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Date: 30<sup>th</sup> September 2013

## **COUNCIL SUMMONS**

You are hereby summoned to attend a Meeting of the **WEST DEVON BOROUGH COUNCIL** to be held at the Council Chamber, Council Offices, Kilworthy Park, **TAVISTOCK** on **TUESDAY** the **8<sup>th</sup>** day of **OCTOBER 2013** at **4.30 pm**.

Prior to the Meeting, the Reverend Paul Seaton-Burn, Team Rector of the Whiddon Mission Community, has been invited to say prayers.

### **THE FOLLOWING BUSINESS IS PROPOSED TO BE TRANSACTED.**

1. Apologies for absence
2. Declarations of Interest  
Members are invited to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests they may have in any items to be considered at this meeting.

If Councillors have any questions relating to predetermination, bias or interests in items on this Agenda, then please contact the Monitoring Officer in advance of the meeting.

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3. To approve and adopt as a correct record the Minutes of the Meeting of the Council held on 30<sup>th</sup> July 2013 1
4. To receive communications from the Mayor or person presiding
5. Business brought forward by or with the consent of the Mayor
6. To respond to any questions submitted by the public and to receive deputations or petitions under Council Procedure Rule 21
7. To consider motions of which notice has been submitted by Members of the Council in accordance with Council Procedure Rule 15
8. To consider questions submitted by Members under Council Procedure Rule 21
9. To receive the Minutes of the following Committees, to note the delegated decisions and to consider the adoption of those Minutes which require approval

- (i) **Audit Committee**  
Meeting held on 23<sup>rd</sup> July 2013

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**Unstarred Minute to agree**

Members are recommended to agree:

**AC 8 System of Internal Control and Annual Governance Statement**

**RESOLVED** to **RECOMMEND** that the draft Annual Governance Statement be presented to Council for approval.

**AC 10 Treasury Management Strategy for 2013/14 to 2015/16, Minimum Revenue Policy Statement and Annual Investment Strategy for 2013/14**

**RESOLVED** to **RECOMMEND** that Council approve each of the following key elements:

- (i) the Prudential Indicators and Limits for 2013/14 to 2015/16 contained within Appendix A;
- (ii) the Minimum Revenue Provision (MRP) Statement contained within Appendix A and which sets out the Council's policy on MRP;
- (iii) the Treasury Management Strategy 2013/14 to 2015/16 and the Treasury Prudential Indicators contained within Appendix B; and,
- (iv) the Investment Strategy 2013/14 contained in the Treasury Management Strategy (Appendix B) and the detailed criteria included within Appendix C.

**AC 11 Treasury Management – Annual Report 2012/2013**

**RESOLVED** to **RECOMMEND** that the Treasury Management – Annual Report for 2012/2013 be noted.

Meeting held on 17<sup>th</sup> September 2013

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**Unstarred Minute to agree**

Members are recommended to agree:

**AC 20 Audit of the Annual Statement of Accounts 2012/2013**

**RESOLVED** to **RECOMMEND** that:

- (i) the ISA 260 Report – the Financial statements opinion and the Audit findings (Section 2) be noted;
- (ii) the Letter of Representation as shown in Appendix 2 be approved; and,
- (iii) the Financial Statements be approved.

<b>(ii)</b>	<b>Community Services Committee</b> Meeting held on 10 <sup>th</sup> September 2013	14
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**Unstarred Minute to agree**

Members are recommended to agree:

**CS 14 Rentplus – A New Model Of Affordable Housing**

**FURTHER RESOLVED** to **RECOMMEND** that Council:

- (i) adopts RENTplus as part of its Section 106 agreement within the housing allocation policy; and,
- (ii) that both Council and Devon Home Choice retain the Band E category as many applicants for the RENTplus scheme would come from this category.

**CS 18 Operational Changes to the Off-Street Parking Places Order**

**RESOLVED** to **RECOMMEND** to Council that amendments be made to the Council’s Off-Street Parking Places Order to the effect that:

- (i) a coach parking fee be added to the Bedford Sawmills car park to the Order of £10 for all day parking and £5.00 for four hours and that the fee charge display board clearly shows that the fee is for both coaches and minibuses;
- (ii) the “grace” period currently afforded to motorists be retained at 10 minutes;
- (iii) the area of land at Simmons Road, Okehampton as marked on the Land Registry map given at Appendix 1 to the report be added to the Order to enable effective enforcement to be undertaken;
- (iv) the proposal to introduce a coach parking fee at the Bedford car park, Tavistock be deferred to enable suitable action to take place to encourage school bus operators to not use the dedicated coach parking area as a convenient place to park their coaches prior to the school contract runs and that a further report on the success of this be presented to a future meeting of this Committee; and,
- (v) the Order be updated to allow for enforcement to be undertaken in respect of motorists who pay for their parking via RINGGO, the pay-by-phone facility.

<b>(iii)</b>	<b>Planning &amp; Licensing Committee</b> Meeting held on 6 <sup>th</sup> August 2013	19
	Meeting held on 3 <sup>rd</sup> September 2013	33
<b>(v)</b>	<b>Resources Committee</b> Meeting held on 23 <sup>rd</sup> July 2013	44

Meeting held on 17<sup>th</sup> September 2013

**Unstarred Minute to agree**

Members are recommended to agree:

**RC10 Medium Term Financial Strategy 2014/15 To 2017/18**

**RESOLVED to RECOMMEND** that:

- (i) the Financial Strategy be accepted as a foundation document for the Council's budget setting process;
- (ii) the minimum level of the Unearmarked General Fund Revenue Reserves be maintained to at least £750,000 (the current level stands at £1,030,000);
- (iii) Members provide a set of 'minded to' views in order to guide the 2014/15 budget process:-
  - (a) on the level of Council Tax Support Grant to be passed on to Parish and Town Councils (being the percentage reduction on the Council's government funding for 2014/15 – currently 13.66%)
  - (b) to increase Council Tax by 1.9%
- (iv) a letter be sent from West Devon Borough Council to the Secretary of State Mr Eric Pickles stating strong support for the letter previously sent to him by Devon County Council Leader Cllr John Hart dated 30 August 2013 and which sets out West Devon Borough Council's achievements in relation to shared services and confirms that we are facing the same problems of stringent cuts and the threat to our ability to continue to provide services for our community.

**RC 13 Corporate Sponsorship Framework**

**RESOLVED to RECOMMEND** to Council that:

- (i) The Framework document (presented as Appendix A to the report) to be used by Service areas in maximising sponsorship opportunities be approved; and
- (ii) Sponsorship opportunities below the value of £10,000 are agreed through use of the framework by the relevant Chairman and Vice Chairman in conjunction with the appropriate Head of Service, with larger opportunities being presented to the Resources Committee on a case by case basis.

**RC 17 Five Year Land Supply Statement 2013**

**RESOLVED** that Council be **RECOMMENDED** to agree that:

- (i) the Council has 5.4 years of housing land supply as evidenced in the Five Year Land Supply Statement 2013; and,
- (ii) the Five Year Housing Land Supply Statement 2013 be published on the Council's website.

- 10. Focus Review – to receive the report of the Focus Review Working Group 54
- 11. Council Size Consultation Response – to receive the report of the Political Structures Working Group 64
- 12. Strategic Risk Assessment – Six Monthly Update – to receive the report of the Corporate Director (AR) 73

**PLEASE NOTE:** Appendix 1 to this report is confidential under Paragraph 10 of the Local Government Act 1972. (78 – 95)

- 13. To Order the affixing of the Common Seal  
For the information of Members, a list of documents sealed by the Council and witnessed by the Mayor and the Chief Executive during the period from 23<sup>rd</sup> July 2013 to 20<sup>th</sup> September 2013. 96

**PART TWO – ITEMS WHICH MAY BE TAKEN IN THE ABSENCE OF THE PRESS AND PUBLIC ON THE GROUNDS THAT EXEMPT INFORMATION MAY BE DISCLOSED (if any).**

If any, the Council is recommended to pass the following resolution:

“**RESOLVED** that under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the Meeting for the undermentioned item of business on the grounds that exempt information may be disclosed as defined in Part I of Schedule 12(A) to the Act.”

Dated this 30<sup>th</sup> day of September 2013



Chief Executive