wilkes
Flackwell Heath Tennis Club	Cllr Mrs S Digby
Loudwater Bowls Club	Cllr C Jordan (substitute Cllr J Gurney)
Loudwater Football Club	Cllr C Jordan (substitute Cllr J Gurney)

8. Informal council meeting

It was noted that the Informal Council meeting is programmed to take place on Thursday, 25 July 2013.

Members are asked to suggest items for consideration at the meeting by notifying the Clerk or Chairman of the Council.

9. Questions from the public

There were no questions from the public present.

10. Questions by members of the council

There were none.

11. Accounts for payment

The list of accounts for payment were approved, the list to be attached to the minutes of the meeting.

The chairman thanked members for their attendance at the meeting which ended at 8.25pm.

Signed *Kathryn SA Wood* Dated *27/6/13*

