

# Public Document Pack

**HAMBLETON**  
DISTRICT COUNCIL

## AGENDA

---

Committee Administrator: Democratic Services Officer (01609 767015)

Monday, 16 February 2015

Dear Councillor

### NOTICE OF MEETING

Meeting            **COUNCIL**

Date                **Tuesday, 24 February 2015**

Time                **2.00 pm**

Venue               **Council Chamber, Civic Centre, Stone Cross, Northallerton**

Yours sincerely

***P. Morton.***

Phillip Morton  
Chief Executive

To:                All Members of Hambleton District Council

## AGENDA

### Page No

1. MINUTES 1 - 4  
To confirm the minutes of the meeting held on 16 December 2014 (C.20 - C.27), attached.
2. APOLOGIES FOR ABSENCE
3. ANNOUNCEMENTS BY THE CHAIRMAN OR CHIEF EXECUTIVE
4. STATEMENT OF THE LEADER AND REFERRALS FROM CABINET 5 - 14  

<u>Date of Meeting</u>	<u>Minute Nos</u>
10 February 2015	CA.60 to CA.62 CA.64 to CA.68
5. COUNCIL TAX 2015/16 15 - 16  
To consider the Motion as set out in pursuance to Minute CA.63
6. STATEMENT OF PAY POLICY 17 - 28
7. ALLOCATION OF SEATS AND APPOINTMENTS TO COMMITTEES 29 - 32
8. QUESTION TIME  
None received.
9. NOTICE OF MOTION  
To be moved by Councillor G W Dadd and seconded by Councillor M S Robson:  

“This Council finds the recent activities exposed on national TV concerning a local abattoir and animal cruelty abhorrent.

We totally condemn any improper practices and regard such as a slant on the usual professional and high standards employed within the food and meat Industry, especially locally.

The reported activities are not only in contradiction to the ethical and legal animal welfare standards expected, they could have an effect on the reputation of the usually excellent standards of our local food producers, the latter a large part of the success story of Hambleton.

In view of the above, and to minimise these disgraceful practices being repeated, and to protect the reputation of those within the District and nationally against such repeated incidents, this Council calls upon the Government to seriously consider making it a statutory requirement to have CCTV installed and suitably monitored in all abattoirs.”

# Agenda Item 1

Minutes of the meeting of the COUNCIL held at 2.00 pm  
on Tuesday, 16th December, 2014 at Council Chamber,  
Civic Centre, Stone Cross, Northallerton

---

## Present

Councillor M J Prest (in the Chair)

Councillor	D E Adamson	Councillor	C A Les
	R A Baker		J Noone
	P Bardon		Mrs C Patmore
	A W Barker		B Phillips
	K Billings		M Rigby
	D M Blades		A Robinson
	Mrs C S Cookman		M S Robson
	G W Dadd		C Rooke
	S P Dickins		Mrs I Sanderson
	G W Ellis		Mrs S A Shepherd
	Mrs B S Fortune		Mrs M Skilbeck
	Mrs F M Greenwell		D H Smith
	B Griffiths		J N Smith
	Mrs J A Griffiths		P G Sowray
	A W Hall		T Swales
	K G Hardisty		A Wake
	R W Hudson		Mrs J Watson
	D Hugill		D A Webster
	G J F Key		P R Wilkinson
	R Kirk		A W Wood
	N A Knapton		

Apologies for absence were received from Councillors J Coulson and S Watson

## C.20 MINUTES

### THE DECISION:

That the minutes of the meeting held on 16 September 2014 (C.13 - C.19), previously circulated, be signed as a correct record.

## C.21 ANNOUNCEMENTS BY THE CHAIRMAN OR CHIEF EXECUTIVE

The Chairman presented awards to Marc Scott of Northallerton who had won a place on the GB athletics team and Ken Harker, his coach. The Chairman on behalf of the Council congratulated Mark and Ken for their achievements.

### THE DECISION:

That Marc Scott and Ken Harker be congratulated on their achievements.

C.22 **STATEMENT OF THE LEADER AND REFERRALS FROM CABINET**

The Leader moved Cabinet minutes CA.44 – CA.46 and CA.55 - CA.56 and made a statement to the Council on the following matters:-

- 'Making a Difference' Grant Fund
- Apprentice Awards presentations
- Local Enterprise Partnership Board

**THE DECISION:**

That the reports, resolutions and recommendations of the following meetings of the Cabinet be received, approved and adopted:-

<u>Body</u>	<u>Date of Meeting</u>	<u>Minute Nos</u>
Cabinet	2 December 2014	CA.44 to CA.46
	16 December 2014	CA.55 to CA.56

C.23 **REFERRAL FROM THE AUDIT, GOVERNANCE AND STANDARDS COMMITTEE**

**THE DECISION:**

That the reports, resolutions and recommendations of the following meeting of the Audit, Governance and Standards Committee be received, approved and adopted:-

<u>Body</u>	<u>Date of Meeting</u>	<u>Minute Nos</u>
Audit, Governance and Standards Committee	24 September 2014	AGS.12 to AGS.13
	29 October 2014	AGS.17 to AGS.18

C.24 **REFERRAL FROM THE LICENSING COMMITTEE**

**THE DECISION:**

That the reports, resolutions and recommendations of the following meeting of the Licensing Committee be received, approved and adopted:-

<u>Body</u>	<u>Date of Meeting</u>	<u>Minute Nos</u>
Licensing Committee	10 December 2014	LC.8

C.25 **CABINET PORTFOLIO STATEMENTS**

- (a) Councillor P R Wilkinson, Portfolio Holder for Economic Development and Finance made a statement regarding the Council's Financial Position and the Economic Development Strategy.

- (b) Councillor Mrs B S Fortune, Portfolio Holder for Customer and Leisure Services made a statement regarding the launching of the 'Take That Step'; the Hambleton Sports Awards; the new Hambleton Community Safety Partnership and a new pilot initiative to combat loneliness and isolation in Hutton Rudby and Hustwaite. A number of questions were asked and responded to at the meeting.
- (c) Councillor N Knapton, Portfolio Holder for Support Services made a statement regarding Christmas Markets; attendance at PATROL (the Parking and Traffic Regulations Outside London) meeting; the ICT restructure and Legal Services.
- (d) Councillor B Phillips, Portfolio Holder for Environmental and Planning Services made a statement regarding a Waste Management review; new Local Planning Policy and the Rural Housing Enabler Programme. A number of questions were asked and responded to at the meeting.

C.26 **MEMBERS' ALLOWANCES SCHEME**

**The subject of the decision:**

This report sought consideration of the recommendations of the Independent Remuneration Panel (IRP) following a review of the Members' Allowances Scheme. The recommendations covered a range of basic and special responsibility allowances (SRA's) for Members of the Council. A copy of the draft revised scheme was attached at Annex 2 of the IRP's report.

**Alternative options considered:**

Not implementing the recommendations of the Independent Remuneration Panel.

**The reason for the decision:**

Regulations permit the Council to decide its Members' Allowances Scheme. The Council must have regard to the advice provided by the Independent Remuneration Panel but were not bound by it.

**THE DECISION:**

That the Members' Allowances Scheme attached at Appendix 2 of the report of the Independent Remuneration Panel be approved to take effect from 1 April 2015.

C.27 **APPOINTMENT TO THE NORTH YORKSHIRE POLICE AND CRIME PANEL**

**The subject of the decision:**

This report sought consideration of replacing the Leader with the Deputy Leader on the North Yorkshire Police and Crime Panel.

**Alternative options considered:**

None.

**The reason for the decision:**

To take account of the Council's involvement in the North Yorkshire Police and Crime Panel which performed a scrutiny role in connection with the new Police Crime Commissioner.

**THE DECISION:**

That the Deputy Leader be appointed in place of the Leader as the District Council's Member of the North Yorkshire Police and Crime Panel.

The meeting closed at 2.30 pm

---

Chairman of the Council

## **STATEMENT BY THE LEADER OF THE COUNCIL**

**24 February 2015**

**Subject to Council approval today**

**For the fifth year in a row Council Tax will be frozen, with no increase in fees or charges despite grant cuts equating to £2.4m.**

At the Audit, Governance and Standards Committee in September 2014 the Auditor, Deloitte, stated that the Council is in one of the best financial positions of any council in the UK. Since that meeting the Council's financial standing has been improved significantly, with anticipated balances in 2024/25 increasing by £6.780m from £13.309m to £20.089m, an increase of 50.9%. This places the Council in a remarkable and unique financial position which, unlike many other authorities, guarantees its financial viability well beyond the next decade.

The Financial Strategy for the next 10 years shows this Authority to be in a strong position to drive forward delivery of significant projects throughout the District. To this end £10m has been allocated to the Economic Development Fund.

The purchase of the former prison site will allow this Authority to ensure that the Northallerton Masterplan is delivered.

At February Cabinet approval was given to appoint a Funding and Investment Officer. This person will help to secure external investment to enable this Council achieve maximum value for money for its investments.

**Councillor Mark Robson  
Leader of the Council**

This page is intentionally left blank



**Decisions to be considered by  
Full Council on 24 February 2015**

Decisions of the meeting of the CABINET held  
at 9.30 am on Tuesday, 10th February, 2015 at  
COUNCIL CHAMBER, CIVIC CENTRE,  
STONE CROSS, NORTHALLERTON

---

Present

Councillor M S Robson (in the Chair)

Councillor	P R Wilkinson	Councillor	N A Knapton
	Mrs B S Fortune		B Phillips

Also in Attendance

Councillor	P Bardon	Councillor	J Noone
	Mrs C S Cookman		Mrs C Patmore
	B Griffiths		M J Prest
	Mrs J A Griffiths		M Rigby
	A W Hall		Mrs I Sanderson
	K G Hardisty		Mrs M Skilbeck
	D Hugill		D A Webster

CA.60 **FINANCIAL STRATEGY 2015/16 TO 2024/25**

All Wards

**The subject of the decision:**

This report sought consideration of the Financial Strategy 2015/16 to 2024/25.

**Alternative options considered:**

None.

**The reason for the decision:**

To ensure there was a long term financial planning mechanism for the Council.

**THE DECISION:**

That Cabinet approves and recommends to Council that the Financial Strategy 2015/16 to 2024/25 attached at Annex A and A(1) to the report be approved.

CA.61 **REVENUE BUDGET 2015/16**

All Wards

**The subject of the decision:**

This report presented at a strategic level the revenue budget proposals for the next financial year 2015/16.

**Alternative options considered:**

None.

**The reason for the decision:**

To take account of the requirements of the Local Government Finance act 1992 to set a balanced budget and monitor the financial position throughout the year.

**THE DECISION:**

That Cabinet approves and recommends to Council the draft revenue budget for 2015/16.

CA.62 **2015/16 CAPITAL PROGRAMME BUDGET, TREASURY MANAGEMENT STRATEGY STATEMENT AND PRUDENTIAL INDICATORS**

All Wards

**The subject of the decision:**

This report sought approval for the Capital Programme for the financial years 2015/16 to 2024/25; the 2014/15 Capital Programme and the Treasury Management Strategy Statement, including the Annual Investment Strategy and Minimum Revenue Provision Policy Statement.

**Alternative options considered:**

None.

**The reason for the decision:**

To comply with the requirements as set out under the Local Government Act 2003 and the CIPFA Prudential Code.

**THE DECISION:**

That Cabinet approves and recommends to Council that:-

- (1) the 10 year Capital Programme 2015/16 to 2024/25 at £52,554,300 be approved, as detailed in paragraph 2.2 of the report and as attached at Annex A of the report;
- (2) the Capital Programme 2015/16 at £37,854,300 as detailed in Annex B of the report be approved for implementation;
- (3) the Treasury Management Strategy attached at Annex C of the report be approved;
- (4) the Minimum Revenue Provision Policy Statement attached in the body of the Treasury Management Strategy Statement at Annex C of the report be approved;
- (5) the Prudential and Treasury Indicators attached at Annex C in the body of the Treasury Management Strategy Statement be approved;

- (6) the revised Treasury Management Policy Statement at Annex D of the report be approved; and
- (7) the Scheme of Delegation and role of the S151 Officer attached at Annex E of the report be approved.

CA.63 **COUNCIL TAX 2015/16**

All Wards

**The subject of the decision:**

This report considered for 2015/16 the level of Council Tax and the policy on reserves. In addition, it provided details of the Council's formula grant settlement released on 19 December 2013 and the Council's Business Rates base that would be used by Government to calculate the Business Rates target for 2016/17 for the Retained Business Rates funding mechanism, which was operated as a pool across North Yorkshire.

**Alternative options considered:**

None.

**The reason for the decision:**

To maintain the long term viability of the Council's finances and ensure sustainability by investing in community projects as determined by the Council's priorities and supporting the maintenance and enhancement of service delivery. To maintain the integrity of the Council's financial strategy.

**THE DECISION:**

That Cabinet approves and recommends to Council that:-

- (1) it be noted that on 15 January Council calculated the Council Tax Base 2015/16:-
  - (a) for the whole Council area as £34,710.28 [Item T in the formula in Section 31B of the Local Government Finance Act 1992, as amended (the "Act")]; and
  - (b) for dwellings in those parts of its area to which a Parish precept relates;
- (2) the Council has calculated the Council Tax requirement for the Council's own purposes for 2015/16 (excluding Parish precepts) as £3,105,875.85;
- (3) the following amounts be calculated for the year 2015/16 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992:-
  - (a) **District/Parish Gross Expenditure**  
£45,687,808.80 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils

- (b) **District/Parish Gross Income (including Government Grants, use of Reserves and Collection Fund Surpluses etc)**  
£41,306,984.15 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act
- (c) **District/Parish Net Expenditure**  
£4,380,824.65 being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(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 31B of the Act)
- (d) **Basic Amount of Tax (including average Parish Precepts)**  
£126.2112 being the amount at 3(c) above (Item R) all divided by Item T (1(a) above), calculated by the Council in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year (including Parish precepts)
- (e) **Parish Precepts**  
£1,274,948.80 being the aggregate of all special items (Parish Precepts) referred to in Section 34(1) of the Act (as per Annex A)
- (f) **Basic Amount of Tax (Unparished Areas)**  
£89.4800 being the amount at 3(d) above less the result given by dividing the amount at 4(e) above by Item T (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
- (4) **Major Precepting Authorities**  
That it be noted that the North Yorkshire County Council, the North Yorkshire Fire and Rescue Authority and the Crime Commissioner North Yorkshire 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 and at Annex A(1);
- (5) **Council Tax Bands for All Councils**  
Figures for North Yorkshire County Council, North Yorkshire Fire and Rescue Authority and Crime Commissioner North Yorkshire are yet to be determined and will be reported at Council on 24 February 2015.

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 2014/15 for each part of its area and for each of the categories of dwellings:

Hambleton District Council

Valuation Bands

A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
59.65	69.60	79.54	89.48	109.36	129.25	149.13	178.96

(6) **Excessive Council Tax**

the Council determines that the Council's basic amount of Council Tax for 2015/16 (at 3(f) above) is not excessive in accordance with the principles approved under Section 52ZB of the Local Government Finance Act 1992;

(7) the appropriate amount is taken from the Council Taxpayers Reserve to support the decision at (3) above; and

(8) the policy on Balances and Reserves at Annex C of the report is approved.

CA.64 **2014/15 QUARTER 3 REVENUE MONITORING REPORT**

All Wards

**The subject of the decision:**

This report provided an update on the Revenue Budget position of the Council and the Reserve Funds at the end of December 2014.

**Alternative options considered:**

None.

**The reason for the decision:**

To comply with S25 of the Local Government Act 2003 regarding setting a balanced budget and monitoring the financial position throughout the year.

**THE DECISION:**

That Cabinet approves and recommends that Council:-

- (1) approves the budget surplus of £1,357 as set out at paragraph 3.2 of the report;
- (2) approves the use of funds from the One-Off Fund as set out at paragraph 6.4 of the report of £5,000; and
- (3) approves the use of funds from the Economic Development fund as set out at paragraph 6.3 of the report of £65,200.

CA.65 **2014/15 QUARTER 3 CAPITAL PROGRAMME AND TREASURY MANAGEMENT MONITORING REPORT**

All Wards

**The subject of the decision:**

This report provided the Quarter 3 update at 31 December 2014 on the progress of the Capital Programme 2014/15 and the Treasury Management position. A full schedule of the Capital Programme 2014/15 schemes was attached at Annex A of the report, together with the relevant update on progress of each scheme.

**Alternative options considered:**

None.

**The reason for the decision:**

To comply with the requirements of the Local Government Act 2003 and the Chartered Institute of Public Finance and Accountancy (CIPFA) Prudential Code and the CIPFA Treasury Management Code of Practice.

**THE DECISION:**

That Cabinet approves and recommends that Council:-

- (1) approves the net decrease of £224,486 in the Capital Programme to £2,318,941 and the detailed Capital Programme attached at Annex A of the report;
- (2) approves all movements in the Capital Programme +/- £20,000, in accordance with financial regulations, as detailed in Annex B of the report and below:
  - (a) the increase in capital expenditure of £20,000 for the Customer Service Web/Intranet Development to be funded from the ICT Customer Excellence Scheme;
  - (b) the decrease in expenditure of £20,000 for the ICT Customer Excellence Scheme to fund the Customer Service Web/Intranet Development;
  - (c) the decrease in expenditure of £206,403 for re-profiling from this year to 2015/16 £27,323 for Hambleton Leisure Centre Improvement Scheme, £19,080 for ICT Improvements scheme and £160,000 for Bedale Gateway Bypass;
- (3) notes the further overall increases in the Capital Programme which are individually below £20,000 as detailed in Annex B of the report and cumulatively total £18,083;
- (4) notes the Capital Funding position - contributions of £266,704, capital receipts of £857,707 and £1,194,530 capital reserves;
- (5) notes the treasury management activity at Annex C of the report;
- (6) notes the Prudential and Treasury indicators at Annex E of the report and that there were no changes at Quarter 3.

CA.66 **EXCLUSION OF THE PUBLIC AND PRESS**

**THE DECISION:**

That under Section 100A(4) of the Local Government Act 1972, the press and public were excluded from the meeting during consideration of the items of business at minute nos CA.67 and CA.68 on the grounds that they involved the likely disclosure of exempt information as defined in paragraphs 1 and 3 of Part 1 of Schedule 12A of the Act as the Cabinet was satisfied that the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

CA.67 **PURCHASE OF THE NORTHALLERTON PRISON SITE**

Northallerton Broomfield; Northallerton Central; Northallerton North

**The subject of the decision:**

This report provided an update on the current position in relation to the purchase of the Northallerton Prison site. In October 2014 Cabinet authorised negotiations for the purchase of the Northallerton Prison. Negotiations had been concluded and approval was now sought for the purchase.

**Alternative options considered:**

None.

**The reason for the decision:**

To take account of the negotiations regarding the proposed purchase of the site.

**THE DECISION:**

That Cabinet approves and recommends to Council that:-

- (1) the purchase of the Northallerton Prison Site be approved at the cost shown in paragraph 2.6 of the report;
- (2) the purchase price be met from the Economic Development Fund; and
- (3) the revenue costs shown in paragraph 7.4 of the report be met from the Economic Development Fund.

CA.68 **STAFFING MATTERS**

All Wards

**The subject of the decision:**

This report sought consideration of a staffing matter and a revised Pay Policy.

**Alternative options considered:**

None.

**The reason for the decision:**

Proposed amendments to the Pay Policy were required to be presented to Cabinet with the resolution sent to Full Council for approval.

**THE DECISION:**

That Cabinet approves and recommends to Council that the revised Pay Policy as shown at Annex A of the report be approved.

Declaration of Interest

Prior to discussion of the above item, the Chief Executive declared a pecuniary interest and left the meeting.

The meeting closed at 10.30 am

---

Leader of the Council



# Agenda Item 5

COUNCIL TAX 2015/16 - To Consider the following motion in pursuance of minute CA.63:-

- (1) That it be noted that on 15 January Council calculated the Council Tax Base 2015/16:-
  - (a) for the whole Council area as £34,710.28 [Item T in the formula in Section 31B of the Local Government Finance Act 1992, as amended (the "Act")]; and
  - (b) for dwellings in those parts of its area to which a Parish precept relates as in the attached Annex 'A'(1).
- (2) That the Council has calculated the Council Tax requirement for the Council's own purposes for 2015/16 (excluding Parish precepts) as £3,105,875.85.
- (3) That the following amounts be calculated for the year 2015/16 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992:-
  - (a) **District/Parish Gross Expenditure**  
£45,687,808.80 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils
  - (b) **District/Parish Gross Income (including Government Grants, use of Reserves and Collection Fund Surpluses etc)**  
£41,306,984.15 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act
  - (c) **District/Parish Net Expenditure**  
£4,380,824.65 being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(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 31B of the Act)
  - (d) **Basic Amount of Tax (including average Parish Precepts)**  
£126.2112 being the amount at 3(c) above (Item R) all divided by Item T (1(a) above), calculated by the Council in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year (including Parish precepts)
  - (e) **Parish Precepts**  
£1,274,948.80 being the aggregate of all special items (Parish Precepts) referred to in Section 34(1) of the Act (as per Annex 'A')
  - (f) **Basic Amount of Tax (Unparished Areas)**  
£89.4800 being the amount at 3(d) above less the result given by dividing the amount at 4(e) above by Item T (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
- (4) **Major Precepting Authorities** That it be noted that the North Yorkshire County Council, the North Yorkshire Fire and Rescue Authority and the Police and Crime Commissioner North Yorkshire 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 and at Annex 'A'(1).

(5) **Council Tax Bands for All Councils**

**Figures for North Yorkshire County Council, North Yorkshire Fire and Rescue Authority and Police and Crime Commissioner North Yorkshire are yet to be determined and will be reported at Council on 24 February 2015.**

That the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the aggregate amounts in the tables below as the amounts of Council Tax for 2015/16 for each part of its area and for each of the categories of the dwellings.

Hambleton District Council

Valuation Bands

A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
59.65	69.60	79.54	89.48	109.36	129.25	149.13	178.96

North Yorkshire County Council

A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£

North Yorkshire Fire and Rescue Authority

Valuation Bands

A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£

Police and Crime Commissioner North Yorkshire

Valuation Bands

A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£

(6) **Excessive Council Tax**

That the Council determines that the Council's basic amount of Council Tax for 2015/16 (at 3(f) above) is not excessive in accordance with the principles approved under Section 52ZB of the Local Government Finance Act 1992.

- (7) The appropriate amount is taken from the Council Taxpayers Reserve to support the decision at (3) above.
- (8) The policy on Balances and Reserves at Annex 'C' is approved.

**Note:** Figures for precepting Authorities are still to be confirmed and will be sent out as an addendum when finalised.

## **HAMBLETON DISTRICT COUNCIL**

**Report To:** Council  
24 February 2015

**From:** Chief Executive

**Subject:** **STATEMENT OF PAY POLICY**

All Wards  
Scrutiny Committee

---

### **1.0 PURPOSE AND BACKGROUND:**

1.1 The Council is required to adopt a Statement of Pay Policy each year. This report asks Council to approve the Statement of Pay Policy for the year commencing on 1 April 2015.

### **2.0 STATEMENT OF PAY POLICY:**

2.1 The proposed Statement of Pay Policy is attached. It includes all of the matters required by legislation and Government guidance.

### **3.0 LEGAL IMPLICATIONS**

4.1 The Council is required to approve a Statement of Pay Policy by 31 March for the ensuing year. The Council is obliged to take into account any Government guidance.

### **4.0 FINANCIAL IMPLICATIONS**

4.1 The Policy reflects previously agreed decisions on pay awards and reflects the Leader's agreement with the Chief Executive on Senior Officers' remuneration. All sums are budgeted for.

### **5.0 RISK ASSESSMENT:**

5.1 There are no significant risks associated with this report.

### **6.0 EQUALITIES/DIVERSITY ISSUES:**

6.1 There are no significant equalities/diversity issues associated with this report.

### **7.0 RECOMMENDATION:**

7.1 It is recommended that the attached Statement of Pay Policy be adopted with effect from 1 April 2015.

PHIL MORTON

**Background papers:** None  
**Author ref:** JI  
**Contact:** Justin Ives - Director of Support Services and Deputy Chief Executive  
Ext: 7022

240215 Statement of Pay Policy

## **HAMBLETON DISTRICT COUNCIL – STATEMENT OF PAY POLICY**

### **Introduction**

Sections 38 – 43 of the Localism Act 2011 require that the authority produce a Policy Statement that covers a number of matters concerning the pay of the authority's staff, principally Chief Officers. This Policy Statement meets the requirements of the Localism Act in this regard and also meets the requirements of guidance issued by the Secretary of State for Communities and Local Government to which the authority is required to have regard under Section 40 of the Act. This Policy was considered and approved by the Full Council at the Council meeting which took place in February 2015. This Policy also has some connection with the data on pay and rewards for staff which the authority publishes under the Code of Recommended Practice for Local Authorities on Data Transparency and the data which is published under The Accounts and Audit (England) Regulations (2011). It should be noted that the requirements to publish data under the Secretary of State's guidance, the Code of Practice and the Regulations do differ. The data requirements of the Code of Practice and the Accounts and Audit Regulations are summarised at Annex 1 to this Policy Statement.

### **Definition of officers covered by the Policy Statement**

This Policy Statement covers the following posts:

1. Head of the Paid Service, which in this authority is the post of Chief Executive.
2. Statutory Chief Officers, which in this authority are the posts of Monitoring Officer and S151 Officer.
3. Non-statutory Chief Officers, (those who report directly to the Head of the Paid Service) which in this authority are the Director posts.
4. Any Officer appointed to an Acting or Interim role in respect of the posts identified in paragraphs 1 to 3 above.

### **Policy on remunerating the Chief Executive and Chief Officers**

The authority's basic approach to remunerating Chief Officers is set out in the schedule that is attached to this Policy Statement at Annex 2. It is the policy of this authority to establish a remuneration package for each Chief Officer post that is sufficient to attract and retain staff of the appropriate skills, knowledge, experience, abilities and qualities that is consistent with the authority's requirements of the post in question at the relevant time.

### **Policy on remunerating the lowest paid in the workforce**

The authority applies terms and conditions of employment that have been negotiated and agreed through appropriate local collective bargaining mechanisms or as a consequence of authority decisions. These are then incorporated into contracts of employment. The lowest pay in this authority is equal to an annual salary of £14,334 and can be expressed as an hourly rate of pay of £7.45 per hour. This pay point and salary was determined by the authority as part of a pay scale for employees employed on Employment Terms and Conditions negotiated nationally with the recognised trade union, UNISON. The pay rate is increased in accordance with any pay settlements which are agreed with the union.

### **Policy on the relationship between Chief Officer remuneration and that of other staff**

The highest paid salary in this authority is currently £110,160 which is paid to the Chief Executive. The average median salary in this authority is £24,380. The ratio between the two salaries, the 'pay multiple' is 4.5:1. This authority does not have a policy on maintaining or reaching a specific 'pay multiple'. The Chief Executive's salary is negotiated with the Leader of the Council and the other Chief Officers' salaries are negotiated with the Chief Executive. All other employees are subject to pay rates determined in accordance with national agreement and the Employment Terms and Conditions. The authority's approach to the payment of all staff is to pay that which the authority needs to pay to recruit and retain staff with the skills, knowledge, experience, abilities and qualities needed for the post in question at the relevant time, and to ensure that the authority meets any contractual requirements for staff including the application of any local collective agreements, or authority decisions regarding pay.

### **Policy on other aspects of Chief Officer remuneration**

Other aspects of Chief Officer remuneration are appropriate to be covered by this Policy Statement. These other aspects are defined as recruitment, pay increases, additions to pay, performance related pay, earn back, bonuses, termination payments, transparency and re-employment when in receipt of an LGPS pension or a redundancy/severance payment. These matters are addressed in the schedule that is attached to this Policy Statement at Annex 3. Information on remuneration of Chief Officers as set out in this Policy is published on the Council's website.

### **Approval of Salary Packages in excess of £100k**

The authority will ensure that, at the latest before an offer of appointment is made, any salary package for any post that is in excess of £100k will be considered by Full Council. The salary package will be defined as base salary, any bonuses, fees, routinely payable allowances and benefits in kind that are due under the contract.

### **Approval of Severance Payments in excess of £100k**

The authority will ensure that any severance payment for any post that is in excess of £100k will be considered by Cabinet and the resolution approved by Full Council. The components of the relevant package, including salary paid in lieu, redundancy compensation, pension entitlements, holiday pay and any bonuses, fees or allowances to be paid will be set out clearly.

### **Flexibility to address recruitment issues for vacant posts**

In the vast majority of circumstances the provisions of Annex 2 will enable the authority to ensure that it can recruit effectively to any vacant post. There may be exceptional circumstances when there are recruitment difficulties for a particular post and where there is evidence that an element or elements of the remuneration package are not sufficient to secure an effective appointment. This Policy Statement recognises that this situation may arise in exceptional circumstances and therefore a departure from Annex 2 can be implemented without having to seek full Council approval for a change of the Policy Statement. Such a departure will be expressly justified in each case and will be approved by the Leader and Chief Executive or in the case of the Chief Executive a special meeting of Cabinet.

### **Amendments to the Policy**

It is anticipated that this Policy will not need to be amended during the period it covers (until the end of March in the current financial year). However, if circumstances dictate that a change of policy is considered to be appropriate during the year then a revised draft Policy will be presented to Cabinet with the resolution sent to Full Council for approval.

### **Policy for future years**

This Policy Statement will be reviewed each year and will be presented to Full Council each year for consideration in order to ensure that a Policy is in place for the authority prior to the start of each financial year.

## Annex 1

The Secretary of State for CLG Code of Recommended Practice for Local Authorities on Data Transparency indicates that local authorities should publish the following data concerning staff:

- Salaries, names (with an option for individuals to refuse to consent to this), job descriptions, responsibilities, budgets (including overall salary cost of staff reporting), and numbers of staff for all staff in receipt of a salary of more than £50,000.
- An organisational chart of the staff structure of the authority including salary bands.
- The 'pay multiple' – the ratio between the highest paid salary and the median average salary of the whole authority workforce.

The Accounts and Audit (England) Regulations 2011 require that the following data is included in the authority's accounts:

- Numbers of employees with a salary above £50k per annum (pro-rata for part-time staff) in multiples of £5k.
- Job title, remuneration and employer pension contributions for senior officers. Senior officers are defined as Head of Paid Service, Statutory Chief Officers and Non-Statutory Chief Officers by reference to Section 2 of the 1989 Local Government & Housing Act.
- Names of employees paid over £150k per annum

For the above remuneration is to include:

- Salary, fees or allowances for the current and previous year
- Bonuses paid or receivable for the current and previous year
- Expenses paid in the previous year
- Compensation for loss of employment paid to or receivable, or payments made in connection with loss of employment
- Total estimated value of non-cash benefits that are emoluments of the person

For the above pension contributions to include:

- The amount driven by the authority's set employer contribution rate
- Employer costs incurred relating to any increased membership or award of additional pension

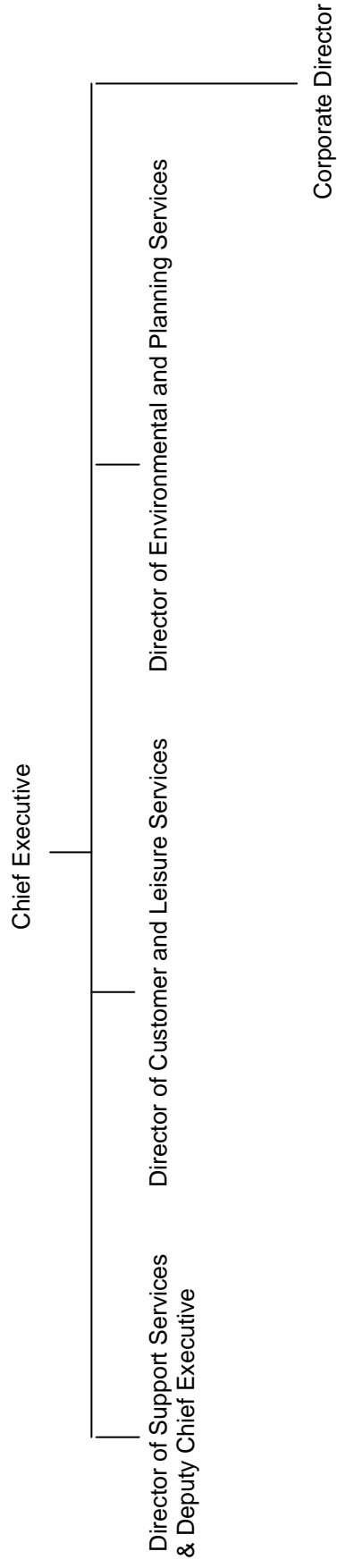
Post	Base Salary	Expenses	Bonuses	PRP	Earn-Back	Honoraria	Ex-Gratia Payments	Election Fees	Joint Authority Duties	Severance Arrangements
Chief Executive	£110,160	Travel and other expenses are reimbursed through normal authority procedures	The terms of the contract of employment do not provide for the payment of bonuses	The terms of the contract of employment do not provide for performance related pay	The terms of the contract of employment do not provide for an element of base salary to be held back related to performance	Honoraria payments for any increased duties and responsibilities do not apply	There are no plans for the postholder to receive any ex-gratia payments	Election duty fees are paid when due in connection with a District Election	There are no payments related to joint authority duties	The authority's normal policies regarding redundancy and early retirement apply to the postholder. No payments were made in the last year and none are anticipated for 2015/16.
Director of Support Services and Deputy Chief Executive	£91,800	Travel and other expenses are reimbursed through normal authority procedures	The terms of the contract of employment do not provide for the payment of bonuses	The terms of the contract of employment do not provide for performance related pay	The terms of the contract of employment do not provide for an element of base salary to be held back related to performance	Honoraria payments for any increased duties and responsibilities do not apply	There are no plans for the postholder to receive any ex-gratia payments	Election duty fees are paid when due in connection with a District Election	There are no payments related to joint authority duties	The authority's normal policies regarding redundancy and early retirement apply to the postholder. No payments were made in the last year and none are anticipated for 2015/16.



Annex 2

Post	Base Salary	Expenses	Bonuses	PRP	Earn-Back	Honoraria	Ex-Gratia Payments	Election Fees	Joint Authority Duties	Severance Arrangements
Director of Customer & Leisure Services	£86,700	Travel and other expenses are reimbursed through normal authority procedures	The terms of the contract of employment do not provide for the payment of bonuses	The terms of the contract of employment do not provide for performance related pay	The terms of the contract of employment do not provide for an element of base salary to be held back related to performance	Honoraria payments for any increased duties and responsibilities do not apply	There are no plans for the postholder to receive any ex-gratia payments	Election duty fees are paid when due in connection with a District Election	There are no payments related to joint authority duties	The authority's normal policies regarding redundancy and early retirement apply to the postholder. No payments were made in the last year and none are anticipated for 2015/16.
Director of Environmental and Planning Services	£86,700	Travel and other expenses are reimbursed through normal authority procedures	The terms of the contract of employment do not provide for the payment of bonuses	The terms of the contract of employment do not provide for performance related pay	The terms of the contract of employment do not provide for an element of base salary to be held back related to performance	Honoraria payments for any increased duties and responsibilities do not apply	There are no plans for the postholder to receive any ex-gratia payments	Election duty fees are paid when due in connection with a District Election	There are no payments related to joint authority duties	The authority's normal policies regarding redundancy and early retirement apply to the postholder. No payments were made in the last year and none are anticipated for 2015/16.

Post	Base Salary	Expenses	Bonuses	PRP	Earn-Back	Honoraria	Ex-Gratia Payments	Election Fees	Joint Authority Duties	Severance Arrangements
Corporate Director	£72,828	Travel and other expenses are reimbursed through normal authority procedures	The terms of the contract of employment do not provide for the payment of bonuses	The terms of the contract of employment do not provide for performance related pay	The terms of the contract of employment do not provide for an element of base salary to be held back related to performance	Honoraria payments for any increased duties and responsibilities do not apply	There are no plans for the postholder to receive any ex-gratia payments	Election duty fees may be paid in connection with a District Council Election	There are no payments related to joint authority duties	The authority's normal policies regarding redundancy and early retirement apply to the postholder. No payments were made in the last year. The recently approved senior management restructure will involve a payment in 2015/16 of £106,149. This post is deleted on 7 April 2015.



Aspect of Senior Officer Remuneration	Authority Policy
Recruitment	The post will be advertised and appointed to at the appropriate salary level up to the approved level for the post in question based on skills, knowledge, experience, abilities and qualities.
Pay Increases	The authority will apply any pay increases that are agreed through local negotiations. The authority will also apply any pay increases that are as a result of authority decisions to significantly increase the duties and responsibilities of the post in question beyond the normal duties and responsibilities that are expected in senior posts.
Additions To Pay	The authority would not make additional payments beyond those specified in the contract of employment.
Performance Related Pay	The authority does not operate a performance related pay system as it believes that it has sufficiently strong performance management arrangements in place to ensure high performance from its senior officers. Any areas of under-performance are addressed rigorously
Earn-Back (Withholding an element of base pay related to performance)	The authority does not operate an earn-back pay system as it believes that it has sufficiently strong performance management arrangements in place to ensure high performance from its senior officers. Any areas of under-performance are addressed rigorously.
Bonuses	The authority does not pay bonus payments to senior officers.

<p>Termination Payments</p>	<p>The authority applies its normal redundancy payments arrangements to senior officers and does not have separate provisions for senior officers. The authority also applies the appropriate Pensions regulations when they apply. The authority has agreed policies in place on how it will apply any discretionary powers it has under Pensions regulations. Any costs that are incurred by the authority regarding senior officers are published in the authority accounts as required under the Accounts and Audit (England) Regulations 2011.</p>
<p>Transparency</p>	<p>The authority meets its requirements under the Localism Act, the Code of Practice on Data Transparency and the Accounts and Audit Regulations in order to ensure that it is open and transparent regarding senior officer remuneration.</p>
<p>Re-employment of staff in receipt of an LGPS Pension or a redundancy/severance payment</p>	<p>The authority is under a statutory duty to appoint on merit and has to ensure that it complies with all appropriate employment and equalities legislation. The authority will always seek to appoint the best available candidate to a post who has the skills, knowledge, experience, abilities and qualities needed for the post. The authority will therefore consider all applications for candidates to try to ensure the best available candidate is appointed. If a candidate is a former employee in receipt of an LGPS pension or a redundancy payment this will not rule them out from being re-employed by the authority. Clearly where a former employee left the authority on redundancy terms then the old post has been deleted and the individual cannot return to the post as it will not exist. The authority will apply the provisions of the Redundancy Payments Modification Order regarding the recovery of redundancy payments if this is relevant. Pensions Regulations also have provisions to reduce pension payments in certain circumstances to those who return to work within the local government service.</p>

This page is intentionally left blank

## **HAMBLETON DISTRICT COUNCIL**

**Report To:** Council  
24 February 2015

**From:** Chief Executive

**Subject:** **ALLOCATION OF SEATS AND APPOINTMENTS TO COMMITTEES**

All Wards  
Scrutiny Committees

---

### **1.0 PURPOSE AND BACKGROUND:**

1.1 The purpose of this report is to consider necessary amendments to the allocation of seats on Committees because of recent changes in the political groups on the Council.

1.2 Councillor G Key has left the Conservative Group and is acting as an Independent Member of the Council, non-aligned to any Political Group. This has had an effect on the political proportionality of the Council and requires consideration of changes to the allocation of seats on Committees.

### **2.0 ALLOCATION OF SEATS:**

2.1 Committees must be constituted on the basis of available seats being allocated in accordance with the Council's overall political proportionality (so far as is "reasonably practicable") unless some other basis of allocation has been approved without any Member voting against it.

2.2 The allocation of seats is a two-stage process:-

2.2.1 Council determines seat allocations to each Group based on proportionality;

2.2.2 Council decides which Members sit on which Committees. In carrying out this process the Council must follow the wishes expressed by Groups.

2.3 Proportionality does not apply to Cabinet. Proportionality is currently waived for the Licensing Committee, Licensing and Appeals Hearings Panel and the Standards Hearings Panel.

2.4 Currently the remaining seats on the Council are allocated on the following basis:-

Conservatives 25	Independents 3	Liberal Democrats 2
---------------------	-------------------	------------------------

This is represented in Annex 'A'.

2.5 However, following the changes referred to at paragraph 1.2 above, the seat allocation should be:-

Conservatives 25	Independents 3	Liberal Democrats 1	Other 1
---------------------	-------------------	------------------------	------------

In order to convert this to Committee places it is recommended that the allocations in Annex 'B' be adopted.

2.6 If adopted this would require the Conservative Group to fill its vacancy on Scrutiny Committee. Also, the Liberal Democrats would be required to relinquish one of their previously allocated seats on either the Scrutiny Committee or Planning Committee to align with the recommended seat allocation. This would then enable Councillor Key to be allocated a seat on a Committee in line with the legal requirements to comply with the rules on political proportionality.

2.7 The Group Leaders have been consulted on the proposals in paragraph 2.6 and have agreed the following:-

- Councillor K G Hardisty be appointed to the Conservative vacancy on the Scrutiny Committee.
- The Liberal Democrats relinquish their previously appointed seat on Scrutiny Committee and this be allocated to Councillor G Key.

### **3.0 LEGAL IMPLICATIONS:**

3.1 The Council is obliged to comply with rules on proportionality and the wishes of Groups in allocating seats on Committees.

### **4.0 FINANCIAL IMPLICATIONS:**

4.1 There are no financial implications associated with this report.

### **5.0 EQUALITIES IMPLICATIONS:**

5.1 There are no equalities implications associated with this report.

### **6.0 RECOMMENDATIONS:**

6.1 It is recommended:-

- (1) that proportionality rules continue to be waived in respect of the Licensing Committee, Licensing and Appeals Hearings Panel and the Standards Hearings Panel;
- (2) that the allocations for political groups for the remaining Committees be as set out in Annex 'B';
- (3) that the changes of membership of Committees set out in paragraphs 2.7 of the report be approved.

PHIL MORTON

**Background papers:** None  
**Author ref:** GN  
**Contact:** Gary Nelson  
Head of Service – Legal and Information  
Direct Line No: 767012

240215 Allocation of Seats



**Current Seat Allocation**

<b>Committee</b>	<b>Conservative Group</b>	<b>Independent Group</b>	<b>Liberal Democrat Group</b>	<b>TOTAL</b>
Scrutiny Committee	9	1	1	<b>11</b>
Planning Committee	10	1	1	<b>12</b>
Audit, Governance and Standards Committee	6	1	0	<b>7</b>
	<b>25</b>	<b>3</b>	<b>2</b>	<b>30</b>

**Seat Allocation wef 24 February 2015**

<b>Committee</b>	<b>Conservative Group</b>	<b>Independent Group</b>	<b>Liberal Democrat Group</b>	<b>Other</b>	<b>TOTAL</b>
Scrutiny Committee	9	1	0	1	<b>11</b>
Planning Committee	10	1	1	0	<b>12</b>
Audit, Governance and Standards Committee	6	1	0	0	<b>7</b>
	<b>25</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>30</b>

## **MINUTES FOR INFORMATION**

<u>Committee</u>	<u>Date</u>	<u>Page</u>
Cabinet	10 February 2015	35-37
Planning Committee	8 January 2015 5 February 2015	38-39 40-42
Audit, Governance and Standards Committee	28 January 2015	43-46
Licensing and Appeals Hearings Panel	9 February 2015	47-48

This page is intentionally left blank

**Decisions taken under Cabinet authority  
to take effect on 23 February 2015**

Decisions of the meeting of the CABINET held  
at 9.30 am on Tuesday, 10th February, 2015 at  
COUNCIL CHAMBER, CIVIC CENTRE,  
STONE CROSS, NORTHALLERTON

---

Present

Councillor M S Robson (in the Chair)

Councillor	P R Wilkinson Mrs B S Fortune	Councillor	N A Knapton B Phillips
------------	----------------------------------	------------	---------------------------

Also in Attendance

Councillor	P Bardon Mrs C S Cookman B Griffiths Mrs J A Griffiths A W Hall K G Hardisty D Hugill	Councillor	J Noone Mrs C Patmore M J Prest M Rigby Mrs I Sanderson Mrs M Skilbeck D A Webster
------------	---	------------	--

CA.69 **MINUTES**

**THE DECISION:**

That the decisions of the meeting held on 16 December 2014 (CA.55 – CA.56), previously circulated, be signed as a correct record.

CA.70 **FUNDING AND INVESTMENT OFFICER**

All Wards

**The subject of the decision:**

This report sought approval to create a Funding and Investment Officer post within the Business and Economy Team for an initial period of 2 years to support the implementation of the Council's Economic Strategy.

**Alternative options considered:**

None.

**The reason for the decision:**

Cabinet was satisfied that creation of the post would support the Council's priority Driving Economic Development and supporting local economic growth by securing funding and investment to deliver projects identified in the Council's Economic Strategy.

**THE DECISION:**

That:-

- (1) funding of £39,930 be approved from the Economic Development Fund in 2015/16 and £40,730 in 2016/17 for a post of Funding & Investment Officer;
- (2) the effectiveness of the role be reviewed towards the end of 2016/17; and
- (3) subject to the outcome of the review, a further report be brought to Cabinet regarding funding the post beyond 2016/17.

CA.71 **PUBLIC OPEN SPACE, SPORT AND RECREATION ACTION PLANS**

Brompton; Stillington

**The subject of the decision:**

This report sought endorsement of the Public Open Space, Sport and Recreation Action Plan for Brompton (refresh) and Stillington (refresh).

**Alternative options considered:**

None.

**The reason for the decision:**

To comply with the Council's legal responsibility to ensure funding is used in a way consistent with the individual S106 Agreements.

**THE DECISION:**

That the Public Open Space, Sport and Recreation Action Plans in Annex B of the report be endorsed.

CA.72 **EXCLUSION OF THE PRESS AND PUBLIC**

**THE DECISION:**

That under Section 100A(4) of the Local Government Act 1972, the press and public were excluded from the meeting during consideration of the items of business at minute no CA.73 on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 1 of Part 1 of Schedule 12A of the Act as the Cabinet was satisfied that the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

CA.73 **STAFFING MATTERS**

All Wards

**The subject of the decision:**

This report sought consideration of a staffing matter and a revised Pay Policy.

**Alternative options considered:**

None.

**The reason for the decision:**

Proposed amendments to the Pay Policy were required to be presented to Cabinet with the resolution sent to Full Council for approval.

**THE DECISION:**

That the agreement by the Leader as set out in paragraph 1.3 of the report be endorsed.

**Declaration of Interest**

Prior to discussion of the above item, the Chief Executive declared a pecuniary interest and left the meeting.

The meeting closed at 10.30 am

---

Leader of the Council

Present

Councillor D A Webster (in the Chair)

Councillor	P Bardon	Councillor	K G Hardisty
	D E Adamson		J Noone
	D M Blades		C Rooke
	J Coulson		Mrs M Skilbeck
	G W Ellis		P G Sowray
	Mrs J A Griffiths		

P.23 **MINUTES**

**THE DECISION:**

That the minutes of the meeting of the Committee held on 11 December 2014 (P.20 - P.22), previously circulated, be signed as a correct record.

P.24 **PLANNING APPLICATIONS**

The Committee considered reports of the Director of Environmental and Planning Services relating to applications for planning permission. During the meeting, Officers referred to additional information and representations which had been received.

Except where an alternative condition was contained in the report or an amendment made by the Committee, the condition as set out in the report and the appropriate time limit conditions were to be attached in accordance with the relevant provisions of Section 91 and 92 of the Town and Country Planning Act 1990.

The abbreviated conditions and reasons shown in the report were to be set out in full on the notices of decision. It was noted that following consideration by the Committee, and without further reference to the Committee, the Director had delegated authority to add, delete or amend conditions and reasons for refusal.

In considering the report(s) of the Director of Environmental and Planning Services regard had been paid to the policies of the relevant development plan, the National Planning Policy Framework and all other material planning considerations. Where the Committee deferred consideration or refused planning permission the reasons for that decision are as shown in the report or as set out below.

Where the Committee granted planning permission in accordance with the recommendation in a report this was because the proposal is in accordance with the development plan the National Planning Policy Framework or other material considerations as set out in the report unless otherwise specified below. Where the Committee granted planning permission contrary to the recommendation in the report the reasons for doing so and the conditions to be attached are set out below.

**THE DECISION:**

That the applications be determined in accordance with the recommendation in the report of the Director of Environmental and Planning Services, unless shown otherwise:-



- (1) 14/01228/FUL - 41 dwellings, access and associated landscaping for Taylor Wimpey (North Yorkshire) Ltd at Land to the south of 28 Bedale Road, Aiskew

PERMISSION GRANTED

(The applicant, Mr Ian Pay, spoke in support of the application.)

(Matthew Slinger spoke objecting to the application.)

- (2) 14/00854/FUL - Construction of 8 dwellings for Daniel Gath Homes Ltd at Hutchinsons DIY and Stationery, Chapel Street, Easingwold

PERMISSION GRANTED

(The applicant's agent, Mark Newby, spoke in support of the application).

- (3) 12/01832/FUL - Alterations and extensions to existing dwelling to form 2 dwellings for Mrs S L Roughton at Cherry Tree House, Cherry Tree Avenue, Newton on Ouse

PERMISSION GRANTED

P.25

**UPDATE ON IMPLEMENTATION OF PUBLIC RIGHT OF WAY RISK ASSESSMENT & MITIGATION CONDITION - FORMER YORK TRAILERS SITE, YAFFORTH ROAD, NORTHALLERTON (13/01956/FUL)**

Northallerton North

**The subject of the decision:**

This item was considered with the permission of the Chairman to the matter being treated as urgent as the Committee had been given an undertaking at the last meeting of the Committee to receive a progress report.

**Alternative options considered:**

None.

**The reason for the decision:**

To receive an update on the current position and consider any future action deemed necessary.

**THE DECISION:**

That the current position be noted and the Committee asks officers to investigate the closure or diversion of the pedestrian crossing of the East Coast main line.

The meeting closed at 3.25 pm

---

Chairman of the Committee

Minutes of the meeting of the PLANNING  
COMMITTEE held at 1.30 pm on Thursday, 5th  
February, 2015 at Council Chamber, Civic  
Centre, Stone Cross, Northallerton

---

Present

Councillor D A Webster (in the Chair)

Councillor	P Bardon	Councillor	Mrs J A Griffiths
	D E Adamson		K G Hardisty
	D M Blades		J Noone
	J Coulson		C Rooke
	G W Ellis		P G Sowray

Also in Attendance

Councillor	Mrs C Patmore	Councillor	A W Wood
	B Phillips		

Apologies for absence were received from Councillor Mrs M Skilbeck

P.26 **MINUTES**

**THE DECISION:**

That the minutes of the meeting of the Committee held on 8 January 2015 (P.23 - P.25), previously circulated, be signed as a correct record.

P.27 **PLANNING APPLICATIONS**

The Committee considered reports of the Director of Environmental and Planning Services relating to applications for planning permission. During the meeting, Officers referred to additional information and representations which had been received.

Except where an alternative condition was contained in the report or an amendment made by the Committee, the condition as set out in the report and the appropriate time limit conditions were to be attached in accordance with the relevant provisions of Section 91 and 92 of the Town and Country Planning Act 1990.

The abbreviated conditions and reasons shown in the report were to be set out in full on the notices of decision. It was noted that following consideration by the Committee, and without further reference to the Committee, the Director had delegated authority to add, delete or amend conditions and reasons for refusal.

In considering the report(s) of the Director of Environmental and Planning Services regard had been paid to the policies of the relevant development plan, the National Planning Policy Framework and all other material planning considerations. Where the Committee deferred consideration or refused planning permission the reasons for that decision are as shown in the report or as set out below.

Where the Committee granted planning permission in accordance with the recommendation in a report this was because the proposal is in accordance with the development plan the National Planning Policy Framework or other material considerations as set out in the report unless otherwise specified below. Where the Committee granted planning permission contrary to the recommendation in the report the reasons for doing so and the conditions to be attached are set out below.

**THE DECISION:**

That the applications be determined in accordance with the recommendation in the report of the Director of Environmental and Planning Services, unless shown otherwise:-

- (1) 14/01581/FUL - Demolition of existing agricultural building and construction of a dwelling to provide accommodation for site manager at Agricultural Buildings at rear of Woodlands, Forest Lane, Alne, North Yorkshire for Mr & Mrs Edward Gregory

PERMISSION GRANTED

(The applicant's agent, Chris Atkinson, spoke in support of the application).

- (2) 14/02378/FUL - Construction of a dwelling and detached garage as amended by plans received by Hambleton District Council on 9th January 2015 & 20th January 2015 at Manor House Burneston North Yorkshire DL8 2HT for Mr A Barker

PERMISSION GRANTED

- (3) 14/02294/OUT - Outline application for change of use of agricultural land for 20 dwelling houses for Mr R Taylor at land at the rear of Sleepy Hollow, Husthwaite, YO61 4PX

PERMISSION GRANTED subject to the satisfactory completion of a planning obligation to secure a contribution of £52,263.20 towards local provision of open space, sport and recreation and the provision of 50% affordable housing in accordance with the Council's Affordable Housing Supplementary Planning Document

(The applicant's agent, Kevin Baker, spoke in support of the application).

(Deborah Lewis-Green spoke objecting to the application.)

- (4) 14/02346/FUL - Internal alterations and extension to dwellinghouse and formation of a new internal doorway as amended by plans received by Hambleton District Council on 12th January 2015 at The Old Stables Station Road Scruton North Yorkshire for Mr & Mrs S Hall

PERMISSION GRANTED subject to an additional condition to secure details of tree and hedge protection measures during the construction phase

(Susan Latter spoke on behalf of Scruton Parish Council objecting to the application.)

- (5) 14/02347/LBC - Listed Building Consent for Internal alterations and extension to dwellinghouse and formation of a new internal doorway as amended by plans received by Hambleton District Council on 12th January 2015 at The Old Stables Station Road Scruton North Yorkshire for Mr & Mrs S Hall

PERMISSION GRANTED subject to an additional condition to secure the retention of the adjacent hedge

(Susan Latter spoke on behalf of Scruton Parish Council objecting to the application.)

- (6) 14/02310/FUL - Construction of agricultural building for a pig rearing unit at Land South West Of Scruton Grange Fleetham Lane Scruton North Yorkshire for Mr & Mrs John Webster

PERMISSION GRANTED subject to an additional condition requiring details of a Waste Management Plan

(The applicant's agent, John Pollitt, spoke in support of the application).

(Joe Ridgeon spoke objecting to the application.)

- (7) 14/02363/FUL - Two storey and single storey extensions to dwelling at Bruce House, Scaife Shay Lane, Sessay for Mr & Mrs D Sanderson

PERMISSION GRANTED

The meeting closed at 2.55 pm

---

Chairman of the Committee

Minutes of the meeting of the AUDIT,  
GOVERNANCE AND STANDARDS COMMITTEE  
held at 9.30 am on Wednesday, 28th January, 2015  
at MAIN COMMITTEE ROOM, CIVIC CENTRE,  
STONE CROSS, NORTHALLERTON

---

Present

Councillor R W Hudson (in the Chair)

Councillor	J N Smith	Councillor	M Rigby
	R A Baker		Mrs J Watson
	Mrs C Patmore		

Also in Attendance

Councillor M S Robson

AGS.24 **MINUTES**

**THE DECISION:**

That the minutes of the meeting of the Committee held on 29 October 2014 (AGS.17 - AGS.23), previously circulated, be signed as a correct record.

AGS.25 **REGULATION OF INVESTIGATORY POWERS ACT - REVIEW OF ACTIVITY AND REVIEW OF POLICY**

All Wards

**The subject of the decision:**

The Director of Support Services and Deputy Chief Executive presented a report advising the Committee that the Council, like many public authorities, was governed by the Regulation of Investigatory Powers Act 2000 (RIPA). This Act ensured that public authorities complied with their obligations under the Human Rights Act when undertaking investigations which might interfere with the rights of individuals. The Act introduced safeguards on activities such as surveillance undertaken by public bodies. The Committee had now been given responsibility for RIPA matters. This would involve the Committee reviewing the Council's Policy Statement and receiving quarterly reports on any activities which had been authorised under RIPA.

The Council's current Policy Statement on the use of powers under RIPA was reviewed and a minor change to the reference to the Director of Corporate Services being replaced by the Director of Support Services and Deputy Chief Executive was recommended.

**Alternative options considered:**

None.

**The reason for the decision:**

To comply with the Regulation of Investigatory Powers Act 2000 (RIPA).

**THE DECISION:**

That:-

- (1) the current Policy on the Regulation of Investigatory Powers Act be approved with the proposed amendment; and
- (2) it be noted that no RIPA authorisations were made by the Council during the period 1 October – 31 December 2014.

AGS.26 **STATUTORY AUDITOR - ANNUAL AUDIT LETTER 2013/14**

All Wards

**The subject of the decision:**

The Director of Support Services and Deputy Chief Executive presented a report on the External Auditor's Annual Audit Letter on the 2013/14 Audit, a copy of which was attached as Annex 'A' to the report.

**Alternative options considered:**

None.

**The reason for the decision:**

To take account of the External Auditor's audit and inspection work for the financial year 2013/14.

**THE DECISION:**

That the External Auditor's Annual Audit Letter on the 2013/14 Audit be received.

AGS.27 **INTERNAL AUDIT PROGRESS REPORT 2014/15**

All Wards

**The subject of the decision:**

The Director of Support Services and Deputy Chief Executive presented a report informing Members of progress made to date in delivering the Internal Audit Plan for 2014/15.

Veritau North Yorkshire (VNY) had completed 7 out of 20 internal audit reviews to final report stage and a further 9 audits were in progress with 2 close to draft report stage.

**Alternative options considered:**

None.

**The reason for the decision:**

To take account of the statutory requirement under the Accounts and Audit Regulations.

**THE DECISION:**

That the work undertaken by Internal Audit in the year to date be noted.

AGS.28 **STATUTORY AUDITOR - QUARTERLY UPDATE**

All Wards

**The subject of the decision:**

The Director of Support Services and Deputy Chief Executive presented a report which provided an update on the Council's statutory auditor, Deloitte's, activities to date.

A representative from Deloitte attended the meeting to provide the update and answer questions.

**Alternative options considered:**

None.

**The reason for the decision:**

To take account of the work undertaken to date by the Council's statutory auditor.

**THE DECISION:**

That the quarterly update from the auditor be noted.

AGS.29 **INTERNAL AUDIT CHARTER**

All Wards

**The subject of the decision:**

The Director of Support Services and Deputy Chief Executive reported that the Public Sector Internal Audit Standards (PSIAS) which had been in place since April 2013 required the Council to adopt an audit charter setting out the purpose, authority and responsibility of internal audit. The Audit Charter had been approved by the Committee in March 2014 and a review of the Charter had been completed. A minor change was considered necessary to clarify the fact that auditors would not be assigned new review areas where they had any direct operational or managerial involvement within the last year. A copy of the updated Charter was attached to the report.

It was considered that the proposed Internal Audit Charter gave sufficient assurance to the Council that the internal audit service delivered by Veritau would comply with the revised standards.

**Alternative options considered:**

None.

**The reason for the decision:**

To take account of the statutory requirement regarding the provision of Internal Audit under the Accounts and Audit Regulations.

**THE DECISION:**

That the Internal Audit Charter, as amended, be approved.

AGS.30 **REVIEW OF RISK MANAGEMENT**

All Wards

**The subject of the decision:**

The Director of Support Services and Deputy Chief Executive submitted a report which set out the Council's risk management process which included a comprehensive risk register. The risk register was divided into operational and strategic risks; operational risks were those affecting individual services and tended to involve the day to day running of those services, whilst strategic risks affected the whole Council and were wide reaching, both in terms of timescales and impact. The Committee was asked to review these risks.

**Alternative options considered:**

None.

**The reason for the decision:**

A critical purpose of the Audit, Governance and Standards Committee was to monitor the Strategic Risks affecting the Council ensuring that these were appropriately measured and that suitable actions were undertaken to mitigate the effect of each risk.

**THE DECISION:**

That the strategic risks affecting the Council and the actions that are in place to mitigate the impact upon the Council of each risk be noted.

The meeting closed at 9.50 am

---

Chairman of the Committee



Minutes of the meeting of the LICENSING AND  
APPEALS HEARINGS PANEL held at 1.00 pm on  
Monday, 9th February, 2015 at Main Committee  
Room, Civic Centre, Stone Cross, Northallerton

---

Present

Councillor Mrs I Sanderson (in the Chair)

Councillor P Bardon

Councillor D M Blades

Also in Attendance

Councillor J Coulson

LAHP.22 **APPLICATION FOR THE VARIATION OF A PREMISES LICENCE AT ADAMS  
PIZZA, 105A HIGH STREET, NORTHALLERTON DL7 8PP**

**The subject of the decision:**

The Director of Environmental and Planning Services submitted a report seeking consideration of an application to vary a Premises Licence in respect of Adams Pizza, 105A High Street, Northallerton DL7 8PP.

**Alternative options considered:**

1. To grant the application as applied.  
The Panel found this to be an inappropriate option as for the reasons set out below.
2. To grant the licence subject to imposing additional conditions.  
The Panel found the imposition of additional conditions would not be sufficient to meet the licensing objectives for the reasons set out below.
3. To refuse the application.  
The Panel found a refusal of the application was necessary for the promotion of the licensing objectives.

**The reason for the decision:**

The Panel considered the relevant representations of the parties both written and oral, the Licensing Act 2003 as amended, the Council's Statement of Licensing Policy, the guidance issued under Section 182 of the Licensing Act 2003 and the four Licensing Objectives.

Representations from the objectors included but were not limited to crime and disorder and public nuisance concerns in relation to increased congestion in the vicinity of the premises and the frustration of the natural disbursement of customers leaving the area.

**THE DECISION:**

Having considered the above matters the Panel resolved to refuse the application. In considering the above matters the Panel was satisfied there would be a significant adverse effect to the Licensing Objectives by granting the application.

The meeting closed at 2.15 pm

---

Chairman of the Panel