

POLICY COMMITTEE (On-line)

20 October 2020

Present – The Chairman, Councillor Foster and Councillors Barrett, Handley (substitute for Welch), Ireton, Lis, Madeley, Metcalfe, Morrell, Mulligan, Myers, Noland, Place, Rose, Solloway (substitute for Heseltine) and Wheeler.

Officers – Chief Executive, Director of Services, Chief Finance Officer (S151 Officer), Strategic Manager for Planning and Regeneration, Solicitor to the Council and Monitoring Officer, Democratic Services Manager, Interim Spatial Planning Manager, HR Manager, Business Services Manager, Strategic Housing Manager, Cultural Services Manager and Senior Democratic Services Officer.

Apologies for Absence – Apologies for absence were received from Councillors Heseltine and Welch.

Confirmation of Minutes – The minutes of the Policy Committee meeting held on 15 September 2020 were confirmed as a correct record.

Declarations of Interest – Councillor Myers declared a Paragraph 15 interest in respect of Minutes POL.1094 and POL.1096 and he withdrew from the meeting and took no part in the debate or voting thereon. Councillor Mulligan declared an interest in \$POL.1097 and he withdrew from the meeting and took no part in the debate or voting thereon.

Exclusion of the Public -

Resolved – That, in accordance with the Council's Access to Information Procedure Rules, the public is excluded for the purposes of Minutes \$POL.1096 and \$POL.1097 below (marked \$) on the grounds that it is not in the public interest to disclose the Category 3 exempt information (relates to the financial or business affairs of any particular person).

Start: 6.32pm

Finish: 8:13pm

Councillor Madeley joined the meeting at 6.36pm and left at 7.01pm.
Councillor Solloway left the meeting at 7.55pm.

Minutes for Report

POL.1087

TEST AND TRACE ISOLATION PAYMENTS – DISCRETIONARY SCHEME

The Chief Finance Officer (s151 Officer) submitted a report asking Members to approve the Test and Trace Discretionary Payments Scheme. The Government had introduced that scheme, to be administered by local authorities, who had been given the power to make a discretionary payment of £500 in exceptional circumstances to individuals meeting qualifying criteria but who were not in receipt of a qualifying benefit.

Between 28th September 2020 and 31st January 2021 individuals who were told to self-isolate would be entitled to a Test and Trace support payment of £500 if they:

- Had been told to stay at home and self-isolate by NHS Test and Trace, either because they have tested positive for coronavirus or have recently been in close contact with someone who has tested positive
- Are employed or self-employed
- Are unable to work from home and will lose income as a result
- Are currently receiving Universal Credit, Working Tax Credit, income-based Employment and Support Allowance, income-based Jobseeker's Allowance, Income Support, Housing Benefit and/or Pension Credit

The Payment was designed to encourage people to get tested if they had symptoms by providing additional financial support should they lose income as a result of self-isolating.

Resolved – (1) That, the Test and Trace Discretionary Payments Scheme as set out in Appendix 1 to the report now submitted, is approved.

(2) That, delegated authority is given to the Chief Finance (S.151 Officer) in consultation with the Lead Member for Financial Resilience to make minor technical adjustments should the need arise.

POL.1088

APPRENTICESHIP POLICY

The Business Support Manager submitted a report presented an Apprenticeship Policy, which followed on from an internal audit carried out earlier in the year which recommended that a policy should be implemented as that would define the scheme, both for apprenticeship positions and for upskilling existing staff (upskilling). Apprentices had been employed by the Council since 2004 and since that time 30 individuals had been recruited into permanent positions within the Authority.

Resolved – (1) That, the Apprenticeship Policy appended to the report now submitted, is adopted.

(2) That, the Chief Executive is authorised, in consultation with the Lead Member for Internal Services to make minor amendments to the Policy.

POL.1089

RESERVED FORCES POLICY

The HR Manager submitted a report presenting a Reserve Forces Policy for Members' approval. Currently the Council did not have such a policy and as a number of staff were employed in the Reserve Forces and could be subject to call up and mobilisation to areas of conflict it was prudent to introduce a policy that set out the Council's approach to leave required as part of mobilisation and training commitments and the procedures that should be followed.

Resolved – (1) That, the Reserved Forces Policy appended to the report now submitted, is adopted.

(2) That, the Chief Executive is authorised, in consultation with the Lead Member for Internal Services to make minor amendments to the Policy.

POL.1090

REVIEW OF ENFORCEMENT TEAM

The Director of Services submitted a report seeking approval to implement a revised structure for Planning Enforcement Team and to adopt a new customer charter for the service. The Select Committee had reviewed the performance of the Planning Enforcement Team and its three recommendations were accepted by the Policy Committee at its meeting on 4th February 2020.

Members noted that the Peer Review report on the Planning Service was due in the next couple of weeks and wished to consider any conclusions and recommendations from that report before a decision on the Enforcement Team structure was taken. It was, therefore

Resolved – That, the report now submitted on the review of the Enforcement Team is deferred to the next meeting of this Committee to enable the Peer Review report to be taken into account.

POL. 1091

WHITE PAPER: PLANNING FOR THE FUTURE

The Strategic Manager for Planning and Regeneration submitted a report seeking Members' approval for the officer comments contained in the appendix to the report now submitted, as the basis for the Council's response to the Government's consultation on the White Paper: Planning for the Future.

The White Paper proposed a fundamental and comprehensive reform of the current planning system. The proposals were to streamline the planning process; focus on design and sustainability; and infrastructure delivery.

Members were asked for their comments on the White Paper and were also informed that an all Member briefing was being held where Members could also make their views known.

During the debate, Members expressed concern about the delivery of affordable housing particularly on smaller sites and villages whereby developers could 'buy out' their obligation to provide affordable housing which was not helpful to the local rural communities who badly needed that type of housing.

Resolved – (1) That, the officer comments contained in the appendix to the report now submitted as the basis for Craven District Council's response to the Government's consultation on the White Paper are approved.

(2) That, delegated authority is granted to the Strategic Manager for Planning and Regeneration to use the officer comments set out in the appendix to the report now submitted, as amended by the Committee's views as necessary, to inform the Council's response to the detailed questions set out in the White Paper to the Ministry of Housing, Communities and Local Government prior to the consultation deadline on the 29th October 2020.

(3) That, this report was presented to a meeting of Craven Spatial Planning Sub-Committee held on 22nd September 2020 and that the input of that Sub-Committee will also refine the Council's response to the Government's White Paper, is noted.

POL. 1092

**PROPERTY FLOOD RESILIENCE RECOVER SUPPORT
SCHEME 2020**

The Director of Services submitted a report seeking approval for the Council to apply for, and administer the Property Flood Resilience Recovery Support Scheme 2020. Following storms Ciara and Dennis and the subsequent adverse weather events last February 2020, the Department for Food and Rural Affairs (DEFRA) established the scheme

Local authorities were eligible to join the Scheme if a minimum of 25 properties in their area had been internally flooded and Government would determine whether central support was available to help communities and businesses recover. The Council was aware that 29 properties met DEFRA criteria. Grants of up to £5,000 were available to assist property owners (residential and commercial) to improve the flood resilience of their individual properties when they repair them after a flood. The scheme was time limited and ended on 1 July 2022.

Resolved – (1) That, the participation of the Council in the DEFRA Property Flood Resilience Recovery Support Scheme 2020 is approved.

(2) That, delegated authority is given to the Solicitor to the Council (Monitoring Officer) to enter into a Memorandum of Understanding with DEFRA to enable the Council to participate in the scheme.

(3) That, delegated authority is given to the Director of Services to administer the scheme in accordance with DEFRA Local Authority Guidance published in April 2020 and the terms of the Memorandum of Understanding.

POL.1093

ARTS AWARD OFFER AT SKIPTON TOWN HALL

The Strategic Manager for Planning and Regeneration submitted a report informing Members of the Trinity College Arts Award programme and requested permission for ongoing implementation of the scheme at Skipton Town Hall.

The scheme provided inspiration to young people up to the age of 25, to grow their arts and leadership talents achieved at five levels – four qualifications and an introductory award. The object was to support young people who wanted to deepen their engagement with the arts whilst gaining nationally recognised qualifications. It was considered that the scheme would fit well with other activities on offer at Skipton Town Hall and complemented the Council's vision and purpose as a cultural hub for the whole community.

The administration and financial implications were set out in the Strategic Manager's report.

Resolved – (1) That, the purpose of the Arts Award scheme is noted.

(2) That, implementation of the scheme and associated administration of costs are approved.

(3) That, delegated authority is given to the Solicitor to the Council (Monitoring Officer) to enter into an agreement with Trinity College, London, in respect of the administration of the scheme.

POL.1094

CRAVEN MUSEUM ACQUISITION OPPORTUNITY

The Strategic Manager for Planning and Regeneration submitted a report providing Members with information on an acquisition opportunity and to obtain authority to accept related funding if offered.

The item in question was a Roman lead 'Pig' ingot and it had excellent provenance and significance to the Craven area and had been recently offered for sale at auction. The ingot was one of a pair found by Sir Thomas Ingilby c.1731 at Heyshaw Bank; its companion had been at the British Museum since 1772, whilst this ingot had remained at Ripley Castle with the Ingilby family.

It was extremely unusual to find two Roman lead ingots from any area and to have two from this area of Craven where lead mining was a significant reason for the presence of Romans was particularly important. The Cast inscription dated it to AD81 and this date of manufacture could help underpin the wider research into relations between Romans and the local tribe, the Brigantes at that time.

The ingot had been auctioned but at that time the Authority was not in position to secure funding in time to participate so, in order to save the ingot from being sent abroad and to give Craven Museum the opportunity to acquire it, RN Myers & Son Antiques, Gargrave purchased the item entirely at their own risk and had subsequently offered it to the Museum at cost.

The impeccable provenance of the ingot had been confirmed and the price paid at auction by the vendor less VAT was £22,941.50, it was not necessary for an independent valuation as the ingot had already been valued by the auctioneers. A funding application had been made to the Victoria and Albert purchase grant fund for the maximum of 50% of the purchase price namely £11,470. Should the application be successful, the Headley Trust who support archaeological acquisitions part funded by the V&A, would accept an application for a further £9,470. The remaining £2000.75 could be met from the existing cultural services budget (£950 from the annual acquisition budget and £1050.75 from the exhibitions budget).

Resolved – (1) That, the significance of the object to Craven Museum's collections is noted.

(2) That, permission is given to accept V&A purchase grant funding (if offered) and submit an application for partial match to the Headley Trust, and give permission to contribute the funder required local funding from existing Cultural Services revenue budgets.

Minutes for Decision

POL.1095

CONFIRMATION OF THE COUNCIL TAX BASE 2021/2022

The Chief Finance Officer (S.151 Officer) submitted a report inviting Members to approve the Council Tax Base for the 2021/22 financial year. The Committee was advised that the formula used to calculate the base was complex requiring forward projections of a number of key variables such as new builds, demolitions and Council Tax discounts and exemptions.

For every £1 of Council Tax levied, the tax base, as proposed, would enable the Authority to meet £22,363 of expenditure in 2021/22 compared with £22,617 in 2020/21. The reduction in the Council Tax Base from 22,617 to 22,363 was the net effect of a growth in the number of properties from 27584 to 27786 but also taking into account an increase in claims for Council Tax Support (estimated at 15%) together with a general reduction in the collection rate.

RECOMMENDED – (1) That, in accordance with the Local Authorities (Calculation of Tax Base) (England) Regulations 2012 the amount calculated by Craven District Council as its tax base for the whole of the area for 2021/22 financial year is set at 22,363.

(2) That, the amount calculated by Craven District Council as the tax base for each of its Parishes for the 2021/22 financial year is that as set out in Appendix A appended to these minutes.

\$POL.1096

GREEN RECOVERY CHALLENGE FUND

(A separate excluded full minute has been prepared for this item. It is published (on pink paper) in an Appendix to Committee Members, relevant officers and others who are entitled to all details.)

\$POL.1097

**REDEVELOPMENT OF FORMER COUNCIL DEPOT SITE,
LANGCLIFFE QUARRY, SETTLE**

(A separate excluded full minute has been prepared for this item. It is published (on pink paper) in an Appendix to Committee Members, relevant officers and others who are entitled to all details.)

Date and Time of Next Meeting – Tuesday, 1st December 2020 at 6.30pm.

Chairman

Appendix A: Parish Summary

Parish	21/22 Taxbase	Parish	21/22 Taxbase	Parish	21/22 Taxbase
AIRTON	92.18	ELSLACK	38.05	LANGCLIFFE	163.52
APPLETREEWICK	103.78	EMBSAY w EASTBY	776.45	LAWKLAND	125.93
ARNCLIFFE	39.36	ESHTON	40.48	LINTON	71.33
AUSTWICK	236.53	FARNHILL	210.54	LITTON	33.84
BANK NEWTON	28.70	FLASBY w WINTERBURN	56.66	LONG PRESTON	313.20
BARDEN	32.54	GARGRAVE	757.94	LOTHERSDALE	252.71
BEAMSLEY	67.69	GIGGLESWICK	545.90	MALHAM	66.66
BENTHAM	1218.76	GLUSBURN	1457.44	MALHAM MOOR	20.57
BOLTON ABBEY	44.60	GRASSINGTON	542.53	MARTONS BOTH	142.86
BORDLEY	7.67	HALTON EAST	45.72	OTTERBURN	21.50
BRADLEY	493.08	HALTON GILL	26.46	RATHMELL	140.33
BROUGHTON	30.85	HALTON WEST	27.11	RYLSTONE	70.12
BUCKDEN	98.54	HANLITH	16.55	SCOSTHROP	34.69
BURNSALL	53.85	HARTLINGTON	33.56	SETTLE	1096.75
BURTON IN LONSDALE	251.21	HAWKSWICK	34.31	SKIPTON	5377.83
CALTON	27.02	HAZLEWOOD w STORITHS	40.39	STAINFORTH	107.42
CARLETON	442.96	HEBDEN	111.91	STIRTON w THORLBY	94.33
CLAPHAM	293.47	HELLIFIELD	543.00	SUTTON	1261.48
CONISTON COLD	89.85	HETTON	71.33	THORNTON IN CRAVEN	201.47
CONISTONE w KILNSEY	66.47	HORTON IN RIBBLESDALE	180.91	THORNTON IN LONSDALE	146.22
CONONLEY	539.91	INGLETON	835.72	THORPE	24.87
COWLING	872.84	KETTLEWELL w STARBOTTOM	187.45	THRESHFIELD	385.37
CRACOE	80.31	KILDWICK	107.42	WIGGLESWORTH	136.31
DRAUGHTON	126.03	KIRKBY MALHAM	47.59		

All discounts, exemptions and CTR costs are apportioned based on number of band D equivalent properties within each parish. The estimated Council Tax collection rate is 97.6%.