

**MISSION STATEMENT**

***To Improve the Quality of Life  
For Those Who Live and Work in The District***

**Please ask for:** Jane Stewart  
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14 May 2007

Dear Councillor

**NOTICE OF ANNUAL MEETING**

You are hereby summoned to the **ANNUAL MEETING OF THE SELBY DISTRICT COUNCIL** to be held in the Civic Suite, Civic Centre, Portholme Road, Selby on **TUESDAY 22 MAY 2007** commencing at **4.00 pm**.

Yours sincerely

Chief Executive

***Refreshments will be served in the Members' Room from 3.00 pm***

***Councillors are invited to meet at the front of the Civic Centre at 3.30 pm  
for group photographs.***

Opening Prayers will be offered.

## **AGENDA – PUBLIC SESSION**

### **1. Apologies for Absence**

To receive apologies for absence.

### **2. Disclosure of Interest**

To receive any disclosure of interest in matters to be considered at the meeting in accordance with the provisions of Sections 94 and 117 of the Local Government Act 1972 or the National Code of Local Government Conduct.

### **3. Election of Chairman**

#### **a) Nominations**

To invite nominations for the appointment of Chairman of Council for the 2007/2008 Municipal Year.

The Chairman will ask for nominations from the floor for Chairman for the ensuing year 2007/2008. If there is more than one nomination then a vote on each nomination will be taken in the order that the nominations are made.

#### **b) Investiture of Chairman**

The newly elected Chairman will stand and be invested with the Chairman's Chain of Office by the retiring Chairman. The retiring Chairman will then exchange seats with the newly elected Chairman.

The retiring Chaplain, the Reverend S Jukes will exchange seats with the newly elected Chaplain, the Reverend Gareth Wardell.

#### **c) Declaration of Acceptance of Office**

The newly elected Chairman will sign the Declaration of Acceptance of Office and then take the Chair.

#### **d) Retiring Chairman's Valedictory Address**

The retiring Chairman will be invited to give his valedictory address.

**The presentation by the Chairman of a silver salver and Past Chairman's Badge to the retiring Chairman will take place at this time.**

Expressions of appreciation of the work of the retiring Chairman may be made from the Chamber at this point in the proceedings.

e) Investiture of Chairman's Consort

The Chairman of Council will call upon the past Chairman's Lady to invest the newly elected Chairman's Consort with the Chain of Office.

**The past Chairman's Lady will stand, remove her Chain of Office and duly invest the newly elected Chairman's Consort.**

**A presentation of flowers to the past Chairman's Lady will take place.**

**The retiring Chairman will take his seat in the body of the Council Chamber.**

f) Newly Elected Chairman's Address

The newly elected Chairman will address the meeting.

4. **Appointment of Vice Chairman**

a) Nominations

To invite nominations for the appointment of Vice Chairman of the Council for the 2007/2008 Municipal Year. If there is more than one nomination then a vote on each nomination will be taken in the order that the nominations are made.

b) Investiture of Vice Chairman

The Vice Chairman will approach the Dais and be invested by the Chairman with the Vice Chairman's Chain of Office and take the Vice Chairman's place on the Dais.

c) Declaration of Acceptance of Office

The newly appointed Vice Chairman will sign the Declaration of Acceptance of Office.

d) Investiture of Vice Chairman's Lady/Consort

The Chairman of the Council will call for the newly appointed Vice Chairman's Lady/Consort to be invested with the Chain of Office.

**The newly appointed Vice Chairman's Lady/Consort will stand and be duly invested.**

**The presentation of flowers to the past Vice Chairman's Lady will take place.**

5. **Minutes**

To submit and, if approved, confirm as a correct record the minutes of the proceedings of a meeting of the Council held on Tuesday, 24 April 2007 (pages 5 - 11).

6. **Communications**

To consider any communications received by the Chief Executive and to pass resolutions thereon if deemed necessary.

7. **Appointment of Committees and Boards**

To consider appointments to Committees and Boards for the 2007/2008 Municipal Year (Group Leaders' nominations will be circulated at the meeting).

8. **Appointment of Chairs and Vice Chairs of Committees and Boards**

To appoint Chairs and Vice Chairs of Committees and Boards for the 2007/2008 Municipal Year (Nominations will be circulated at the meeting).

9. **Time of Commencement of Meetings**

To agree times of commencement for the Council's Committee and Boards for the 2007/2008 Municipal Year.

(The commencement times for 2006/2007 are attached for Councillors' information - page 12).

10. **Representatives on Outside Bodies**

A list of appointments of representatives on outside bodies for 2006/2007 including revisions and nominations for 2007/2008 will be circulated prior to the meeting. Councillors are asked to agree nominations for 2007/2008.

11 **Burton Salmon Parish Council**

Report of the Head of Service – Legal and Democratic Services (pages 13 – 15).

***Councillors and guests are invited to take refreshments at Community House following the meeting.***

SELBY DISTRICT COUNCIL

Minutes of the proceedings of a meeting of the Council held on 24 April 2007, in the Civic Suite, the Civic Centre, Portholme Road, Selby, commencing at 6.00 pm.

1690	Minutes
1691	Communications
1692	Public Questions
1693	Councillors' Questions
1694	Committee and Board Minutes
1695	Local Strategic Partnership Update
1696	Urgent Action
1697	Sealing of Documents
1698	Tributes to Councillors

Present: Councillor D McSherry (Vice-Chairman) in the Chair

Councillors: D N Bain-Mackay, Mrs E Casling, J Cattnach, I Chilvers, M Crane, J Crawford, G Croston, Mrs D Davies, Mrs S Duckett, Mrs J Dyson, P Harvey, Mrs M Hulme, W Inness, Mrs G Ivey, C Lunn, B Marshall, W N Martin, Mrs W May, J McCartney, Mrs K McSherry, C Metcalfe, J Meehan, Mrs W Nichols, I Nutt, R Packham, R Parker D Peart, C Pearson, B Percival, R Sayner, S Shaw-Wright, and R Wilson.

Officials: Chief Executive, Strategic Director, Head of Service – Legal and Democratic Services, Head of Service – Finance and Central Services, Head of Service – Environmental Services and Leisure, Head of Service – Housing Services, Democratic Services Officer and Committee Support Clerk

Observers: 2

Councillor C Pearson offered opening prayers.

Public: 2

Press: 0

1688 **Apologies for Absence**

Apologies for absence were received from Councillors J Bedworth, J Mackman, Mrs F Ryan and R H Sweeting.

1689 **Disclosure of Interest**

None received.

1690 **Minutes**

Councillors discussed the resolution to minute 1595 with regard to the revised Local Development Scheme, with particular reference to the issue of Parish Plans.

**Resolved that:**

- i. **The resolution at minute 1595 (iii) be amended to read *‘the issue of Parish Plans be further considered by Council following the elections in May 2007 and support be given for their inclusion where possible in the planning process.’***
- ii. **The minutes of the proceedings of the meeting of Council held on 20 March 2007, subject to the amendment above, be confirmed as a correct record and be signed by the Chairman.**

1691 **Communications**

- (a) Letters from Mr P Rowsell, Deputy Director of Department for Communities and Local Government (DCLG) – Proposals for Future Unitary Structures for Local Government

The Chief Executive informed councillors of correspondence he had received from Mr P Rowsell, Deputy Director of the DCLG. The DCLG invited Selby District Council's views as part of the consultation process, following the announcement by the Government that the bid that had been made by North Yorkshire County Council (NYCC) for unitary status had been one of those short-listed to go forward to stakeholder consultation. The deadline for these responses was 22 June 2007.

The Chief Executive informed councillors that the district councils across North Yorkshire were working on a joint response to the bid and that this response would be available prior to the closing date for consideration by the new Council.

**Resolved:**

**That an extraordinary meeting of Council be held following the elections in May to discuss further action with regard to the proposal for unitary status made by NYCC.**

(b) Letter from Councillor R Wilson – Creation of a Community Development Fund

Councillor R Wilson outlined to councillors proposals to establish a community development fund, initially from Council reserves, in the light of the potential reorganisation of local government in North Yorkshire. This fund would be used to deliver facilities for the local community.

Councillors discussed whether this was a decision that should be made by the new Council, following the forthcoming elections.

The motion put before councillors was to create a community development fund and for officers to return to the next meeting of Council with the criteria by which this might be set-up.

On being put to the vote, the motion was lost.

Councillor J Crawford registered his strong condemnation over the way in which the vote was carried out.

1692 **Public Questions**

None received.

1693 **Councillors' Questions**

None received.

1694 **Committee and Board Minutes**

Planning Committee – 21 March 2007

**Resolved:**

**That the minutes be noted.**

Planning Committee – 18 April 2007

Councillors considered the recommendation at minute 1663, requesting a draw-down of budget from the Planning Inquiry Reserves to fund public inquiries. Approval was given by the Chair of the Policy and Resources Committee to consider the matter at this meeting of Council, in order to allow the matter to be resolved in a timely manner.

**Resolved that:**

- i. The recommendation at minute 1663 be approved; and**
- ii. The minutes be noted.**

Environment Board – 29 March 2007

**Resolved:**

**That the minutes be noted.**

Social Board – 3 April 2007

The Chair of Social Board informed councillors that minute 1624 – Social Board Work Programme should have contained a recommendation to Council for approval of the work programme and requested that councillors consider the matter at this meeting.

The Chair also requested that an amendment be made to minute 1627, in order to make clear the fact that it was the *Housing Services* Anti-social Behaviour Policy, and not the corporate Anti-social Behaviour Policy, that was before the Committee, and that the policy itself be amended to reflect this point.

**Resolved:**

- i. That the recommendation at minute 1624 be approved; and**
- ii. The minutes, subject to the amendments above, be noted.**



Economy Board – 10 April 2007

The Chair of Economy Board extended his thanks to Councillor Mrs W May, who would not be standing for re-election for all her hard work as a councillor and member of the Economy Board.

**Resolved:**

**That the minutes be noted.**

Overview and Scrutiny Committee – 19 April 2007

The Chair of Overview and Scrutiny Committee thanked the members of the Teenage Pregnancy Task and Finish Group, and gave particular thanks to Tracey Peam and Helen Christmas for all their hard work.

**Resolved:**

**That the minutes be noted.**

Policy and Resources Committee – 17 April 2007

Councillors discussed the minutes of the Policy and Resources Committee meeting held on 17 April 2007, with particular regard to the Annual Audit Inspection Letter.

**Resolved that:**

**i. The following recommendations be approved:**

- a. Minute 1645 – Safeguarding Children Arrangements and Child Protection Policy**
- b. Minute 1649 – Annual Delivery Plan 2007 – Improvement Chapter**
- c. Minute 1655 – Affordable Housing**

**ii. The minutes be noted.**

Licensing Committee – 23 April 2007

**Resolved:**

**That the minutes be noted.**

1695 **Local Strategic Partnership (LSP) Update**

The Chief Executive updated councillors on the main issues arising and progress made since the last LSP update.

**Resolved:**

**That the report be noted.**

1696 **Urgent Action**

The Chief Executive informed councillors that it had been necessary to use emergency powers twice, with regard to:

- i. approving the attendance of Councillor J Crawford, if re-elected, at the LGA Conference in July 2007; and
- ii. the payment of an overspend of £1,250 in connection with the Selby Hospital project.

1697 **Sealing of Documents**

To authorise the sealing of any documents necessary to action decisions of this Council Meeting, or any of its Committees and Boards for which delegated authority is not already in existence.

**Resolved:**

**That authority be granted for the signing of, or the Common Seal of the Council being affixed to, any documents necessary to give effect to any resolutions hereby approved.**

1698 **Tributes to Councillors**

The Chairman, who would not be standing for re-election in the forthcoming elections, expressed his appreciation for all the assistance he had received from officers and staff at the Council over the years he had been a councillor.

He then praised Councillor Mrs W May, who also would not be standing again for re-election, for her professionalism, enthusiasm and friendship and presented her with a bouquet of flowers. Councillor Mrs W May thanked Councillor D McSherry for all his kindness and help, particularly following the recent death of her daughter.

Councillor J Crawford, Leader of the Labour Group, then paid tribute to the many years of hard work Councillor Mrs W May had given to the residents of Selby District. He wished her good health and happiness and presented her with a bouquet of flowers on behalf of the Labour Group.

The Leader of the Council also paid tribute to Councillor Mrs W May for the commitment she had shown for many years to the Council, her ward and the District and wished her a long and happy retirement.

The Leader then went on to thank the other members of the Labour Group who would not be standing for re-election. Councillor J Crawford followed with his thanks to them for all their hard work.

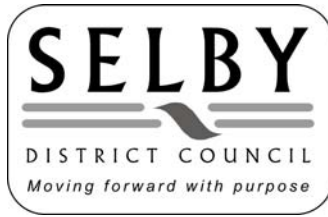
The Leader offered his thanks for the dedication and commitment shown by those members of the Conservative Group who were not standing for re-election, with particular regard to Councillors D Peart and D McSherry, and wished them all the best for the future.

The Chairman then asked that councillors end this meeting of Council by remembering Maurice Patrick and Wally Norton, who had been greatly admired by all.

The meeting closed at 7.05pm.

**Start Times for Committees and Boards**

<b>Board/Committee</b>	<b>Start Time</b>
Council	6.00pm
Annual Council	4.00pm
Policy and Resources Committee	4.00pm
Economy Board	4.00pm
Social Board	5.00pm
Environment Board	4.00pm
Licensing Committee	10.00am
Planning Committee	4.00pm
Overview and Scrutiny Committee	5.00pm
Standards Committee	4.00pm
Audit Panel	4.00pm
CAAC North	4.00pm
CAAC South	2.00pm



**Title:** Burton Salmon Parish Council

**To:** Annual Council

**Date:** 22 May 2007

**Service Area:** Legal and Democratic Services

**Author:** Mike Rice, Head of Service – Legal and Democratic Services

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**1 Purpose of Report**

- 1.1 The purpose of the report is to seek the appointment of a councillor to Burton Salmon Parish Council in order that that Council has a quorum and can function.

**2 Recommendation(s)**

- 2.1 **That an order be made appointing Derek Malcolm Vernon to be a councillor for Burton Salmon Parish Council.**

**3 Executive Summary**

- 3.1 Only two valid nominations have been received in relation to elections to Burton Salmon Parish Council on 3 May 2007.
- 3.2 The parish council needs at least three councillors to be quorate.
- 3.3 The district council is requested to make an order appointing Derek Malcolm Vernon to be a councillor on Burton Salmon Parish Council.

**4 The Report**

- 4.1 Only two valid nominations were received in time for the election of parish councillors to Burton Salmon Parish Council.

- 4.2 The required number of councillors on that parish council to constitute a quorum is three.
- 4.3 The parish council will therefore, be unable to transact any business until it is quorate.
- 4.4 A Mr Derek Malcolm Vernon submitted nomination papers after the date for the submission of nominations. He is, however, willing to be appointed.
- 4.5 The Representation of the People Acts 1983 and 1985 empower the district council to make any appointment that appears to them necessary for properly constituting the parish council.
- 4.6 The Council is therefore, requested to make an order appointing Derek Malcolm Vernon to be a councillor on Burton Salmon Parish Council with immediate effect.
- 4.7 If the order is made, then Burton Salmon Parish Council will be quorate and able to co-opt further councillors on to the Council.

## **5 Financial Implications**

- 5.1 There are no financial implications

## **6 Conclusions**

- 6.1 An order appointing Derek Malcolm Vernon to be a councillor on Burton Salmon Parish Council will ensure that the Council has a quorum and can function.

## **7 Link to Corporate Plan**

- 7.1 A parish council able to function is of benefit to its community.

## **8 How Does This Report Link to the Council's Priorities?**

- 8.1 The report links to the priority of Raising the Image of Selby District.

## **9 Impact on Corporate Policies**

<b>9.1</b>	<b>Service Improvement</b>	<b>Impact</b>
	It is important that a parish council is able to function and to carry out its responsibilities.	
<b>9.2</b>	<b>Equalities</b>	<b>Impact</b>
	It is important that the community is able to be represented by its parish council.	

<b>9.3</b>	<b>Community Safety and Crime</b>	<b>No Impact</b>
<b>9.4</b>	<b>Procurement</b>	<b>No Impact</b>
<b>9.5</b>	<b>Risk Management</b>	<b>Impact</b>
	If the parish council were not able to function it would have a detrimental impact on the community.	
<b>9.6</b>	<b>Sustainability</b>	<b>No Impact</b>
<b>9.7</b>	<b>Value for Money</b>	<b>No Impact</b>

## **10 Background Papers**

- 10.1 Letter to Mr Vernon from Selby District Council dated April 2007. This is held on file in the Elections section.