

CHEPPING WYCOMBE PARISH COUNCIL

ANNUAL COUNCIL MEETING

TUESDAY 10 MAY 2011

ANNUAL MEETING OF COUNCIL MINUTES

Minutes of the Council meeting held at 7.30 pm. at the Council Office, Cock Lane, Tylers Green, High Wycombe, Bucks.

Present: J Herschel (Chairman), J Bailey, Mrs S Digby, I Forbes, J Gurney, Ms S Herron, D Johncock, Ms J Johnson, C Jordan, D Onslow, M Patel, J White, M Wilkes, L Willis, Ms K Wood.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from C Dodds (holiday) and B Sadler (holiday).

2. DECLARATIONS OF ACCEPTANCE OF OFFICE

All members present signed the Declaration of Acceptance of Office as Members of Chepping Wycombe Parish Council.

3. ELECTION OF CHAIRMAN OF THE COUNCIL

It was proposed by L Willis and seconded by Ms K Wood that D Johncock be elected Chairman of the Council until the next Annual Meeting of the Council.

It was proposed by M Wilkes and seconded by J White that J Herschel be elected Chairman of the Council until the next Annual Meeting of the Council.

Both candidates addressed the Council. A secret ballot was then held, the results of which were:

J Herschel 8 Votes

D Johncock 7 Votes

It was RESOLVED that

According to the ballot of the members present, J Herschel be elected Chairman of Chepping Wycombe Parish Council for the 2011/12 Year.

4. ELECTION OF VICE-CHAIRMAN OF THE COUNCIL

It was proposed by D Johncock and seconded by Ms J Johnson that L Willis be elected Vice-Chairman of the Council until the next Annual Meeting of the Council.

It was proposed by M Patel and seconded by J White that I Forbes be elected Vice-Chairman of the Council until the next Annual Meeting of the Council.

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

I Forbes 7 votes

L Willis 7 votes

1 spoilt ballot paper.

The Chairman of the Council used his casting vote and I Forbes was elected Vice-Chairman of Chepping Wycombe Parish Council for the 2011/12 Year.

5. ELECTION OF STANDING COMMITTEES OF THE COUNCIL

The following Members were elected to serve on the Committees as set out below:

AMENITY LAND COMMITTEE (11)

1. Ms K Wood C (TG)
2. Ms J Johnson V-C (TG)
3. J Bailey (FH)
4. M Patel (FH)
5. Mrs S Digby (FH)
6. B Sadler (TG)
7. J White (L)
8. C Jordan (L)
9. L Willis (L)
10. I Forbes (ex-officio) (TG)
11. J Herschel (ex-officio) (FH)

WORKS, SERVICES & PLANNING COMMITTEE (10)

1. J Herschel C (ex-officio) (FH)
2. D Onslow V-C (FH)
3. J Bailey (FH)
4. B Sadler (TG)
5. I Forbes (TG)
6. C Dodds (L)
7. Ms J Johnson (TG)
8. C Jordan (L)
9. J White (L)
10. M Wilkes (FH)

LEISURE FACILITIES COMMITTEE (10)

1. L Willis C (L)
2. C Jordan V-C (L)
3. M Patel (FH)
4. Mrs S Digby (FH)
5. I Forbes (TG)
6. B Sadler (TG)
7. Ms S Herron (TG)
8. D Onslow (FH)
9. J Gurney (L)
10. J Herschel (ex-officio) (FH)

FINANCE & GENERAL PURPOSES COMMITTEE (9)

1. I Forbes C (TG)
2. J Gurney V-C (L)
3. C Dodds (L)
4. Ms S Herron (TG)
5. Ms K Wood (TG)
6. J Herschel (FH)
7. D Johncock (FH)
8. M Wilkes (FH)
9. L Willis (L)

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 the Committee

a) Election of Chairmen and Vice-Chairmen of Committees

In order that delegated action could 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	Ms K Wood	Ms J Johnson
Leisure Facilities Committee	L Willis	C Jordan
Works, Service & Planning Committee	J Herschel	D Onslow
Finance & General Purposes Committee	I Forbes	J Gurney

b) Appointment of Sub-Committees

It was confirmed that the appointment of Sub-Committees and Working Parties would take place at the first meeting of the appropriate Committee.

c) Planning Sub-Committee

The Council's practice in dealing with planning applications is by appointing one representative from each ward to make comments on applications through the Clerk, the Council's Proper Officer.

When contentious applications or those with a wider interest are received these three members and the Chairman of the Council form the Planning Applications Committee which meets as and when necessary.

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

J Bailey	Flackwell Heath
C Dodds	Loudwater
Ms J Johnson	Tylers Green (with a view to passing on this responsibility to another member during the year)

d) CWPC "In House" Auditors

It was agreed that:

The Council's "in House" Auditors be appointed as follows for the 2011/12 Year:

M Wilkes ("senior" in house auditor based on previous experience)

L Willis

6. ADOPTION OF STANDING ORDERS

It was resolved that the new Standing Orders be adopted by Council.

7. REVIEW OF ASSETS, RISKS AND POLICIES

It was resolved that the review of assets, risks and policies would be referred to F&GP for their consideration throughout the year and report back to Council as each review is completed

8. APPOINTMENT OF REPRESENTATIVES

The following representatives were appointed to the organisations, as indicated:

<u>Organisation</u>	<u>Representative(s)</u>
Tylers Green Village Hall Committee	I Forbes
Tylers Green & Penn Parish Council Joint Meeting	J Herschel I Forbes Ms K Wood Ms J Johnson
Queensway Joint Committee	J Herschel I Forbes J Gurney
Wycombe District Association of Local Councils	Ms S Herron C Jordan Mrs S Digby
Local Community Partnership (LCP)	All Members invited
Neighbourhood Action Group (NAG)	D Onslow Ms J Johnson L Willis
Flackwell Heath Community Centre	J Bailey
M40 Chiltern Environmental Group	C Dodds
Bucks Association of Local Councils (BALC)	J Herschel

Substitute BALC Rep

I Forbes

Revive the Wye Joint Steering Group

J Herschel

It was agreed that the appointment of representatives to the following local sports organisations be made at the next meeting of the Leisure Facilities Committee:

Organisation

Representative(s)

- **Flackwell Heath Bowling Club**
- **Flackwell Heath Sports Club**
- **Flackwell Heath Tennis Club**
- **Loudwater Bowls Club**
- **Loudwater Football Club**

9. INFORMAL COUNCIL MEETING

It was noted that the Informal Council meeting is programmed to take place on Tuesday 19 July 2011.

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

10. PUBLIC PARTICIPATION

A member of the press asked about posting meeting agendas on the CWPC website. The Acting Clerk replied that she is seeking advice on how to expedite this.

11. QUESTIONS BY MEMBERS OF THE COUNCIL

There were none.

12. ACCOUNTS FOR PAYMENT

There were none.

The meeting concluded at 9.15 pm.

C J Norris
Acting Clerk of the Council
11 May 2011