

**ANNUAL COUNCIL**  
**13TH MAY 2009**

**PRESENT:** Crs Payne (Mayor), Sleep (Deputy Mayor), B Aspinell, M Aspinell, Baker, Braid, Mrs Brehaut, Mrs Coe, Ms Golding, M Golding, Harrison, Mrs Henwood, Mrs Holmes, Mrs Hones, Hossack, Keeble, Kendall, Lee, Le-Surf, Lloyd, McCheyne, Mrs McGinley, Mrs McKinlay, MacLellan, Minns, Mrs Monnickendam, Parker, Mrs Pound, Quirk, Reed, Mrs Sheehan, Sparling, Straw and Tee.

**APOLOGIES:** Crs Carter and Ms Chilvers

The Mayor also reported that apologies had been received from MP Eric Pickles and the Borough's Hon. Freeman, Sir Trevor Brooking.

**1. MAYOR'S ANNOUNCEMENTS AND PRESENTATIONS:** The Mayor:

1. On 19<sup>th</sup> March had attended with the Mayoress the Essex Arts Awards Presentation at the Hermitage where he presented award certificates to worthy winners who represented the Borough's young people.
2. Had visited Phoenix Radio on two occasions in March, to assist in presenting a programme on Mothering Sunday and to join in with the celebrations for the station's second birthday showing the Council's continuing support for a worthwhile local amenity.
3. On 28<sup>th</sup> March had unveiled the six beautifully etched lecterns installed outside the Town Hall which depicted Brentwood's history from 1000AD to the present day.
4. Accompanied by the Mayoress had enjoyed the Gala Concert of the Brentwood Orchestra for Young Musicians at the Chelmsford Civic Theatre on 29<sup>th</sup> March. He had been impressed at the high standard of musicianship of participants and particularly those who received Jack Petchey awards from Aled Jones.
5. On 8<sup>th</sup> April had again attended Phoenix Radio to be interviewed and had enjoyed presenting the Mayor's Radio programme.
6. Had welcomed participating teams attending an International Football Tournament hosted by Hutton FC over the Easter weekend. He had watched the final being contested by England and Holland, won by the Dutch after a penalty shoot-out, and presented the trophies.
7. On 16<sup>th</sup> April had attended with the Mayoress the Pilgrims Hatch Elderly Person's Day at the Bishops Hall Community Centre where advice had been available for the Borough's elderly residents from various agencies.

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8. On 20<sup>th</sup> April had enjoyed visiting Ingatestone Hall to present to Lord Petre an honorary life membership certificate from Brentwood/ Montbazon Town Twinning Association.
  9. On 24<sup>th</sup> April had visited Barrow Farm Riding School where he felt privileged to present certificates and badges to young people who had conquered their various disabilities to ride the horses and ponies.
  10. On 25<sup>th</sup> April had attended the last home league game of Brentwood Town FC and at half time signed a commemorative lease and licence extension for the Brentwood Arena with the Club's Chairman, Keith Woodcock.
  11. On 26<sup>th</sup> April had attended with the Mayoress the 75th Anniversary Service at St George the Martyr Church in Ongar Road and wished the church community well in their fund-raising efforts for the Church's restoration.
  12. On 28<sup>th</sup> April had been proud to officially re-open Crown Street following its refurbishment and looked forward to completion of the works in the High Street and Hart Street to the same high standard.
  13. On 8<sup>th</sup> May had attended the official opening of the new St Helen's Catholic Infant School in Sawyers Hall Lane.
  14. Had been proud to open the newly-built Ingrave Community Association Hall on 11<sup>th</sup> May, which project had been one of his chosen charities.
  15. Had warmly welcomed to the Parish and the Borough the new vicar of St Mary's Church, Shenfield, the Reverend David Thomas, on 12<sup>th</sup> May.
  16. Was pleased to present cheques to representatives from his chosen Charities: The Claire-Louise Ferris Memorial Trust Fund and the Ingrave Community Association Ltd. received cheques for £6,000 and £5,700 respectively.
2. **ELECTION OF MAYOR:** Proposed by Cr Mrs McKinlay and seconded by Cr Mrs Hones that Cr Sleep be elected Mayor of the Borough for the year 2009/10.

RESOLVED UNANIMOUSLY that Cr Sleep be elected Mayor of the Borough for the year 2009/10 until his successor becomes entitled to act as Mayor.

Cr Sleep made the statutory Declaration of Acceptance of Office. (The meeting was temporarily adjourned whilst Cr Sleep and Cr Payne left the Chamber to enable the new Mayor to be robed).

Cr Sleep thanked the Council for his appointment and announced his chosen charities for the year, ie Crossroads for Carers, Helen Rollason Heal Cancer, the Royal British Legion Youth Band and CHIPS – Children's Holiday Ingatestone Play Scheme.

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Arising therefrom it was proposed by Cr Mrs McKinlay and seconded by Cr Mrs McGinley that the Council thank Cr Payne, the retiring Mayor, for his work during his term of office.

RESOLVED UNANIMOUSLY to thank Cr Payne, the retiring Mayor, for his work during his term of office.

The Mayor presented Cr Payne with a badge to commemorate his year of office.

At the request of the Mayor, and on behalf of the officers of the Council, the Executive Director (Resources) presented gifts to the retiring Mayor, Cr Payne.

Cr Payne thanked the Council and expressed his personal thanks and appreciation for all the help and support from his Secretary, Miss Sarah Furlong and many other officers, fellow Councillors and members of the community who had assisted him and supported his Chosen Charities during his year of office. Cr Payne paid particular tribute to his wife, Lyn, his Mayoress, for her support.

3. **APPOINTMENT OF DEPUTY MAYOR:** Proposed by Cr Mrs McKinlay and seconded by Cr Lloyd that Cr Tee be appointed Deputy Mayor of the Borough for 2009/2010.

RESOLVED UNANIMOUSLY that Cr Tee be appointed Deputy Mayor of the Borough for the year 2009/2010 until his successor becomes entitled to act as Deputy Mayor.

Cr Tee made the Statutory Declaration of Acceptance of Office and thanked the Council for his appointment.

4. **LEADER OF THE COUNCIL:** RESOLVED that the Leader of the largest political group on the Council, Cr Mrs McKinlay, be designated 'Leader of the Council'.

Arising therefrom it was FURTHER RESOLVED that Cr Mrs McGinley be designated as 'Deputy Leader of the Council'.

Cr Mrs McKinlay addressed the Council thanking Members for their support, in particular the Deputy Leader, Cr Mrs McGinley, and congratulating her on her re-appointment. She paid tribute to her predecessor, Brandon Lewis, for the Council's achievements whilst under his leadership and described her aims for the future progress of the Borough. The new Leader looked forward to working with Council Members, cross party, to attain the highest levels of service for the residents of Brentwood.

5. **APPOINTMENT OF POLICY BOARD, EXECUTIVE PANELS AND COMMITTEES:** The Council was invited to review and determine the allocation of seats in accordance with Section 15 of the Local Government

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and Housing Act 1989; to determine the number of voting Members on each Committee; and to appoint Committees and allocate seats on the Committees in accordance with the wishes of the political groups on the Council. The reference to 'Committees' applied to the Policy Board and Executive Panels under the Council's political management arrangements.

A political balance proposal for the allocation of seats to the political groups was attached to the report before the Council together with details of the nominations from the political groups to the seats allocated to the political groups on the Policy Board, Executive Panels and Committees.

In addition, the Council considered changes to the Terms of Reference affecting the Overview and Scrutiny Committee, Audit Committee, Standards Committee, Health, Housing and Leisure Panel, Environment and Parking Management Panel and Highways Localism Panel.

Members noted that the Staff Appointments and Staff Appeals Committee would be appointed if required and the Standards Committee was not subject to the political balance requirements. Members were reminded that the Licensing/Appeals Committee was adjusted to meet the requirements of the Licensing Act 2003 to provide a pool of Members any three of which sitting together could form a Sub-Committee.

**RESOLVED UNANIMOUSLY:**

1. To adopt the political balance proposal before the Council and to approve the changes to Panel Terms of Reference to reflect the creation of the Audit Committee, Health, Housing and Leisure Panel, Environment and Parking Management Panel and Highways Localism Panel before Members.
2. To appoint the Policy Board, Executive Panels and Committees and the number of voting Members (having taken into account the political balance of the Council together with the wishes of the political Groups as to who was to be appointed to the seats in accordance with Section 15 of the Local Government and Housing Act 1989 and regulations made thereunder) shall be as follows:-

**Policy Board:**

Membership 11 (Con 8, Lib Dem 2, Lab 1)

**Conservative:**

Cr. Baker, Cr. Ms Golding, Cr. Mrs Holmes, Cr. Lee, Cr. Lloyd, Cr. Mrs McKinlay, Cr. Quirk, Cr. Mrs Sheehan

Substitute Members: Cr. Mrs Pound and Cr. Sparling

**Liberal Democrat:**

Cr. Kendall and Cr. Ms Chilvers

Substitute Member Cr. R Carter

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Labour:

Cr. Le-Surf

Substitute Member: Cr. Minns

Health, Housing and Leisure Panel

Membership 11 (Con 8, Lib Dem 2, Lab 1)

Conservative:

Cr. Braid, Cr. Mrs Brehaut, Cr. Harrison, Cr. Mrs Henwood, Cr. Mrs Pound, Cr. Reed, Cr. Mrs Sheehan and Cr. Sparling

Substitute Members: Cr. Lloyd and Cr. Tee

Liberal Democrat:

Cr. M Aspinell and Cr. Ms Chilvers

Substitute Member: Cr. Kendall

Labour:

Cr. Le-Surf

Substitute Member: Cr. Minns

Planning Development Control Committee

Membership 15 (Con 12, Lib Dem 2, Lab 1)

Conservative:

Cr. Mrs Brehaut, Cr. Mrs Coe, Cr. Ms Golding, Cr. Hones, Cr. Hossack, Cr. Lloyd, Cr. McCheyne, Cr. MacLellan, Cr. Mrs Monnickendam, Cr. Mrs Pound, Cr. Reed and Cr. Sleep

Substitute Members: Cr. Golding and Cr. Payne

Liberal Democrat:

Cr Carter, Cr Ms Chilvers

Substitute: Cr Kendall

Labour:

Cr. Minns

Substitute Member: Cr. Le-Surf

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**Highways Localism Panel**

Membership 11 (Con 8, Lib Dem 2, Lab 1)

**Conservative:**

Cr. Mrs Coe, Cr. Golding, Cr. Mrs Hones, Cr. Lee, Cr. Lloyd, Cr. McCheyne, Cr. Mrs Monnickendam and Cr. Sparling

Substitute Members: Cr. Mrs Brehaut and Cr. Reed

**Lib Dem:**

Cr. Ms Chilvers and Cr. Kendall

Substitute Member: Cr. Carter

**Labour:**

Cr. Le-Surf

Substitute Member: Cr Minns

**Audit Committee**

Membership 5 (Con 3, Lib Dem 1, Lab 1)

**Conservative:**

Cr. Hossack, Cr. Mrs McGinley and Cr. Parker

**Lib Dem:**

Cr. B Aspinell

**Labour:**

Cr Minns

**Overview and Scrutiny Committee**

Membership 11 (Con 8, Lib Dem 2, Independent 1)

**Conservative:**

Cr. Braid, Cr. Mrs Henwood, Cr. Mrs Hones, Cr. Hossack, Cr. MacLellan, Cr. Parker, Cr. Payne, Cr. Tee,

**Liberal Democrat:**

Cr. B Aspinell and Cr. Straw

**Labour:**

Cr Minns

**Joint Committee for Country Parks and Countryside Estate**

Membership 2 (Con 2)

Cr. Golding and Cr. Mrs Sheehan

Substitute Members: Cr. Lloyd and Cr. Mrs Pound

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**Environment and Parking Management Panel:**

Membership 11 (Con 8, Lib Dem 2, Independent 1)

**Conservative:**

Cr. Baker, Cr. Mrs Brehaut, Cr. Mrs Coe, Cr. Golding, Cr. MacLellan,  
Cr. Mrs Pound, Cr. Quirk and Cr. Reed

Substitute Members: Cr Braid and Cr McCheyne

**Liberal Democrat:**

Cr. Carter and Cr. Kendall

Substitute Member: Cr. M Aspinell

**Independent**

Cr. Keeble

**Licensing/Appeals Committee**

Membership 15 (Con 12, Lib Dem 2, Lab 1)

**Conservative:**

Cr. Braid, Cr. Mrs Coe, Cr. Harrison, Cr. Mrs Henwood, Cr. Mrs Holmes,  
Cr. Lee, Cr. McCheyne, Cr. Mrs Monnickendam, Cr. Parker, Cr. Payne,  
Cr. Sleep and Cr. Tee

**Lib Dem:**

Cr. M Aspinell and Cr. Straw

**Independent:**

Keeble

NB Any three Members sitting together shall constitute a Sub-Committee

**Standards Committee**

Membership 12 (3 Independent Members, 3 Parish Council  
Representatives, Borough Councillors - 3 Con, 2 Lib Dem, 1 Lab)

Independent Members: Mr R Horton, Mr P Clements, Mr C Van-Holby

Parish Council Representatives: Mr P Baggott, Mrs S Murphy, Mr C Price

**Borough Council Members:**

Conservative (3)

Cr. Baker  
Cr. Mrs McGinley  
Cr. Reed

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Liberal Democrat (2)

Cr. B Aspinell  
Cr. Straw

Labour (1)

Cr. Minns

Note: Staff Appeals/Appointments Committees are appointed as required.  
\*[EL&PO-Keane]\*

6. **STANDING GROUPS AND BOARDS:** RESOLVED UNANIMOUSLY to adopt the proposals set out below in relation to the appointment of Standing Groups and Boards etc:-

- (i) **STAFF LOCAL AGREEMENT CONSULTATION FORUM**  
Employer's Side (The Council)

Leader of the Council:	Cr. Mrs McKinlay
Deputy Leader of the Council:	Cr. Mrs McGinley
Majority Group Nominee:	As required
Leader of Main Opposition Group:	Cr. Kendall

- (ii) **PUBLIC INFORMATION PANEL**  
Membership 3 (Con 2, Lib Dem 1)

<u>Conservative</u>	Cr. Mrs McKinlay Cr. Quirk Reserve: Cr. Mrs Sheehan
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<u>Liberal Democrat</u>	Cr. Ms Chilvers Reserve: Cr. Kendall
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- (iii) **INDEPENDENT REMUNERATION PANEL**  
Mr N Abbott  
Mr M Hawkins  
Mr N Otley  
\*[EL&PO-Keane]\*

7. **APPOINTMENT OF CHAIRMAN AND VICE CHAIRMAN OF THE POLICY BOARD, EXECUTIVE PANELS, COMMITTEES AND STANDING GROUPS ETC:** RESOLVED UNANIMOUSLY to adopt the following in relation to the appointment of the Chairman and Vice-Chairman of Policy Board, Executive Panels, Committees and Standing Groups etc.

- (i) **POLICY BOARD**  
Chairman : Cr Mrs McKinlay  
Vice-Chairman : Cr Baker



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**OVERVIEW AND SCRUTINY COMMITTEE**

Chairman	Cr B Aspinell
Vice-Chairman	Cr Payne

**JOINT COMMITTEE FOR COUNTRY  
PARKS AND COUNTRYSIDE ESTATE**

Chairman	To be decided by Joint Committee members
Vice-Chairman	To be decided by Joint Committee members

**HEALTH, HOUSING AND LEISURE  
PANEL**

Chairman	:	: Cr Mrs Sheehan
Vice-Chairman	:	: Cr Mrs Pound

**ENVIRONMENT AND PARKING MANAGEMENT PANEL**

Chairman	: Cr Quirk
Vice-Chairman	: Cr Golding

**PLANNING DEVELOPMENT CONTROL COMMITTEE**

Chairman	: Cr Ms Golding
Vice-Chairman	: Cr McCheyne

**AUDIT COMMITTEE**

Chairman	: Cr Mrs McGinley
Vice-Chairman	: Cr Parker

**HIGHWAYS LOCALISM PANEL**

Chairman	: Cr Lee
Vice-Chairman	: Cr Sparling

**LICENSING/APPEALS COMMITTEE**

Chairman	: Cr Mrs Holmes
Vice-Chairman	: Cr Mrs Coe

(ii) **STANDING GROUPS AND BOARDS**

**Staff Local Agreement Consultation  
Forum**

Chairman	: Leader of the Council
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**Public Information Panel**

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Chairman : Cr Mrs McKinlay

Enforcement Champion : Cr Baker

**Crime and Disorder Partnership**

Chairman : Cr Payne

\*[EL&PO-Keane]\*

8. **MEMBERS' ALLOWANCES 2009/2010:** The Council had before it a report confirming the current level of Members' Allowances and reflecting the recommendations made by the Special Policy Board and resolved by the Full Council at their meetings on 25.2.09 regarding the reduction in Members' Allowances for 2009/10 as follows:

Basic Allowance	£6,612
(Paid to all Members and included travel and subsidence)	

Special Responsibility Allowance (SRA)

Chairmen	£5,835
Vice-Chairmen	£1,061
Leader of the Council	£12,455
Deputy Leader of the Council	£9,145
Leader of Main Opposition Group	£5,835
Leader of Minority Opposition Group	£2,917

With regard to Members' Allowances for 2009/2010, in order to produce a substantial budget saving, the Special Policy Board recommended to and it was resolved by the Full Council later the same evening that for the municipal year commencing 14.5.09 Members' basic allowances be reduced by £1,500 to £5,112 and all special responsibility allowances be half of their present rates. These reductions would be restored for the following municipal year (2010/2011), subject to consultation with the Members' Remuneration Panel.

RESOLVED UNANIMOUSLY to note the report.

\*[EL&PO-Keane/DoFS-Bryant]\*

9. **RECORD OF MEMBERS' ATTENDANCE:** At the meeting of the Policy Board held on 11.3.09, Members had resolved unanimously to approve the following Motion:

"Brentwood Borough Council will establish a public record of all Members' attendance of all scheduled meetings as approved at Annual Council. The record will include panels and committees that Members have been appointed to serve on and for those that they are in attendance. The record will be updated throughout the years, displayed on the Council website and reported on at Annual Council."

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Members were informed that an appropriate programme had now been developed for the Council's website and was available to view from 13.5.09.

RESOLVED UNANIMOUSLY to note the report.

\*[EL&PO-Keane]\*

10. **MEMORIALS OR PETITIONS:** In accordance with Standing Order 18, Cr B Aspinell presented a Petition regarding Beads Hall Lane.

Since the matter fell within the remit of Policy Board it was RESOLVED to refer the petition accordingly.

\*[EL&PO-Keane]\*

11. **QUESTIONS:** There was none.

12. **DAY AND HOUR OF MEETING:** RESOLVED UNANIMOUSLY to approve and adopt the Calendar of meetings which had been circulated prior to the meeting, subject to three amendments to listed dates for Overview and Scrutiny Committee meetings:

From Tuesday 29<sup>th</sup> September 2009 to Monday 28<sup>th</sup> September 2009

From Wednesday 11<sup>th</sup> November 2009 to Monday 9<sup>th</sup> November 2009

From Tuesday 19<sup>th</sup> January 2010 to Monday 18<sup>th</sup> January 2010.

\*[EL&PO-Keane]\*

13. **APPOINTMENT OF REPRESENTATIVES ON OUTSIDE ORGANISATIONS:**

RESOLVED UNANIMOUSLY to appoint the following persons as the Council's representatives on the organisations set out below for the period indicated:

**Representatives who *SHOULD* be Members of the Council.**

<b><u>Name of Organisation</u></b>	<b><u>No. of Reps</u></b>	<b><u>Date of Expiry of Term</u></b>	<b><u>Period of Term (Years)</u></b>	<b><u>Names of Representatives</u></b>
Local Government Association	1	Indefinite	N/A	Leader of the Council
East of England Regional Assembly	1	May-10	1	Deputy Leader of the Council
Brentwood & District Age Concern	2	May-10	1	Crs Mrs Pound and Straw

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Community Sports Network	1	May-10	1	Cr Lloyd
East & West Horndon Village Hall Committee	2	May-10	1	Cr Ms Golding and Cr MacLellan
Brentwood Arts Council	1	May-10	1	Cr Mrs Brehaut
Hutton Youth Project (formerly Hutton Community Association)	1	May-10		Cr D Payne
Three Arch Bridge Community Hall	2	May-10	1	Crs Golding and Le-Surf
Brentwood Rugby Club Pavilion Management Committee	3	May-10	1	Cr MacLellan, Cr Mrs Sheehan and Cr Payne
Brentwood Football Club Management Committee	3	May-10	1	Cr B Aspinell, Cr Parker and Cr Payne
Ingatestone & Fryerning Community Club	1	May-10	1	Cr Mrs Hones
Citizens Advice Bureau	2	May-10	1	Crs Mrs Henwood and Mrs Hones
Brentwood & Landkreis Roth Twinning Association 1979	3	May-10	1	Cr Mrs Henwood, Mrs Hones and Straw (Mayor and Deputy Mayor of the Council are President and Deputy- President of the Association respectively)
Brentwood/Montbazon Town Twinning Association	3	May-10	1	Cr Mrs Brehaut, Le-Surf and Straw (Mayor and Deputy Mayor of the Council are President and Deputy- President

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Brentwood Theatre Trust	2	May-10	1	of the Association respectively) Crs Baker and Mrs Brehaut
Police Community Consultative Committee	1	May-10	1	Cr Ms L Golding
Brentwood Access Group	1	May-10	1	Cr Mrs Pound
Council for Voluntary Service	2	May-10	1	Mayor and Cr Mrs Brehaut
Thames Chase Joint Committees	3	May-10		Cr Golding Cr Straw Cr Tee
Museums in Essex Committee	1	May-10	1	Cr Minns
Youth Arts Partnership	1	May-10	1	Cr Mrs McGinley
Community Transport Partnership	2	May-10	1	Crs Lee and Quirk
SNAP	1	May-10	1	Cr Tee
Essex Waste Management Joint Committee	2	May-10	1	Cr Quirk Sub: Cr Golding
Basildon & Thurrock Hospitals Trust	1	May-10	1	Cr Mrs Brehaut
County Commissioning Body for Supporting People	1	May-10	1	Cr Mrs McGinley

**Representatives who need *NOT* be Members  
of the Council:-**

Conservators of Shenfield Common	6	May-10	1	Mr A Grant (Chairman and nominee of Lord of the Manor) Mr W Baker Mr J Fair Cr Lee Cr Lloyd
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Council for the Protection of Rural England (Essex Branch Advisory Committee)	2	May-10	1	Cr Golding Cr Minns Crs Mrs Holmes and MacLellan
Hartwood Golf Club	2	May-10	1	Crs Mrs Holmes and MacLellan
South Weald Parish Hall	2	May-10	1	Crs Mrs Coe and Mrs Holmes

**CHARITIES**

Headley Common Trustees	4	May-13	4	Mr Wild Cr Lloyd
		Aug-13	4	Cr Tee Mr G Murray
Howard Memorial Trust	1	May-10	1	Cr Ms Golding
Hutton Charities	1	May-13	4	Cllr Braid

**Additional representatives for 2009**

Brentwood Leisure Trust	2	May -10	1	Crs Baker and Quirk
Brentwood Mind	1	May-10	1	Cr Minns
Friends of Country Parks	2	May-10	1	Crs Golding and Mrs Sheehan Subs: Crs Lloyd and Mrs Pound

14. **NOTICES OF MOTION:** There were none. The Motion put forward and withdrawn by Cr Kendall would be discussed at the next Policy Board meeting.

\*[EL&PO-Keane]\*

15. **PAY AND DISPLAY PARKING AT THE TOWN HALL:** The Mayor had agreed to consider this item as urgent business pursuant to Section 100B(4)(b) Local Government Act 1972 and Members RESOLVED to suspend Standing Order 14.1 to allow this matter to be considered without delay.

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Members were reminded that at the Special Policy Board meeting on 25.2.09 the in principle decision to introduce weekend car parking charges at the Town Hall was taken in pursuance of improved income streams in order to maintain and improve the Council's frontline services. Schedules and charges for parking at the Town Hall were considered and adopted by the Highways Panel on 31.3.09,

The Leader was pleased to announce that sufficient savings had now been identified in the Council's budget which would enable no charge to be made for Sunday parking.

RESOLVED UNANIMOUSLY that no charge would be made for parking in the Town Hall Car Parks on Sundays.

\*[DoES-Bennett/DoFS-Bryant]\*

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