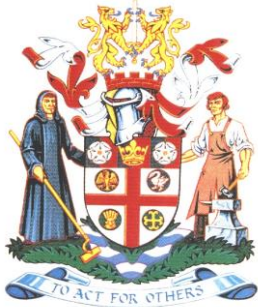


# Selby District Council



## Minutes

### Executive

Venue:	Committee Room, Civic Centre, Selby
Date:	Thursday 5 November 2015
Time:	4pm
Present:	Councillors M Crane (Chair), J Mackman (Vice Chair), C Lunn and D Peart.
Officers present:	Chief Executive, Deputy Chief Executive, Executive Director (s151), Solicitor to the Council, Business Manager (minute items 62), Policy Officer (minute item 64), Assistant Policy Officer (minute item 64), Policy Officer (minute item 65) and Democratic Services Manager.
Also Present:	Councillor B Packham
Public:	0
Press:	0

NOTE: Only minute numbers 58 to 63 and 65 are subject to call-in arrangements. The deadline for call-in is 5pm on Tuesday 17 November 2015. Decisions not called in may be implemented from Wednesday 18 November 2015.

#### 55. APOLOGIES FOR ABSENCE

Apologies were received from Councillor C Metcalfe.

#### 56. MINUTES

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The Executive considered the minutes from the last meeting held on 1 October 2015.

**RESOLVED:**

**To approve the minutes of the meeting held on 1 October 2015 and they be signed by the Chair.**

**57. DISCLOSURES OF INTEREST**

There were no declarations of interest

**58. FINANCIAL RESULTS AND BUDGET EXCEPTIONS REPORT TO 30 SEPTEMBER 2015 – KEY DECISION**

Councillor M Crane presented the report to update the Executive with details of major variances between budgeted and actual expenditure and income for the financial year to 30 September 2015 for the Core, Access Selby and Communities Selby.

A query was raised regarding the Disabled Facilities Grant fund. The Deputy Chief Executive explained that a budget carry forward of £150,000 had been agreed from the previous year which had resulted in a larger than normal budget this year. In addition, changes to Occupational Therapist referrals had led to a reduction in referrals. The likely outturn at year end was expenditure in line with previous years at around £300,000. It was suggested that the budget is monitored closely for the next few years before considering whether the annual budget needs to be reviewed.

Unspent budget provision for Laurie Backhouse Court was queried. The Executive Director (s151) explained that immediate issues to do with the site had been addressed. The Leader of the Council felt there should be further movement with regard to carrying out the remainder of the improvements on the site.

In response to a query concerning the shortfall in the savings plan, the Executive Director (s151), explained that the savings plan would be revised as part of the forthcoming budget setting process.

**RESOLVED:**

**To endorse the actions of officers and note the contents of the report.**

**REASON FOR THE DECISION**

*To ensure that budget exceptions are brought to the attention of the Executive with explanations from officers; in order to approve remedial action if necessary.*

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**59. 2<sup>ND</sup> INTERIM TREASURY MANAGEMENT REPORT – KEY DECISION**

Councillor M Crane presented the report which reviewed the Council's borrowing and investment activity for the first six months of 2015/16 and showed performance against the Prudential Indicators.

It was felt that the County Council should be encouraged to invest the District Council's money at better rates.

**RESOLVED:**

**To endorse the actions of officers on the Council's treasury activities for the period ending 30<sup>th</sup> September 2015 and approve the report.**

**REASON FOR THE DECISION**

*To comply with the Treasury Management Code of Practice, the Executive is required to receive and review regular treasury management monitoring reports.*

**60. REVENUE AND BENEFITS PROCUREMENT EXERCISE**

Councillor M Crane presented an update report on the procurement of a Strategic Partner for the delivery of the Revenues and Benefits Services at Selby and Craven District Councils.

The Executive was informed that the Council had undertaken the procurement process and were now at the dialogue stage.

**RESOLVED:**

- i) To endorse the progress made to date.**
- ii) To authorise the Managing Director of Access Selby to proceed through the outline and detailed solution stages in the process.**
- iii) To receive a further report informing the Executive of the outcome of dialogue stages and to seek approval to go out for final tenders.**

**REASON FOR THE DECISION**

*To note the progress made to date and to secure approval to proceed through the next stages in the process.*

**61. S106 AFFORDABLE HOUSING COMMUTED SUM ALLOCATION – KEY DECISION**

Councillor Crane presented the report which outlined the proposal for the allocation of s106 commuted sums for affordable housing.

The cost value attributed to an affordable homes was queried however it was explained that the figure was calculated using advice from the District Valuer's development viability assessment.

**RESOLVED:**

**To approve that subject to availability of receipts, s106 funding be allocated as follows:**

- i) £99k p.a. over the next 10 years for bringing empty homes back into use as affordable homes with a maximum award of £30k per property;**
- ii) that a proposal is brought forward within the next 3 months to establish a practical way forward for the additional funding;**
- iii) the remainder of the funding available be allocated to SDC affordable homes programme to a maximum of £50k per property.**

**REASON FOR THE DECISION**

*To provide a funding framework to enable scheme forward planning*

**62. FEES AND CHARGES 2016/17 – KEY DECISION**

Councillor Crane presented the report which considers four services and proposed new charges.

**RESOLVED:**

- i) To agree that all other discretionary fees to be increased by RPI in line with the Corporate Charging Policy.**
- ii) To agree the proposed amendment to the Street Naming and numbering in Appendix A.**

- iii) To agree the proposed fees and charges uplift for Commercial waste as set out in Appendix B.
- iv) To agree a staged uplift over two years for Bulky waste as set out in Paragraph 2.18.
- v) To reduce the discounted rate to 25% for residents on means tested benefits.
- vi) To agree the proposed fees and charges for Licencing as set out in Appendix C.

### **REASON FOR THE DECISION**

*To set fees for 2016/17 in line with the Medium Term Financial Strategy and to recover costs incurred in delivering discretionary services.*

### **63. ASSET MANAGEMENT STRATEGY AND ACTION PLAN 2015-18 – KEY DECISION**

Councillor Crane presented the report on the draft Asset Management Strategy.

An amendment was proposed and seconded to alter the resolution to reflect that some of our assets were included in the Call for Sites or master planning exercises as part of the preparation of PLAN Selby. Decisions would need to have regard to that process to ensure our assets were utilised to deliver PLAN Selby. It was proposed to amend the resolution as follows, 'Subject to the having regard to the need for alignment with decisions on Plan Selby and the Call for Sites, to approve the Asset Management Strategy and the Action Plan'. Upon being put to the vote, this was carried.

#### **RESOLVED:**

**Subject to the having regard to the need for alignment with decisions on Plan Selby and the Call for Sites, to approve the Asset Management Strategy and the Action Plan.**

### **REASON FOR THE DECISION**

*The Asset Management Strategy is a key strategy for the Council, identifying the Assets of the Council and the key priorities for their use.*

## 64. ALCOHOL LICENSING POLICY REVIEW

Councillor Peart presented the report on the draft Alcohol Licensing Policy which has been developed in consultation with a number of key stakeholders.

Councillor Peart informed the Executive following a discussion with North Yorkshire Police and the Licensing Committee, that an amended resolution needed to be tabled which would include exemptions one to six in respect of late night refreshment notices.

Queries were raised regarding the requirements to display a licence and the hours on the premises that held Temporary Event Notices. The Solicitor to the Council advised that unlike premises licenses, no such requirements to display information applied for Temporary Event Notices.

The amended resolution was proposed and seconded and upon being put to the vote, was carried.

### **RESOLVED:**

**To recommend that the draft Alcohol Licensing Policy be approved by Council on 1 December 2015, subject to; the following wording being added to section 21 of the draft policy:**

***“The Licensing Authority under power given in regulations exempts the following from requiring a Late Night Refreshment Licence:***

- 1) Motorway service areas;***
- 2) Petrol stations;***
- 3) Local authority premises (except domestic premises) unless there is an event taking place at which more than 500 people are present;***
- 4) Schools (except domestic premises) unless there is an event taking place at which more than 500 people are present***
- 5) Hospitals (except domestic premises); and***
- 6) Community premises (church, chapel, village, parish or community hall or other similar building) unless there is an event taking place at which more than 500 people are present.”***

### **REASON FOR THE DECISION**

*To ensure compliance with the Licensing Act 2003.*

## **65. COMMUNITY INFRASTRUCTURE LEVY**

Councillor J Mackman presented the report on the progress of the Community Infrastructure Levy Draft Charging Schedule.

The Executive emphasised the importance of briefing all Parish Clerks of the changes and it was explained that steps had already been taken to ensure this would happen.

### **RESOLVED:**

- i) To recommend Council to approve the content of the Community Infrastructure Levy Charging Schedule:**
- ii) To recommend Council to formally adopt the Community Infrastructure Levy from 1 January 2016:**
- iii) To approve the content of the Regulation 123 List, Exceptional Circumstances Policy and Instalments Policy:**
- iv) To approve the allocation of funds for the required capital investment in software and year one licences and maintenance costs from underspends in the IT Capital programme;**
- v) To agree that as required following monitoring, revisions to any of the policies and procedures listed in iii) going forward can be approved by the Director of Community Services for the first six months.**

### **REASON FOR THE DECISION**

*To enable the adoption of the CIL Charging Schedule on 01/01/16. This will enable the Council to 'top up' the now scaled back Section 106 receipts which will help fund new infrastructure to support new growth.*

The meeting closed at 4.45pm