

## WEST OXFORDSHIRE DISTRICT COUNCIL

At the Annual Meeting of the  
**WEST OXFORDSHIRE DISTRICT COUNCIL**  
held in the Council Chamber, Council Offices, Woodgreen,  
Witney, on Wednesday 4 June 2014 at 2.00 pm.

### PRESENT

Councillors: D A Cotterill (Chairman), Mrs L J Chapman (Vice Chairman), A J Adams, Mrs J C Baker, M A Barrett, A C Beaney, R J M Bishop, M R Booty, M Brennan, Mrs L C Carter, A S Coles, Mrs E M Coles, N G Colston, J C Cooper, C Cottrell-Dormer, R A Courts, Mrs M J Crossland, C G Dingwall, Mrs J M Doughty, H B Eaglestone, P Emery, D S T Enright, Mrs E H N Fenton, S J Good, J Haine, P J Handley, A D Harvey, H J Howard, E H James, P D Kelland, R A Langridge, Ms E P R Leffman, Mrs L E C Little, N A MacRae MBE, R D J McFarlane, J F Mills, T J Morris, B J Norton, T N Owen, Dr E M E Poskitt, A H K Postan, W D Robinson, G Saul, T B Simcox, D A Snow and B J Woodruff

### I. CHAIRMANS ANNOUNCEMENTS

#### New Councillors

Mr Cotterill welcomed the newly elected and re-elected Councillors to the meeting and introduced the new councillors.

#### Diana Ray

The Chairman reported that Mrs Diana Ray, Residential Services Officer, had worked for the council for 50 years.

Nineteen year old Miss Diana Jones joined Witney Rural District Council on the 18th November 1963. She started work as a Student Public Health Inspector for the Public Health Department.

In 1964 Diana married Mike and became Diana Ray. They decided to settle in the Witney area and have a son, Marcus, who is now a teacher. This year Mike and Diana will be celebrating their golden wedding anniversary.

Forty years ago on the 1st April 1974 Mrs Ray transferred to the newly established West Oxfordshire District Council as a Senior Administrator. Diana is the only member of staff who worked for the council on that first day and who is still employed by the Authority today.

Mrs Ray has been the Residential Services Officer since 1987 and works in Community Services administering disabled facility grants. During this time Diana has helped over 2,500 disabled people and their families throughout the district live more independent lives.

Mr Cotterill paid tribute to Diana's service to the Council and highlighted that her work in the community was unprecedented.

To mark the occasion and Diana's dedication and commitment to serving the community Mr Cotterill asked those present to stand and acknowledge this magnificent achievement and presented Mrs Ray with a small gift to show the appreciation of the council.

### 2. ELECTION OF CHAIRMAN

By virtue of the provisions of the Local Government Act 1972, Mr D A Cotterill took the Chair and invited nominations for the office of Chairman. It was:

**RESOLVED:** that Mr N A MacRae MBE be elected Chairman of the Council for the ensuing year.

The Chairman signed the Declaration of Acceptance of Office and thanked Members for their support.

(Mr MacRae in the Chair)

Mr MacRae presented Mr Cotterill with a badge in appreciation of his four years as Chairman of the Council.

3. APPOINTMENT OF VICE-CHAIRMAN

The Chairman invited nominations for the office of Vice-Chairman.

**RESOLVED:** that Mrs M J Crossland be appointed Vice-Chairman of the Council for the ensuing year.

The Vice-Chairman signed the Declaration of Acceptance of Office and thanked Members for their support.

4. MINUTES

**RESOLVED:** that the Minutes of the meeting held on 14 May 2014, copies of which had been circulated, be confirmed as a correct record and signed by the Chairman.

5. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors H G Davies, P J G Dorward and S J Hoare

6. DECLARATIONS OF INTEREST

There were no declarations of interest from Members or Officers relating to items to be considered at the meeting.

7. RECEIPT OF ANNOUNCEMENTS

Local Development Framework Workshop

Mr MacRae reminded Councillors that a workshop was to be held on 26 June 2014 and encouraged members to respond to the Head of Democratic Services as to whether they would be attending.

8. PARTICIPATION OF THE PUBLIC

There were no submissions from members of the public under the provisions of the Council's Rules of Procedure.

9. RETURNING OFFICER'S REPORT ON ELECTIONS HELD ON 22 MAY 2014

The Council received and noted the report of the Returning Officer giving details of the results of the District Council elections held on 22 May 2014.

10. APPOINTMENT OF EXECUTIVE MEMBERS

The Leader of the Council announced his appointment of the Deputy Leader and other Executive Members in accordance with Article 7.5 of the Constitution.

Mr Norton advised that there was no change in membership or portfolio responsibilities but this would be kept under review during the year.

11. APPOINTMENT OF COMMITTEES

The report of the Chief Executive regarding the appointment of Committees of the Council was received and considered.

The Head of Democratic Services reported that he had been advised that a new political group had been established with the Independent Member joining with the Liberal Democrat Group for the purposes of the allocation of committee places. The Council was reminded that it needed to allocate the spare seats on the Overview and Scrutiny Committees between the political groups.

Mr Norton proposed the recommendations in the report subject to recommendation (e) being that the spare seats on the Overview and Scrutiny Committees be allocated as follows: Economic and Social (Conservative), Environment (Labour) and Finance & Management (Liberal Democrat/Independent). In addition Mr Norton proposed that the Licensing Committee be established with a membership of 11.

Mr Booty seconded the proposal and on being put to the vote was carried.

**RESOLVED:**

- (a) That the Committees indicated in paragraph 3.2 of the report be appointed, with the specified membership;
- (b) That seats on those Committees be allocated to the political groups in accordance with the rules relating to political balance;
- (c) That Members be appointed to each of the Committees in accordance with the wishes of the political groups;
- (d) That in accordance with, and subject to the exceptions in, Rule 4 of the Council Procedure Rules, all Members of each political group not appointed to a committee or sub-committee be named as alternate members for the member or members of that group who have been appointed to that committee or sub-committee;
- (e) That, pursuant to paragraphs 3.6 and 3.7, the additional seats on the Overview and Scrutiny Committees be allocated to the Conservative Group (Economic and Social), Labour Group (Environment) and the Liberal Democrat/Independent Group (Finance & Management);
- (f) That the Licensing Committee be re-constituted for 2014-2015, with a membership of 11; and
- (g) That seats on the Licensing Committee be allocated to the political groups in accordance with the principles of political balance, and having regard to the information in paragraph 3.8 of the report, and be filled in accordance with their wishes.

12. APPOINTMENT OF CHAIRMAN PRO-TEM FOR THE ELECTION OF CHAIRMAN OF COMMITTEES

**RESOLVED:** that Mr N A MacRae MBE be appointed Chairman pro-tem of the Council's Committees for those meetings to be held following this meeting.

13. SEALING OF DOCUMENTS

The Council received and noted the report of the Chief Executive which gave details of documents numbered 10990 to 10998A.

The meeting closed at 2.20pm

CHAIRMAN

\* Chairman  
# Vice Chairman

**WEST OXFORDSHIRE DISTRICT COUNCIL**  
**MEMBERSHIP OF COMMITTEES AND SUB-COMMITTEES 2014/2015**

**(CHAIRMAN OF COUNCIL: N A MacRae \*  
VICE-CHAIRMAN: Mrs M J Crossland #)**

**CABINET (6)**

<b>Member</b>	<b>Area of Responsibility</b>
B J Norton <b>(Leader of the Council)</b>	<b>Leader of the Council:</b> Policy Framework; Corporate Plan; Co-ordination of Executive functions; Public Relations; Emergency Planning; Oxfordshire Partnership Board; Oxfordshire Public Services Board; Oxfordshire Leaders; Representation on Regional and National Bodies, including the Local Government Association and South East England Councils
M R Booty <b>(Deputy Leader)</b>	<b>Innovation, Health and Community Safety:</b> Improved Two-Tier Working; Partnership arrangements; Shared Services; Efficiency Agenda; Corporate Improvement Plan; Total Place; Councillor Development; Performance Management; Community and Public Health; Elderly Persons Champion; Community Safety; Crime and Disorder; Neighbourhood Policing; Scrutiny of Police and Crime Commissioner
A D Harvey	<b>Environment:</b> Waste Collection and Recycling; Street Scene (Cleansing Litter and Grounds Maintenance); Flood Alleviation; Environmental Enforcement; Environmental Health; Health and Safety; Climate Change and Energy Advice; Licensing; Car Parking and Transport
S J Hoare	<b>Resources:</b> Finance and Management; Human Resources; Equalities and Diversity; Customer Services; Information Technology and services; Asset Management; Project Management; Procurement Champion
R A Langridge	<b>Local Economy, Communities and Culture:</b> Tourism; Visitor Information Centres; Economic Development; Rural Development; Business Liaison; Inward Investment, Oxfordshire Economic Partnership; Sustainable Community Strategy; Measure 341; Parish/Town Council Liaison; Support to the voluntary sector; Broadband Champion; Sports and Leisure Facilities and Strategy; Arts and Sports Development/Grants; Lifelong Learning; Young Persons Champion; Village Hall Grants; Playground Grants
W D Robinson	<b>Strategic Planning; and Housing:</b> Regional Spatial Strategy; Local Plan; Government planning policies and guidance; Conservation and Design; Design and Historic Environment Champion for the District; Landscape/Biodiversity; Building Control; Housing/Homelessness; Sheltered Housing Accommodation, Provision of Affordable Housing, Supporting People

Conservative		Labour		Liberal Democrat/ Independent
<b>AUDIT AND GENERAL PURPOSES COMMITTEE (17)</b>				
A J Adams * Mrs J C Baker M A Barrett N G Colston H G Davies	C G Dingwall Mrs J M Doughty # H B Eaglestone H J Howard P D Kelland	R A Langridge Mrs L E C Little R D J McFarlane J F Mills	Mrs L C Carter G Saul	D A Snow
<b>MISCELLANEOUS LICENSING SUB-COMMITTEE (5)</b>				
M Brennan S J Good #	E H James N A MacRae *		G Saul	
<b>STANDARDS SUB-COMMITTEE (5)</b>				
A J Adams A C Beaney R A Langridge #	N A MacRae * T N Owen (Standing Deputy)		A S Coles	
<b>HUMAN RESOURCES COMMITTEE (7)</b>				
M R Booty Mrs L J Chapman #	A D Harvey S J Hoare *	B J Norton W D Robinson	D S T Enright	
<b>DEVELOPMENT CONTROL COMMITTEE (24)</b>				
M A Barrett A C Beaney R J M Bishop M R Booty N G Colston D A Cotterill C Cottrell-Dormer	Mrs M J Crossland Mrs E H N Fenton S J Good J Haine * P J Handley H J Howard P D Kelland	R A Langridge T J Morris B J Norton T N Owen W D Robinson # T B Simcox	D S T Enright G Saul	J C Cooper Dr E M E Poskitt
<b>LOWLANDS</b>				
M A Barrett M R Booty Mrs M J Crossland # Mrs E H N Fenton	S J Good J Haine P J Handley H J Howard	P D Kelland R A Langridge B J Norton W D Robinson *	D S T Enright	

Conservative			Labour	Liberal Democrat/ Independent
<b>UPLANDS AREA PLANNING SUB-COMMITTEE</b>				
A C Beaney R J M Bishop N G Colston	D A Cotterill # C Cottrell-Dormer J Haine *	T J Morris T N Owen T B Simcox	G Saul	J C Cooper Dr E M E Poskitt
(Ex officio Non-Voting Member: (W D Robinson, Vice Chairman of Development Control Committee))				
<b>URGENCY COMMITTEE (11)</b>				
M R Booty # Mrs M J Crossland C G Dingwall	P J Handley S J Hoare N A MacRae	J F Mills B J Norton * W D Robinson	G Saul	J C Cooper
<b>ECONOMIC AND SOCIAL OVERVIEW AND SCRUTINY COMMITTEE (14)</b>				
A C Beaney R A Courts Mrs M J Crossland Mrs J M Doughty	H B Eaglestone Mrs E H N Fenton # J Haine P J Handley *	P D Kelland Mrs L E C Little T N Owen B J Woodruff	Mrs L C Carter	D A Snow
<b>FINANCE AND MANAGEMENT OVERVIEW AND SCRUTINY COMMITTEE (14)</b>				
A J Adams Mrs J C Baker D A Cotterill H G Davies	C G Dingwall * P J G Dorward S J Good H J Howard	E H James T J Morris # A H K Postan	G Saul	J C Cooper Dr E M E Poskitt
<b>ENVIRONMENT OVERVIEW AND SCRUTINY COMMITTEE (14)</b>				
M A Barrett R J M Bishop M Brennan D A Cotterill	C Cottrell-Dormer H G Davies # P J G Dorward P Emery	H J Howard J F Mills * A H K Postan	Mrs E M Coles A S Coles	Ms E P R Leffman
<b>LICENSING COMMITTEE (11)</b>				
M A Barrett M R Booty H B Eaglestone	S J Good # S J Hoare E H James	R A Langridge Mrs L E C Little N A MacRae *	G Saul	Ms E P R Leffman