

**MINUTES OF A MEETING OF
THE EXECUTIVE
HELD AT FOLLATON HOUSE ON THURSDAY, 1 DECEMBER 2016**

Members in attendance: * Denotes attendance			
*	Cllr H D Bastone	*	Cllr R J Tucker
*	Cllr R D Gilbert	*	Cllr L A H Ward
*	Cllr M J Hicks	*	Cllr S A E Wright

Also in attendance and participating		
Item 2	E.38/16	Cllrs Holway and Hopwood
Item 6	E.41/16	Cllr Green
Item 7	E.42/16	Cllrs Birch, Green and Rowe
Item 8	E.43/16	Cllr Hodgson
Item 9	E.44/16	Cllrs Green and Pennington
Also in attendance and not participating		
Cllrs Baldry, Blackler, Brown, Hitchins, Smerdon, Saltern, Steer		

Officers in attendance and participating		
All items		Head of Paid Service, Executive Director (Service Delivery and Commercial Development) and Senior Case Manager (Strategy and Commissioning)
Item 6	E.41/16	COP Lead Housing, Revenues and Benefits and Benefits Specialist
Item 7	E.42/16	COP Lead Communications and Media

E.37/16 MINUTES

The minutes of the Executive meeting held on 20 October 2016 were confirmed as a true record and signed off by the Chairman.

E.38/16 URGENT BUSINESS

The Chairman agreed to allow an additional item to be presented to the Executive, being the minutes of the Overview and Scrutiny Panel of 6 October 2016. These minutes contained date constrained recommendations and, unfortunately, had not been included as an agenda item at the time of publication.

REPORTS OF OTHER BODIES

RESOLVED

That the following be received and that any recommendations contained therein be approved:

a) **Overview and Scrutiny Panel – 6 October 2016**

i. **O&S.29/16 JOINT SH/WD ECONOMY WORKING GROUP FINDINGS AND DELIVERY PLAN**

RESOLVED

- i. That the short term Economy Delivery Plan (as attached at Appendix 1 of the presented agenda report to the Panel meeting), including using £8,000 from the Invest to Earn earmarked allocated reserve, be adopted.

ii. **O&S.30/16 PARKING ARRANGEMENTS FOR VEHICLE TAX EXEMPT MOTORISTS**

That Council be **RECOMMENDED** that the arrangements for disabled vehicle tax-exempt motorists remain unchanged, but that the public consultation in respect of this be repeated.

E.39/16 **DECLARATIONS OF INTEREST**

Members and officers were invited to declare any interests in the items of business to be considered during the course of this meeting and the following were made:

Cllr Hicks declared a personal interest in Item 7, Adoption of a UAV/Drone Policy (Minute E.42/16 refers) by virtue of having a drone. He remained in the meeting and took part in the debate and vote thereon.

E.40/16 **PUBLIC QUESTION TIME**

It was noted that no public questions had been received.

E.41/16 **COUNCIL TAX REDUCTION SCHEME**

Members were presented with a report arising from the annual requirement for Councils to revisit their existing council tax support scheme and make a decision as to whether to replace or revise it. The Executive Portfolio Holder for Customer First introduced the report, and the COP Lead Housing, Revenues and Benefits and the Benefits Specialist responded to questions and confirmed that a full review of the scheme would be undertaken for the following year that would look to provide a more equitable scheme that would help those who needed support.

It was then:

RESOLVED

1. That the results of the public consultation for the Council Tax Reduction Scheme be noted; and
2. That Council be **RECOMMENDED** that no changes be made to the scheme for 2017/18 (the existing 2016/17 scheme be retained for 2017/18).

E.42/16

ADOPTION OF A UAV/DRONE POLICY

Members were presented with a report that sought to recommend formal adoption of a UAV/Drone Policy as set out in the presented appendix. The Executive Portfolio Holder for Customer First presented the report and advised that an additional recommendation would be proposed that would enable minor amendments to be made prior to presentation at Council. The COP Lead Communications and Media outlined the reasoning behind the introduction of the policy. In response to questions regarding how the policy would be enforced, the Portfolio Holder responded that it was accepted that enforcement would be difficult but Mobile Locality Officers would be used in the first instance.

It was then:

RESOLVED

That Council be **RECOMMENDED** that:

1. The UAV/Drone Policy as set out in the presented appendix be formally adopted with immediate effect; and
2. Authority be delegated to the COP Lead Assets in consultation with the Executive Portfolio Holder for Customer First to make minor amendments to the Policy as necessary.

E.43/16

TADPOOL ASSET TRANSFER

The Executive Portfolio Holder for Customer First presented a report that advised Members that the Head of Paid Service had determined (in accordance with the urgent powers set out in the Constitution) that an urgent decision was required regarding amendments to the terms of the Asset transfer to Tadpool. These terms differed from those agreed at the Council meeting in July 2016.

The Chairman advised that as this was a noting report there would be no debate, however one Member did ask that works to the Totnes Leisure Centre building be considered to make it more energy efficient.

It was then:

RESOLVED

That use of urgent powers delegated in the Council's Constitution had been exercised by the Head of Paid Service in order to make amendments to the terms of the asset transfer of the Totnes Leisure Centre to Tadpool, which were agreed by Council in July 2016 be noted. The amended terms which had been agreed by the COP Lead Assets were set out in paragraph 3.2 of the presented report.

E.44/16 TREASURY MANAGEMENT MID YEAR REVIEW

The Executive Portfolio Holder for Support Services presented a report that set out the mid year position in respect of Treasury Management. The Council was forecasting a shortfall in investment income of £10,000 against its budgeted income following the cut in the Bank Base Rate on 4 August 2016.

It was then:

RESOLVED

That the report be noted.

E.45/16 WRITE OFF REPORT

Members considered a composite report that detailed the debts for all revenue streams within the Revenue and Benefits Service remit up to the value of £5,000, written off by the S151 Officer under delegated authority.

The Lead Executive Member for Support Services introduced the report and explained the debts over £5,000 in a little more detail.

It was then:

RESOLVED

1. That in accordance with Financial Regulations, it be noted that the s151 Officer had authorised the write-off of individual South Hams District Council debts totalling £36,637.45 as detailed in Tables 1 and 2 of the presented agenda report; and
2. That the write off of individual debts in excess of £5,000 totalling £37,477.09 as detailed in Table 3 of the presented report be approved.

E.46/16 REPORTS OF OTHER BODIES

(a) OVERVIEW AND SCRUTINY PANEL – 3 NOVEMBER 2016

O&S.46/16 BEACH AND WATER SAFETY

RESOLVED

That the proposals outlined within paragraph 3.1.2 of the presented agenda report, with the exception of the removal of buoyage at selected locations, which would be subject to a further update briefing paper being circulated to Members in April/May 2017, be adopted.

(b) OVERVIEW AND SCRUTINY PANEL – 24 NOVEMBER 2016

1. O&S.51/16 LATEST PUBLISHED EXECUTIVE FORWARD PLAN

(a) Homelessness Strategy 2017-2022 Public Consultation

RESOLVED

That the Homeless Strategy 2017-22 be published for public consultation from 13 December 2016 to 13 February 2017.

(b) Allocations Policy and Devon Home Choice Policy Review

RESOLVED

1. That the Council remain in the Devon Home Choice partnership for the next twelve months;
2. That, within the next twelve months, a comprehensive review of alternative allocation delivery methods be completed to evaluate whether the Devon Home Choice partnership remains fit for purpose; and
3. That no changes be made at this time to the South Hams Allocations Policy.

2. O&S.55/16 TASK AND FINISH GROUP UPDATES

(b) Partnerships

RESOLVED

1. That the funding levels remain the same for the South Hams Citizens Advice and South Hams Community Voluntary Service for 2017/18; and
2. That approval be given to the proposed caveats with the South Hams Community Voluntary Service (as outlined at paragraph 5 of the agenda report presented to the Panel meeting).

(e)Permits Review

RESOLVED

That the Council be **RECOMMENDED** that, following the work undertaken by the Permits Task and Finish Group, the parking permits available in the South Hams be amended and that the Off-Street Parking Places Order be amended as follows:

- Full and Commuter permits to be eliminated and replaced with Town Centre, Peripheral and Rural permits which will be limited to specific towns / villages. The cost of permits to be reduced to reflect the new restrictions, with the exception of Business Permits;
- Permits to become 'virtual' (i.e. customers will no longer receive a paper permit), with the exception of Business Permits;
- New permits be limited to one vehicle registration number only, with the exception of Business Permits;
- The availability of permits be limited to 10% of the total number of parking bays available for each category of permit;
- Permits currently issued free of charge to various organisations be ceased;
- Other permits which are not used often will be eliminated (as outlined at Paragraph 5.6 of the presented agenda report);
- The Residents' Parking permit to be extended to allow parking from 3.00pm to 10.00am, with an increase in cost to £40, with this amendment being reviewed after one year;
- The cost of permits to be as outlined at Paragraph 5.8 of the presented agenda report; and
- All leisure-related permits will be reviewed in partnership with the new leisure contractor, with the exception of permits currently issued to Tone Leisure employees.

(NOTE: THESE DECISIONS, WITH THE EXCEPTION OF E.38/16 (ii), E.41/16 (2), E.42/16, AND E.46/16 (b) (2)(e) WHICH ARE RECOMMENDATIONS TO THE COUNCIL MEETING TO BE HELD ON 15 DECEMBER 2016, WILL BECOME EFFECTIVE FROM 5.00PM ON MONDAY, 12 DECEMBER 2016 UNLESS CALLED IN, IN ACCORDANCE WITH SCRUTINY PROCEDURE RULE 18).

(Meeting commenced at 10.00 am and concluded at 10.50 am)

Chairman