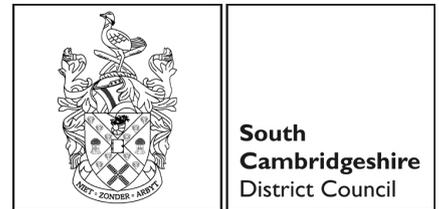


South Cambridgeshire Hall
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4 January 2016

To: Chairman – Councillor Sue Ellington
Vice-Chairman – Councillor Charles Nightingale
Members of the Civic Affairs Committee – Councillors David Bard,
Nigel Cathcart, Simon Crocker, Simon Edwards, Sebastian Kindersley,
Ray Manning, Raymond Matthews, Deborah Roberts, Bridget Smith and
Bunty Waters

Quorum: 4

Dear Councillor

You are invited to attend the next meeting of **CIVIC AFFAIRS COMMITTEE**, which will be held in **COUNCIL CHAMBER, FIRST FLOOR** at South Cambridgeshire Hall on **TUESDAY, 12 JANUARY 2016** at **2.00 p.m.**

Members are respectfully reminded that when substituting on committees, subcommittees, and outside or joint bodies, Democratic Services must be advised of the substitution *in advance of* the meeting. It is not possible to accept a substitute once the meeting has started. Council Standing Order 4.3 refers.

Yours faithfully
JEAN HUNTER
Chief Executive

The Council is committed to improving, for all members of the community, access to its agendas and minutes. We try to take all circumstances into account but, if you have any specific needs, please let us know, and we will do what we can to help you.

AGENDA

PAGES

PROCEDURAL ITEMS

- 1. Apologies for Absence**
To receive Apologies for Absence from Committee members.
- 2. Declarations of Interest**
- 3. Minutes of Previous Meeting** 1 - 6
To authorise the Chairman to sign the Minutes of the meeting held on 12 November 2015 as a correct record.

RECOMMENDATIONS TO COUNCIL

- 4. First Phase Consultation Response to LGBCE South** 7 - 18

Democratic Services Contact Officer: Patrick Adams (Agenda) Graham Watts (Minutes) 03450 450 500
democratic.services@scambs.gov.uk

Cambridgeshire Electoral Review

5. **Review of Council Standing Orders** **19 - 42**

DECISION ITEMS

6. **Parish Boundary Between Willingham and Over** **43 - 58**

INFORMATION ITEMS

7. **Update on Code of Conduct Complaints** **59 - 60**

8. **Update on Community Governance Reviews**

STANDING ITEMS

9. **Date of Next Meeting**
Committee members are asked to bring their diaries.

OUR LONG-TERM VISION

South Cambridgeshire will continue to be the best place to live, work and study in the country. Our district will demonstrate impressive and sustainable economic growth. Our residents will have a superb quality of life in an exceptionally beautiful, rural and green environment.

OUR VALUES

We will demonstrate our corporate values in all our actions. These are:

- Working Together
- Integrity
- Dynamism
- Innovation

GUIDANCE NOTES FOR VISITORS TO SOUTH CAMBRIDGESHIRE HALL

Notes to help those people visiting the South Cambridgeshire District Council offices

While we try to make sure that you stay safe when visiting South Cambridgeshire Hall, you also have a responsibility for your own safety, and that of others.

Security

When attending meetings in non-public areas of the Council offices you must report to Reception, sign in, and at all times wear the Visitor badge issued. Before leaving the building, please sign out and return the Visitor badge to Reception.

Public seating in meeting rooms is limited. For further details contact Democratic Services on 03450 450 500 or e-mail democratic.services@scambs.gov.uk

Emergency and Evacuation

In the event of a fire, a continuous alarm will sound. Leave the building using the nearest escape route; from the Council Chamber or Mezzanine viewing gallery this would be via the staircase just outside the door. Go to the assembly point at the far side of the staff car park opposite the staff entrance

- **Do not** use the lifts to leave the building. If you are unable to use stairs by yourself, the emergency staircase landings have fire refuge areas, which give protection for a minimum of 1.5 hours. Press the alarm button and wait for help from Council fire wardens or the fire brigade.
- **Do not** re-enter the building until the officer in charge or the fire brigade confirms that it is safe to do so.

First Aid

If you feel unwell or need first aid, please alert a member of staff.

Access for People with Disabilities

We are committed to improving, for all members of the community, access to our agendas and minutes. We try to take all circumstances into account but, if you have any specific needs, please let us know, and we will do what we can to help you. All meeting rooms are accessible to wheelchair users. There are disabled toilet facilities on each floor of the building. Infra-red hearing assistance systems are available in the Council Chamber and viewing gallery. To use these, you must sit in sight of the infra-red transmitter and wear a 'neck loop', which can be used with a hearing aid switched to the 'T' position. If your hearing aid does not have the 'T' position facility then earphones are also available and can be used independently. You can get both neck loops and earphones from Reception.

Toilets

Public toilets are available on each floor of the building next to the lifts.

Recording of Business and Use of Mobile Phones

We are open and transparent about how we make decisions. We allow recording, filming and photography at Council, Cabinet and other meetings, which members of the public can attend, so long as proceedings at the meeting are not disrupted. We also allow the use of social media during meetings to bring Council issues to the attention of a wider audience. To minimise disturbance to others attending the meeting, please switch your phone or other mobile device to silent / vibrate mode.

Banners, Placards and similar items

You are not allowed to bring into, or display at, any public meeting any banner, placard, poster or other similar item. Failure to do so, will result in the Chairman suspending the meeting until such items are removed.

Disturbance by Public

If a member of the public interrupts proceedings at a meeting, the Chairman will warn the person concerned. If they continue to interrupt, the Chairman will order their removal from the meeting room. If there is a general disturbance in any part of the meeting room open to the public, the Chairman may call for that part to be cleared. The meeting will be suspended until order has been restored.

Smoking

Since 1 July 2008, South Cambridgeshire District Council has operated a Smoke Free Policy. No one is allowed to smoke at any time within the Council offices, or in the car park or other grounds forming part of those offices.

Food and Drink

Vending machines and a water dispenser are available on the ground floor near the lifts at the front of the building. You are not allowed to bring food or drink into the meeting room.

Agenda Item 3

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of a meeting of the Civic Affairs Committee held on
Thursday, 12 November 2015 at 10.00 a.m.

PRESENT: Councillor Sue Ellington – Chairman
Councillor Charles Nightingale – Vice-Chairman

Councillors: David Bard
Simon Crocker
Sebastian Kindersley
Raymond Matthews
Bridget Smith

Nigel Cathcart
Kevin Cuffley
Ray Manning
Deborah Roberts
Bunty Waters

Officers: Gemma Barron
Andrew Francis
Fiona McMillan
Steve Rayment
Graham Watts

Sustainable Communities & Partnerships
Manager
Electoral Services Manager
Legal Services Manager and Monitoring Officer
Head of ICT
Democratic Services Team Leader

Advisors: Gillian Holmes
Deputy Independent Person

Councillor Grenville Chamberlain was in attendance, by invitation.

1. APOLOGIES FOR ABSENCE

The Chairman took this opportunity to welcome Councillor Simon Crocker to his first meeting of the Civic Affairs Committee.

An apology for absence had been received from Councillor Simon Edwards. Councillor Kevin Cuffley had been appointed as Councillor Edwards' substitute for this meeting.

2. DECLARATIONS OF INTEREST

Councillor Simon Crocker declared a non-pecuniary interest in item 6 as he was the Chairman of Cambourne Parish Council.

Councillor Sebastian Kindersley declared a non-pecuniary interest in item 6 as he was the Cambridgeshire County Councillor for the Gamlingay electoral division, which included Haslingfield.

3. MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting held on 24 September 2015 were confirmed and signed by the Chairman as a correct record.

4. FILMING AT PUBLIC MEETINGS

The Civic Affairs Committee considered a report which provided Members with an overview of the technical options available to facilitate the filming or recording of the Council's public meetings. Options included:

- contracting a third party supplier and that webcasting be introduced for some or all of the Council's public meetings, so that the authority could film and stream its proceedings live on its website;
- internally filming or recording some or all of the Council's public meetings, so that the video and audio feed could be relayed to other parts of the building as an overflow arrangement in circumstances whereby the public gallery could not accommodate the number of people wishing to attend;
- internally filming some or all of the Council's public meetings and providing a link to the footage on its website after the meeting had been held, with the footage not being live. This option could also provide a video or audio broadcast relayed to other parts of the building to facilitate an overflow arrangement;
- not installing, contracting or providing any specific facility or system for the filming or recording of the Council's public meetings.

The following points were made by Members during discussion:

- the public now had the right to film meetings themselves, so the Council should retain its existing arrangements. Members of the public did already film meetings, with the Greater Cambridge City Deal Executive Board and Joint Assembly cited as examples;
- it would be difficult for the Council to choose which meetings it decided to film should any arrangements to facilitate this be put in place;
- it was difficult to justify the additional costs and officer time that would be required to introduce the recording or filming of meetings;
- the public appetite for watching Council meetings online was difficult to determine. A Member had searched on YouTube for a recent public meeting from another authority which had only received 50 'hits'. With such low viewing figures it would be difficult to justify the capital costs required;
- it was a matter of time before local authorities would be made to film their meetings, so the Council should introduce filming or recording at the earliest opportunity;
- a recent meeting of the Cambourne Police Panel was put forward as an example where filming took place and was live-streamed. If Police Panels could ensure that their meetings were recorded or filmed then the District Council should make the same provision;
- the Council should not rely on members of the public turning up to meetings to film them and should make its own arrangements;
- it would be preferable for the Council to have an official recording of meetings to signpost people to, rather than relying on a version that had been filmed from another third party. A problem with other people filming meetings and the Council not having its own version was that approach was that the external person would have full editorial control. The third option set out in the report was therefore a reasonable compromise;
- the Council should be open and transparent and the recording or filming of its meetings was a way of demonstrating this;
- some people in the district struggled to physically attend meetings and would welcome the opportunity to observe meetings online.

Councillor Deborah Roberts proposed option four set out in the report, to maintain the existing arrangement of not installing, contracting or providing any specific facility or system for the Council to itself record its public meetings. Councillor Ray Manning seconded the proposal.

Voting on the proposal, with 9 votes in favour and 2 votes against, the Civic Affairs Committee supported option four, as set out in the report, and **AGREED** to maintain the existing arrangement of not installing, contracting or providing any specific facility or system for the Council to itself record its public meetings.

Councillors Sebastian Kindersley and Bridget Smith requested that their votes against the proposal be recorded in the minutes.

5. REVIEW OF COUNCIL STANDING ORDERS

Consideration was given to a report which suggested those areas within the Council's Standing Orders that could be reviewed to aid more effective decision-making and governance, further to a request by the Chairman of the Council to review Standing Orders.

Discussion ensued on the respective Standing Orders relating to Notices of Motion, consideration of the Council's annual budget, questions by Members, the cancellation of meetings and the quorum for the Scrutiny and Overview Committee and Partnerships Review Committee, as set out in paragraphs 8 to 21 of the report. In debating each area of Standing Orders identified in the report for potential review, the Committee agreed for a further report to be submitted to the Civic Affairs Committee with suggested amendments to the wording of those Standing Orders set out in paragraphs 11, 12, 13, 16, 18, 20 and 21 of the report. The report would include an additional Standing Order under the 'questions by Members' heading to mirror the system used by Cambridgeshire County Council whereby Members were not required to provide notice of questions and could ask questions at the meeting without notice during a prescribed period of time. It was proposed that this would be in addition to the practice of providing notice of questions, for a trial period of six months.

The Civic Affairs Committee **AGREED** for a report to be submitted to its next meeting setting out proposed changes to the Council's Standing Orders, reflecting suggested areas for review set out in paragraphs 11, 12, 13, 16, 18, 20 and 21 of the report in respect of Notices of Motion, considering the Council's annual budget, questions by Members, the cancellation of meetings and the quorum for the Scrutiny and Overview Committee and Partnerships Review Committee.

6. REVIEW OF COMMUNITY GOVERNANCE REVIEWS AND REVIEW OF HASLINGFIELD PARISH

The Civic Affairs Committee considered a report which updated Members with progress regarding Community Governance Reviews in the district.

The following points were noted during discussion for each review:

Cambourne West

Since the last meeting of the Committee on 9 July 2015, where it was reported that a letter had been received from Cambourne Parish Council to request a Community Governance Review, Members noted that Caxton Parish Council had now been contacted by Cambourne Parish Council. The contents of the letter from Caxton Parish Council were included within the report.

Councillor Simon Crocker made the point that Cambourne Parish Council had requested a Community Governance Review based on planning applications being considered at this moment in time and not the proposed development as it appeared in the Local

Development Plan, which he felt was contrary to what Caxton Parish Council had referred to in the letter. Officers agreed to arrange a meeting with representatives from both Parish Councils to confirm their respective positions with regard to the Community Governance Review.

Darwin Green 2 and 3 and North West Cambridge

At the previous meeting of the Committee it was agreed to consider North West Cambridge alongside Darwin Green 2 and 3. Members were informed that preliminary discussions with a local Councillor regarding governance at North West Cambridge had recently been held. No further discussions in relation to Darwin Green 2 and 3 had taken place since the last meeting.

Northstowe

Members noted that a further report on Northstowe would be submitted to the Civic Affairs Committee in due course.

Trumpington Meadows

As previously agreed by the Civic Affairs Committee, draft terms of reference had been prepared for a Community Governance Review for the parish of Haslingfield, which set out the matters on which such a review could focus. A copy of this document was attached to the report at Appendix A. Forecast housing trajectory for the South Cambridgeshire part of the Trumpington Meadows development in terms of estimated dwelling completion between 2015 and 2021 was set out in the report.

Depending on the timing of the review, it was noted that the Parish Council could be in a position where it had elections in 2016, 2017 and 2018. The point was made, however, that electors would be voting at the all-out County and District Council elections scheduled to take place in 2017 and 2018, respectively, in any case.

Members agreed that people in this community should be given the opportunity to build and develop their own communities and were of the view that the Community Governance Review should commence as soon as possible.

The Civic Affairs Committee:

- (a) **AGREED** to commence a Community Governance Review of the parish of Haslingfield based on the terms of reference set out in Appendix A of the report, taking into consideration the timing of such a review.
- (b) **NOTED** the current status of each Community Governance Review as outlined in the report.

7. REVIEW OF ELECTORAL ARRANGEMENTS - COUNCIL'S APPROACH TO MAKING A WARDING PROPOSAL

The Civic Affairs Committee considered a report which updated Members on the next steps in the Council's electoral review.

Councillor Alex Riley, the Council's Boundary Review Member Champion, informed the Committee that he was determined to come up with the best possible warding arrangement for South Cambridgeshire and sought support of the following principles that he intended to follow:

- electoral wards to be single-Member wards, where possible and practical;
- small parishes not to form part of an electoral ward with large parishes, where possible and practical.

He emphasised that his role as Boundary Review Member Champion would be politically neutral and that politics would not feature at all as part of his consideration of the district's warding arrangements, reporting that he had already been working very closely with Members of the opposition. Councillor Riley reminded Members that the decision on Council size for South Cambridgeshire District Council had not yet been announced by the Boundary Commission and that a decision was expected later this month.

Members thanked Councillor Riley for the significant work he had already undertaken on the electoral review.

The Civic Affairs Committee:

- (a) **AGREED** that the Boundary Review Member Champion be asked to draw up a scheme for subsequent consideration by the Civic Affairs Committee and Council, in liaison with representatives of all political groups and the Elections Manager.
- (b) **SUPPORTED** the following principles in drawing up a scheme:
 - electoral wards to be single-Member wards, where possible and practical;
 - small parishes not to form part of an electoral ward with large parishes, where possible and practical.

8. **UPDATE ON CODE OF CONDUCT COMPLAINTS**

The Civic Affairs Committee **NOTED** the progress of any outstanding complaints and the conclusion of cases resolved since the last meeting.

9. **DATE OF NEXT MEETING**

It was **AGREED** that the next meeting of the Civic Affairs Committee would be held on 12 January 2016 at 2pm.

The Meeting ended at 11.38 a.m.

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Report To: Civic Affairs Committee
Lead Officer: Jean Hunter, Chief Executive

12 January 2016

First Phase Consultation Response to LGBCE South Cambridgeshire Electoral Review

Purpose

1. To make a recommendation to Council on a response to the Local Government Boundary Commission for England's first phase of consultation on new warding patterns for South Cambridgeshire.
2. This is not a key decision

Recommendations

3. It is recommended that Civic Affairs Committee **RECOMMENDS TO COUNCIL** that the warding proposal at Appendix 1, developed by the Member Champion in consultation with all members, be submitted to the LGBCE as a Council response to the first phase of the review.

Reasons for Recommendations

4. The Member Champion has been tasked by the Civic Affairs Committee to draft a Council response, and this has been done in consultation with all members.

Background

5. The Local Government Boundary Commission for England has begun a review of the electoral arrangements of South Cambridgeshire District Council.
6. This review has been initiated because of an increasing imbalance in the number of people represented by each member across the district.
7. In advance of the review commencing formally, the Council resolved to move to all-out elections from 2018. This decision was made to ensure that the LGBCE could implement a warding pattern that saw a mix of one, two and three member wards.
8. The Council also made a submission to the LGBCE recommending a Council Size of 45 members going forward. The submission made it clear that the Council would not support a Council Size smaller than this number.
9. At its meeting in late November, the LGBCE supported the Council's proposals for a Council Size of 45 and approved the electorate forecasts which had been submitted. At this point, the LGBCE invited stakeholders and interested parties to submit proposals for the future warding of the district.
10. The first phase of consultation is scheduled to finish on 1 February 2016.

11. The Council's Member Champion for the review has, in consultation with all members, prepared a warding proposal which the Civic Affairs Committee can now recommend to Council is submitted as a Council response to the review.

Considerations

12. The Civic Affairs Committee in November agreed to support two principles in the forming of new warding proposals. Where possible and practical, these were:
 - (i) to propose single member wards
 - (ii) to avoid smaller villages being placed in the same ward as a single larger village
13. Alongside these principles, the Member Champion has been working closely with the forecast electorates and the LGBCE key principles of electoral equality, community identity and effective and convenient local government to ensure any proposal made by the Council is robust.

Options

14. The Civic Affairs Committee could either:
 - (a) **RECOMMEND TO COUNCIL** that the warding proposal at Appendix 1 be submitted to the LGBCE as a Council response
 - (b) **RECOMMEND TO COUNCIL** that an alternative proposal be submitted
 - (c) **RECOMMEND TO COUNCIL** that no Council submission be made
15. It is recommended that option A be approved, as the Member Champion has extensively consulted all members (by email) on his proposals.
16. Any attempt to make alternative proposals should be handled very carefully so as to ensure that any submission made is able to reflect the key requirements of the LGBCE.

Implications

17. In the writing of this report, taking into account financial, legal, staffing, risk management, equality and diversity, climate change, community safety and any other key issues, the following implications have been considered: -

There are no significant implications.

Consultation responses (including from the Youth Council)

18. The LGBCE consultation is open to all interested parties for comment and proposal. The Council does not need to consult on its own response but has publicised the review through the South Cambs Magazine and social media channels.

Background Papers

Where [the Local Authorities \(Executive Arrangements\) \(Meetings and Access to Information\) \(England\) Regulations 2012](#) require documents to be open to inspection by members of the public, they must be available for inspection: -

- (a) at all reasonable hours at the offices of South Cambridgeshire District Council;
- (b) on the Council's website; and
- (c) in the case of documents to be available for inspection pursuant to regulation 15, on payment of a reasonable fee required by the Council by the person seeking to inspect the documents at the offices of South Cambridgeshire District Council.

LGBCE Guidance on warding proposals:
<https://www.lgbce.org.uk/policy-and-publications/guidance>

Report Author: Andrew Francis – Electoral Services Manager
Telephone: (01954) 713014

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LGBCE Electoral Review of South Cambridgeshire
Proposal for ward scheme for 45 Members

Submission by South Cambridgeshire District Council to the first phase of consultation

Contact Andrew Francis, Electoral Services Manager
01954 713014
andrew.francis@scambs.gov.uk

Member Lead Cllr Alex Riley, Member Champion - Boundary Review

Summary

Single Member	16 wards
Two Member	10 wards
Three Member	3 wards

The following proposal strikes a balance between the key criteria of the LGBCE.

The district of South Cambridgeshire is very large and rural and each of its many parishes has a very clear and distinct sense of community. The Council has decided to try and aim for single member wards where possible, and not to allocate small villages in the same ward with very large ones. Preserving this sense of community is considered as important as balancing electoral equality.

WARD 1

ZA1 - Balsham	1286
ZC1 - Carlton	155
ZF1 - Horseheath	378
ZI1 - West Wickham	341
ZJ1 - West Wrattling	381
ZK1 - Weston Colville	389
TOTAL	2930

Ward 1 is a single member ward with a variance of 1.2% from the elector to member average for the district.

WARD 2

OC1 - Milton	3357
--------------	------

OC2 - Milton (Detached)	72
OB1 - Landbeach	692
OD1 - Waterbeach	3785
OD2 - Chittering	98
TOTAL	8004

Ward 2 is a three member ward with a variance of -7.8% from average.

Milton Detached is not accessible by road directly from South Cambridgeshire. It is detached from Milton village and is over a river from Fen Drayton. It is best served by staying in a ward with the rest of its parish.

WARD 3

ZD1 - Castle Camps	529
ZH1 - Shudy Camps	263
ZB1 - Bartlow	85
ZE1 - Hildersham	177
ZG1 - Linton	3525
YA1 - Great Abington	750
YB1 - Little Abington	445
TOTAL	5774

Ward 3 is a two member ward with a -0.3% variance.

WARD 4

YE1 - Sawston	6228
---------------	------

Ward 4 is a two member ward with a variance of 7.6%.

WARD 5

TD1 - Great Shelford	3518
TE1 - Little Shelford	663
TF1 - Stapleford	1556
TOTAL	5737

Ward 5 is a two member ward with a variance of -0.9%.

WARD 6

TA1 - Harston	1411
TB1 - Hauxton	1097
TOTAL	2508

Ward 6 is a single member ward with a variance of -13.4%.

Our preference for this ward would see these two communities bought together. If this is unacceptable, this ward could be bought together with wards 14 and 15 to establish a larger ward.

WARD 7

WB1 - Duxford	1507
WF1 - Ickleton	545
WE1 - Hinxton	273
YC1 - Babraham	214
YD1 - Pampisford	267
TOTAL	2806

Ward 7 is a single member ward with a variance of -3.1%.

WARD 8

WH2 - Whittlesford South	157
TC1 - Newton	307
WG1 - Thriplow Village	405
WG2 - Thriplow Heathfield	496
WH1 - Whittlesford	1286
TOTAL	2651

Ward 8 is a single member ward with a variance of -8.4%.

WARD 9

VC1 - Gamlingay	3190
-----------------	------

Ward 9 is a single member ward with a variance of 10.2%.

This ward is a single large settlement which would clearly benefit from being a single member ward of its own. Reallocation in a ward with smaller communities could erode their community identity.

WARD 10

VH1 - Shingay-Cum-Wendy	109
VD1 - Hatley	182
XA1 - Arrington	325
XC1 - Croydon	186
VA1 - Abington Pigotts	119
VF1 - Guilden Morden	783
VG1 - Steeple Morden	902
VI1 - Tadlow	155
TOTAL	2761

Ward 10 is a single member ward with a variance of -4.6%.

WARD 11

VB1 - Bassingbourn	2435
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VE1 - Litlington	690
TOTAL	3125

Ward 11 is a single member ward with an 8% variance.

WARD 12

WC1 - Fowlmere	963
XF1 - Foxton	1040
WA1 - Great Chishill	480
WA2 - Little Chishill	48
WD1 - Heydon	198
TOTAL	2729

Ward 12 is a single member ward with a variance of -5.7%.

WARD 13

XN1 - Whaddon	373
XJ1 - Melbourn	3767
XK1 - Meldreth	1507
XM1 - Shepreth	668
TOTAL	6315

Ward 13 is a two member ward with a 9.1% variance.

WARD 14

PA1 - Barton	708
PC1 - Coton	704
PB1 - Comberton	1853
TOTAL	3265

Ward 14 is a single member ward with a 12.8% variance.

See ward 6.

WARD 15

PD1 - Grantchester	441
PF1 - Harlton	251
PG1 - Haslingfield	2351
TOTAL	3043

Ward 15 is a single member ward with a variance of 5.1%.

See ward 6.

WARD 16

XD1 - Great Eversden	212
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XE1 - Little Eversden	484
XB1 - Barrington	1211
XL1 - Orwell	899
XO1 - Wimpole	243
TOTAL	3049

Ward 16 is a single member ward with a variance of 5.3%.

WARD 17

NA1 - Bourn	758
NC1 - Caldecote	1291
NL2 - Childerley	21
XH1 - Kingston	197
XG1 - Little Gransden	244
XI1 - Longstowe	158
TOTAL	2669

Ward 17 is a single member ward with a variance of -7.8%.

WARD 18

QC1 - Dry Drayton	502
QF1 - Madingley	166
QD1 - Girton	4771
TOTAL	5439

Ward 18 is a two member ward with a -6% variance.

WARD 19

PH1 – Toft	645
PE1 - Hardwick	2078
TOTAL	2723

Ward 19 is a single member ward with a -5.9% variance.

WARD 20

NP1 - Cambourne	7760
-----------------	------

Ward 20 is a three member ward with a variance of -10.6%.

This ward is a single large settlement which would clearly benefit from being a single member ward of its own. Reallocation in a ward with smaller communities could erode their community identity.

WARD 21

QA1 - Bar Hill	3144
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Ward 21 is a single member ward with a variance of 8.6%.

WARD 22

RB1 - Fulbourn Village	3505
RB2 - Fulbourn Beechwood	829
RE1 - Teversham Village	949
RE2 - Teversham Foxgloves	1193
TOTAL	6476

Ward 22 is a two member ward with an 11.9% variance.

This ward consists of two parishes each of two polling districts. To retain the sense of community between these parishes it is felt important that they are retained together, in spite of the variance.

Ward 22 could be merged with Ward 23 but the two proposed wards are of very disparate characters and do not have any sense of local identity or community.

WARD 23

RA1 - Fen Ditton	1231
RC1 - Horningsea	300
RD1 - Stow-Cum-Quy	415
RF1 - Great Wilbraham	510
RG1 - Little Wilbraham	234
RG2 - Six Mile Bottom	106
TOTAL	2796

Ward 23 is a single member ward with a variance of -3.4%.

WARD 24

QG1 - Oakington & Westwick	1170
QE1 - Longstanton	4879
TOTAL	6049

Ward 24 is a two member ward with a variance of 4.5%.

The two parishes within this ward will contain the planned new town of Northstowe.

WARD 25

SB1 - Over	2314
SD1 - Willingham	3303
TOTAL	5617

Ward 25 is a two member ward with a -3% variance.

WARD 26

SA1 - Cottenham	4737
SC1 - Rampton	377
TOTAL	5114

Ward 26 is a two member ward with a -11.7% variance.

WARD 27

OA1 - Histon	3634
OA2 - Impington North	3416
OA3 - Impington South	544
OA4 - Orchard Park	1857
TOTAL	9451

Ward 27 is a three member ward with a variance of 8.8%.

WARD 28

NL1 - Lolworth	130
NI1 - Fen Drayton	703
NO1 - Swavesey	1966
TOTAL	2799

Ward 28 is a single member ward with a variance of -3.3%

WARD 29

NB1 - Boxworth	184
ND1 - Caxton	1387
NF1 - Croxton	129
NH1 - Eltisley	314
NE1 - Conington	120
NG1 - Elsworth	539
NJ1 - Graveley	191
NK1 - Knapwell	77
NM1 - Papworth Everard	3114
NN1 - Papworth St. Agnes	48
TOTAL	6103

Ward 29 is a two member ward with a 5.4% variance

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Agenda Item 5



South
Cambridgeshire
District Council

Report To: Civic Affairs Committee
Lead Officer: Monitoring Officer

12 January 2016

Review of Council Standing Orders

Purpose

1. The Chairman of the Council had requested that the Civic Affairs Committee undertook a review of Council Standing Orders. The Committee initially considered this review at its meeting on 12 November 2015 and discussed the respective Standing Orders relating to Notices of Motion, consideration of the Council's annual budget, questions by Members, the cancellation of meetings and the quorum for the Scrutiny and Overview Committee and Partnerships Review Committee.
2. As requested by the Committee, this report sets out proposed changes to the specific Standing Orders identified and supported, in principle, at the meeting on 12 November 2015.

Recommendations

3. That the Civic Affairs Committee recommends to Council:
 - (a) approval of the amendments to Council Standing Orders as set out in **Appendix A** of the report;
 - (b) the amendment of the Scrutiny and Overview Procedure Rules to reflect the reduction of the quorum for both the Scrutiny and Overview Committee and Partnerships Review Committee to one quarter.

Reasons for Recommendations

4. It is within the Civic Affairs Committee's remit to review the Council's Constitution, including Standing Orders. This recommendation follows the Committee's request at its last meeting.

Background

5. The Standing Orders for Council have not been reviewed in their entirety for a number of years. It is within the remit of the Civic Affairs Committee to review the Constitution and Standing Orders periodically and the Committee undertook such a review at its previous meeting on 12 November 2015. A copy of the report considered at that meeting can be viewed via the following link:

<http://scams.moderngov.co.uk/documents/g6637/Public%20reports%20pack%20Thursday%2012-Nov-2015%2010.00%20Civic%20Affairs%20Committee.pdf?T=10>

6. In considering this report, the Committee identified and supported amendments, in principle, to specific Standing Orders in order improve the smooth and efficient running of meetings, promote effective decision-making and governance and provide procedural clarification.

Considerations

7. The following aspects of Standing Orders and initial suggestions set out in the report considered by the Committee on 12 November 2015 that were supported in principle included:

Notice of Motions

8. In terms of amendments, the Committee could consider recommending the inclusion of a Standing Order to request that all amendments be written down and handed to the Chairman before it is debated, in order that it is clear what Members are debating and voting on.
9. In addition, a recommendation could be made to give the Chairman discretion to refuse to accept amendments to Motions or recommendations if they are based on typographical or grammatical points. These issues should instead be raised with officers at the earliest opportunity in order that they can be properly considered.
10. Standing Order 12.4 sets out reasons why the Chairman might reject a motion. The Committee could consider, adding after the words 'is substantially the same as a Motion which has been put at a meeting or a meeting of the Council in the past six months' the sentence 'This does not apply to motions moved in pursuance of a recommendation of Cabinet, a Committee or a Chief Officer'.

Considering the Council's annual budget

11. Preparing the Council's budget takes considerable time and is an extremely complex process. The Scrutiny and Overview Committee and Cabinet both consider the proposed budget prior to its submission to Full Council.
12. Currently, there is nothing within Standing Orders to prevent any significant amendments being proposed at Full Council in relation to the annual budget that will not have had the opportunity to have also been considered by officers, the Scrutiny and Overview Committee or Cabinet. There is a risk that in moving such an amendment without notice, the Section 151 Officer or Monitoring Officer would be unable to accept it having not had time to properly consider the implications and consequences of the amendment amongst the entirety of the very complex budget. If an amendment had been previously considered by the Scrutiny and Overview Committee or Cabinet, officers and Members would have sufficient information to enable them to properly consider the implications and consequences of the significant amendment.
13. Standing Orders could be amended to reflect that any proposed significant amendments to the Council's annual budget need to have gone to the Scrutiny and Overview Committee and/or Cabinet before they will be accepted for consideration at Full Council.

Questions by Members

14. Members currently have to provide notice of questions, which are published with the agenda for meetings of Full Council. Other authorities set aside a time limit of 30 minutes, for example, where any Member can ask questions without the need to provide notice. This is something the Committee may wish to consider reviewing.

15. The Committee supported retaining the notice of questions process, but requested that an additional process be added to facilitate questions being asked without the requirement to provide notice. It suggested that this be put in place for an initial six month period and subsequently reviewed.

Cancellation of meetings

16. The current Standing Orders do not make it clear what the process should be for cancelling meetings. The Committee could consider making a recommendation to amend Standing Orders to reflect the process that should be followed in the event that a meeting would need to be cancelled due to lack of business, severe weather or other exceptional or disruptive circumstances. It is recommended that the process should involve the Chief Executive consulting with the Chairman of Council or the committee/body, then consulting political group leaders before resolving whether to cancel or adjourn the meeting.

Quorum of Scrutiny and Overview Committee and Partnerships Review Committee

17. The Scrutiny and Overview Procedure Rules set out that the quorum for both the Scrutiny and Overview Committee and Partnerships Review Committee is a least half of the membership of each body. The Committee could consider reducing the quorum for both bodies to one quarter, in line with other quorum requirements.
18. **Appendix A** of the report sets out a revised version of Standing Orders, incorporating the above suggested amendments that were supported in principle at the meeting on 12 November 2015.

Options

19. The Civic Affairs Committee could opt not to make recommendations to Council to amend Standing Orders at this time.
20. The Civic Affairs Committee could identify other areas of Standing Orders for review or amendment not included in this report.

Implications

21. In the writing of this report, taking into account financial, legal, staffing, risk management, equality and diversity, climate change, community safety and any other key issues, there are no significant implications.

Background Papers

No additional background papers have been used in the preparation of this report.

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COUNCIL STANDING ORDERS

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1. Annual Meeting of the Council

1.1 Timing and business

- (a) In a year when there is an ordinary election of councillors, the annual meeting will take place within 21 days of the retirement of the outgoing councillors. In any other year, the annual meeting will take place in March, April or May.
- (b) The annual meeting will:
- (i) elect a person to preside if the Chairman of Council is not present;
 - (ii) elect the Chairman of Council;
 - (iii) elect the Vice-Chairman of Council;
 - (iv) approve the minutes of the last meeting;
 - (v) in a year when there is an ordinary election of councillors, receive the Returning Officer's Return of councillors elected.
 - (vi) receive any announcements from the Chairman, Leader of Council and / or Head of Paid Service;
 - (vii) upon the expiry of the Leader's normal term of office as Leader, elect the Leader including, where available, notification by the Leader of the number of members he / she is appointing to the Executive (Cabinet), their names and their portfolios, and the Leader's Scheme of Delegation of Executive Functions;
 - (viii) appoint up to five substitute members per committee from each political group in a hierarchical list to all committees and sub-committees ;
 - (ix) appoint at least one scrutiny and overview committee, a Civic Affairs Committee, the Licensing Committee (2003 Act) and such other committees as the Council considers appropriate to deal with matters which are neither reserved to the Council nor are executive functions (as set out in Part 3 of this Constitution);
 - (x) agree the scheme of delegation or such part of it as the Constitution determines it is for the Council to agree (as set out in Part 3 of this Constitution);
 - (xi) receive questions from, and provide answers to, the public in relation to matters which in the opinion of the person presiding at the meeting are relevant to the business of the meeting, in accordance with Standing Order 10 below;
 - (xii) receive reports and recommendations from the Executive and the Council's committees and receive questions and answers on any of those reports;
 - (xiii) receive the Leader of the Major Opposition Group's written Annual statement on his/her Group's priorities for action and objectives for the forthcoming municipal year;
 - (xiv) consider any business set out in the notice convening the meeting including consideration of proposals from the Executive in relation to the Council's budget and policy framework and reports of the Partnerships Review Committee or Scrutiny and Overview Committee for debate; and
 - (xv) receive questions from, and provide answers to, members in relation to matters which in the opinion of the person presiding at the meeting are relevant to the business of the meeting, in accordance with Standing Order 11 below.

1.2 Selection of Councillors on Committees and Outside Bodies

- (a) At the annual meeting, the council meeting will:
- (i) decide which committees to establish for the municipal year;
 - (ii) decide the size and terms of reference for those committees with the exception of the Licensing Committee (2003 Act);
 - (iii) decide the number and allocation of seats and substitutes to political groups in accordance with the political balance rules set out in Part 5, Section A;
 - (iv) receive nominations of councillors to serve on each committee and outside body; and
 - (v) appoint to those committees and outside bodies except where appointment to those bodies has been delegated by the Council or is exercisable only by the Executive.
 - (vi) Appoint the Chairmen and Vice-Chairmen of the committees established under Standing Order 1.2(a)(i) above.
- (b) Executive Members shall be entitled to sit on the following committees as *ex officio* members:
- Employment Committee: Executive Member with responsibility for staffing matters;
 - Licensing Committee, Licensing Committee (2003 Act), Licensing Committee (2005 Gambling Act): Executive Member with responsibility for licensing matters;
 - Planning Committee: Executive Member with responsibility for development control matters.
- (c) Executive Members shall not be entitled to sit on the following committees:
- Corporate Governance Committee;
 - Partnerships Review Committee;
 - Scrutiny and Overview Committee;
 - Any other scrutiny and overview committee.

2. Ordinary Meetings

2.1 Agenda for Ordinary Meetings

Ordinary meetings of the Council will take place in accordance with a programme agreed by Council. Ordinary meetings will:

- (i) elect a person to preside if the Chairman and Vice-Chairman are not present;
- (ii) approve the minutes of the last meeting;
- (iii) receive any declarations of interest from members;
- (iv) elect the Leader of the Council, in the event that the position becomes vacant during the Civic Year including, where available, notification by the Leader of the number of members he / she is appointing to the Executive (Cabinet), their names and their portfolios, and the Leader's Scheme of Delegation of Executive Functions;
- (v) appoint members to committees and outside bodies where vacancies have arisen, except where appointment to outside bodies has been delegated by the Council or is exercisable only by the Executive;
- (vi) receive any announcements from the Chairman, Leader, the Executive or the Head of Paid Service;
- (vii) receive questions from, and provide answers to, the public in relation to matters which in the opinion of the person presiding at the meeting are relevant to the business of the meeting, in accordance with Standing Order 10 below;

- (viii) deal with any business from the last Council meeting;
- (ix) receive reports and recommendations from the Executive and the Council's committees and receive questions and answers on any of those reports;
- (x) receive reports about and receive questions and answers on the business of joint arrangements and external organisations;
- (xi) consider motions;
- (xii) consider any other business specified in the summons to the meeting, including consideration of proposals from the Executive in relation to the Council's budget and policy framework and reports of the Partnerships Review Committee and the Scrutiny and Overview Committee for debate; and
- (xiii) receive questions from, and provide answers to, members in relation to matters which in the opinion of the person presiding at the meeting are relevant to the business of the meeting, in accordance with Standing Order 11 below.

3. Extraordinary Meetings

3.1 Calling extraordinary meetings

- (a) Those listed below may request the proper officer¹ to call Council meetings in addition to ordinary meetings:
 - (i) the Council by simple majority;
 - (ii) the Chairman of the Council;
 - (iii) the Monitoring Officer; and
 - (iv) any five members of the Council if they have signed a requisition presented to the Chairman of the Council and he / she has refused to call a meeting or has failed to call a meeting within seven days of the presentation of the requisition.
- (b) The request shall state the subject for which the meeting is called.

3.2 Business

An extraordinary meeting shall not consider previous minutes, reports from committees or any other matter than the subject for which that meeting is called.

4. Appointment of Substitute Members of Committees, Sub-Committees and Outside or Joint Bodies

4.1 Allocation

- (a) Substitutes will be allowed on committees and sub-committees, and Council may allocate seats for substitute members on outside or joint bodies, where those bodies allow. The substitute must be a member of the same political group as the member for whom they are substituting. Substitute members will be appointed in a hierarchical list by Council at its Annual Meeting.
- (b) Executive Members shall be allowed to substitute on all committees other than the Partnerships Review Committee, the Scrutiny and Overview Committee or any other scrutiny and overview committee.

¹ In all the Part 4 Rules relating to Committee, executive and Council administration, reference to the 'proper officer' shall mean the Chief Executive or such suitably experienced senior officer, as the Chief Executive shall appoint.

4.2 Powers and duties

Substitute members will have the powers and duties of any ordinary member of the committee or sub-committee, outside or joint body (where those bodies allow) but will not be able to exercise any special powers or duties exercisable by the person for whom they are substituting. These powers and duties will only be available to the substitute members from the start until the close of the meeting at which they are substituting.

4.3 Substitution

Substitute members may attend meetings in that capacity only:

- (i) to take the place of the ordinary member for whom they are the substitute;
- (ii) where the ordinary member will be absent for the whole of the meeting, and;
- (iii) after notifying Democratic Services before the start of the meeting of the intended substitution.

4.4 Substitution at meetings of Planning Committee and Licensing Committee

Members acting as substitutes at meetings of the Planning Committee, and Licensing Committee when determining applications, shall be subject to the same requirement to have undertaken suitable training as ordinary members of those committees.

4.5 Vacant positions

Individual Group Leaders can appoint a substitute to fill any vacancy that may arise on a committee, sub-committee, outside body or joint body, where those bodies allow, until a replacement has been appointed at a meeting of Council.

5. Times and Places of Meetings

The times and places of meetings will be determined by the proper officer and notified in the summons.

6. Notice of and Summons to Meetings

The proper officer will give notice to the public of the time and place of any meeting in accordance with the Access to Information Rules. At least five clear days before a meeting, the Chief Executive will send a summons by e-mail and / or post to each member of the Council, or leave it, at his or her last known address or, if notified in writing to the proper officer, his or her preferred address. The summons will give the date, time and place of each meeting and specify the business to be transacted, and will be accompanied by such reports as are available.

7. Chairman of Meeting

- 7.1 The person presiding at the meeting may exercise any power or duty of the Chairman, except where there is equality of votes on an appointment, in which case the provisions of Standing Order 16.7 below shall be followed. Where these Standing Orders apply to committee or sub-committee meetings, references to the Chairman also include the Chairman of committees and sub-committees.

- 7.2 The Chairman of the Council shall preside over the election of Chairmen of Committees and Sub-Committees of the Council. Where the Chairman of Council is not present, the Chief Executive or an officer nominated by him or her may preside at the election of the Chairman but shall not be entitled to vote. In the event of a tie, the provisions of Standing Order 16.7 below shall be followed.
- 7.3 The Chairman of the Council shall be elected from among the councillors as the first business transacted at the Annual Council Meeting. Where the Chairman of Council is retiring, he / she should preside over the election of his / her successor. Where it is expected that he / she is to continue for a second year, the Chief Executive should preside, and the Chairman should leave the room for the duration of the election.
- 7.4 In all cases, nominees for the Chairmanship shall leave the room prior to voting on the Chairmanship.

8. Quorum

- 8.1 The quorum of a meeting will be one quarter of the whole number of members of the Council or the relevant body of the Council, or three, whichever is the greater, unless this Constitution otherwise provides. During any meeting if the Chairman counts the number of members present and declares there is not a quorum present, then the meeting will adjourn immediately. Remaining business will be considered at a time and date fixed by the Chairman. If he / she does not fix a date, the remaining business will be considered at the next ordinary meeting.
- 8.2 If there is no quorum at the published start time for the meeting, a period of ten minutes will be allowed, or longer, at the Chairman's discretion. If there remains no quorum at the expiry of this period, the meeting will be declared null and void.
- 8.3 The Chief Executive is authorised to cancel a meeting before the agenda has been published, following consultation with the Chairman.
- 8.4 Where, in exceptional circumstances, it is necessary to cancel a meeting after the agenda has been published, the Chief Executive shall be authorised to do so following consultation with the Chairman of the body concerned. The notice advising of the cancellation shall specify the exceptional circumstances in which the decision was taken. Outstanding business shall be held over to the next scheduled meeting or considered at a reconvened meeting on a date to be arranged which satisfies the notice requirements set out in the Local Government Act 1972 and Access to Information Rule 4.

9. Duration of Meetings

Unless three-quarters of members present vote for the meeting to continue, any meeting that has lasted for four hours, excluding adjournments will adjourn immediately. Remaining business will be considered at a time and date fixed by the Chairman. If he / she does not fix a date, the remaining business will be considered at the next ordinary meeting.

10. Questions by the Public

10.1 General

At the discretion of the Chairman, members of the public may ask questions of any member at ordinary meetings of the Council. This standard protocol is to be observed by questioners:

- (a) Questioners will not be permitted to raise the competence or performance of a councillor or officer, nor any matter involving exempt information or normally considered 'confidential'. Questioners cannot make any abusive or defamatory comments.
- (b) Each questioner must make it clear whether he or she is speaking as a private individual or as a representative of an organisation.
- (c) If any clarification of what the questioner has said is required, the Chairman will have the discretion to allow councillors to ask questions.
- (d) The questioner will not be permitted to participate in any subsequent discussion and will not be entitled to vote.
- (e) The Chairman will decide when and what time will be set aside for questions depending on the amount of business on the agenda for the meeting. Normally questions will be dealt with as the first substantive item of the meeting. A maximum of ten minutes will be allowed for public questions on any specific agenda item.
- (f) Individual questioners will be permitted to speak for a maximum of three minutes.

10.2 Order of questions

Questions will be asked in the order notice of them was received, except that the Chairman may group together similar questions.

10.3 Notice of questions

A question may only be asked if notice has been given by delivering it in writing or by electronic mail to the proper officer no later than midday seven working days before the day of the meeting. The proper officer shall acknowledge the receipt of each question in writing. Each question must give the name and address of the questioner. The Chairman may permit a question to be asked if shorter notice is given. If a substantive answer cannot be given at the meeting, the Chairman may refer the question to any other body of the Council or for a written response within five working days by the member or by the relevant Chief Officer.

10.4 Number of questions

At any one meeting no person may submit more than one question but one supplementary question may also be asked at the meeting. More than one question shall not be submitted on behalf of any organisation.

10.5 Scope of questions

The Chairman, having regard to the advice of the proper officer may reject a question if it:

- is not about a matter for which the local authority has a responsibility or which affects the district;
- is defamatory, frivolous or offensive;
- is substantially the same as a question which has been put at the meeting or a meeting of the Council in the past six months;
- raises issues about the competence or performance of a councillor or officer;

- requires the disclosure of confidential or exempt information; or
- relates to a planning application which has yet to be determined.

The Chairman shall have the discretion to limit the length of preamble or other background information supplied with the question.

10.6 Record of questions

The proper officer will keep a record of submitted questions open to public inspection and will immediately send a copy of the question to the member to whom it is to be put. Rejected questions will include reasons for rejection.

10.7 Asking the question at the meeting

The Chairman will invite the questioner to put the question. If a questioner who has submitted a written question is unable to be present, they may ask the Chairman to put the question on their behalf or appoint a representative to do so. The Chairman may ask the question on the questioner's behalf, indicate that a written reply will be given within five working days or decide, in the absence of the questioner, that the question will not be dealt with.

10.8 Supplementary question

A questioner who has put a question in person may also put one supplementary question without notice to the member who has replied to his or her original question. A supplementary question must arise directly out of the original question or the reply. The Chairman may reject a supplementary question on any of the grounds in Standing Order 10.5 above.

10.9 Written answers

Any question which cannot be dealt with during public question time, either because of lack of time or because of the non-attendance of the member to whom it was to be put, will be dealt with by a written answer. Written answers shall be circulated to the questioner within five working days of the meeting and shall be included as an appendix to the minutes.

10.10 Reference of question to the Executive or a committee

Discussion can take place on a question only if the Chairman agrees. However, any member may move, in accordance with Standing Order 13(d) that a matter raised by a question be referred to the Executive or the appropriate committee or sub-committee. Once seconded, such a motion will be voted on without discussion.

10.11 Public participation at Planning Committee

Members of the public shall be entitled to address the Planning Committee in accordance with a scheme agreed by Council which may be amended by the committee from time to time.

11. Questions by Members

11.1 On reports of the Executive or committees

A member of the Council may ask the Leader, portfolio holder or the Chairman of a committee any question without notice upon an item of the report of the Executive or a committee when that item is being received or under consideration by the Council.

11.2 Questions on notice at full Council

Subject to Standing Order 11.4, a member of the Council may ask:

- the Chairman;
- the Leader, who may respond on behalf of the Cabinet or who may appoint a member of the Executive to respond; or
- the Chairman of any committee or sub-committee

a question on any matter in relation to which the Council has powers or duties or which affects the district.

11.3 Questions on notice at committees and sub-committees

Subject to Standing Order 11.4, a member of a committee or sub-committee may ask the Chairman of it a question on any matter in relation to which the Council has powers or duties or which affect the district and which falls within the terms of reference of that committee or sub-committee.

11.4 Notice of questions

A member may only ask a question under Standing Order 11.2 or 11.3 if either:

- (a) they have given to the proper officer at least seven working days' notice in writing of the question; or
- (b) the question relates to urgent matters, they have the consent of the Chairman of Council and member to whom the question is to be put and the content of the question is given to the proper officer by 9.30 a.m. on the day of the meeting.

11.5 Order of questions

Questions will be asked in the order notice of them was received, except that the Chairman may group together similar questions.

11.6 Oral Questions

A member of the Council may ask the Leader of the Council, any Member of Cabinet or the Chairman of any Committee a question on any matter discussed at a Committee meeting, relevant to the business of the Council, or matter which affects the District of South Cambridgeshire. The maximum time allowed for these questions and answers will be 30 minutes. Members shall have up to three minutes in which to ask the question.

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11.611.7 Scope of questions

The Chairman, having regard to the advice of the proper officer may reject a question if it:

- is not about a matter for which the local authority has a responsibility or which affects the district;
- is defamatory, frivolous or offensive;
- is substantially the same as a question which has been put at the meeting or a meeting of the Council in the past six months;
- raises issues about the competence or performance of a councillor or officer;
- requires the disclosure of confidential or exempt information; or
- relates to a planning application which has yet to be determined.

The Chairman shall have the discretion to limit the length of preamble or other background information supplied with the question.

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11.711.8 Response

An answer may take the form of:

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- (a) a direct oral answer;
- (b) where the desired information is in a publication of the Council or other published work, a reference to that publication; or
- (c) where the reply cannot conveniently be given orally, a written response which will be circulated within five working days to the questioner and included as an appendix to the minutes.

11.811.9 Supplementary question

A member asking a question under Standing Order 11.2 or 11.3 may ask one supplementary question without notice of the member to whom the first question was asked. The supplementary question must arise directly out of the original question or the reply. It may be rejected by the Chairman on any of the grounds set out in Standing Order 11.6 above.

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12. Notice of Motions

12.1 Notice

- (a) Except for motions which can be moved without notice under Standing Order 13 and any motion to remove the Leader from office as Leader or the members of the Executive from office collectively, written notice of every motion, signed by a councillor, must be delivered to the proper officer not later than seven working days before the date of the meeting. E-signatures shall be acceptable for the purposes of this rule.
- (b) In the case of any motion for the removal of the Leader from office as Leader, the removal of any individual member of the Executive or the removal of the members of the Executive from office collectively, written notice signed by at least one quarter of the councillors must be delivered to the proper officer not later than seven working days before the date of the meeting. Motions under this provision may not be submitted electronically. Any such motion shall be carried by simple majority of the members present and voting at the meeting.
- (c) In the case of any motion for the removal of the Leader from office as Leader being passed, the Council shall elect a new Leader at the same meeting, or at a subsequent meeting. In the case of any motion for the removal of the members of the Executive from office collectively, the Council shall elect a new Leader immediately.
- (d) A record of notices of motion will be open to public inspection.
- (e) Only one Motion may be submitted per member per meeting.

12.2 The Chairman of the Council shall have discretion to determine the number of notices of motion accepted for debate at any one meeting of Council. He / she shall also have discretion to ask Council whether it wishes to consider a particular Motion. In this event, consent of three-quarters of the members present and voting shall be required to prevent a Motion being further considered. If the Motion has yet to be proposed, Council shall proceed to the next business. If the Motion has been proposed and seconded, the question shall be put immediately.

12.3 Motion set out in agenda

Motions for which notice has been given and accepted by the Chairman will be listed on the agenda in the order which notice was received, unless the councillor giving notice states, in writing, that he or she proposes to move it to a later meeting or withdraw it. Subject to a written proposal by the councillor to move it at a later meeting, any motion not moved at the relevant meeting shall be deemed to be withdrawn.

12.4 Scope

Motions must be about matters for which the Council has a responsibility or which affect the district.

The Chairman, having regard to the advice of the proper officer may reject a Motion if it:

- is not about a matter for which the local authority has a responsibility or which affects the district;
- is defamatory, frivolous or offensive;
- is substantially the same as a Motion which has been put at the meeting or a meeting of the Council in the past six months. (This does not apply to motions moved in pursuance of a recommendation of Cabinet, a Committee or a Chief Officer);
- requires the disclosure of confidential or exempt information; or
- would, if carried, commit the Council to a course or courses of action contrary to agreed processes or outside its authority to act.

12.5 Time limit

A maximum period of thirty minutes shall be allowed for each Motion to be moved, seconded and debated, including dealing with any amendments. At the expiry of the thirty-minute period, debate shall cease immediately, the mover of the original Motion will have the right of reply before the Motion or amendment is put to the vote.

13. Motions Without Notice

The following motions may be moved without notice:

- (a) to appoint a Chairman of the meeting at which the motion is moved;
- (b) in relation to the accuracy of the minutes;
- (c) to change the order of business in the agenda;
- (d) to refer something to an appropriate body or individual. If passed, the matter shall stand immediately deferred and shall not be further considered at the meeting;
- (e) to appoint a committee or member arising from an item on the summons for the meeting;
- (f) to receive reports or adoption of recommendations of the Executive, committees or officers and any resolutions following from them. Such

recommendations shall be moved and seconded prior to any debate, in accordance with Standing Order 14.1 below;

- (g) to withdraw a motion;
- (h) to amend a motion;
- (i) Closure Motions in accordance with Standing Order 14.11;
- (j) that the meeting continue beyond 4 hours in duration;
- (k) to suspend a particular council procedure Standing Order;
- (l) to exclude the public and press in accordance with the Access to Information Rules;
- (m) to not hear further a member named under Standing Order 20.3 or to exclude them from the meeting under Standing Order 20.4; and
- (n) to give the consent of the Council where its consent is required by this Constitution.

14. Rules of Debate

14.1 No speeches until motion seconded

No speeches may be made after the mover has moved a proposal and explained the purpose of it until the motion has been seconded.

14.2 Right to require motion in writing

Unless notice of the motion has already been given, the Chairman may require it to be written down and handed to him / her before it is discussed.

14.3 Seconded's speech

When seconding a motion or amendment, a member may reserve their speech until later in the debate.

14.4 Content and length of speeches

Speeches must be directed to the question under discussion or to a personal explanation or point of order. No proposer's speech may exceed five minutes, nor any other speech exceed three minutes, without the consent of the Chairman.

14.5 When a member may speak again

A member who has spoken on a motion may not speak again whilst it is the subject of debate, except:

- (a) to speak once on an amendment moved by another member;
- (b) to move a further amendment if the motion has been amended since he / she last spoke;
- (c) if his / her first speech was on an amendment moved by another member, to speak on the main issue (whether or not the amendment on which he / she spoke was carried);
- (d) in exercise of a right of reply in accordance with Standing Order 14.9;
- (e) on a point of order;
- (f) at the Chairman's discretion, to raise a point of information;
- (g) by way of personal explanation; or
- (h) to move a Motion under Standing Order 14.10 (Motions which may be moved during debate).

14.6 Amendments to motions

- (a) An amendment to a motion must be relevant to the motion and will either be:
 - (i) to leave out words;
 - (ii) to leave out words and insert or add others; or

- (iii) to insert or add words.
as long as the effect of (ii) or (iii) is not to negate the motion.
- (b) The Chairman may request the mover and seconder of the original Motion to indicate whether they are prepared to accept the amendment through its incorporation into their Motion. If they are willing to do so, and the mover of the amendment gives consent, the original Motion will stand altered accordingly, the amendment shall be deemed withdrawn and debate proceed on the original Motion, as altered. If they are not willing to do so, consideration of the amendment shall proceed in accordance with the normal rules of debate.
- (c) Normally, only one amendment may be moved and discussed at any one time. No further amendment may be moved until the amendment under discussion has been disposed of. Exceptionally, the Chairman may allow, after notice of proposal, concurrent discussion of a subsequent amendment before both are disposed of in whatever order the Chairman thinks fit if it appears to the Chairman that this course would facilitate the proper conduct of the Council's business.
- (d) If an amendment is not carried, other amendments to the original motion may be moved.
- (e) If an amendment is carried, the motion as amended takes the place of the original motion. This becomes the substantive motion to which any further amendments are moved.
- (f) After an amendment has been carried, the Chairman will read out the amended motion before accepting any further amendments, or if there are none, put it to the vote.
- (g) Amendments will be written down and handed to the Chairman before they are debated, unless the Chairman is willing to accept any amendment made verbally.
- (h) The Chairman will have the discretion to refuse to accept amendments if they are solely based on typographical or grammatical points.
- (i) Any significant amendment proposed when considering the Council's annual budget must have been considered by the Scrutiny and Overview Committee or Cabinet before being accepted for debate.

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14.7 Alteration of motion

- (a) A member may alter a motion of which he / she has given notice with the consent of the meeting. The meeting's consent will be signified without discussion.
- (b) A member may alter a motion which he / she has moved without notice with the consent of both the meeting and the seconder. The meeting's consent will be signified without discussion.
- (c) Only alterations which could be made as an amendment may be made.

14.8 Withdrawal of motion

A member may withdraw a motion which he / she has submitted or moved with the consent of both the meeting and the seconder. The meeting's consent will be signified without discussion. No member may speak on the motion after the mover has asked permission to withdraw it unless permission is refused. In accordance with Standing Order 12.3, any motion not moved at the relevant meeting shall be deemed to be withdrawn.

14.9 Right of reply

- (a) The mover of a motion has a right to reply at the end of the debate on the motion, immediately before it is put to the vote.
- (b) If an amendment is moved, the mover of the original motion has the right of reply at the close of the debate on the amendment, but may not otherwise speak on it.
- (c) The mover of the amendment has no right of reply to the debate on his or her amendment.

14.10 Motions which may be moved during debate

When a motion is under debate, no other motion may be moved except the following procedural motions:

- (a) to withdraw a motion;
- (b) to amend a motion;
- (c) Closure Motions in accordance with Standing Order 14.11
- (d) that the meeting continue beyond four hours in duration;
- (e) to exclude the public and press in accordance with the Access to Information Rules;
- (f) to not hear further a member named under Standing Order 20.3 or to exclude them from the meeting under Standing Order 20.4; or
- (g) to refer something to an appropriate body or individual in accordance with Standing Order 13(d) above.

14.11 Closure motions

- (a) A member may move, without comment, the following motions at the end of a speech of another member:
 - (i) to proceed to the next business;
 - (ii) that the question be now put;
 - (iii) to adjourn a debate; or
 - (iv) to adjourn a meeting.
- (b) If a motion to proceed to next business is seconded and the Chairman thinks the item has been sufficiently discussed, he or she will give the mover of the original motion a right of reply and then put the procedural motion to the vote.
- (c) If a motion that the question be now put is seconded and the Chairman thinks the item has been sufficiently discussed, he / she will put the procedural motion to the vote. If it is passed he / she will give the mover of the original motion a right of reply before putting his / her motion to the vote.
- (d) If a motion to adjourn the debate or to adjourn the meeting is seconded and the Chairman thinks the item has not been sufficiently discussed and cannot reasonably be so discussed on that occasion, or if the meeting has previously resolved to continue beyond four

hours' duration in accordance with Standing Order 9, he / she will put the procedural motion to the vote without giving the mover of the original motion the right of reply.

14.12 Point of order

A member may raise a point of order at any time by standing and stating "Point of Order". The Chairman will hear it immediately. A point of order may only relate to an alleged breach of these Council Standing Orders or the law. The member must indicate the Standing Order or law and the way in which he / she considers it has been broken. The ruling of the Chairman on the admissibility of a Point of Order will be final.

14.13 Point of information

A member may ask to raise a point of information at any time by standing and stating "Point of Information", but will be permitted to speak only at the Chairman's discretion. A point of information may only be made where a member is aware that the Council has incorrect information before it on a material point. The member who raises the point of information must be able to cite evidence to support their statement. The point of information may be raised whilst another member is speaking but only if that member is willing to give way. The ruling of the Chairman on the admissibility of a point of information will be final.

14.14 Personal explanation

A member may make a personal explanation at any time by standing and stating "Personal explanation". A personal explanation may only relate to some material part of an earlier speech by the member which may appear to have been misunderstood in the present debate. The ruling of the Chairman on the admissibility of a personal explanation will be final.

14.15 Application of Rules of Debate

These Rules of Debate shall apply to the consideration of all Council business where debate is allowable under these Standing Orders or at the Chairman's discretion.

15. Previous Decisions and Motions

15.1 Motion to rescind a previous decision

A motion or amendment to rescind a decision made at a meeting of Council within the past six months cannot be moved unless the notice of motion is signed by at least twelve members.

15.2 Motion similar to one previously rejected

A motion or amendment in similar terms to one that has been rejected at a meeting of Council in the past six months cannot be moved unless the notice of motion or amendment is signed by at least twelve members. Once the motion or amendment is dealt with, no one can propose a similar motion or amendment for six months.

16. Voting

16.1 Majority

Unless this Constitution provides otherwise, any matter will be decided by a simple majority of those members voting and present in the room at the time the question is put.

16.2 Chairman's casting vote

If there are equal numbers of votes for and against, the Chairman will have a second or casting vote. There will be no restriction on how the Chairman chooses to exercise a casting vote. This Standing Order shall not apply to situations in which there is equality of voting between two candidates on an appointment. In such cases, the provisions of Standing Order 16.7 below shall apply.

16.3 Method of voting

Unless a recorded vote is demanded, the Chairman will normally take the vote either by electronic means or by show of hands, at his or her discretion, or, if there is no dissent, by the affirmation of the meeting. Exceptionally, a paper ballot may be considered by the Chairman to be appropriate.

16.4 Announcement of Result

Whatever the method of voting, the Chairman will announce the result or the numerical result of the vote immediately the result is known.

16.5 Recorded vote

If six members or one quarter of those present at the meeting, whichever is the fewer, demand it, the names for and against the motion or amendment, abstaining from voting or not voting will be taken down in writing and entered into the minutes. A demand for a recorded vote will override a demand for a ballot. This procedure shall not apply to voting on appointments.

16.6 Recorded vote on budget decisions

If the Council is considering an item on the Council's budget or the setting of the Council Tax, the names for and against the motion or amendment, abstaining from voting or not voting will be taken down in writing and entered into the minutes.

16.7 Right to require individual vote to be recorded

Where any member requests it immediately after the vote is taken, their vote will be so recorded in the minutes to show whether they voted for or against the motion or abstained from voting.

16.8 Voting on appointments

Where there are three or more candidates for appointment and there is, after balloting, no candidate with a clear majority, meaning in this case the votes of **more than 50% of members present and voting**, the candidate with the least number of votes shall withdraw and there shall be a fresh ballot of the remaining candidates; and so on as necessary until a candidate has that majority. Where there are two candidates only, or two candidates remain, a vote shall be taken. In the event of a tie, a second vote shall be taken. In the event of a continuing tie, the matter shall be decided by the toss of a coin.

17. Minutes

17.1 Signing the minutes

The Chairman will sign the minutes of the proceedings at the next suitable meeting. The Chairman will move that the minutes of the previous meeting be signed as a correct record. The only part of the minutes that can be discussed is their accuracy.

17.2 No requirement to sign minutes of previous meeting at extraordinary meeting

There shall be no requirement to sign the minutes of a previous ordinary meeting at an extraordinary meeting of the Council convened under Standing Order 3 above. Any unsigned minutes of previous ordinary meetings and the minutes of the extraordinary meeting shall be signed at the next ordinary meeting.

17.3 Form of minutes

Minutes will contain all motions and amendments in the exact form and order the Chairman put them.

18. Record of Attendance

18.1 All members are required to sign the attendance sheet before the conclusion of the meeting to assist with the record of attendance.

18.2 The Council may remove a member from a body to which he or she has previously been appointed, if the member has missed four consecutive meetings of the body concerned.

19. Exclusion of Public

Members of the public and press may only be excluded either in accordance with the Access to Information Rules in Part 4 of this Constitution or Standing Order 21 (Disturbance by Public).

20. Members' Conduct

20.1 Standing to speak

When a member speaks at full Council they must stand and address the meeting through the Chairman. If more than one member stands, the Chairman will ask one to speak and the others must sit. Other members must remain seated whilst a member is speaking unless they wish to make a point of order or a point of personal explanation.

20.2 Chairman standing

When the Chairman stands during a debate, any member speaking at the time must stop and sit down. The meeting must be silent.

20.3 Member not to be heard further

If a member persistently disregards the ruling of the Chairman by behaving improperly or offensively or deliberately obstructs business, the Chairman may move that the member be not heard further. If seconded, the motion will be voted on without discussion.

20.4 Member to leave the meeting

If the member continues to behave improperly after such a motion is carried, the Chairman may move that either the member leaves the meeting or that the meeting is adjourned for a specified period. If seconded, the motion will be voted on without discussion.

20.5 General disturbance

If there is a general disturbance making orderly business impossible, the Chairman may adjourn the meeting for as long as he / she thinks necessary. An adjournment in these circumstances shall not require a Motion to be passed.

21. Disturbance by Public, Recording of Proceedings

21.1 Removal of member of the public

If a member of the public interrupts proceedings, the Chairman will warn the person concerned. If they continue to interrupt, the Chairman will order their removal from the meeting room.

21.2 Clearance of part of meeting room

If there is a general disturbance in any part of the meeting room open to the public, the Chairman may call for that part to be cleared.

21.3 Banners, placards, etc

No member of the public shall be allowed to bring into or display at any Council meeting any banner, placard, poster or other similar item. The Chairman may require any to be removed.

21.4 Recording of Business

The recording in any format of any meeting of the Council, the Executive, or any committee or sub-committee of the Council or the Executive, is permitted, except: -

- a) Where the Chairman, or person presiding the meeting, rules that filming is being undertaken in such a way that is disruptive or distracting to the good order and conduct of the meeting.
- b) Where the public have been excluded from the meeting in accordance with the Council's Access to Information Procedure Rules (Rule 10) during the consideration of exempt or confidential information.

22. Suspension and Amendment of Council Standing Orders

22.1 Suspension

All or any of these Standing Orders, except Standing Orders 16.6 (Right to require individual vote to be recorded) and 17.2 (No requirement to sign minutes of previous meeting at extraordinary meeting), may be suspended by motion on notice or without notice if requested by at least two thirds of councillors present and voting. The mover of the motion shall specify which Standing Order(s) he or she wishes to suspend as well as the business to which the suspension shall apply. Suspension may be for no longer than the duration of the meeting.

22.2 Amendment

Any motion without notice to add to, vary or revoke these Standing Orders will, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

23. Application to Executive, Committees and Sub-Committees

- (a) All of the Standing Orders apply to meetings of full Council.
- (b) None of the Standing Orders apply to meetings of the Executive except Standing Order 10 (Public Questions).

- (c) Only Standing Orders 4-9 and 11-23 (but not Standing Order 20.1, standing to speak) apply to meetings of all committees and sub-committees.
- (d) Standing Order 10 shall apply to all Executive meetings open to the public and all committee and sub-committee meetings open to the public other than regulatory committees or sub-committees. Detailed guidelines for questions at the Partnerships Review Committee and Scrutiny and Overview Committee are set out in Part 5 – Codes and Protocols.
- (e) The Licensing Committee (2003 Act) has resolved to operate under the Local Government Act 1972 (as amended). Standing Orders 4-9 and 11-23 (but not SO 20.1) consequently apply to meetings of the full committee, but not to meetings of its sub-committees.

24. Cancellation of meetings

Should a meeting require cancelling due to lack of business, severe weather or other exceptional or disruptive circumstances, the Chief Executive will consult with the Chairman of Council or the committee/body (or Vice-Chairman in their absence), then consult with political group leaders before resolving whether to cancel or adjourn the meeting.

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24.25. Interpretation of Standing Orders (Article 16.02)

The ruling of the Chairman of Council as to the application of these Standing Orders shall be final. Such interpretation shall have regard to the purposes of the Constitution set out in Article 1.

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Agenda Item 6



South
Cambridgeshire
District Council

Report To: Civic Affairs Committee

12 January 2016

Lead Officer: Sustainable Communities and Partnerships Manager

Parish Boundary between Willingham and Over

Purpose

1. To inform the Committee of a letter received from a resident requesting that the Council amends the parish boundary between Willingham and Over, and to seek a decision on how to move forward.
2. This is not a key decision.

Recommendations

3. No officer recommendation is made.
4. The Committee could decide to:
 - (a) **Accept the proposal** and ask officers to schedule a Community Governance Review for the area, timings subject to officer capacity
 - (b) **Refuse the proposal**

Background

5. A letter from a resident of Over parish has been received by the Council asking for the parish boundary between Willingham and Over to be changed. The letter can be viewed at Appendix 1. The resident has also supplied a map of the existing boundary and two separate proposals for where a new boundary could run.
6. The resident lays out several arguments for reconsidering the boundary, including:
 - (a) Distance to village centre – the resident's business property is significantly closer to the Willingham village centre than the Over village centre
 - (b) Support and attitude from the relevant Parish Councils
 - (c) Support for proposals from neighbour properties
7. In addition, the resident has also supplied a list of people and businesses that support his proposal – for clarity these have not been verified. He has also supplied a copy of a letter from Willingham Parish Council sent to this Council in 2011 requesting consideration of the boundary at that time.
8. Since the letter was received by the Council, several letters of support have also been received. These are also appended to the report. One of these letters indicates that the proposal is still supported by Willingham Parish Council.
9. An email has been received from Over Parish Council indicating that they are not supportive of any change to the parish boundary.

Considerations

10. In response to the letter from Willingham Parish Council in 2011, this matter was considered by the Council's Electoral Arrangements Committee on 21 November, 2011. Minutes from that meeting can be viewed here:

<http://moderngov/ieListMeetings.aspx?CId=412&Year=2011>

At that time, the Electoral Arrangements Committee declined the request of the Parish Council to initiate a Community Governance Review to look at the Boundary.

11. If the Committee were to look favourably upon this request, it would require a full Community Governance Review to be undertaken. This would have to be scheduled into the workload of relevant offices as this piece of work has been unplanned.
12. The Council is not obliged to grant this request, but it should consider the interests of the area and local community identities.
13. The resident has also indicated that he is pursuing signatures in order to submit a Community Governance Petition. Legislation requires that a petitioner gets signatures from 7.5% of the electorate of the "area" (in this case, the parishes of Willingham and Over). This is something in the region of 400 names. Should the resident achieve the necessary number of signatures, then the Council will be obliged to carry out the review.
14. As with all of the CGRs that the Council may or may not start over the coming year, there is a potential for conflict with the ongoing review of the Council's electoral arrangements. Depending on the outcome of that review, it might be necessary to pursue re-alignment of ward boundaries in the affected area.

Options

15. The options are listed in paragraphs 4 and 5.

Implications

16. In the writing of this report, taking into account financial, legal, staffing, risk management, equality and diversity, climate change, community safety and any other key issues, the following implications have been considered: -

Financial

17. The Council will have to bear the cost of running a CGR.

Legal

18. When started, CGRs must be completed within a year.

Staffing

19. Should a CGR be initiated there will be considerable cost in staffing time. Any CGR will need to be programmed in to fit with future work commitments.

Background Papers

Where [the Local Authorities \(Executive Arrangements\) \(Meetings and Access to Information\) \(England\) Regulations 2012](#) require documents to be open to inspection by members of the public, they must be available for inspection: -

- (a) at all reasonable hours at the offices of South Cambridgeshire District Council;
- (b) on the Council's website; and

- (c) in the case of documents to be available for inspection pursuant to regulation 15, on payment of a reasonable fee required by the Council by the person seeking to inspect the documents at the offices of South Cambridgeshire District Council.

Guidance on CGRs:

<https://www.gov.uk/government/publications/community-governance-reviews-guidance>

Report Author: Andrew Francis – Electoral Services Manager
Telephone: (01954) 713014

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Andrew

KP 2198 5939 7GB SIGNED FOR
[Barcode]

MR B A Papworth
Highgate Country Store
Highgate Farm
Over Road
Willingham
CB24 5EU

[Redacted] (work)
[Redacted] (home)

Mrs J Hunter, Chief Executive
South Cambridgeshire District Council
South Cambridge Hall
Cambourne Business Park
Cambourne
Cambs
CB236EA

CC Chairman Willingham Parish Council

30th October 2015

RECEIVED SCDC
2 - NOV 2015
POST ROOM

Dear Mrs Hunter

RE: Boundary between Willingham and Over

I am the Owner of Highgate Country Business Park and I understand that South Cambridgeshire District Council will soon be reviewing and condensing their County Boundaries.

Thus may be the ideal opportunity for SCDC to also review the Boundary between Willingham and Over.

Highgate Country Business Park is, as you will be aware, only 2 yards from Willingham and 2 miles from Over however I and most of my neighbours feel that we receive very little support at all from Over Parish Council. In fact, in the past, I have had somewhat negative attitude from the Parish Council for example being told that Over Village did not need any more Commercial Development as Norman Way Industrial Park was adequate.

We have just under 100 local people working at Highgate Farm within the 20 small Business and they in turn support the other businesses in Willingham Village such as various shops, the post office etc, something which Over cannot and does not compare with, thus creating a better Village community which I definitely believe is what should be done to maintain Village life rather than it becoming dormant.

I understand that I do have full support for this request from my neighbours with regard to the adjustment of the Boundary lines as it appears, from various conversations, that they also have experienced issues with Over Parish Council's negativity and therefore attached their contact information should you wish to approach them for clarification.

I have also enclosed a copy of the letter which was sent to you on the 11th October 2011 from Willingham Parish Council.

I am fully aware that Boundary lines have to follow a Natural Course and believe the most natural one is the water course West of Highgate Farm which runs from Longstanton to Dockerel Brook or another option could be between the west of Coldharbour Farm and Bungalow Farm.

I and of course my neighbours, hope that you and your Committee will look into this as a matter of importance and hope for an outcome in our favour.

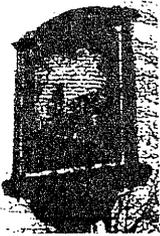
Please do not hesitate to contact me should you wish to discuss this matter further.

With Kind regards

Yours sincerely

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B A Papworth

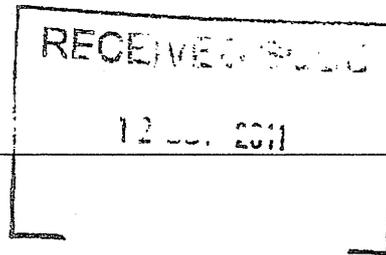


WILLINGHAM PARISH COUNCIL



11 October 2011

Mrs J Hunter
Chief Executive
South Cambridgeshire District Council
South Cambridgeshire Hall
Cambourne Business Park
CAMBOURNE
Cambs CB23 6EA



Dear Mrs Hunter

Re: Boundary between Willingham and Over

I write to you as the Chairman of Willingham Parish Council to ask that SCDC undertake a local governance review with respect to the boundary between Willingham and Over Parishes.

The Parish boundary between Over and Willingham is offset towards the built up area of the Willingham Parish. The boundary is but a few hundred metres from the main development of Willingham but several km from Over. This means that the residents of Over can have a disproportionate impact on the governance of the Willingham Parish and conversely some Over residents lack representation in areas that can significantly impact on their wellbeing. This has been illustrated in recent times by discussions on the development of the Alwyn Caravan Site and the Highgate business park. Both developments adjoin the developed area of Willingham and even have Willingham postal addresses and yet decisions as to their future lie with Over some 2 km away. This has frustrated the residents of Willingham who see the development of these two areas as significant to their village and yet they have no voice in regard to the two areas.

We recognise that this matter has been considered before but because the Parish of Over did not want a review the matter was taken no further. Since then there has been significant development in the Over parish adjacent to Willingham. We think democracy and natural justice would be best served by a review.

Yours sincerely

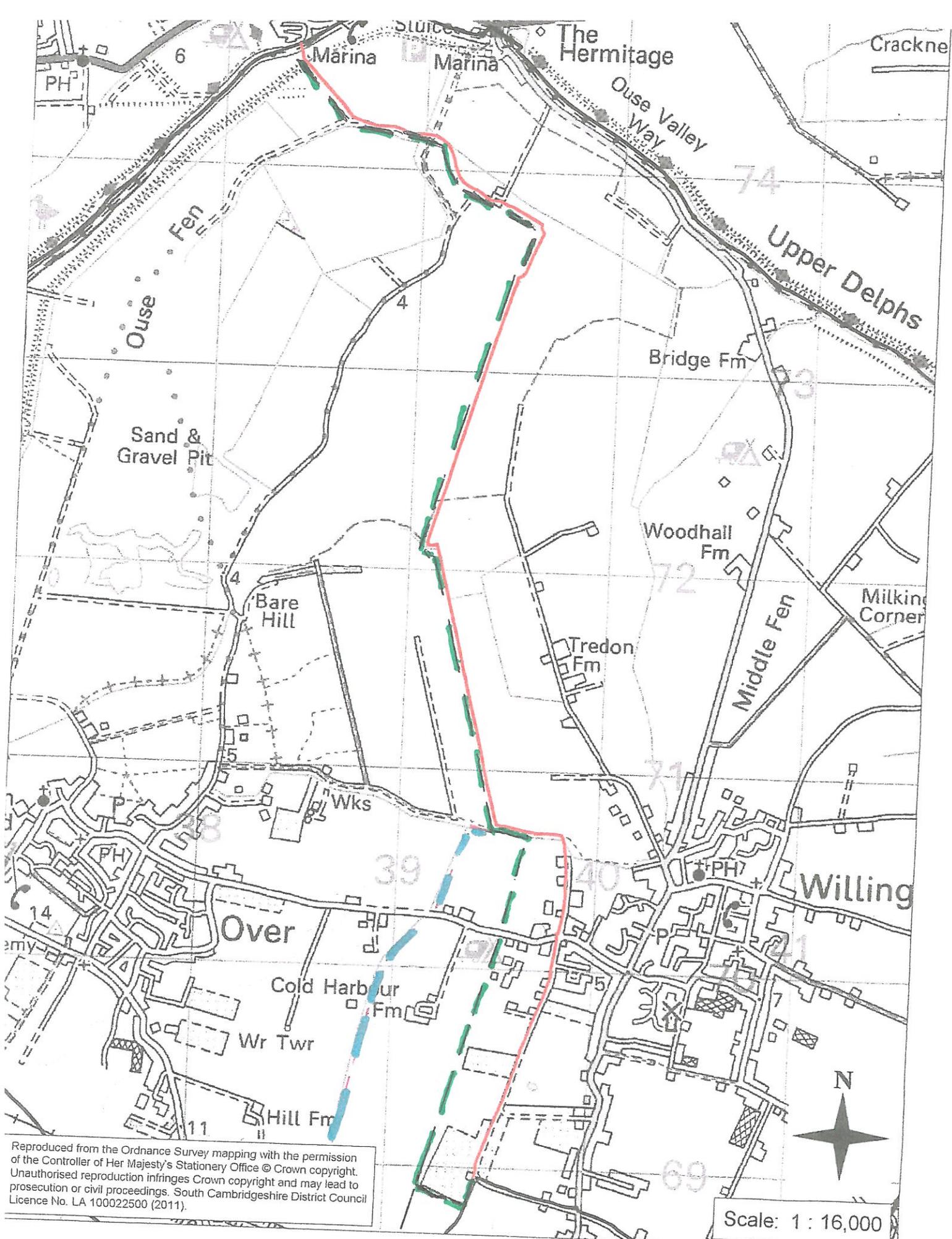
Councillor Andrew Cook

Copies to Councillors Manning, Corney and Burling

Parish Council Office, Ploughman Hall, West Fen Road, Willingham, Cambridge CB24 5UX
Telephone: 01954 261027
E mail: email@willinghampc.org.uk
www.willingham-pc.org.uk

List of land / Property Owners and Tenants affected by this requested boundary change and stating their full support for being part of the Willingham Parish.

Mr & Mrs R Manning	[REDACTED]
Mr James Manning	[REDACTED]
Mr Colin Dodd	[REDACTED]
Mr David Holland	[REDACTED]
Mr D Kerly	Kerly & Co Nurseries [REDACTED]
Mr S Jarvis	[REDACTED]
Mrs B Moat	[REDACTED]
Mr & Mrs J Easy	[REDACTED]
Mr David Flack	Flack & Co [REDACTED]
Mr G Pryke	[REDACTED]
Mr & Mrs P Pickering	[REDACTED]
Mr P Papworth	[REDACTED]
Miss S Papworth, The Lodge, Mere way	[REDACTED]
Mr J Wright, The Lodge, Mere way	[REDACTED]
Mr A Granger, Mere way	[REDACTED]
Bridget Scott	The Works Hair & Beauty, Unit 1a Highgate [REDACTED]
G Stubbings,	Wil Fast Unit 1B Highgate [REDACTED]
Julie Saunders	Sew & Sew Unit 1c Highgate [REDACTED]
Mr D Tipple	Unit 2c Highgate 01 [REDACTED]
Mr N Marsh	Unit 2 D,E,F Highgate [REDACTED]
Mr R Bliss	Pristine Foods, Unit 3 Highgate 0 [REDACTED]
Mr J Hardingham	Cambridge Joinery unit 4,5,6,7,8,9,10 [REDACTED]
Mrs M Chadwick	Chadwick Export, unit 8 Highgate, [REDACTED]
Mrs C Few	[REDACTED]
Mrs L Warner	Cambs Property Bureau Unit 9, 0 [REDACTED]
Mr C Vallentine	V.W Technics, Unit 10 Highgate [REDACTED]
Mr T Clarke	High Precision Highgate [REDACTED]
Mr & Mrs J Chadwick	Bungalow, Mereway [REDACTED]
Mr & Mrs R Webb	Far View Farm



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Over - Willingham Parish Boundary

-  Parish Boundaries
-  Over-Willingham Boundary



Page 51  1ST SUGGESTED BOUNDARY
 2ND

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122 Rampton Road
Willingham
Cambridge
CB24 5JF

30.10.15

Mrs J Hunter, Chief Executive
South Cambridgeshire District Council
South Cambridgeshire Hall
Cambourne Business Park
Cambourne
Cambridge
CB23 6EA

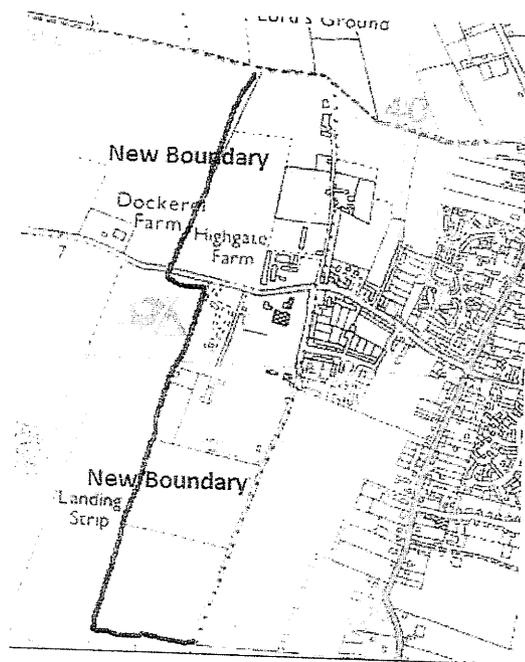
Dear Mrs Hunter

RE: Parish Boundary between Willingham and Over

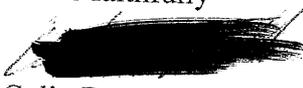
I am the joint owner of land and buildings on the Over side of Hayden Way, Willingham. This parcel of land although it has access from and is very close to Willingham, is actually in Over Parish. The village of Willingham has gradually "overflowed" on its western edge into Over Parish.

The existing Cambridgeshire Local Government Divisions place Over and Willingham together. I understand from the published draft Divisions that Willingham may be more closely linked with Rampton and Cottenham in the future.

I would make sense to move the Willingham Parish Boundary, to include all those parcels of land and buildings that are accessed from Hayden Way and those on Over Road Willingham. The Parish Boundary would need to be re-defined as detailed in the map below.



Yours faithfully


Colin Dodd



Alan and Carole Jakes
4 Over Mereway
Willingham
Cambridge
CB24 5AE

27 November 2015

Mrs J Hunter
South Cambs. District Council
South Cambridgeshire Hall
Cambourne Business Park
Cambourne
Cambridgeshire
CB23 6EA

Dear Mrs Hunter

Boundary between Willingham and Over

We are writing in support of Mr Barry Papworth's request to consider the adjustment of the boundary lines between Over and Willingham, as laid out in his letter to you of 30 October 2015.

Although we live on the Willingham side of the existing border, we agree that a realignment of the borders seems a sensible and appropriate proposition which would complement the unity of Willingham village.

Yours sincerely

Alan and Carole Jakes

Cc Chairman, Willingham Parish Council (email)
and Mr B Papworth

Francis Andrew

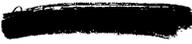
From: Clerk <email@willinghampc.org.uk>
Sent: 03 December 2015 11:57
To: Francis Andrew
Cc: overparishclerk@hotmail.co.uk
Subject: Boundary between Willingham and Over

Dear Andrew

Further to your recent letter to Mr B Papworth of Highgate Country Store regarding the above. This matter was discussed at the Parish Council meeting held on the 2nd December 2015 and the Council have asked that I write to you to confirm that Willingham Parish Council are in complete support of the proposal by Mr Papworth to move the boundary as suggested.

Kind regards

Mandy Powell
Clerk
Willingham Parish Council



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Francis Andrew

From: Linda Poulter <overparishclerk@hotmail.co.uk>
Sent: 13 December 2015 12:49
To: Francis Andrew
Subject: Boundary between Over and Willingham

Dear Andrew

We have recently received representations from Mr Papworth at Highgate Farm, Over. He has written to us asking us to consider, as part of the proposed boundary review, supporting his campaign to re-site the boundary between Over and Willingham in order to incorporate Highgate into Willingham Parish.

This matter was discussed at our recent meeting and our understanding is that the electoral review is merely to look at the re-structuring of the District Council wards not the physical boundaries. However we did discuss the issue of the physical boundary and agreed that we would not support any change to our existing boundaries.

Kind regards

Linda Poulter
Clerk-Over Parish Council

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Agenda Item 7

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO: Civic Affairs Committee
AUTHOR/S: Monitoring Officer

12th January 2016

UPDATE ON CODE OF CONDUCT COMPLAINTS

Purpose

1. To update members on complaints cases regarding alleged breaches of the code of conduct.

2. **RECOMMENDATIONS:**

That the Civic Affairs Committee **note** the progress of any outstanding complaints.

3. **Ongoing complaint cases:**

- (a) **CORCOM 1642**

This complaint is from three district councillors about the behaviour of another district councillor at a meeting of the district council, subsequent meetings of parish councils and via email correspondence. This complaint was referred for a formal investigation and external investigators appointed to ensure objectivity and independence. The investigation is currently underway.

- (b) **SCD-COMP-009092**

This complaint is from a member of the public about a district councillor's participation in a planning committee decision. The complaint related to an application by a member of the councillor's family concerning a site which the councillor also had an interest in, which was not disclosed at the meeting. The Monitoring Officer is currently waiting for further information in response to the complaint from the councillor.

4. **Other complaints**

The Monitoring Officer continues to advise a number of parish councils in relation to conduct-related issues, such as when and how to declare interests, which do not yet form the basis of a formal complaint.

BACKGROUND PAPERS: Localism Act 2011
SCDC Code of Conduct Complaints procedures

Contact Officer: Fiona McMillan - Monitoring Officer Tel: (01954) 713027

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