

ANNUAL MEETING OF CRAVEN DISTRICT COUNCIL

**in the Belle Vue Suite, Belle Vue Square, Skipton
at 7.00pm on Tuesday, 22 May 2018**

Note: Any Member who wishes to ask a question is asked to give notice by no later than Noon on the day before the Council Meeting. This will give those answering questions time to produce a response. Otherwise written answers may be given after the meeting.

AGENDA

1. **Apologies for absence** – To receive any apologies for absence.
2. **Declarations of Interest** – All Members are invited to declare at this point any interests that they have in items appearing on this agenda, including the nature of those interests.

Note: Declarations should be in the form of a “disclosable pecuniary interest” under Appendix A to the Council’s Code of Conduct, or “other interests” under Appendix B or under Paragraph 15 where a matter arises at the meeting which relates to a financial interest of a friend, relative or close associate.

A Member of Council who has a disclosable pecuniary interest must leave the room and not take part in the discussion or vote. When declaring interests under Appendix B or Paragraph 15 of the Code, Members must move to the public seating area, not vote, and speak only if members of the public are also allowed to speak at the meeting.

3. **Election of Councillors 2018** – Report of the Returning Officer on the results of the District Council Elections held on 3 May 2018.

4. Chair's Address

- (a) Chair's Address
- (b) Presentation to Chair's consort
- (c) Thanks to Outgoing Chair.

5. Election of Chair for the 2018/19 Municipal Year

- (a) Election of Chair
- (b) Investiture of Chair with Insignia of Office and presentation of Past Chair's Badge
- (d) Declaration of Acceptance of Office by new Chair.
- (e) Announcement of Chair's consort
- (f) Chair's acceptance speech.

6. Election of Vice-Chair for the 2018/19 Municipal Year

- (a) Election of Vice-Chair for 2018/19.
- (b) Investiture of Vice-Chair with Insignia of Office.
- (c) Declaration of Acceptance of Office by new Vice-Chair.

7. Minutes – To confirm the minutes of the Ordinary meeting of Council held on 24 April 2018.**8. Public Participation** – In the event that any questions are received, the public participation session will proceed for a period of up to fifteen minutes. Anyone participating will be allowed one related supplementary question.**9. Chairman's Announcements** – (If any)**10. Recommendations of Selection Committee** – Minutes containing recommendations for debate and confirmation by Council arising from Selection Committee on 14 May 2018.**(Copy to follow)**

- Allocation of Committee Places for Committees, Sub-Committees and Panels 2018/19
- Appointment of Member Office Holders and Member Champions 2018/19
- Appointments to Outside Bodies 2018/19.

11. Other Recommendations for Confirmation – Minutes containing recommendations for debate and confirmation by Council arising from meetings of Committees.**(Copy to follow)**

12. **Appointment of Independent Member** – The Solicitor of the Council and Monitoring Officer to submit a report regarding the appointment of an Independent Member to Standards Committee.
13. **Statement by the Leader of the Council** – The Leader of the Council will deliver his statement. When the Statement has been made, Members will be invited to ask questions of the Leader.
14. **General Question / Statement Time** – This is an opportunity for Members to raise awareness of issues that may be affecting their Ward, and are of general interest or importance, by making a statement or asking a question.

Note: Council Procedure Rule 11.4 covers agenda item 12. A Member must give **notice by noon on the day before the meeting** to Democratic Services of any issue to be raised. The time limit for dealing with matters under this Rule is up to 15 minutes in total, with no individual item taking more than 5 minutes. Timings may be varied at the Chair's discretion.

Agenda Contact Officer:

Guy Close, Democratic Services Manager
Tel: (01756) 706226
E-mail: gclose@cravencd.gov.uk

Recording at Council Meetings: Recording is allowed at Council, Committee and Sub-Committee meetings which are open to the public, subject to

- (i) the recording being conducted with the full knowledge of the Chair of the meeting; and
- (ii) compliance with the Council's protocol on audio/visual recording and photography at meetings, a copy of which is available on request. Anyone wishing to record must contact the agenda contact officer (details above) prior to the start of the meeting. Any recording must be conducted openly and not disrupt proceedings.

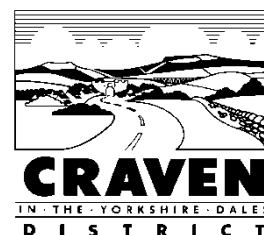
Emergency Evacuation Procedure

In case of an emergency, or if the alarm sounds, leave the meeting room and exit the building using the main doors onto the Square. If those doors are not available, please use the nearest available door.

The assembly point is in Belle Vue Square at the front of the building, nearest the main road. An officer will take a roll call once everyone is out of the building.

Please do not leave a meeting without telling the Chairman or a representative of Legal and Democratic Services.

Annual Council Meeting – Tuesday, 22 May 2018



ELECTION OF COUNCILLORS 2018

Wards affected: Aire Valley-with-Lothersdale, Bentham, Gargrave and Malhamdale, Glusburn, Hellifield and Long Preston, Ingleton and Clapham, Penyghent, Settle and Ribble Banks, Sutton-in-Craven.

Report of the Returning Officer

- 1 **Purpose of Report** – To report the results of the Council Elections held on 3 May 2018.
- 2 **Recommendations** – That the report is noted.
- 3 **Report**
 - 3.1 Ordinary Elections for the Craven District Council were held on Thursday 3 May 2018 to fill 9 Ward vacancies.
 - 3.2 Members were elected, as follows, for four years to May 2022:

WARD	MEMBER
Aire Valley-with-Lothersdale	Patrick Thomas Mulligan
Bentham	Linda Brockbank
Gargrave and Malhamdale	Alan Orr Sutcliffe
Glusburn	Philip Melvin Barrett
Hellifield and Long Preston	Robert Christopher Moorby
Ingleton and Clapham	Carl Henry Lis
Penyghent	Richard Charles Welch
Settle and Ribble Banks	David Michael Staveley
Sutton-in-Craven	Stephen Spencer Place

3.3 All elected and re-elected Members have signed the Declaration of Acceptance of Office.

4 **Implications**

4.1 **Financial Implications** – None.

4.2 **Legal Implications** – Section 83 of the Local Government Act, 2000 requires the Declaration of Acceptance of Office to be signed and returned to the proper officer before a member can take part in any official council business.

4.3 **Contribution to Corporate Priorities** – None

4.4 **Risk Management** – None

4.5 **Equality Impact Assessment** – The Council's Equality Impact Assessment does not apply

5. **Consultations with others** – None

6. **Access to Information / Background Documents** – None

7. **Author of the Report** –

Ben Nattrass, Electoral Services Manager
Telephone: (01756) 706241
E-mail: bnattrass@cravendc.gov.uk

8. **Appendices** – None

COUNCIL MEETING

24 April 2018

Present – The Chairman (Councillor Place) and Councillors Barrett, Brockbank, Brown, Dawson, Foster, Heseltine, Hull, Jaquin, Ireton, Lis, Madeley, Mason, Mercer, Moorby, Morell, Mulligan, Myers, Rose, Shuttleworth, Solloway, Staveley, Sutcliffe and Welch.

Officers – Chief Executive, Solicitor to the Council and Monitoring Officer, Director of Services, Chief Finance Officer and Democratic Services Manager.

Apologies: Councillors Baxandall, Graham, Harbron, Pighills, Thompson and Whittaker.

Start: 7.00pm

Finish: 8.05pm

CL.1025

EXCLUSION OF THE PUBLIC

Resolved – That in accordance with the Council's Access to Information Procedure Rules, the press and public be excluded from the meeting during the consideration of Appendix B to Item \$6, 'Recommendations for Confirmation', on the grounds that it is likely that there would be disclosure of exempt information as defined in Paragraph 3 (information in relation to the financial or business affairs of any person, including the Authority holding that information) of those Rules and Part 1 of Schedule 12A of the Local Government Act 1972 (as amended).

CL.1026

MINUTES OF COUNCIL MEETING

Resolved – That the minutes of the Council meeting held on 27 February 2018 are confirmed as a correct record and signed by the Chairman.

CL.1027

PUBLIC PARTICIPATION

There were no questions received from members of the public.

CL.1028

DECLARATIONS OF INTEREST

There were no declarations of interest.

CL.1029

CHAIRMAN'S ANNOUNCEMENTS

A list of engagements attended by the Chairman for March and April was included within the agenda.

CL.1030

RECOMMENDATIONS FOR CONFIRMATION

The following recommendations were submitted from the Policy Committee meeting on 6 March 2018:

(Note: For each minute the motion was proposed and seconded "That the recommendations in the minutes are confirmed.")

- (a) POL.920 Revenues and Benefits Shared Service Arrangement / Partnership with Bradford Metropolitan District Council

Resolved – That the recommendations at Minute POL.920 are confirmed.

- (b) \$POL.921 Shared Ownership Housing Development

Resolved – That the recommendations at Minute \$POL.921 are confirmed.

(Councillors Brown and Heseltine wished it to be recorded that they had abstained from voting.)

CL.1031 **DRAFT CALENDAR OF MEETINGS 2018/19**

The Democratic Services Manager submitted a report which presented the draft calendar of meetings 2018/19 for approval.

Resolved – That subject to amendments identified at 3.2 to the report, the draft calendar of meetings 2018/19 are approved.

CL.1032 **STATEMENT FROM THE LEADER OF THE COUNCIL**

The Leader of the Council made the following key points:

- The Skipton Triathlon on 15 April 2018 had been a great success. He thanked everyone involved in organising and supporting the event.
- A reminder that the Tour de Yorkshire cycle race was travelling through Craven on Sunday, 6 May 2018.
- A note about the forthcoming local elections, which were taking place on Thursday, 3 May 2018.

CL.1033 **STATEMENT FROM LEAD MEMBERS AND CHAIRMEN OF COMMITTEES**

Councillor Staveley reported that the Select Committee was concluding its review of Bereavement Services.

Councillor Myers reported that a review of the Council's taxi licensing policy was almost complete. A final report was being submitted to Licensing Committee. He thanked Members and Officers for their hard work in undertaking the review.

CL.1034 **GENERAL QUESTION / STATEMENT TIME**

A question was submitted by Councillor Brown to Councillor Dawson, Chairman of Craven Spatial Planning Sub-Committee as follows:

“Could you please advise the Council how many homes have received outline or full approval or are being constructed currently in the Skipton area and what the number required for the entire period of the local plan is? Could we also please have updated information on the number of properties being built with one or two bedrooms and the number with four plus bedrooms.”

The following response was provided by Councillor Dawson, Chairman of Craven Spatial Planning Sub-Committee:

“As members are aware, the draft local plan was submitted in March 2018. The overall housing requirement for Craven for the local plan period 2012 to 2032 is 4600 and Skipton had been allocated 50% of this, i.e. 2300.

The position as at 1 April 2018 is as follows:

- 439 net completions delivered in Skipton between 1 April 2012 and 31 March 2018.
- 660 dwellings have an extant consent on sites of 5 dwellings or more.
- 246 dwellings have been approved, subject to s.106 agreements being completed.
- 26 dwellings have approval through the prior notification procedure (such as offices to dwellings).
- 41 dwellings have an extant consent on sites of less than 5 dwellings.

This totals 1412 dwellings.

The housing requirement for Skipton from 2012-2032 is as stated above 2300. Therefore, the balance of housing requirement to be provided on allocated sites over the remainder of the period is 2300 less 1412, which is 888.

Housing sites allocated in Skipton in the local plan are estimated to deliver 1160 dwellings over the remaining plan period. It is expected that small sites will also continue to be granted consent and developed over the plan period at an assumed rate of 10 dwellings per annum.

Hence, the total number of dwellings already completed (net) and planned to be delivered in Skipton over the entire period is 2661.

The local plan is about many things including, employment sites, open spaces, sports and leisure facilities and education facilities. The part we are talking about is homes for people to live in, particularly, families and those of working age.

In relation to the second part of Councillor Brown’s question regarding the mix of house types the current breakdown from the local plan for housing mix is reported as follows:

- 1-2 bedrooms – 39%
- 3 bedrooms – 44%
- 4 plus bedrooms – 17%.”

Councillor Dawson confirmed that a more detailed written response in relation to the number of properties being built with one or two bedrooms and the number with four plus bedrooms was to be provided to all Members prior to the next full Council meeting.

A question was also submitted by Councillor Ireton to Councillor Foster, Chairman of Policy Committee as follows:

“I would like to ask that the housing officer reviews the financial criteria in the allocation policy which was introduced in 2013 at a figure of £60,000, which I believe excludes all house owners in Craven District in 2018 of accessing more suitable housing for their needs.”

The following response was provided by Councillor Foster, Chairman of Policy Committee:

“The current allocations policy was introduced in 2013, and a review is taking place in summer 2018, which includes formal consultation with members. The Environmental Services and Housing Services Manager has requested that the qualification criteria based on financial resources is to be included in that review, which includes the current £60,000 threshold.”

CL.1035

NEW PLAYGROUND IN AIREVILLE PARK

The Chief Executive submitted a report which sought Member approval to amend the Aireville Park Masterplan.

The following information was appended to the report:

- Aireville Park Masterplan
- Simply Play play report
- Proposed siting of new play area
- Concept design of new play area
- Results of new play area concept design consultation.

The key areas of discussion were:

- The invaluable contribution that the Friends of Aireville Park had made to the project.
- A suggestion to review car parking fees to encourage more visitors to use the park.
- Greater enforcement needed in relation to litter and anti-social behaviour and concern about the level of clean-ups required, particularly in relation to single use plastics.

Resolved –

- (a) That the proposed amendment to Aireville Park Masterplan, namely re-siting the playground from its current location at the bottom corner of the park to near the main entrance and car park, be approved.
- (b) That the Council commends the invaluable contribution Friends of Aireville Park to deliver the Masterplan through developing the new play area plans and securing funding for the Masterplan projects which as a direct result enables the facilities within the park to be improved.

Chairman



The Chairman of Craven District Council

(Councillor Stephen Place)

Civic Engagements

During the period – May 2018

May - Councillor Stephen Place (Chairman)

- **Wednesday, 9 May** – Stray FM Local Hero Awards – Rudding Park, Harrogate.

-o-o-oOo-o-o-

May – Councillor Wendy Hull (Chairman-elect) has been invited to:

- **Friday, 25 May** – Annual Lunch for new Civic Heads with the Lord Lieutenant of North Yorkshire (Mr Barry Dodd CBE and Mrs Frances Dodd) at Busby Hall, Carlton-in-Cleveland.
- **Saturday, 26 May** – Speech Day – Giggleswick School.

ANNUAL MEETING OF COUNCIL – 22 May 2018



Appointment of Independent Person to the Standards Committee

Report of the Solicitor to the Council and Monitoring Officer

1. **Purpose of Report** – To appoint Mr Roger Millin as an Independent Person to the Standards Committee.
2. **Recommendations** – Members are recommended to:
 - 2.1 Appoint Mr Roger Millin as an Independent Person to the Standards committee for a four year term (to Annual Council 2022).
3. **Report**
 - 3.1 Under the Localism Act 2011, the Council is required to appoint at least one Independent Person, whose views must be sought and taken into account when considering allegations made against Members and co-opted Members. An Independent Person can also be consulted by Members against whom complaints have been made.
 - 3.2 The membership of the Standards Committee is set out at Part 3 of the Council's Constitution. This states that the Committee will be composed of five District Councillors, three Independent Persons and four parish representatives.
 - 3.3 Members may recall that on the 25th April 2017 the Council appointed Mr John Boumphrey and Mr Peter Charlesworth to sit on the Standards Committee as Independent Persons until the Annual Meeting of Council 2021. At the same meeting, Mr Roger Millin was appointed as a reserve Independent Person for a period of one year.
 - 3.4 It is now proposed that, after a successful year as the reserve Independent Person, Mr Millin is appointed as the third Independent Person to the Standards Committee.
4. **Implications**
 - 4.1 **Financial and Value for Money (vfm) Implications** – The role of Independent Person does not fall within the current Scheme of Members' Allowances however, they are entitled to claim travelling and subsistence allowances for attending meetings, training sessions, hearings and conferences.

- 4.2 **Legal Implications** – These are set out in the body of the report.
- 4.3 **Contribution to Council Priorities** – The promotion and maintenance of high standards of conduct by the elected and co-opted Members of Craven District will assist the Council in achieving its priorities.
- 4.4 **Risk Management** – The risk to the Council in not having in place a robust local standards regime could damage its reputation for good governance and undermine public confidence in the Council.
- 4.5 **Equality Analysis** – The Council’s Equality Impact Assessment procedure does not apply to this report as there are no changes to any policy.
5. **Consultations with Others** – None
6. **Access to Information: Background Documents** –
7. **Author of the Report** – Annette Moppett, Solicitor to the Council and Monitoring Officer; telephone: 01756 706325; e-mail: amoppett@cravendc.gov.uk
- Note : Members are invited to contact the author in advance of the meeting with any detailed queries or questions.
8. **Appendices** – None.