

## **COUNCIL MEETING**

**25 February 2020**

**Present** – The Chair (Councillor Whitaker) and Councillors Barrett, Brockbank, Brown, Foster, Handley, Harbron, Heseltine, Hull, Ireton, Lis, Mercer, Metcalfe, Moorby, Morrell, Mulligan, Myers, Noland, Pighills, Pringle, Place, Shuttleworth, Solloway, Staveley, Sutcliffe, Welch and Wheeler.

**Also in attendance:** John Boumphrey, Chair of the Independent Remuneration Panel.

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

**Apologies** – Councillors Jaquin, Madeley and Rose.

Start: 7.00pm

Finish: 9.15pm

CL.1164

### **MINUTES**

**Resolved** – That the minutes of the Council meeting held on 18 December 2019 are confirmed as a correct record and signed by the Chairman.

CL.1165

### **PUBLIC PARTICIPATION**

Jill Wilson representing 'Save our Craven Countryside' addressed the meeting under the Council's Public Participation Scheme, particularly highlighting the need to address key issues in relation to Hellifield Flashes.

The Leader of the Council advised that the Ward Member, Councillor Moorby, was aware of the issues and would keep Members informed regarding latest developments.

CL.1166

### **DECLARATIONS OF INTEREST**

Councillor Brown declared an "other interest" under Appendix B of the Code of Conduct in relation to agenda item 7, Budget Related Recommendations for Confirmation, due to being a Governor at Craven College.

CL.1167

### **CIVIC ENGAGEMENTS**

The Chairman reported that a list of civic engagements in December 2019 and January 2020 was included within the agenda pack.

CL. 1168

### **REVIEW OF MEMBERS' ALLOWANCES – INDEPENDENT REMUNERATION PANEL**

The Democratic Services Manager submitted a report, which presented recommendations of the Independent Remuneration Panel in relation to its review of members' allowances.

The Chairman invited John Boumphrey, Chair of the Independent Remuneration Panel, to present the report.

It was acknowledged that members' allowances and expenses can be a controversial subject. There will inevitably be some who will be critical of any payments of allowances to members and particularly at proposals to increase those payments. There may also be a reluctance from members themselves to take decisions on increasing allowances, which might be seen as self-serving, particularly when financial savings were being sought. However, being an elected member can be a very demanding role and it was important, not least in order to attract potential new members, that they were adequately compensated for their time and effort.

**Resolved** – That the recommendations of the Independent Remuneration Panel are approved as follows:

- a) That the level of Members' Basic Allowance is increased from £4,300 p.a. to £4,560 p.a. The increase reflects local government pay settlements since adoption of the Members' Allowances Scheme by Council in October 2015.
- b) That a Special Responsibility Allowance is introduced for the Chairman and Vice Chairman of Licensing Committee. The level of allowance is to be at the same level as other Committee Chairmen and Vice Chairmen.
- c) That Special Responsibility Allowances are increased to reflect local government pay settlements since adoption of the Members' Allowances Scheme by Council in October 2015.

**Please note:** Special Responsibility Allowances are valued as a quantum of the Basic Allowance. The Special Responsibility Allowance is the Basic Allowance multiplied by the quantum given.

The table below shows the old and new allowances:

	Number of Positions	Old allowance £	New allowance £	Quantum of Basic Allowance
Basic	30	4,300	4,560	
Leader of the Council and Chairman of Policy Committee	1	8,170	8,660	1.9
Deputy Leader of the Council and Deputy Chairman of Policy Committee	1	4,300	4,560	1.0
Committee Chairman: Audit and Governance Licensing Planning Select Standards	5	2,150	2,280	0.5

Committee Vice Chairman (As above)	5	430	460	0.1
Group Leader	4	860	910	0.2
Lead Members	6	1,075	1,140	0.25

- d) That Travel Allowances follow HMRC approved mileage rates and is amended automatically to reflect changes in the HMRC rate.

Current HMRC Mileage Rates:

	First 10,000 business miles in the tax year	Each business mile over 10,000 in the tax year
Cars and vans	45p	25p
Passengers	5p per person	5p per person
Motor cycles	24p	24p
Bicycles	20p	20p

- e) That the amounts of subsistence allowance should be the same as that paid to staff.

	CDC staff scheme £	Basis of Payment (as staff scheme)
Breakfast	7.77	when a journey commences before 7.30 am.
Lunch	10.71	when a journey commences before 12.00 noon and continues after 2.00 pm.
Tea	4.21	when the absence commences before the end of the working day and continues after 6.30 pm.
Evening Meal	13.29	when absence commences before the end of the working day and continues after 8.30 pm.
		Tea and dinner allowances are not paid consecutively. Under NO circumstances will re-imburement be made for alcohol beverages.

- f) That the allowances of the Chairman and Vice Chairman of Council are increased to reflect local government pay settlements since adoption of the Members' Allowances Scheme by Council in October 2015.

	Number of Positions	Old allowance £	New allowance £	Quantum of Basic
Chairman of the Council	1	3,400	3,650	0.8
Vice Chairman of the Council	1	430	460	0.1

- g) That the proposals are backdated to 1 April 2019 following which the Basic and Special Responsibility Allowances should be updated as a matter of course to match local government pay settlements from the date of implementation of those settlements.

(Councillor Lis joined the meeting at 7.20pm during the consideration of this item.)

CL.1169                    **BUDGET RECOMMENDATIONS FOR CONFIRMATION**

The following recommendations were submitted by Policy Committee at its meeting held on 4 February 2020:

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

- POL.1046 – Pay Policy Statement 2020-21

**Resolved** – That the recommendations at Minute POL.1046 are confirmed.

- POL.1047 – Council Plan 2020 and Beyond

**Resolved** – That the recommendations at Minute POL. 1047 are confirmed.

- POL.1048 – Capital Programme 2020-21

**Resolved** – That the recommendations at Minute POL.1048 are confirmed.

- POL.1049 – Revenue Budget 2020-21 and Medium Term Financial Plan 2020-21 to 2023-24

The recommendations at Minute POL.1049 (Revenue Budget 2020-21 and Medium Term Financial Plan 2020-21 to 2023-24) were considered alongside Minute CL.1170, Council Tax Levels 2020-21.

- POL.1050 – Treasury Management Strategy Statement, Minimum Revenue Provision Statement and Annual Investment Strategy

**Resolved** – That the recommendations at Minute POL.1050 are confirmed.

- POL.1051 – Capital Strategy 2020-24

**Resolved** – That the recommendations at Minute POL.1051 are confirmed.

CL.1170                    **COUNCIL TAX LEVELS 2020-21**

The Chief Finance Officer (s151 Officer) submitted a report in relation to the Council Tax requirement for 2020-21.

The key areas of discussion were as follows:

- Thanks to staff in finance for their hard work in ensuring a balanced budget.
- An overview of the Council’s approach to discretionary and non-discretionary spend.
- The significant financial challenges faced by local authorities, particularly the impact of austerity on rural communities and the delivery of key local services.

- The importance of investment in key infrastructure projects and the wider benefits to Craven residents.
- Concern about funding arrangements from 2021/22 onwards and the longer term sustainability of district councils.

The following motions were voted on:

**1) That the recommendations contained in Minute POL.1049 (Revenue Budget 2020-21 and Medium Term Financial Plan 2020-21 to 2023-24) as set out below are confirmed:**

- 1) That the revenue budget assumptions as detailed in the report are noted.
  - 2) That the revenue budget for 2020/21 of £7,042,116 detailed in Appendix A to the report, is approved.
  - 3) That the schedule of growth bids of £152,195 as detailed in Appendix C to the report, are approved.
  - 4) That the savings of £68,000 as detailed in Appendix D to the report, are approved.
  - 5) That a contribution from the New Homes Bonus Reserve of £225,000 is made to support the 2020/21 budget, subject to the realisation of the amber savings identified in Appendix D to the report, in addition to £137,000 for approved projects, giving a total of £353,000.
  - 6) That the assessment of the robustness of the budget and the adequacy of reserves in Paragraph 10 and Appendix F of the report, is approved.
  - 7) That the estimated sum of £995,000 as identified as the General Fund Balance as at 31 March 2020 in Paragraph 10 and Appendix F of the report, is approved.
  - 8) That the Council Tax is increased at Band D by £5 to £177.21.
  - 9) That the revenue budget incorporates the net contributions to / (from) earmarked reserves as detailed in Tables 1 and 2, Appendix A and 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.  
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 funding sources identified in the report and Appendix A are approved:

		£'000
a)	Revenue Support Grant	-
b)	Rural Services Grant	280
c)	Housing Grants	46
d)	New Homes Bonus	564
e)	Retained Business Rates	1,720
f)	Business Rates Collection Fund (Deficit)	14
g)	Council Tax Collection Fund Surplus	25
h)	Council Tax	4,008

i)	Contribution from General Fund Balance	0
j)	Contribution (to)/from Earmarked Reserves	385
	<b>Total Funding</b>	<b>7,042</b>

13) That the Medium Term Financial Plan and the estimates of future years' budgets are noted.

**2) That the recommendations contained in the report of the Chief Finance Officer (s151 Officer) in relation to Council Tax Levels 2020-21, as set out below are confirmed:**

2.1 It be noted that on 29 October 2019 the Council calculated the Council Tax Base 2020/21

(a) for the whole Council area as 22,617.00 [Item T in the formula in Section 33 of the Local Government Finance Act 1992, as amended by the Localism Act 2011 (the "Act")]; and

(b) for dwellings in those parts of its area to which a Parish precept relates as in the attached Appendix A.

2.2 Calculate that the Council Tax requirement for the Council's own purposes for 2020/21 (excluding Parish precepts) is £4,007,959.

2.3 That the following amounts be calculated for the year 2020/21 in accordance with Sections 31 to 36 of the Act:

(a) **£25,657,518** being the aggregate of the amounts which the Council estimates for the items set out in Section 32(2)a of the Act taking into account all precepts issued to it by Parish Councils.

(b) **£20,210,769** being the aggregate of the amounts which the Council estimates for the items set out in Section 32(3)a of the Act.

(c) **£5,446,749** being the amount by which the aggregate at (a) above exceeds the aggregate at (b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year. (Item R in the formula in Section 32(4) of the Act).

(d) **£240.83** being the amount at (c) above (Item R), all divided by Item T (2.1(a) above), calculated by the Council, in accordance with Section 33(1) of the Act, as the basic amount of its Council Tax for the year (including Parish precepts).

(e) **£1,438,791** being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act (as per the attached Appendix B).

(f) **£177.21** being the amount at (d) above less the result given by dividing the amount at (e) above by Item T (2.1(a) above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council

Tax for the year for dwellings in those parts of its area to which no Parish precept relates.

- 2.4 To note that the County Council, the Police and Crime Commissioner and the Fire and Rescue Service have issued precepts to the Council in accordance with Section 40 of the Local Government Finance Act 1992 for each category of dwellings in the Council's area as indicated in the table below.

That the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the aggregate amounts shown in the tables below as the amounts of Council Tax for 2020/21 for each part of its area and for each of the categories of dwellings.

### **Valuation bands**

#### **Craven District Council**

<u>BAND A</u>	<u>BAND B</u>	<u>BAND C</u>	<u>BAND D</u>	<u>BAND E</u>	<u>BAND F</u>	<u>BAND G</u>	<u>BAND H</u>
£	£	£	£	£	£	£	£
118.14	137.83	157.52	177.21	216.59	255.97	295.35	354.42

#### **North Yorkshire County Council**

<u>BAND A</u>	<u>BAND B</u>	<u>BAND C</u>	<u>BAND D</u>	<u>BAND E</u>	<u>BAND F</u>	<u>BAND G</u>	<u>BAND H</u>
£	£	£	£	£	£	£	£
908.98	1,060.47	1,211.97	1,363.47	1,666.47	1,969.46	2,272.45	2,726.94

#### **Police and Crime Commissioner North Yorkshire**

<u>BAND A</u>	<u>BAND B</u>	<u>BAND C</u>	<u>BAND D</u>	<u>BAND E</u>	<u>BAND F</u>	<u>BAND G</u>	<u>BAND H</u>
£	£	£	£	£	£	£	£
177.18	206.71	236.24	265.77	324.83	383.89	442.95	531.54

#### **North Yorkshire Fire and Rescue Service**

<u>BAND A</u>	<u>BAND B</u>	<u>BAND C</u>	<u>BAND D</u>	<u>BAND E</u>	<u>BAND F</u>	<u>BAND G</u>	<u>BAND H</u>
£	£	£	£	£	£	£	£
48.46	56.54	64.61	72.69	88.84	105.00	121.15	145.38

#### **Aggregate of the Council tax Requirements**

<u>BAND A</u>	<u>BAND B</u>	<u>BAND C</u>	<u>BAND D</u>	<u>BAND E</u>	<u>BAND F</u>	<u>BAND G</u>	<u>BAND H</u>
£	£	£	£	£	£	£	£
1,295.17	1,511.04	1,726.89	1,942.76	2,374.47	2,806.21	3,237.93	3,885.51

- 2.5 The Council 's basic amount of Council Tax for 2020/21 is not excessive in accordance with principles approved under Section 52ZB Local Government Finance Act 1992.
- 2.6 If the formal Council Tax Resolution is approved, the total Band D Council Tax will be as follows:

	<b>2020/21 £</b>
Craven DC	177.21
North Yorkshire County Council	1,363.47
Police and Crime Commissioner North Yorkshire	265.77
North Yorkshire Fire and Rescue Service	72.69
Sub-Total	1,879.14
Town & Parish Council (average)	63.62
<b>Total</b>	<b>1,942.76</b>

- 2.7 To note the Council's Council Tax Reduction Scheme for 2020/21 remains unchanged as detailed in paragraph 7.13 of the Revenue Budget 2020/21, reported to Policy Committee on 4 February 2020.

### **Resolved –**

1. That in respect of Motion 1, Minute POL.1049 (Revenue Budget 2020-21 and Medium Term Financial Plan 2020-21 to 2023-24) as set out above is confirmed and adopted.

**For the Motion:** Councillors Barrett, Brockbank, Foster, Handley, Harbron, Hull, Ireton, Lis, Mercer, Metcalfe, Moorby, Morrell, Mulligan, Myers, Pighills, Place, Shuttleworth, Solloway, Staveley, Sutcliffe, Welch and Whitaker (22)

**Against the Motion:** None (0)

**Abstain:** Councillors Brown, Heseltine, Noland, Pringle and Wheeler (5)

2. That in respect of Motion 2, the recommendations contained in the report of the Chief Finance Officer (s151 Officer) in relation to Council Tax Levels 2020-21, as set out above, are adopted.

**For the Motion:** Councillors Barrett, Brown, Brockbank, Foster, Handley, Harbron, Hull, Ireton, Lis, Mercer, Metcalfe, Moorby, Morrell, Mulligan, Myers, Noland, Pighills, Place, Pringle, Shuttleworth, Solloway, Staveley, Sutcliffe, Welch and Whitaker (25)

**Against the Motion:** None (0)

**Abstain:** Councillors Heseltine and Wheeler (2)

CL.1171

### **OTHER RECOMMENDATIONS FOR CONFIRMATION**

Recommendations of Policy Committee held on 14 January 2020 were submitted.

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

- POL.1039 – North Yorkshire Refugee Resettlement

**Resolved –** That the recommendations at Minute POL.1039 are confirmed.



- POL.1040 – Establishment of a Charity for Cultural Development in Craven

**Resolved** – That the recommendations at Minute POL.1040 are confirmed.

- POL.1041 – Historic High Street, Skipton – Heritage Action Zone.

**Resolved** – That the recommendations at Minute POL.1041 are confirmed.

- POL.1052 – Climate Emergency Strategic Plan.

**Resolved** – That the recommendations at Minute POL.1052 are confirmed.

- POL.1042 – Joint Venture – Redevelopment of former Council depot site, Langcliffe Quarry

**Resolved** – That the recommendations at Minute POL.1042 are confirmed.

- POL.1043 – Joint Venture – Development of New Bridge – Cawder Lane to Keighley Road, Skipton

**Resolved** – That the recommendations at Minute POL.1043 are confirmed.

CL.1172

**STATEMENT FROM THE LEADER OF THE COUNCIL**

The Leader of the Council thanked staff in Environmental Services for their hard work in protecting homes from flooding. It was reported that approximately 30 homes in the Craven area had been affected.

It was advised that a report was being presented to March Policy Committee to provide an update on recent developments in relation to devolution. In addition, an All Member Briefing session had been arranged to take place on Thursday, 12 March in the Belle Vue Suite at 6.30pm in relation to the 'asks' which were likely to be made of government. James Farrar, Chief Operating Officer from the Local Enterprise Partnership had confirmed that he would be attending the briefing session.

CL.1173

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

Councillor Mulligan reported that an All Member Briefing Session had been arranged to take place on Tuesday, 24 March in the Belle Vue Suite at 6.30pm in relation to the Joint Venture with Craven Barnfield Regeneration Limited. A representative from Craven Barnfield Regeneration Limited would be in attendance to respond to Members' questions and comments.

Councillor Staveley reported that Select Committee had concluded its review of planning enforcement and building control and had submitted its recommendations to Policy Committee for approval. One of the recommendations was a request that greater resources were required to develop planning enforcement from being a re-active to pro-active service. A report from the Strategic Manager for Planning and Regeneration was to be presented to Policy Committee in March, or as soon as practically possible, to set out the latest position. Councillor Ireton emphasised the need to ensure that the report

considered the legal implications of providing additional resources for planning enforcement.

One Member requested feedback from the Council's representative on the Police, Fire and Crime Panel. The Leader of the Council agreed to report back with an update on attendance at future Panel meetings.

CL.1163                      **GENERAL QUESTION / STATEMENT TIME**

The following question was submitted by Councillor Solloway to the Leader of the Council:

"Would the Leader of the Council agree that having our usual Friday election count on VE Day would likely interfere with these important, nationwide commemorations and that this year's counting for this Council's Elections should be conducted, as a one-off, immediately after the Close of Poll on Thursday 7 May 2020, and would he offer his full support in making this happen?"

The Leader of the Council invited the Chief Executive (in his capacity as Returning Officer) to provide a response. Details of the response provided is set out below:

"Firstly let me state that no final decision has been made as to when the count for the district elections will take place. The decision will be mine, wearing my Returning Officer's hat. What I wanted to do was to outline to you the difficulty of the decision in terms of logistics, finance and human resources.

I set out the issues as follows:

- The count for the Police, Fire and Crime Commissioner (PFCC) will have to take place Monday, 11 May 2020. This decision has been made by the Police Area Returning Officer (PARO), who has to co-ordinate the verification and count across North Yorkshire and York, we cannot therefore change this decision and we must comply with the direction of the PARO.
- For election day we will have to open 57 polling stations. (i.e. all the polling stations in Craven)
- We will employ 57 presiding officers and 72 poll clerks and a number of supervisors.
- If the verification and count takes place on Monday, 11 May 2020, all the ballot boxes would be delivered to Belle Vue Square (BVS) and stored securely until Monday morning and then transported to Gargrave Village Hall for the verification and count process.
- If verification and count of the district elections took place on Thursday evening into the early hours of Friday, the following would apply:
  - Ballot boxes delivered to Gargrave Village Hall
  - All votes would have to be verified (a legal requirement) and district elections then counted
  - 15,000 PFCC ballot papers (33% turnout assumed)
  - 11,000 District ballot papers (41% average turnout assumed)
  - Up to (but probably far fewer than) 3,000 Parish ballot papers (60% average turnout assumed)

- Thus, all 29,000 votes verified
  - 11,000 district votes counted
  - Up to 40,000 approximately in total
  - The boxes for the parish and PFCC would then be transported to BVS and secured for returning on Monday morning.
- The best guestimate is that the count would finish around 3:00 a.m., after clear up and transporting back to BVS, it is likely to be around 4:00 a.m., which will in effect remove the Friday bank holiday for the staff involved.

**Staffing:**

As well as the 129 staff at the stations we would then need to provide around 60 staff for the Thursday evening itself. I would point out that we do not have an inexhaustible supply of experienced staff.

**Costs:**

The obvious attraction of a combined election and count is our ability to spread the costs and thus reduce the impact on Craven.

You charge me on one hand, wearing my Chief Executive hat on, with the necessity to not waste money and I must balance this, with my Returning Officer hat on, with the need for political process to be given due time.

I would appreciate any comments you may have, which I will take into account, before I make the final decision.”

Chairman