

ORDINARY MEETING OF THE COUNCIL

**Belle Vue Suite, Belle Vue Square Offices, Skipton
Tuesday, 26 February 2019 at 7.00pm**

N.B. If it proves necessary to postpone this meeting for budget preparation reasons the meeting will take place on the reserve date of Thursday, 28 February 2019 at 7.00pm.

Members of the Council are summoned to consider the following business

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. Minutes** – To confirm the minutes of Council held on 18 December 2018.
- 3. Public Participation** – In the event that questions are received, the Chairman will conduct the public participation session for a period of up to fifteen minutes. Where questions are asked, one related supplementary question may be permitted at the Chairman's discretion.
- 4. Declarations of Interest** – All Members are invited to declare at this point any interests they have on items appearing on this agenda, including the nature of those interests and whether they wish to apply the exception below.

Note: Declarations should be in the form of either:

- a "**disclosable pecuniary interest**" under Appendix A to the Code of Conduct, in which case the Member must leave the meeting room; or
- an "**other interest**" under Appendix B of the Code. For these interests, the Member may stay in the meeting room, although they must leave if membership of the organisation results in a conflict of interest.

Exception: Where a member of the public has a right to speak at a meeting, a Member who has a disclosable pecuniary interest or an other interest and must leave the room, has the same rights and may make representations, answer questions or give evidence, but at the conclusion of that, must then leave the room and not take part in the discussion or vote.

5. **Chairman's Announcements** – A list of engagements attended by the Chairman is attached.
6. **Budget Related Recommendations for Confirmation** – Minutes containing recommendations for debate and confirmation by Council arising from the meeting of Policy Committee held on 5 February 2019 which relate to the 2019/20 budget.
7. **Council Tax Levels 2019/20** – To enable the Council to calculate and approve the Council Tax requirement for 2019/20.

(In accordance with Council Procedure Rule 16.4 all votes relating to the setting of the budget and the Council Tax at Council meetings shall be recorded votes.)

(Report to follow)

- 8a) **Recommendation for Confirmation – Statutory and Senior Officers' Employment Committee** – To present a recommendation for debate and confirmation by Council arising from the Statutory and Senior Officers' Employment Committee meeting held on 15 February 2019.
- 8b) **Other Recommendations for Confirmation** – Minutes containing recommendations for debate and confirmation by Council arising from meetings of Committees.
9. **Calendar of Meetings 2019/20** – To present the Calendar of Meetings for 2019/20 for consideration and approval.
10. **Statement from 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.
11. **Statements from Lead Members, Chairmen of Committees and Council Representatives on Outside Bodies** (as appropriate)
 - a. **Lead Members**
 - b. **Chairman of Select Committee** – The Chairman of Select Committee to report on the Committee's work, and answer any questions from Members.
 - c. **Chairmen of Other Committees** – This is an opportunity for Members of the Council to ask questions of the Chairmen of the Committees listed below on any current issues, or for those Chairmen to make a statement:
 - Audit and Governance Committee
 - Licensing Committee

- Planning Committee
- Standards Committee.

d. Council Representatives on Outside Bodies – To receive an update from Council representatives on Outside Bodies on key areas of work.

12. 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 the conduct of this item. A Member must give **advance notice by noon on the day before the meeting** to the Democratic Services Unit 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 Chairman's discretion.)*

Agenda Contact Officer:

Guy Close, Democratic Services Manager
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Recording at Council Meetings: Recording is allowed at Council, committee and sub-committee meetings which are open to the public, subject to

- (a) the recording being conducted with the full knowledge of the Chairman of the meeting; and
- (b) 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.

COUNCIL MEETING

18 December 2018

Present – The Chair (Councillor Hull) and Councillors Barrett, Baxandall, Brockbank, Brown, Dawson, Foster, Harbron, Heseltine, Jaquin, Lis, Mason, Mercer, Moorby, Morell, Mulligan, Place, Rose, Shuttleworth, Solloway, Staveley, Sutcliffe, Thompson, Welch and Whitaker.

Officers – Chief Executive, Director of Services, Chief Finance Officer (s151 Officer) Strategic Manager (Planning and Regeneration), Solicitor to the Council and Monitoring Officer, Planning Manager and Democratic Services Manager.

Apologies – Councillors Graham, Ireton, Madeley, Myers and Pighills.

Start: 7.00pm

Finish: 8.20pm

CL.1080

MINUTES

Resolved – That the Minutes of the Council Meeting held on 9 October 2018 are confirmed as a correct record and signed by the Chair.

CL.1081

PUBLIC PARTICIPATION

There were no questions received from members of the public.

CL.1082

DECLARATIONS OF INTEREST

Councillor Foster declared an interest (under Paragraph 15 of the Council's Code of Conduct) in relation to Recommendations for Confirmation (Appendix K to the report) on the basis that he was a Member of Grassington Forum. Councillor Foster withdrew from the meeting during the consideration of this item and did not vote.

Councillors Lis and Welch declared an interest (under Appendix B of the Council's Code of Conduct) in relation to Recommendations for Confirmation (Appendix F to the report) on the basis that they were Members of the Yorkshire Dales National Park Authority and appointed to sit on the Planning Committee. Councillors Lis and Welch did not take part in the discussion for this item and did not vote.

CL.1083

CHAIR'S ANNOUNCEMENTS

It was noted that a list of engagements attended by the Chair was included within the agenda pack.

CL.1084

RECOMMENDATIONS FOR CONFIRMATION

Recommendations of Standards Committee (19 September 2018), Policy Committee (23 October and 4 December 2018), Audit and Governance Committee (30 October 2018) and Licensing Committee (13 November) were submitted.

Note: For each minute, the motion was proposed and seconded “That the recommendations in the Minute are confirmed”.

- STN.351 – Dispensation Scheme

Resolved –That the recommendations at Minute STN.351 are confirmed.

- POL.948 – Confirmation of the Council Tax Base – 2019/20

Resolved –That the recommendations at Minute POL. 948 are confirmed.

- POL.949 – The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018

Resolved –That the recommendations at Minute POL. 949 are confirmed.

- POL.950 – Homes England: Accelerated Construction Fund

Resolved –That the recommendations at Minute POL. 950 are confirmed.

- POL.951 – Review of Governance Arrangements for Commercial Activity

It was proposed and seconded to include an amendment to the Scheme of Delegation for Officers to read as follows:

“Subject to consultation with the Leader and Deputy Leader of the Council; the Lead Member for Financial Resilience and Enterprising Craven and also the Chief Finance Officer, the Chief Executive is authorised in exceptional circumstances to agree commercial acquisitions up to a monetary value of £3 million. Such decisions to be reported to the next meeting of Policy Committee.”

Resolved –That subject to the above amendment the recommendations at Minute POL. 951 are confirmed.

(Councillor Heseltine asked that it be recorded that he voted against the resolution.)

- POL.952 – Shared Ownership Housing Development

Resolved –That the recommendations at Minute POL. 952 are confirmed.

- POL.963 – Revenue Budget Monitoring Report Quarter 2 – 2018/19

Resolved –That the recommendations at Minute POL. 963 are confirmed.

- POL.964 – Capital Budget Monitoring Report Quarter 2 – 2018/19

Resolved –That the recommendations at Minute POL. 964 are confirmed.

- POL.965 – ICT Strategy

Resolved –That the recommendations at Minute POL. 965 are confirmed.

- POL.966 – Digital Strategy

Resolved –That the recommendations at Minute POL. 966 are confirmed.

- POL.967 – Grassington Village Action Plan

Resolved –That the recommendations at Minute POL. 967 are confirmed.

- AC.331 – Revised Planning Scheme of Delegation

An amendment to paragraph 7 in relation to Ward Member Referrals was proposed and seconded to read as follows:

“Where the ward member requests, in writing, within 21 days of receipt of the weekly list or by the closure of any publicity which has been carried out on the application (whichever is the latest), that an application be presented to the Planning Committee for decision, identifying the planning reasons for the referral and how the development affects their ward and agreed with the Planning Manager, the Chairman and Vice-Chairman.”

Footnote: As worded Category 7 referrals enables members other than the member for the ward within which the site is located to seek the referral to Committee where the development would have an effect on their ward.

Resolved – That subject to the above amendment the recommendations at Minute AC. 331 are confirmed.

- LIC. 217 – Gambling Act 2005 – Statement of Principles 2018-21

Resolved –That the recommendations at Minute LIC. 217 are confirmed.

CL.1085

CALENDAR OF MEETINGS 2019/20

The Democratic Services Manager submitted a report which presented the draft calendar of meetings for 2019/20.

It was advised that the report included a proposal for future meetings of Planning Committee to take place on a Tuesday. The proposed change was to assist officers with the preparation and management of meetings by enabling information to be processed over the weekend relevant to those applications determined at Planning Committee.

One Member expressed concern that some of the proposed dates for Planning Committee had been scheduled to take place on the same day as meetings of the Yorkshire Dales National Park Authority. In view of this it was suggested that the draft calendar of meetings be amended and brought back to the February Council meeting for final approval.

Resolved – That the draft calendar of meetings for 2019/20 be brought back to the February Council meeting for final approval.

CL.1086

STATEMENT BY THE LEADER OF THE COUNCIL

The Leader of the Council advised that consultation was due to start in the New Year in relation to the Council participating in the Cabinet Office electoral integrity pilot scheme at next year's elections.

CL.1087

**STATEMENTS FROM LEAD MEMBERS, CHAIRMEN OF
COMMITTEES AND COUNCIL REPRESENTATIVES ON
OUTSIDE BODIES**

Councillor Mulligan provided an update on key aspects of the local government funding settlement, particularly, the new homes bonus, rural services delivery grant and business rates retention pilot.

Councillor Staveley provided an overview on recent work undertaken by the Select Committee, which included, absence management, disabled facilities grants and development of Skipton Town Hall. In addition, a meeting of the Select Crime and Disorder Committee had recently taken place with a particular focus on local crime statistics.

Councillor Thompson provided an update on his role as Council representative on the Yorkshire Dales Leader Programme. The group had now completed its work into reviewing applications for funding to improve business efficiency and creating additional employment opportunities. One of the businesses that had benefited was "The Cheese Experience" in Settle, which had proposed eight new full-time positions. The Cheese Experience had delivered the full-time positions plus an additional four part-time positions. The project was considered to be an excellent example of how a relatively small amount of public expenditure could make a significant difference to a growing business.

CL.1088

GENERAL QUESTION / STATEMENT TIME

Councillor Welch made a brief statement highlighting the need for greater enforcement of dog fouling. In response, Councillor Lis, Lead Member for Greener Craven, advised that the Council had committed to installing surveillance cameras in key areas. Officers were also working with ward members to identify hotspot areas.

Chairman



The Chairman of Craven District Council
(Councillor Wendy Hull)

Civic Engagements

During the period – January / February 2019 (up to 11 February)

JANUARY

No official engagements

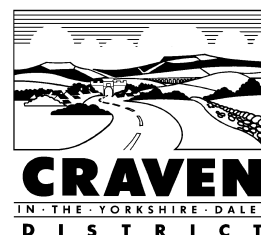
FEBRUARY

- **Sunday, 17 February** – Civic Charity Concert (Mayor of Harrogate) at the Army Foundation College, Uniake Barracks, Pennypot Lane, Harrogate
- **Thursday, 21 February** – Community Champion Awards, Coniston Hotel.

COUNCIL MEETING

26 February 2019

Budget Related Recommendations for Confirmation



Report of the Democratic Services Manager

Ward(s) affected: Not applicable

1. **Purpose of Report** – To present budget related recommendations for confirmation by Council.
2. **Recommendation** – To consider adopting the recommendations within the minutes reproduced in the appendices to this report.
3. **Report**
 - 3.1 In the current cycle of meetings the following Committees have made recommendations which require confirmation by Council. Those recommendations are contained in the following Minutes, the full text of which is set out within the appendices to this covering report.

Policy Committee

The Chairman of Policy Committee will present the recommendations in respect of the following minutes:-

5 February 2019

POL.975	Pay Policy Statement 2019-20
POL.976	Council Plan 2019-2020
POL.977	Capital Programme 2019-20
POL.978	Revenue Budget 2019-20 and Medium Term Financial Plan 2019-20 to 2021-22
POL.979	2019-20 Treasury Management Strategy Statement, Minimum Revenue Provision Statement and Annual Investment Strategy

3.2 Any Members requiring a further copy of any of the reports associated with the above minutes are asked to contact the Democratic Services Team.

4. **Author of the Report** – Guy Close, Democratic Services Manager, Telephone (01756) 706226, E-mail gclose@cravenc.gov.uk.

5. **Appendices**

Appendix A	POL.975	Pay Policy Statement 2019-20
Appendix B	POL.976	Council Plan 2019-2020
Appendix C	POL.977	Capital Programme 2019-20
Appendix D	POL.978	Revenue Budget 2019-20 and Medium Term Financial Plan 2019-20 to 2021-22
Appendix E	POL.979	2019-20 Treasury Management Strategy Statement, Minimum Revenue Provision Statement and Annual Investment Strategy
Appendix F	POL.980	Craven District Council Capital Strategy 2019-23

POL.975

PAY POLICY STATEMENT 2019-2020

The Human Resources Manager submitted a report seeking approval to implement a 2019/2020 Pay Policy Statement in accordance with Section 38 of the Localism Act 2011. The statement articulated the Council's policy towards the pay of the workforce, particularly senior staff and the lowest paid employees. The relevant provisions in the Act ensured increased accountability, transparency and fairness in the setting of pay and the statement would be published on the Council's website and considered annually by full Council.

RECOMMENDED – That approval is given to implement the 2019/20 Pay Policy Statement as set out in Appendix A to the report now submitted.

POL.976

COUNCIL PLAN 2019-2020

The Chief Finance Officer submitted a report presenting the Council Plan 2019-2020 for approval. The plan set out the Council's agenda for improving service delivery to Craven's communities and organisational change. The plan focussed on the Council's top priorities for improvement and set out the Council's vision for the next municipal year although it contained projects which would be delivered post 2020. The plan also detailed the actions and projects to be provided by the Council against the priorities in improving service delivery.

Members were informed that the Council Plan as submitted was only for 2019/20 and a new Plan for 2020 and beyond would be developed over the coming months to shape the Council's vision and longer term priorities.

RECOMMENDED – That the Council Plan 2019/20 is approved and delegated authority is given to the Chief Executive to:

- (1) Make minor amendments including the revision of delivery mechanisms and amend timescales for delivery as necessary;
- (2) Agree performance indicators and associated targets that will be used to measure progress against the achievement of the priorities and objectives set out in the Plan.

POL.977

CAPITAL PROGRAMME 2019-2020

The Chief Finance Officer submitted a report seeking approval for the 2019/20–2022/23 capital programme, subject to there being sufficient capital resources.

Following a bidding process, the total capital expenditure of £1,719m proposed for 2019/20 included plant and equipment replacement programme, disabled facilities grants, shared ownership housing and IT replacements and improvements.

RECOMMENDED –

- (1) That £44,000 of continuing projects from the 2018/19–2020/21 programme is noted and no slippage is confirmed at this stage.
- (2) That the new capital programme projects of £1,127,550 are approved.
- (3) That a total capital programme for 2019/20 of £1,763,248 is approved.
- (4) That the final allocation of funding for the 2019/20 capital programme is confirmed once the outturn position of the 2018/19 revenue budget is finalised.

POL.978

**REVENUE BUDGET 2019/20 AND MEDIUM TERM
FINANCIAL PLAN 2019/20 TO 2021/22**

The Chief Finance Officer submitted a report identifying a fully funded budget for 2019/20 together with recommending a prudent level of general fund reserve balances for the financial year. The report also outlined the medium term financial plan (MTFP) to 2021/22.

As the final settlement had not been confirmed, the 2019/20 budget was based on the draft grant settlement announcement in December 2018. Little change to the figures was expected. As part of that announcement, the Secretary of State for Communities and Local Government gave permission for Council's in 2019/20 to increase their Council Tax by 2.99%, without triggering a referendum or £5 whichever was the greater. A £5 increase gave Craven a Council Tax of £172.21 at band D.

In accordance with Section 25 of the Local Government Act 2003, the Chief Finance Officer made a specific personal statement that the revenue budget as now submitted, was robust and would deliver a balanced budget in 2019/20.

During the debate, Members thanked the Chief Finance Officer and her team for all their hard work in producing a balanced budget.

RECOMMENDED –

- (1) That the revenue budget assumptions, as detailed within the Chief Finance Officer's report are noted.
- (2) That the revenue budget for 2019/20 of £6,735,044 set out in Appendix A to the report now submitted is approved.
- (3) That the schedule of growth bids of £67,250 as identified in Appendix C to the report now submitted are approved.
- (4) That the savings of £21,780 as identified in Appendix D to the report now submitted are approved.
- (5) That a contribution from the New Homes Bonus Reserve of £50,000 is made to support the 2019/20 budget, in addition to £198,400 for approved projects, giving a total of £248,400.
- (6) That the assessment of the robustness of the budget and adequacy of reserves in Paragraph 10 and Appendix F of the report now submitted, is approved.
- (7) That the estimated sum of £995,000 as identified as the General Fund Balance as at 31st March 2018 in Paragraph 10 and Appendix F of the report now submitted, is approved.
- (8) That the Council Tax is increased at Band D by £5 to £172.21.
- (9) That the revenue budget incorporates the net contributions to/(from) earmarked reserves as detailed in tables 1 and 2, Paragraph 4.8, Appendix A and Appendix F (annex 1).
- (10) (a) That as part of the budget setting report to Council, an update is provided on the estimated Craven District Council allocation of retained business rates North and West Yorkshire pilot; and
(b) That any significant variance to the figures included within the budget report proposals are adjusted through contributions (to)/from the business rates equalisation reserve.
- (11) That should additional resources be available through the retained business rates scheme, a matching contribution to the business rates contingency reserve is made to mitigate against future uncertainties.
- (12) That the Section 25 report on the robustness of the budget contained within Section 10 of the report and Appendix F to the report now submitted, is noted.
- (13) That the funding sources identified in the report and Appendix A now submitted are approved:

		£'000
a)	Revenue Support Grant	0
b)	Rural Services Grant	280
c)	Housing Grant	46
d)	New Homes Bonus	516
e)	Retained Business Rates	1,893
f)	Business Rates Collection Fund (Deficit)	(103)
g)	Council Tax Collection Fund Surplus	96
h)	Council Tax	3,879
i)	Contribution from General Fund Balance	0
j)	Contributions (to)/from Earmarked Reserves	128
	Total Funding	6,735

POL.979

2019/20 TREASURY MANAGEMENT STRATEGY
STATEMENT, MINIMUM REVENUE PROVISION
STATEMENT AND ANNUAL INVESTMENT STRATEGY

The Chief Finance Officer submitted a report presenting for approval the proposed Treasury Management Strategy together with the Minimum Revenue Provision Statement, Prudential Indicators and the Annual Investment Strategy for 2019/20 as required by the Department of Communities and Local Government and CIPFA.

The Council was required to operate a balanced budget and part of treasury management was to ensure that cash flow was adequately planned with cash being available when needed. Surplus monies were invested in low risk counterparties with security of capital and liquidity of funds being considered before investment return. The counterparty lending limits enabled the Council to take full advantage of investment opportunities whilst maintaining a sufficient level of security of capital.

The strategy ensured that the required funding sources would be available to support the Council's capital spending plans and longer term cash flow planning was necessary to ensure capital spending obligations were met.

The strategy also determined the limits to borrowing and investments that officers would apply over the next 12 months in order to ensure the Council's capital investment plans were affordable, prudent and sustainable.

Members were advised that changes to the CIPFA Prudential and Treasury Management Codes requires all local authorities to prepare an additional capital strategy report to ensure that all elected members fully understood the overall long-term policy objectives and resultant capital strategy requirements, governance procedures and risk appetite.

RECOMMENDED -

- (1) That the operational boundary for 2019/20 is set at £10.5m.
- (2) That the authorised limits for 2019/20 is set at £12.75m.
- (3) That delegated authority is given to the Chief Finance Officer (S.151 Officer) to effect movement within the agreed operational boundary and authorised limits for long-term borrowing for 2019/20 onwards.
- (4) That the Treasury Management Strategy Statement 2019/20 incorporating the Minimum Revenue Position Policy Statement and the Annual Investment Strategy is approved.
- (5) That the Prudential Indicators for 2019/20, which reflect that the capital expenditure plans are affordable, prudent and sustainable, are approved.

POL.980

CRAVEN DISTRICT COUNCIL CAPITAL STRATEGY 2019-2023

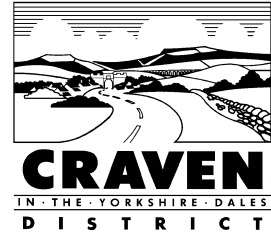
The Chief Finance Officer submitted a report presenting for approval a Capital Strategy that was intended to give a high level overview of how capital expenditure and financing plans are decided upon and how they contributed to the delivery of the Council Plan Long Term Financial Strategy, Medium Term Financial Plan and overall delivery of services.

The Strategy would be refreshed on an annual basis to enable it to remain totally consistent with the Council Plan which was set periodically and refreshed in the intervening years. The Strategy gave a framework for budget considerations for the next four years and gave an indication of the likely factors that would have an impact on the budget setting process.

RECOMMENDED – That the Capital Strategy 2019/2023 is approved and that it will be refreshed on an annual basis alongside the Treasury Management and Investment Strategies.

COUNCIL MEETING

26 February 2019



Recommendation for Confirmation – Statutory and Senior Officers’ Employment Committee

Report of the Chief Executive

Ward(s) affected: Not applicable

1. **Purpose of Report** – To present a recommendation arising from the Statutory and Senior Officers’ Employment Committee held on 15 February 2019, which requires confirmation by Council.
2. **Recommendation** – To approve the recommendation within the minutes reproduced in the appendix to this report.
3. **Report**
 - 3.1 The Chief Finance Officer (s151 Officer) has given notice that she intends to retire in July 2019. The Statutory and Senior Officers’ Employment Committee met on the 15 February 2019 and in accordance with the Committee’s Terms of Reference considered the following options:
 - I. A fully shared finance service to include Chief Finance Officer and the statutory s151 duties;
 - II. Shared Chief Finance Officer (to include the statutory s151 duties);
 - III. Part time dedicated Chief Finance Officer (and s151 Officer) – the current arrangement; or
 - IV. Full time Chief Finance Officer (s151 Officer)
 - 3.2 The Committee was keen to acknowledge the Officer’s invaluable contribution to the Council and to record their thanks to her.
 - 3.3 Due to a number of factors but in particular, the financial uncertainties surrounding local government, the Committee unanimously agreed that a dedicated Chief Finance Officer (S151 Officer) would provide the best option for the Council at this time. However, it may prove advantageous for the advert to be aimed at either full time or part time provision to attract the widest pool of applicants.

- 3.4 The terms and conditions of the post had been reviewed in 2016 (implemented in 2017), and it was agreed that these did not require revision. However, it was acknowledged that the Council is experiencing difficulties recruiting suitably qualified and experienced staff to key posts, such as this. It follows that a light touch review of the responsibilities may be necessary following the appointment.

Author of the Report – Paul Shevlin, Chief Executive, Telephone (01756) 706201, E-mail: pshevlin@cravenc.gov.uk.

5. **Appendix**

Appendix A	SEC. 23	Role of the Chief Finance Officer (S151 Officer)
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SEC 23 **ROLE OF THE CHIEF FINANCE OFFICER (S151 OFFICER)**

The Chief Executive submitted a report which sought to review the terms and conditions of the Chief Finance Officer (s151 Officer) following notice that the current Chief Finance Officer (s151 Officer) intended to retire in July 2019.

The Statutory and Senior Officers' Employment Committee met on the 15 February 2019 and in accordance with the Committee's Terms of Reference considered the following options:

- I. A fully shared finance service to include Chief Finance Officer and the statutory s151 duties;
- II. Shared Chief Finance Officer (to include the statutory s151 duties)
- III. Part time dedicated Chief Finance Officer (and s151 Officer) – the current arrangement; or
- IV. Full time Chief Finance Officer (s151 Officer).

Due to a number of factors but in particular, the financial uncertainties surrounding local government, the Committee unanimously agreed that a dedicated Chief Finance Officer (s151 Officer) provided the best option for the Council at this time. However, it may prove advantageous for the advert to be aimed at either full time or part time provision to attract the widest pool of applicants.

The terms and conditions of the post had been reviewed in 2016 (implemented in 2017), and it was agreed that these did not require revision. However, it was acknowledged that the Council had experienced difficulties recruiting suitably qualified and experienced staff to key posts, such as this. It followed that a light touch review of the responsibilities may be necessary following the appointment.

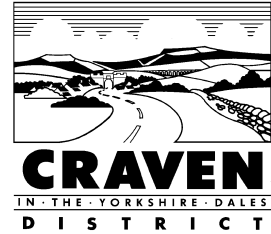
In considering the above options, the Committee also wished to place on record its thanks to the Chief Finance Officer (s151 Officer) for her invaluable contribution to the Council.

Recommended – That the Committee recommends to full Council that a dedicated Chief Finance Officer (s151 Officer) be sought on the same terms and conditions.

COUNCIL MEETING

26 February 2019

Other Recommendations for Confirmation



Report of the Democratic Services Manager

Ward(s) affected: Not applicable

1. **Purpose of Report** – To present recommendations of Committees which require confirmation by Council.
2. **Recommendation** – To approve the recommendations within the minutes reproduced in the appendices to this report.
3. **Report**
 - 3.1 In the current cycle of meetings the following Committees have made recommendations which require confirmation by Council. Those recommendations are contained in the following Minutes, the full text of which is set out within the appendices to this covering report.

Policy Committee

The Chairman of Policy Committee will present the recommendations in respect of the following minutes:

15 January 2019

POL. 970	Longer Term Financial Strategy (LTFS) 2019/20 to 2025/26
POL. 971	Collection Fund Council Tax Surplus / Deficit 2018/19
POL. 972	Collection Fund National Non-Domestic Rates Surplus / Deficit 2018/19
POL. 973	Boundary Signs

5 February 2019

POL. 974	Preparation of Growth Strategy for Skipton Railway Station and Adjacent Areas
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Audit and Governance Committee

The Chairman of Audit and Governance Committee will present the recommendations in respect of the following minutes:

AC. 341	Review of Polling Districts and Polling Places
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- 3.2 Any Members requiring a copy of any of the reports associated with the above minutes are asked to contact the Democratic Services Team.
- 4. **Author of the Report** – Guy Close, Democratic Services Manager, Telephone (01756) 706226, E-mail: gclose@cravendc.gov.uk.
- 5. **Appendices**

Appendix A	POL. 970	Longer Term Financial Strategy (LTFS) 2019/20 to 2025/26
Appendix B	POL. 971	Collection Fund Council Tax Surplus / Deficit 2018/19
Appendix C	POL. 972	Collection Fund National Non-Domestic Rates Surplus / Deficit 2018/19
Appendix D	POL. 973	Boundary Signs
Appendix E	POL. 974	Preparation of Growth Strategy for Skipton Railway Station and Adjacent Areas
Appendix F	AC. 341	Review of Polling Districts and Polling Places

POL.970

LONGER TERM FINANCIAL STRATEGY (LTFS) 2019/20
TO 2025/26

The Chief Finance Officer (S151 Officer) submitted a report which presented the Council's Longer Term Financial Strategy and provided Members with an update on the forecast financial position for the 7 year period to 2025/26. The purpose of the strategy was to provide a framework for the Council to assess its financial stability over a ten year period but because of the continuing volatility and uncertainty around future Government funding the strategy covered a seven year period to 2025/26.

Continuing public sector pressures, the impact of the Council Tax Support Scheme, changes to specific grants, confirmation of the business rates retention scheme and announcements from central Government meant that continuing cuts to local government were inevitable. 2019/20 was the final year in the four year settlement offer which had been accepted in 2016/17. Whilst acceptance of the offer provided some certainty it did not offer complete protection from further adjustments to grants such as the New Homes Bonus.

The Longer Term Financial Strategy indications were that whilst the Council had an approved balanced revenue budget for 2018/19 the challenges for 2019/20 and beyond were significant. Revenue Support Grant reduced to nil by April 2019 and the Council had to find additional income streams or savings to bridge the gap if services were to continue at current levels.

The Council would need to continue with its savings plan and achieve savings of up to £1.255m by 2025/26 and possibly more, particularly as a District Council delivering unprotected services it was expected that the cuts would carry on.

RECOMMENDED – That, the long term financial strategy 2019/20 to 2025/26 as set out in the report now submitted, is approved.

POL.971

COLLECTION FUND COUNCIL TAX SURPLUS/ DEFICIT
2018/19

The Chief Finance Officer submitted a report declaring an estimated surplus of £750,000 on the Council's collection fund in respect of council tax for the financial year 2018/19.

There was a statutory requirement to declare an estimate of the surplus or deficit likely to occur. The calculated surplus would be shared between the precepting authorities as follows:

• North Yorkshire County Council	£526,598
• Police and Crime Commissioner North Yorkshire	£98,173
• North Yorkshire Fire and Rescue Authority	£29,180
• Craven District Council	£96,049

Craven District Council was required to take the £96,049 into account when setting its element of the council tax for 2019/20.

RECOMMENDED –

- (1) That an estimated surplus of £750,000 on the Council's collection fund at 31st March 2019 relating to council tax collections is declared.
- (2) That as part of the budget strategy, the Council's element of the estimated surplus is used in calculating the level of council tax for 2019/20.

POL.972

COLLECTION FUND NATIONAL NON-DOMESTIC RATES
SURPLUS/ DEFICIT 2018/19

The Chief Finance Officer submitted a report declaring an estimated deficit of £257,136k on the Council's collection fund at 31st March 2019 relating to national non domestic rates (NNDR) transactions.

Under the rates retention scheme, local authorities were allowed to keep a proportion of the business rates collected, giving authorities a direct financial interest and therefore an incentive to work with businesses to grow local economies.

Any surplus or deficits had to be shared in prescribed proportions and based on estimated deficit, the amount that had to be distributed between the precepting authorities was as follows:

• North Yorkshire County Council	£23,143
• Central Government	£128,566
• North Yorkshire Fire and Rescue Authority	£2,572
• Craven District Council	£102,855

Members were advised that Craven District Council had to take the £102,855 into account when it set its element of the council tax for 2019/20.

RECOMMENDED – That an estimated deficit of £257,136k on the Council's collection fund at 31st March 2019 relating to NNDR transactions is declared.

POL.973

BOUNDARY SIGNS

The Director of Services submitted a report asking Members to consider the introduction of boundary signs on entrance road into the Craven District. It was a common approach for local authorities to promote their districts by having boundary signs announcing the arrival into the district.

With a forthcoming Road World Championship coming through Craven in September 2019, there was an opportunity to promote Craven by installing boundary signs on the 20 main approach roads into Craven.

The estimated costs of between £500 and £1,000 per sign were dependent on the style of sign, design and number of locations. Sponsorship was currently being discussed with Great Places and community partners including whether there was scope to carry out a design competition. North Yorkshire County Council was in agreement for the erection of boundary signs subject to them meeting their Passive Safety Protocol and their signage criteria.

RECOMMENDED –

- (1) That a sum of up to £18,000 funded from NHB Infrastructure Reserve to enable the delivery, implementation and future maintenance of the boundary signs covering primary routes into Craven (A and B routes including tourist routes and canal towpaths) is approved.
- (2) That, subject to approval of (1) above, the boundary signs will be placed on the Council's assets register and insurance policy.

POL.974

**PREPARATION OF GROWTH STRATEGY FOR SKIPTON
RAILWAY STATION AND ADJACENT AREAS**

The Strategic Manager for Planning and Regeneration submitted a report presenting Members with the proposed scope and outputs for the preparations of a growth strategy and masterplan for Skipton Railway Station and adjacent areas.

In June 2017, the Council had been awarded £5m from the York, North Yorkshire and East Riding Local Enterprise Partnership to deliver a scheme known as the Skipton Employment and Housing Growth project. The scheme included the preparation of a masterplan focussing on the re-development of the area surrounding the Railway Station which provided a mix of housing and commercial space.

An essential element of the brief for the preparation of the masterplan would be to ensure extensive engagement and consultation with the public and stakeholders. A multi-disciplinary team would be required, bringing together proven expertise to lead the debate and consultation, with all aspects undertaken in agreement with the Council. A joint working group including the Council, key stakeholders and the masterplanners would be created. North Yorkshire County Council (transport and development) and Network Rail have indicated their willingness to be involved in the process.

Masterplanners would be appointed in accordance with the Council's Contract Procedure Rules and the Masterplan would be developed and consulted upon in accordance with the Town and Country (Local Planning) (England) Regulations 2012 before being considered by the Council for adoption.

During the debate Members welcomed the initiative and it was seen as an exciting opportunity to transform the area surrounding Skipton Railway Station, stimulate economic growth and provide employment and recreational opportunities.

RECOMMENDED –

- (1) That the objectives for the preparation of a masterplan for the future development of Skipton Railway Station and adjacent area(s) are approved.
- (2) That the study area for the masterplan as detailed in Section 4.2 of the report now submitted, is approved.
- (3) That the key outputs and deliverables for the masterplan as outlined in Section 4.3 of the report now submitted, are approved.
- (4) That, delegated authority is given to the Director of Services, in consultation with the Lead Member for Enterprising Craven, to agree any changes to the study area and key deliverables for the preparation of the masterplan.
- (5) That permission is given for an allocation of £250,000 to be included in the Council's revenue budget for the 2019/20 financial year and this to be funded from the Local Growth Deal (round 3) monies awarded by the York, North Yorkshire and East Riding Local Enterprise Partnership.

(Councillor Heseltine declared an interest in the above matter under Appendix B of the Council's Code of Conduct as he was a Trustee of the Coulthurst Sandylands Trust.)

AC.341

REVIEW OF POLLING DISTRICTS AND POLLING PLACES

The Chief Executive (Returning Officer) submitted a report which presented an update on consultation responses that had been received in relation to the review of polling districts and places during the period 1 October to 23 November 2018.

The Chair welcomed to the meeting Ben Nattrass, Electoral Services Manager, to present the report.

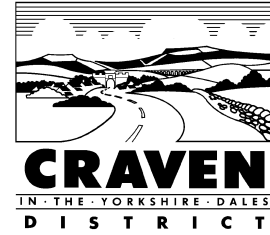
Recommended –

- (a) That no further changes be made to the designation of Polling Districts or Polling Places.
- (b) That the Schedule at Appendix C to the report be adopted.
- (c) That the Schedule be implemented with effect from March 2019.
- (d) That authority is delegated to the Audit and Governance Committee to make any changes to Polling Places in the period to 2023, when the next review will be implemented.
- (e) That authority is delegated to the Returning Officer to make temporary changes to Polling Places during an election period; that is the period between the publication of the Notice of Election and the completion of the Count.

COUNCIL MEETING

26 FEBRUARY 2019

Calendar of Meetings 2019/20



Report of the Democratic Services Manager

Lead Member (Internal Services) – Councillor John Dawson

Ward(s) affected: Not applicable

1. **Purpose of Report** – Further to Minute CL.1085/18-19, to present the revised draft Calendar of Meetings for 2019/20 for Members' approval.
2. **Recommendations**
 - 2.1 That subject to any changes, the proposed Calendar of Meetings for 2019/20 (please see Appendix) is approved as the final calendar for 2019-20.
 - 2.2 That at their first meetings in the new municipal year, Committees and Sub-Committees agree a start time for their meetings for the remainder of the year.
3. **Report**
 - 3.1 Members will recall at the December Council meeting that concerns were expressed that in seeking to move Planning Committee meetings to a Tuesday, some of the proposed dates had been scheduled to take place on the same day as meetings of the Yorkshire Dales National Park Authority. It was therefore suggested that the draft calendar of meetings be amended and brought back to the February Council meeting for final approval.
 - 3.2 The following clash of meetings with the Yorkshire Dales National Park Authority were identified:
 - Finance and Resources Committee of the Yorkshire Dales National Park Authority – Tuesday, 30 July 2019 at 10.30am
 - Yorkshire Dales National Park Authority – Tuesday, 24 September 2019 at 1.00pm
 - Yorkshire Dales National Park Authority – Tuesday, 17 December 2019 at 1.00pm.
 - 3.3 Due to the involvement by Members with a range of meetings including, North Yorkshire County Council, Yorkshire Dales National Park, Town and Parish Councils and other bodies, conflict of meeting dates is almost inevitable. Whilst substitute arrangements are in place for Planning Committee, the Council's approach has always been to avoid a clash wherever possible.

The following changes have therefore been recommended for Members' approval:

- **Tuesday, 30 July 2019** – On this occasion, it is recommended that the proposed Planning Committee meeting is retained.

Reason: Audit and Governance Committee is scheduled to meet on Monday, 29 July 2019 to agree the Council's statement of accounts. It is unreasonable to expect Members serving on Planning and Audit and Governance Committee to attend both meetings on the same day. An alternative would have been to hold Planning Committee on Wednesday, 31 July 2019, although this date has been identified as a reserve date for Audit and Governance Committee. The Belle Vue Suite meeting room is not available on Thursday, 1 August 2019.

- **Tuesday, 24 September 2019** – It is recommended that the Planning Committee meeting be brought forward to Monday, 23 September 2019 at 1.30pm.
- **Tuesday, 17 December 2019** – It is recommended that Planning Committee be brought forward to Monday, 16 December 2019 at 1.30pm.

3.4 Despite the above proposed changes it is still officer's firm recommendation that future Planning Committee meetings take place on a Tuesday. There are clear benefits in adopting this change, particularly in terms of meeting management and preparation. It enables planning officers to process information received over the weekend in time for agenda publication on a Monday and it provides more time for officers to respond to issues prior to site visits on the morning of the meeting.

4.1 **Implications**

4.2 **Financial Implications** – No direct financial implications as a result of this report, although the number of meetings held will have a bearing in terms of servicing and attendance.

4.3 **Legal Implications** – None

4.4 **Contribution to Corporate Priorities** – Not applicable

4.5 **Risk Management** – Not applicable

4.6 **Equality Analysis** – All meetings are accessible. Adoption of the calendar is not considered to have the potential to cause a negative impact or discriminate against different groups in the community within the meaning of the Equalities Act 2010.

5. **Consultation with Others** – Members of Council Leadership Team, Solicitor to the Council and Monitoring Officer and Planning Manager.

6. **Access to Information: Background Documents** – Calendar of Meetings 2019/20 report to Council meeting on 18 December 2018

7. **Author of the Report** – Guy Close, Democratic Services Manager
Telephone: (01756) 706226 E-mail: gclose@cravenc.gov.uk

Note: Members are invited to contact the author in advance of the meeting with any detailed queries or questions.

8. **Appendices** – Draft Calendar of Meetings 2019/20

Craven District Council Calendar of Meetings 2019-2020 (Amended Draft)

	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri		
May			1	2 Elecs	3	6 Bank Hol	7 Png 1.30	8	9	10	13 Sel 6.30	14	15 Las	16	17	20	21 Ann CL 7	22	23	24	27 Bank Hol	28	29	30	31		
Jun	3 Png 1.30	4	5 Selec 6.30	6	7	10	11 Lic 6.30	12	13	14	17	18 Pol 6.30	19	20	21	24	25 Audit 6.30	26 Selec C+D 6.30	27 Las	28						Jun	
Jul	1 Png 1.30	2	3 Stn 6.30	4	5	8	9	10	11	12	15	16	17 Selec 6.30	18 Las	19	22	23 Pol 6.30	24	25	26	29 Audit Accs 6.30	30 Png 1.30	31 Audit Accs Res'v			Jul	
Aug				1	2	5	6 CL 7	7	8 Las	9	12	13	14	15	16	19	20	21	22	23	26 Bank Hol	27 Png 1.30	28	29	30	Aug	
Sep	2	3	4	5 Las	6	9	10	11 Selec 6.30	12	13	16	17 Pol 6.30	18	19	20	23 Png 1.30	24	25 Par Liais 6.30	26	27	30						Sep
Oct		1 Lic 6.30	2	3	4	7	8 CL 7	9	10	11	14	15	16 Selec 6.30	17 Las	18	21 Audit 6.30	22 Png 1.30	23	24	25	28	29 Pol 6.30	30	31			Oct
Nov					1	4	5	6 Stn 6.30	7	8	11	12	13	14 Las	15	18	19 Png 1.30	20 Selec 6.30	21	22	25	26	27	28	29	Nov	
Dec	2	3 Pol 6.30	4	5	6	9	10	11 Selec C+D 6.30	12 Las	13	16 Png 1.30	17	18 CL 7	19	20	23	24 Xmas Eve	25 Xmas Day	26 Box'g Day	27	30	31				Dec	
Jan			1 New Year's Day		3	6	7 Lic 6.30	8	9	10	13	14 Pol 6.30	15 Selec 6.30	16 Las	17	20	21 Png 1.30	22 Stn 6.30	23 Budg Bfg 6.30	24	27	28 Audit 6.30	29	30	31	Jan	
Feb	3	4 Pol Budgt 6.30	5	6	7	10	11 Budgt Res'v 6.30	12	13 Las	14	17	18 Png 1.30	19 Selec 6.30	20	21	24	25 CL Tax Mtg 7	26	27 CL Res'v 7	28						Feb	
Mar	2	3 Pol 6.30	4	5	6	9	10	11 Stn 6.30	12	13	16 Png 1.30	17	18 Selec 6.30	19 Las	20	23	24	25 Par Lias' 6.30	26	27	30	31 Pol 6.30				Mar	
Apr			1	2	3	6	7 Lic 6.30	8	9	10 Good Fri	13 Easter Mon	14 Png 1.30	15 Selec 6.30	16	17	20	21 Audit 6.30	22	23 Las	24	27	28 CL 7	29	30			Apr
May					1	4 Bank Hol	5	6	7 Elecs	8	11 Png 1.30	12	13 Las	14	15	18	19 Ann CL 7	20	21	22	25 Bank Hol	26	27	28	29	May	

Audit	Audit and Governance Committee	Png	Planning Committee	Sel	Selection
CI	Council Meeting	Pol	Policy Committee	Stn	Standards Committee
Lic	Licensing Committee	Selec	Select (Scrutiny) Committee	Trng	Training Session or Seminar
Las	Licensing and Appeals Sub-Committee	Selec C+D	Select Crime and Disorder Committee		