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## MINUTES

Meeting: **National Park Authority**

Date: Friday 6 July 2018 at 10.00 am

Venue: The Board Room, Aldern House, Baslow Road, Bakewell

Chair: Cllr Mrs L C Roberts

Present: Cllr D Chapman, Mr P Ancell, Mrs P Anderson, Cllr J Atkin, Mr J W Berresford, Cllr D Birkinshaw, Cllr P Brady, Cllr C Carr, Cllr Mike Chaplin, Cllr A R Favell, Cllr C Furness, Mr Z Hamid, Cllr A Hart, Mr R Helliwell, Cllr Mrs C Howe, Cllr H Laws, Cllr B Lewis, Cllr J Macrae, Cllr A McCloy, Cllr C McLaren, Cllr J Perkins, Cllr Mrs K Potter, Cllr R Walker, Cllr F J Walton and Cllr B Woods

Apologies for absence: Cllr Mrs G Heath.

### **25/18 CHAIR'S ANNOUNCEMENTS**

At the invitation of the Chair the Chief Executive provided an update on recent moorland fires across the Peak District confirming that the Authority had played a key role in supporting the emergency services fighting the fires and implementing measures to reduce the risk of further outbreaks. The Chief Executive expressed her gratitude to members of staff involved, this was endorsed by Members.

As Cllr Mrs L Roberts was standing down as Chair of the Authority, the Chief Executive took the opportunity to thank Lesley for her contribution to the work of the Authority and to the family of National Parks and presented her with a gift. On receiving the gift the Chair reflect on her tenure as Chair of the Authority and thanked Members and Officers for their support over the past four years.

### **26/18 ELECTION OF AUTHORITY CHAIR & DEPUTY CHAIR (A.111/JS)**

Three Members, Cllr P Brady, Cllr D Chapman and Cllr A McCloy, had expressed an interest in the role of Chair of the Authority and provided a written statement, circulated to all Members in advance of the meeting. The three nominations were moved, seconded and, in accordance with Standing Order 1.12(4) the voting was carried out in the form of a ballot.

Following the ballot Cllr A McCloy was appointed as Chair of the Authority for 2018/19.

Three Members, Cllr D Chapman, Cllr A Hart and Cllr A McCloy had expressed an interest in the role of Deputy Chair of the Authority and provided a written statement,

circulated to all Members in advance of the meeting. As Cllr McCloy had been appointed as Chair of the Authority he withdrew his expression of interest. The remaining two nominations were moved, seconded and, in accordance with Standing Order 1.12(4) the voting was carried out in the form of a ballot.

Following the ballot Cllr D Chapman was appointed as Deputy Chair of the Authority for 2018/19.

**RESOLVED:**

- 1. To appoint Cllr A McCloy as Chair of the Authority for a term expiring at the Annual Meeting in July 2019.**
- 2. To appoint Cllr D Chapman as Deputy Chair of the Authority for a term expiring at the Annual Meeting in July 2019.**

Following the appointment of the Chair and Deputy Chair, Cllr Mrs L Roberts vacated the Chair and Cllr A McCloy presided over the rest of the meeting.

In taking the Chair Cllr McCloy thanked the Authority for appointing him and thanked Cllr Mrs Roberts for her leadership over the past 4 years. As a former Chair of the Authority Cllr A Favel also spoke to commend Cllr Mrs Roberts on how she had Chaired the Authority and represented all National Park Authorities at a national level. He also welcomed Cllr McCloy to his new role and wished him well.

**27/18 MINUTES OF PREVIOUS MEETING HELD ON 25TH MAY 2018**

The minutes of the last meeting of the Authority held on 25 May 2018 were approved as a correct record and signed by the Chair.

**28/18 MEMBERS DECLARATIONS OF INTEREST**

All Members declared a prejudicial interest in item 9, Independent Review of Members Allowances Scheme. It was noted that, despite having a prejudicial interest, paragraph 20(4) of the Members' Code of Conduct allowed all Members to continue to speak and vote on the matter.

Mr R Helliwell declared a personal interest in the appointments to outside bodies under item 8 as he was a supplier of services to the Moors for the Future Partnership.

**29/18 REPORT OF THE MEMBER APPOINTMENT PROCESS PANEL - APPOINTMENT OF COMMITTEE CHAIRS AND VICE-CHAIRS, ANNUAL APPOINTMENTS TO COMMITTEES, SUB-COMMITTEES, PANELS AND ADVISORY GROUPS, MEMBER REPRESENTATIVES AND OUTSIDE BODIES (A.111/ JS)**

The meeting considered the report of the Member Appointments Process Panel and considered each of the appointments in the order set out in recommendations 2 to 13 in the report. In most cases the appointments were moved, seconded and approved in accordance with the expressions of interest in the report. Any changes to the report are identified below.

During consideration of the report, in accordance with Standing Order 1.12(4), it was agreed that all the remaining contested appointments be determined by a ballot.

### **Appointment of the Chair of Planning Committee**

At the meeting Mr P Ancell was nominated and seconded for this role and Cllr D Birkinshaw withdrew his expression of interest. This resulted in Mr P Ancell and Cllr P Brady being nominated for the role. Following a ballot Mr P Ancell was appointed as Chair of the Committee.

### **Appointment of the Vice Chair of Audit Resources and Performance Committee**

At the meeting Cllr C McLaren was nominated and seconded for this role. This resulted in Mr J Berresford, Cllr C McLaren and Cllr J Walton being nominated for the role. Following a ballot Mr J Berresford was appointed as Vice-Chair of the Committee.

### **Planning Committee and Audit Resources and Performance Committee**

It was noted that the Authority had previously agreed that the Membership of both Standing Committees should be set at 15 and the Local Authority positions allocated according to the formula used in previous years. Following receipt of expressions of interest 15 Members had indicated that they wished to be appointed to Planning Committee and 13 Members wished to be appointed to Audit, Resources and Performance Committee. It was agreed that, in light of the three Secretary of State Vacancies, and in accordance with his expressions of interest, Cllr A McCloy would be appointed to both Committees leaving two Secretary of State vacancies on Audit Resources and Performance Committee.

### **Urgent Business Items Sub-Committee**

As a result of earlier appointments to the Chair, Deputy Chair and Vice-Chair roles and the requirement of the Environment Act to maintain the balance of Local Authority and Secretary of State Members, Cllr J Walton and Cllr R Woods were appointed to the Sub-Committee.

### **Local Joint Committee**

In addition to the expressions of interest set out in the report Cllr Birkinshaw and Cllr Chapman were appointed to the Committee as Local Authority Members with two Secretary of State places remaining vacant.

### **Appeals Panel**

In light of the expressions of interest it was agreed that the size of the Panel be reduced to 7 Members (4 Council and 3 Secretary of State).

### **Due Diligence Panel**

As Mr Z Hamid withdrew his expression of interest Cllr Mrs C Howe was appointed as a Member of the Panel with Mr J Berresford as her Deputy.

### **Development Plan Steering Group**

It was agreed that, to maintain continuity, the 2017/18 Membership of the Group should be retained with the addition of Cllr M Chaplin.

## **Budget Monitoring Meeting**

As Cllr A McCloy would attend these meetings as Chair of the Authority he withdrew his expression of interest and Cllr P Brady was appointed to attend.

## **Member Representatives**

Food and Farming	As Cllr J Perkins withdrew his expression of interest Mr R Helliwell was appointed.
Tourism and Participation	As Cllr J Macrae withdrew his expression of interest Mr J Berresford was appointed.
Landscape and Heritage	As Cllr J Perkins withdrew his expression Mr R Helliwell and Cllr B Lewis were nominated and seconded. Following a ballot Mr R Helliwell was appointed.
Member Learning & Development	As there had been no expressions of interest in this role Cllr P Brady and Cllr B Woods were nominated and seconded at the meeting and following a ballot Cllr B Woods was appointed.
Planning Enforcement	As Cllr Mrs L Roberts withdrew her expression of interest Cllr D Chapman was appointed.

## **Appointments to Outside Bodies**

Derby and Derbyshire Economic Partnership Rural Forum	As Cllr Mrs L Roberts withdrew her expression of interest Cllr C Carr was appointed with Cllr P Brady as his Deputy.
Derbyshire Health and Wellbeing Board	As Cllr Mrs L Roberts withdrew her expression of interest Cllr J Perkins was appointed.
East Midlands Council	Cllr J Atkin was appointed. As no expressions of interest had been received for his Deputy Members were asked for nominations at the meeting. Cllr C Furness was nominated, seconded and appointed as a Deputy.
Europarc	Cllr D Chapman was nominated, seconded and appointed to represent the Authority at the forthcoming conference.
Land Manager Forum	Cllr D Chapman was appointed as Chair of the Forum with Cllr A McCloy as his Deputy. Mr R Helliwell and Mrs P Anderson were appointed as Members.
Moors for the Future Partnership Group	As Mr R Helliwell withdrew his expression of interest, Cllr R Walker was appointed as a

Deputy.

Oldham and National Park  
Partnership

It was noted that in its current form this Partnership was not an outside body however the Director of Conservation and Planning had agreed to explore with Cllr C McLaren the options for setting up a wider partnership for the area involving a wider range of stakeholders and bring a proposal back to a future meeting.

Marketing Peak District and  
Derbyshire Local Authority  
Investor Group  
Destination Management  
Partnership Board

As Cllr C Furness and Cllr Mrs L Roberts withdrew their expressions of interest Mr J Berresford was appointed as the representative with Cllr J Atkin as his deputy.

Peak District Local Access Forum

As Cllr J Perkins withdrew his expression of interest Cllr J Walton was appointed.

Peak District Parishes Forum  
Annual Liaison Meeting

Cllr A McCloy was appointed as the representative. Cllr D Chapman was appointed as a Deputy following a ballot with Cllr J Perkins.

Sheffield City Region

Cllr M Chaplin was nominated, seconded and appointed as Deputy.

South West Peal Landscape  
Partnership

At the meeting Mrs P Anderson withdrew her expression of interest. Cllr Mrs L Roberts was appointed with Cllr J Macrae as her Deputy.

#### RESOLVED:

1. **To confirm the Authority's previous decision to set the size of the two Standing Committees to 15, with 8 Local Authority Members and 7 Secretary of State Members and allocate Local Authority places on Planning Committee as set out in Section B(i) of Appendix 1.**

2. **To appoint the following Members to the offices of Chair and Vice Chair of the Standing Committees until the Annual Meeting in July 2019:**

**Planning Committee**

**Chair: Mr P Ancell  
Vice Chair: Cllr D Birkinshaw**

**Audit Resources & Performance  
Committee**

**Chair Mr Z Hamid  
Vice Chair Mr J Berresford**

3. **To appoint Members to Planning Committee, and the Audit Resources and Performance Committee as set out below until the Annual Meeting in July 2019:**

**Planning**

**Audit Resources & Performance**

**Chair: Mr P Ancell  
Vice Chair: Cllr D Birkinshaw**

**Chair: Mr Z Hamid  
Vice Chair: Mr J Berresford**

<b>Cllr J Atkin</b>	<b>Mrs P Anderson</b>
<b>Cllr P Brady</b>	<b>Mrs F Beatty</b>
<b>Cllr C Carr</b>	<b>Cllr A R Favell</b>
<b>Cllr M Chaplin</b>	<b>Cllr C Furness</b>
<b>Cllr D Chapman</b>	<b>Cllr Mrs C G Heath</b>
<b>Cllr A Hart</b>	<b>Cllr B Lewis</b>
<b>Mr R Helliwell</b>	<b>Cllr A McCloy</b>
<b>Cllr Mrs C Howe</b>	<b>Cllr C McLaren</b>
<b>Cllr H Laws</b>	<b>Cllr J Perkins</b>
<b>Cllr J Macrae</b>	<b>Cllr R Walker</b>
<b>Cllr A McCloy</b>	<b>Cllr R Woods</b>
<b>Cllr Mrs K Potter</b>	<b>2 Vacancies</b>
<b>Cllr Mrs L Roberts</b>	

4. To appoint the following Members to the Urgent Business Items Sub-Committee until the Annual Meeting in July 2019:

<b>Chair and Deputy Chair of the Authority</b>	<b>Cllr A McCloy</b> <b>Cllr D Chapman</b>
<b>Chair and Vice Chair of Planning Committee</b>	<b>Mr P Ancell</b> <b>Cllr D Birkinshaw</b>
<b>Chair and Vice Chair of Audit Resources and Performance Committee</b>	<b>Mr Z Hamid</b> <b>Mr J Berresford</b>
<b>Two Local Authority Members (To maintain statutory balance)</b>	<b>Cllr J Walton</b> <b>Cllr R Woods</b>

5. To appoint the following Members to the Local Joint Committee until the Annual Meeting in July 2019:

<b>Cllr D Birkinshaw</b>	<b>Cllr A R Favell</b>
<b>Cllr D Chapman</b>	<b>Cllr Mrs K Potter</b>
<b>Cllr C Furness</b>	<b>Two vacancies</b>
<b>Cllr Mrs C Howe</b>	
<b>Cllr J Macrae</b>	

6. To appoint the following Members to the Appeals Panel until the Annual Meeting in July 2019:

<b>Cllr M Chaplin</b>	<b>Mr P Ancell</b>
<b>Cllr D Chapman</b>	<b>Cllr P Brady</b>
<b>Cllr Mrs C Howe</b>	<b>Cllr A R Favell</b>
<b>Cllr F J Walton</b>	

7. To appoint the following Members to the Due Diligence Panel until the Annual Meeting in July 2019:

<b>One Member</b>	<b>Cllr Mrs C Howe</b>
<b>One Deputy Member</b>	<b>Mr J Berresford</b>

10. To appoint the following Members to the Development Plan Steering Group until the Annual Meeting in July 2019:

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<b>Chair of Planning Committee</b>	<b>Mr P Ancell</b>
<b>Vice Chair of Planning Committee</b>	<b>Cllr D Birkinshaw</b>

**Cllr P Brady**  
**Cllr M Chaplin**  
**Cllr C Furness**  
**Mr R Helliwell**  
**Cllr Mrs L Roberts**

8. To appoint the following Members to the Charity Shadow Board until the Annual Meeting in July 2019:

<b>Mr Z Hamid</b>	<b>Cllr C McLaren</b>
<b>Cllr A McCloy</b>	<b>Cllr Mrs L Roberts</b>

9. To appoint the following Members to the Budget Monitoring Meeting until the Annual Meeting in July 2019:

<b>Chair and Vice Chair of Audit Resources and Performance Committee</b>	<b>Mr Z Hamid</b> <b>Mr J Berresford</b>
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<b>Chair of the Authority</b>	<b>Cllr A McCloy</b>
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<b>One other Member</b>	<b>Cllr P Brady</b>
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11. To appoint the following Members to the Appointments Process Panel until the Annual Meeting in July 2019:

<b>Two Councillor Members</b>	<b>Cllr J Atkin</b> <b>Cllr J Perkins</b>
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<b>Two Secretary of State Members</b>	<b>Cllr C Carr</b> <b>Cllr Mrs L Roberts</b>
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12. To appoint the following Member Representatives until the Annual Meeting in July 2019:

<b>Asset Management</b>	<b>Cllr A Favell</b>
<b>Communities</b>	<b>Cllr P Brady</b>
<b>Connecting Young People with Nature</b>	<b>Mr Z Hamid</b>
<b>Food and Farming</b>	<b>Mr R Helliwell</b>
<b>Health and Wellbeing</b>	<b>Cllr Mrs L Roberts</b>
<b>Landscape and Heritage</b>	<b>Mr R Helliwell</b>
<b>Member Learning and Development</b>	<b>Cllr R Woods</b>
<b>Planning Enforcement</b>	<b>Cllr D Chapman</b>
<b>Tourism and Participation</b>	<b>Mr J Berresford</b>
<b>Rural Economy</b>	<b>Cllr C Furness</b>
<b>Thriving Natural Environments</b>	<b>Mrs P Anderson</b>

13. To make appointments to the Outside Bodies set out in Appendix 1 to the minutes to expire at the Annual meeting in July 2019.

14. To confirm that only these appointments are approved duties for the payment of travel and subsistence allowances as set out in Schedule 2 in the Members' Allowances Scheme.

The meeting was adjourned from 11.30am to 11.35am during consideration of this item.

### **30/18 INDEPENDENT REVIEW OF THE MEMBERS ALLOWANCES SCHEME**

At a meeting held on 1 December 2017 the Authority agreed to appoint an Independent Person to carry out a review of the Members Allowances Scheme and report back to a future meeting of the Authority with recommendations. Following a request for expressions of interest Dr Declan Hall was appointed to carry out the Review.

Following his appointment Dr Hall carried out a comprehensive review of the existing Scheme and, based on his experience, comparative data and feedback from Members and Senior Officers, made a number of recommendations on modifications to the Scheme and the amounts paid.

All Members declared a prejudicial interest in this matter however all could participate as the Authority's Member Code of Conduct permitted Members to speak and vote on matters relating to an allowance, payment or indemnity given to Members despite having a prejudicial interest.

#### **RESOLVED**

- 1. To note the findings of the Independent Review of Members Allowances produced by Dr Declan Hall and set out in Appendix 1.**
- 2. To accept the following recommendations set out in the Independent Review Report:**
  - a. To increase the Basic Allowance paid to all Members to £2,300.**
  - b. To confirm that the Members' Allowances Scheme is amended to clarify that the Basic Allowance is deemed to cover 'incidental' costs such as use of home and private telephone facilities with the addition of personal computers, peripherals and information technology.**
  - c. To continue paying an additional Special Responsibility Allowance to the following six positions of responsibility at the rates indicated:**
    - i. Chair of the Authority at a multiple of 2.5 times the recommended Basic Allowance.**
    - ii. Deputy Chair of the Authority at 50% of the allowance paid to the Chair of the Authority.**
    - iii. Chair of Planning Committee at 50% of the allowance paid to the Chair of the Authority.**
    - iv. Chair of Audit Resources and Performance Committee at 40% of the allowance paid to the Chair of the Authority.**
    - v. Vice Chair of Planning Committee at 66% of the allowance paid to the Chair of Planning Committee.**



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- vi. **Vice Chair of Audit Resources and Performance Committee at 50% of the allowance paid to the Chair of Audit Resources and Performance Committee.**
  - d. **To confirm that no additional Special Responsibility Allowance is paid to:**
    - i. **All Members of Planning Committee.**
    - ii. **Member Representatives.**
  - e. **To reset the allowance paid to Co-optees at 25% of the Basic Allowance.**
  - f. **To reset the allowance paid to the Authority's Independent Persons at 50% of the Basic Allowance.**
  - g. **To maintain the existing definition of an approved duty for the payment of travel and subsistence for approved duties, subject to minor amendments to Schedule 2, as set out in paragraphs 115 and 116 of the Independent Report, to provide clarification.**
  - h. **To maintain the existing travel rates so that they continue to match the rates paid to employees, subject to the introduction of a passenger supplement rate of 5 pence per mile per passenger up to a maximum of three passengers.**
  - i. **To maintain the existing subsistence rates so that they continue to match the rates paid to employees, subject to the process and conditions by which subsistence for Members is arranged and reimbursed, as set out in paragraph 124 of the Independent Report.**
  - j. **To note that a National Park Authority does not have the statutory power to set or pay an allowance to contribute to the cost of care for Members' Dependents while they are engaged on Authority Business.**
  - k. **To index the approved payments set out in the Authority's Members' Allowances scheme as follows:**
    - i. **Basic Allowance, SRAs, Co-optees' Allowance and Independent Persons annual remuneration are indexed to the annual percentage salary increase for local government employees (at spinal column 49 or the equivalent level if the spinal column points are revised), to be applied from the same year that it applies to employees.**
    - ii. **Travel Allowances including Mileage Rates, and Subsistence Allowances are indexed to the same rate that is applicable to Officers, except the Passenger Supplement Mileage rate.**
  - l. **To apply these indices for four years from date of the first application of the relevant indices to the Basic Allowances and Special Responsibility Allowances on 1st April 2019 to the end of the financial year 2023.**

- 3. To confirm that any changes to the scheme will be effective from 6 July 2018 and not backdated.**

Cllr Mrs C Howe and Cllr C McLaren left at 12.30pm during consideration of this item.

**31/18 MEMBERS' ATTENDANCE ANNUAL RETURN (JS)**

The meeting considered the annual return of Members' attendance at Authority and Committee meetings and Training and Development events for 2017/18.

**RESOLVED: To note the annual return of Members' attendance for 2017/18.**

**32/18 CALENDAR OF MEETINGS 2019 (A.111/RC)**

The meeting considered a report setting out proposals for a schedule of meetings to cover the period from 1 January 2019 to 31 December 2019.

**RESOLVED: To approve the calendar of meetings for 2019 as set out in Appendix 2 of these minutes.**

**AGM Minutes - Appendix 1 - Outside Body Member Appointments July 2018**

**AGM Minutes - Appendix 2 - 2019 Meeting Schedule**

The meeting ended at 12.40 pm