

Guildhall Gainsborough
Lincolnshire DN21 2NA
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This meeting will be webcast and published on the Council's website

AGENDA

Prayers will be conducted prior to the start of the meeting.
Members are welcome to attend.

Notice is hereby given that a meeting of the Council will be held in the Council Chamber - The Guildhall, Marshall's Yard, Gainsborough, DN21 2NA, , on **Monday, 22nd January, 2018 at 7.00 pm**, and your attendance at such meeting is hereby requested to transact the following business.

To: Members of West Lindsey District Council

1. APOLOGIES FOR ABSENCE

2. MINUTES OF THE PREVIOUS MEETING
To confirm as a correct record the Minutes of the previous meeting held on 13 November 2017.
(PAGES 7 - 22)

3. MEMBERS' DECLARATIONS OF INTEREST
Members may make any declarations of interest at this point and may also make them at any point during the meeting.

4. MATTERS ARISING
Setting out current position of previously agreed actions as at 12 January 2018.
(PAGES 23 - 26)

5. ANNOUNCEMENTS
 - i) Chairman of Council
 - ii) Leader of the Council
 - iii) Head of Paid Service

Agendas, Reports and Minutes will be provided upon request in the following formats:

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6. PUBLIC QUESTION TIME

7. QUESTIONS PURSUANT TO COUNCIL PROCEDURE RULE NO. 9

8. MOTIONS PURSUANT TO COUNCIL PROCEDURE RULE NO. 10

1. “Madam chairmen fellow members, currently council’s do not know definitively and easily how many veterans live within their respective boundaries that is why I am requesting permission from the council to jointly with leader write to the minister pledging the council’s support to the Royal British Legion count them in campaign where by a question would be placed on the census asking people if they are a veteran. The ONS have confirmed their intention to recommend its inclusion. However, support for this campaign needs to continue to ensure it is included in the next census. This would enable the council to know without any doubt how many veterans are within our district so that we can provide them and their families with the support they need and deserve we counted on them now it’s time we counted them in.

I so move”

Councillor Thomas Smith

2. “Council notes:

- The contents of the Smith Institute report into Local Housing Companies and its summary¹.
 - <http://www.smith-institute.org.uk/wp-content/uploads/2017/10/The-rise-of-local-housing-companies.pdf>
 - <http://www.smith-institute.org.uk/wp-content/uploads/2017/10/LHCs-Summary-Report.pdf>
- That the Corporate Plan first theme (Open for Business) supports housing led economic growth to deliver:
 - West Lindsey as a place of choice to live
 - A sustainable and thriving economy
 - Sustainable neighbourhoodsFurther, that the second theme (People First) supports meeting local housing needs and aspirations to ensure that residents can live, grow and remain in the District.²

¹ Hackett, P., *‘The rise of local housing companies’*, (England, 2017)

² West Lindsey District Council, *‘West Lindsey Corporate Plan 2016-2020’*, (England, 2016) p. 13

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Council believes that:

- Having handed over the Council Housing stock to ACIS the Council is not in a position to develop the amount of housing needed to meet current and future demand in the district and that with limited appetite from the private sector to deliver affordable homes there may be opportunity for the Council to intervene in the market, whilst not detracting from private enterprises efforts.
- The benefits of developing a Local Housing Company are:
 - Socio-Economic
 - Council can control the direction of housing provision and tenure: increasing supply and tenure mix, especially affordable homes, with the Council as master developer
 - Meet specific housing needs: low income residents, elderly, students, homeless, key workers etc.
 - Act as an innovator: trying different development models and tenure mix
 - Greater accountability and scrutiny than other housing providers
 - Exemption from HCA/government regulations and standards
 - Financial
 - Generates income for the Council: directly through on-lending, property investment and rental/sales income and through additional New Homes Bonus, Community Infrastructure Levy and additional Council Tax receipts
 - Savings to the Council: providing lower cost temporary accommodation and providing cheaper housing maintenance and other services
 - Greater borrowing capacity to meet housing needs (escaping HRA debt/borrowing caps)
 - Securing additional private investment in housing and regeneration
 - Securing better value for Council assets than conventional disposal
 - Receptacle for commuted sums from S.106 agreements
 - Public procurement advantages
 - Place-shaping
 - Intervening and influencing local housing markets: to achieve, support and encourage development
 - Bring forward development: unimplemented consents and provided scale for local construction/suppliers
 - Making best use of Council land: alternative to disposal of site to private developers
 - Stetting higher standards: the Council as an exemplary private landlord, improving design and eco-homes

Council resolves to:

- Mandate Officers to investigate and prepare for the establishment of a

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Local Housing Company and bring forward a paper to the Prosperous Communities Committee prior to the 2018 Annual Meeting of Full Council

- Make necessary provision of resources to achieve this aim
- Ensure that as part of the refresh of the Corporate Plan consideration is given to supporting the development of affordable housing within the district directly by the Council, with particular reference to the mechanism of a Local Housing Company

I so move”

Cllr. Stuart Kinch
Cllr. Mrs. Sheila Bibb
Cllr. Ian Fleetwood
Cllr. Giles McNeill

9. REPORTS FOR DETERMINATION

a. Sudbrooke By Election - Result of Poll

To note the outcome of District Council by-election held on 16 November 2017 in the Sudbrooke Ward.

(PAGES 27 - 28)

b. Adoption of Lea Neighbourhood Plan

(PAGES 29 - 32)

c. Adoption of Scotter Neighbourhood Plan

(PAGES 33 - 36)

d. Members Allowances Scheme 2018/2019

(PAGES 37 - 44)

e. Local Council Tax Support Scheme 2018/19

(PAGES 45 - 58)

f. Collection Fund - Council Tax Surplus and Council Tax Base 2018/19

(PAGES 59 - 66)

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g. Owmbly Parish Council - Request for Change of Name
(PAGES 67 - 70)

h. Appointment to Vacancy on the Planning Committee
(PAGES 71 - 74)

10. EXCLUSION OF PUBLIC AND PRESS

To resolve that under Section 100 (A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 1 and 2 of Part 1 of Schedule 12A of the Act.

11. EXEMPT REPORT(S) FOR DETERMINATION

a. Recommendation from the Chief Officer Employment Committee
(TO FOLLOW)

Mark Sturgess
Interim Head of Paid Service
The Guildhall
Gainsborough

Friday, 12 January 2018

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WEST LINDSEY DISTRICT COUNCIL

Minutes of the Meeting of Council held in the Council Chamber - The Guildhall, Marshall's Yard, Gainsborough, DN21 2NA on 13 November 2017 at 7.00 pm.

Present: Councillor Mrs Angela Lawrence (Chairman)

Councillor Bruce Allison	Councillor Mrs Sheila Bibb
Councillor Owen Bierley	Councillor Matthew Boles
Councillor David Bond	Councillor Mrs Jackie Brockway
Councillor David Cotton	Councillor Christopher Darcel
Councillor Michael Devine	Councillor Ian Fleetwood
Councillor Paul Howitt-Cowan	Councillor Stuart Kinch
Councillor Hugo Marfleet	Councillor Mrs Jessie Milne
Councillor Giles McNeill	Councillor John McNeill
Councillor Richard Oaks	Councillor Roger Patterson
Councillor Mrs Judy Rainsforth	Councillor Mrs Diana Rodgers
Councillor Mrs Lesley Rollings	Councillor Reg Shore
Councillor Thomas Smith	Councillor Lewis Strange
Councillor Jeff Summers	Councillor Mrs Anne Welburn
Councillor Trevor Young	

In Attendance:

Mark Sturgess	Chief Operating Officer and Head of Paid Service
Alan Robinson	Monitoring Officer
Ian Knowles	Director of Resources and S151 Officer
Katie Coughlan	Senior Democratic & Civic Officer
Rachael Hughes	Developer Contributions Officer
James Welbourn	Democratic and Civic Officer

Also in Attendance:

Also Present: 6 members of the public

Apologies:

Councillor Gillian Bardsley
Councillor Steve England
Councillor Pat Mewis (Vice-Chairman)
Councillor Maureen Palmer
Councillor Malcolm Parish
Councillor Tom Regis
Councillor Angela White

44 MINUTES OF THE PREVIOUS MEETING

(a) Minutes of Meeting held on 4 September 2017

RESOLVED that the Minutes of the Meeting held on 4 September 2017 be confirmed and signed as a correct record, subject to it being noted that Councillor Bruce Allison had been in attendance and that this should therefore be reflected within the Minutes

45 MEMBERS' DECLARATIONS OF INTEREST

Councillor Ian Fleetwood declared a non-pecuniary interest in relation to the Motion regarding EMAS as he had a close friend who was senior within the organisation.

46 MATTERS ARISING

The Monitoring Officer noted that all items due for completion were showing black, as having been completed.

The one remaining green item, was not yet due for completion and progress was being made with a number of parish council consultation events being held in November.

Reference the black action entitled, "motion re SWW referral to PC Cttee", in response to a Member's concern regarding the delay, Officers indicated it was intended this matter would be considered by the Prosperous Communities Committee at its meeting in December.

RESOLVED that the Matters Arising be noted.

47 ANNOUNCEMENTS

i) Chairman of the Council

The Chairman addressed Council advising it had been a very busy period. Over recent weeks she had had the pleasure of attending a number of Events and Civic Services, including her own for which she thanked those Councillors who had attended. Reference was also made to the following: -

- Attendance at the Scampton Airshow, which had proven to be a great success
- The Annual Remembrance Service at Hemswell Cliff, which was very well supported
- Lincolnshire County Council's Civic Service
- An opportunity to view the promotional film for the Wolds at the Kinema in the Woods in Woodhall Spa
- Gainsborough Town Council's Civic Service
- The Annual Aero Club Presentations at Hemswell
- The dedication of a cross to commemorate the Beechey Brothers, at Freisthorpe. These were eight brothers, five of whom had died in WW1, this had been particularly moving.
- The Annual Armistice Commemoration in Gainsborough Market Place, thanks were again offered to those Councillors who had supported the event.
- The Remembrance Service and Parade in Caistor. Organisations from Beavers and Brownies through to the Royal British Legion were present in force

It was also with sadness that the Chairman advised that she had represented the Authority at two funerals, those of former District Councillors Stuart Curtis and Roy Schofield.

ii) Leader of Council

The Leader addressed Council and advised that he too had had the pleasure of attending Scampton AirShow, an event which the Council had sponsored. He shared his personal view of how he felt the event had gone but indicated the sponsorship would now be reviewed in terms of benefits realised.

The Leader also advised he had undertaken two days training regarding the Local Government Pension Scheme and the pooling of funds across 12 counties/districts in a bid to create efficiencies and access new investment markets.

The Leader had also attended the Remembrance Service at Hemswell making reference to the act of children laying a single flower. He had been proud to be part of the community and this had been a touching and heart-warming experience.

The Leader had also participated in the re-signing of the Armed Forces Covenant by invitation of RAF College Cranwell. The Lincolnshire Armed Forces Covenant was a voluntary statement of mutual support between local civilian communities and local armed forces communities. The Leader outlined the contents of the Covenant and its intentions. During his discussion with Officers at RAF Cranwell the Leader advised he had learnt of plans in the future to bring more facilities to the site at Cranwell.

The Leader made reference to his attendance at the Chairman's Civic Service which he considered had been very successful.

He had also attended the launch of a Joint Venture Company in Bassetlaw, aimed at building council housing on council and privately owned land.

The Leader had also attended a meeting of the Lincolnshire Leaders at which the CNN Member and 4 MP's had been present in order to progress the fairer funding process.

Finally the Leader had attended a meeting with the three Principals of Lincoln University to better understand its future direction and how the Council may assist in it achieving its ambitions. Opportunities were also explored regarding how the University may be able to assist in providing students of Gainsborough with an improved educational experience. Constructive meetings had also been held with Lincoln College in relation to offering opportunities in construction and engineering at the Gainsborough College.

iii) Head of Paid Service

The Head of Paid Service addressed Council advising that things had moved at a pace since the last meeting. At Council's last meeting he had announced the new Team Manager structure, this had been circulated to all Members including contact details.

New enforcement team structure had been agreed and recruitment was underway.

As referenced by the Leader earlier, the Council had been working with two education providers over the period, the Gainsborough College and Lincoln University particularly in respect of employability exploring opportunities as to how the organisations could work together to ensure young people were better “work ready”.

Work had commenced on the building of the new hotel. Whilst less visible, work had also commenced on refurbishing the shops on Market Street and North Street.

Exciting discussions had taken place with Network Rail regarding re-establishing a five day service between Gainsborough Central and Sheffield. Negotiations were ongoing.

The Council’s vision for a Food Enterprise Zone and moved forward as a technical solution for power supply to the site had been realised. Consultation on the crematorium project had finished and a full planning application had been submitted.

Finally, thanks were expressed to the Director of Resources, as a result of ongoing negotiations the Authority was now back in the full BDUK roll out programme.

Note: Councillor David Cotton declared a non-pecuniary interest in respect of the reference to the crematorium, which if built, would be sited within one of his ecclesiastical parishes.

48 PUBLIC QUESTION TIME

There were no questions from members of the public.

49 QUESTIONS PURSUANT TO COUNCIL PROCEDURE RULE NO. 9

Councillor Giles McNeill submitted the following question to the meeting:

The Department for Transport is looking at implementing changes to the Section 19 & 22 permit legislation. If realised this would dramatically affect the operation of community transport providers, such as Lincoln Area Dial-A-Ride, a group I represent the Council on as an outside body.

The proposed changes, if realised, will likely mean that Lincoln Area Dial-A-Ride, and groups like it, may not be able to continue to operate under the current permits and be forced to become licensed as either Private Hire or Passenger Carrying Vehicles.

The difficulty with this change is that Private Hire Vehicles are limited to carrying 8 passengers and therefore the current Lincoln Area Dial-A-Ride fleet would require modification to conform and for groups currently in excess of 8 passengers would now need more than one vehicle. The second difficulty is that with Passenger Carrying Vehicles all drivers would need the corresponding licence, which would not be viable for a service reliant on volunteers.

Will you undertake to consider this matter and use your good office to ensure that an important community service like Lincoln Area Dial-A-Ride is not disadvantaged and forced to cease operations because of these proposed changes in legislation?

Note: Councillor Owen Bierley declared a non-pecuniary interest as the Councils representative on the merged Age UK Lindsey and Age UK North Lincolnshire, as they owned mini-buses and therefore would be affected by any changes.

The Leader of the, Councillor Jeff Summers, responded:-

The Department for Transport are proposing changes to Section 19 and 22 permit legislation which may considerably affect community transport providers across the country.

The changes would mean that the permits could not be used by transport providers that make anything other than a token payment for their transport services. As a result many transport operators will need to license their vehicles as private hire vehicles or passenger carrying vehicles.

Private hire vehicles are limited to carrying 8 passengers so would not be appropriate for minibuses. Licensing vehicles as PCV vehicles would require all drivers (including volunteer drivers) to have a PCV license which may not be viable for operators with large numbers of volunteer drivers.

We continue to work closely with Lincoln Area Dial-a-Ride and transport colleagues from Lincolnshire County Council to monitor the proposed changes and provide support where appropriate.

This is a very serious issue for an area of sparsity and I therefore propose we contact Councillor Martin Tet of the LGA to garner his support for a review of the proposals.”

Councillor McNeill welcomed the Leader’s response and clarified there would be a raft of community transport schemes across the District, not just Dial-a-ride, affected by these proposed changes, referencing potential in Market Rasen and other communities, it was on that basis it was hoped the suggested approach would be made in the widest sense for all affected community transport schemes.

Several other Members shared with Council local schemes, they knew of, which would be affected and the considerable impact this would have on communities across the District. Some feared this would decimate Community Transport provision, the requirement would simply be too much for the sector to accommodate. It was important the Government heard this message.

It was also suggested therefore that the Leader be requested to write to the Minister concerned setting out the Council’s concerns and the potential impact on rural communities. Together with approaches to relevant MPs

In responding, the Leader indicated he was happy to make representations as considered appropriate including those suggested.

50 MOTIONS PURSUANT TO COUNCIL PROCEDURE RULE NO. 10

Councillor Matthew Boles had submitted the following motion:-

“Chairman

Many areas of our district including the highly populated centres of Market Rasen and Gainsborough are becoming increasingly marginalised amid money saving practices of the police, the NHS and the ambulance services, in favour of the city centre of Lincoln.

I hope that this Council shares my deep concerns that the latest episode in this catalogue of neglect comes with the news that only one ambulance unit will be stationed in Gainsborough and most of the time will not even be there but could be anywhere in the East Midlands, potentially many miles away from life threatening situations.

Given that we are already half an hour from the nearest trauma unit even when the emergency services get on the scene - then it could be anything to an hour or more before an emergency is treated with the same quality of care that you would expect to receive anywhere else in this United Kingdom.

Why should our residents be at serious risk of losing their lives when in other places risk is minimised.

I call on this Council to support my motion condemning East Midlands Ambulance Service management for taking a step too far in withdrawing local ambulances to the Lincoln station and thus compromising public safety in West Lindsey. I ask that all Councillors sign a document condemning this decision and ask the ambulance service for its immediate reconsideration.

I know that Members from all parties are equally worried and therefore will be prepared to stand up and be counted by supporting my motion at this critical time.

I so move.

Cllr Matthew Boles
Gainsborough

The Leader responded to the Motion as follows: -

“Thank you for bringing this concerning matter to our attention. The challenge of rural disparity and accessibility of health services in this area has, for some time, been of concern and consideration for this Council and a keen focus of the Health Commission.

It is important that we explore the evidence and information available about the proposals being considered by EMAS, and that we understand the specific considerations made about this area and the local impact.

Enquiries made with EMAS have shown that staff consultation is currently underway in respect of the proposed changes.

We have contacted EMAS with specific questions:

- What is the reasoning behind the proposals to withdraw one of the two ambulances from Gainsborough?
- What geographical area do they currently cover?
- Will the coverage be affected by the new arrangements?
- Has the rural nature of West Lindsey been adequately considered when this decision was taken?
- Who was consulted about it?
- How is it envisaged that the new arrangement is going to improve things for our residents?
- Are there any alternatives?

A Gainsborough specific response has not been provided by EMAS at this stage. I agree that the East Midlands Ambulance Service should be asked to provide this further information and also evidence of the relevant equality impact assessments and safety assessments that informed the decision.

In summary, without a clear response or evidence base on the questions above, I support the development of a response to EMAS setting out this Council's concerns about changes to ambulance provision in this area and request for assurance that patient safety and experience will not be adversely affected by the proposed changes.

I propose that the Council's Health Commission submits this formal response to EMAS on behalf of the Council which should provide us with a clear understanding of their written strategy and a full opportunity to respond professionally"

The Opposition sought the Chairman's permission for the matter to be debated fully as it was considered all Members would have a view on the matter as it raised issues of risk for our communities. He went on to express concern at the approach adopted by EMAS, this was not a matter for public consultation, but a staff consultation. Staff were been asked whether they thought ambulances should be removed from West Lindsey before the local authority and therefore he was of the view that the Council needed to express their views on this matter during the meeting. The nature of the Leader's amendment was of concern to the Opposition as they considered the Council needed to make a strong robust response as a matter of urgency to the position, as they were of the view that EMAS were a good way on to making a decision. With respect to the Health Commission it was anticipated a response would not be hastily received and therefore the urgency of the matter would be lost. It was important this matter was not dismissed.

The Deputy Leader of the Council responded and whilst not in disagreement with the statement made by the Opposition, he outlined his reasons as to why he felt it important for the Council and EMAS to work together constructively to resolve any concerns rather than create an adverse reaction. He considered given the sparsity of the District, the Council had a proven track record of delivery schemes to supplement the statutory services, offering examples. The Health Commission was starting to make a real impact. The general sentiment of Councillor Boles motion was supported, with the ambulance service being an East Midlands wide service, it was likely ambulances would be located in more highly populated areas and therefore it was important service provision and access to services was safeguarded for rural communities. However the Deputy Leader was supportive of the

Leaders approach and understanding of the rationale, indicating the Authority was not at a point of condemning the organisation, which would only create an adverse reaction and not be conducive to open dialogue. He was of the view that it was important to be fully aware of the facts and use the influence of the Council and its Health Commission to work together to resolve the concerns expressed. He therefore moved the Leader's amendment.

The Leader responded to the comments expressed by the Opposition and refuted claims that he wished to dismiss this matter, concurring that it was vital to the whole District and of concern. He re-iterated that he had already contacted EMAS with a number of specific questions, referenced earlier, which he considered the Authority required answers to in order to understand the proposals and once this information had been provided the Council could respond. All wanted to ensure the District had the appropriate level of cover.

Debate ensued with Members offering a number of differing views as to how best this matter should be addressed and their reasons for this. Many spoke in support of the approach put forward by Councillor Boles, as they considered:-

- that a quick response was required,
- this was a front line service which the District should fight for as a risk to life was posed
- it was important to represent the communities rather than be concerned with the reasons for the proposals
- this was a cut too far, with ambulances already having already been reduced in recent years
- diplomatic approaches had not worked historically with the town losing it's A and E service in the 1990s
- the Council needed to be proactive not reactive
- EMAS needed to be held to account and at the very least should be requested to attend a Full Council Meeting.
- There was strong public feeling with an on-line petition having received over 2000 signatures in just a few weeks
- Previous inspections had confirmed EMAS to be a failing service

Whilst having empathy and concern at the situation which appeared to be arising, others spoke in support of the Leader's suggested approach, as they considered: -

- it was important to explore and exhaust all diplomatic avenues
- it was important to make an informed decision, based on evidence
- it would not be positive to marginalise EMAS
- the council had a good relationship with EMAS at a scrutiny level and as such the Council's representative on the Lincolnshire Health Scrutiny committee had already raised this matter with them, with EMAS due to attend in December.
- The Health Commission had been communicating with EMAS all week and did not want to put this continued dialogue at risk
- Condemning in a public arena was considered an act of blame and would create a negative reaction.
- Use of the FOI Mechanism may be of assistance.
- Partnership working would deliver the best conclusion

There was however much support for the suggestion that EMAS should be requested to address Councillors regarding this, as a matter of urgency and before Christmas

Clarification was sought from a Member as to whether Council had the power to mandate individuals to undertake an action as suggested in Councillor Bole's motion as he considered this not to be the case. The Monitoring Officer confirmed this and was of the view the motion asked Members to consider signing but could not compel them to do so. Alternatively the Council could authorise the Chairman for example to respond on behalf of the Authority should it be the majority wish.

Again there was support expressed for EMAS to attend and address Councillors. Councillor Boles who had brought this matter to the Council's attention indicated that he would be happy to support a motion to also undertake this action but felt it important the Council fought for what its residents wanted, Councillor Shore was happy to support this amendment.

It was noted that only one amendment could be considered at any one time as per the rules of debate and further amendments would need to be considered once the first amendment had been dealt with.

The Leader's amendment having being proposed and seconded was then put to the vote and **CARRIED**

Following procedural clarification, a further amendment was then proposed namely that EMAS and the relevant CCG be invited to address Councillors regarding the concerns expressed, having being seconded and put to the vote this was **CARRIED ALSO**.

On that basis it was **RESOLVED** that: -

- (a) a response to EMAS be developed setting out this Council's concerns about changes to ambulance provision in the area and requesting assurance that patient safety and experience will not be adversely affected by the proposed changes.
- (b) The Council's Health Commission be requested to submit this formal response to EMAS on behalf of the Council.
- (c) EMAS and the relevant CCG be invited to address Councillors as matter of urgency and ideally before Christmas regarding their proposals and the concerns expressed.

Councillor Giles McNeill had submitted the following motion:-

"Chairman

Council notes that:

- In October 2015 a Peer review was undertaken of the Planning service with the aim of identifying long running issues and a means to address them.
- A follow-up review was undertaken after six months and that good progress was indicated, nevertheless there were areas to address and actions to be implemented

- In the previous civic year the Governance and Audit Committee formally requested that an audit be undertaken, however this was delayed pending the appointment of a permanent manager for the department, nevertheless in January 2017 the Committee resolved that the audit be undertaken
- That at the meeting of the Governance and Audit Committee on Tuesday, 7th November the internal audit report regarding of Development Management was considered

Council resolves to:

- Welcome the outcomes of the internal audit of Development Management. Particularly the positive 'substantial' assurances given to the Planning Service (Development Control) and the Monitoring of Section 106 Agreements
- Accept the outcome of the internal audit of Development Management. Noting the 'limited' assurance given to Planning Enforcement and to commit to supporting the actions identified in the report particularly with continued additional resources.

I so move
Cllr. Giles McNeill

Councillor Ian Fleetwood, as Chairman of Planning Committee responded as follows: -

"Cllr McNeill, I would like to second your motion and I would like to thank you and your Governance and Audit Committee for ensuring that the scope and coverage of this audit was robust. In addition I am grateful to you for bringing these positive and reassuring findings to full council.

The Development Management function is vital to the success of West Lindsey. As always our internal auditors have been thorough and professional in their work. We have to recognise that there is room for improvement and we need to accept and implement all of the recommendations."

Having being moved and seconded, with no debate on being put to the vote the Motion was declared **CARRIED**.

51 MODERN.GOV - DEMONSTRATION AND PRESENTATION

The Chairman advised that a new Committee Management System was to be shortly launched and this changed the way in which Elected members received their agendas and reports. James Welbourn, Democratic and Civic Officer, was in attendance to give Members a short presentation.

During the presentation, Members received information on the tasks which could be undertaken using the new system, noting all of the other Local Authorities across Lincolnshire used the software.

Members were advised of the three main ways by which they would be able to access their papers going forward, dependent on the device they used, and of the alert notification they would receive when papers became available.

It was noted that All Chair's Briefings' agendas would also be provided through Modern.gov as well, located in the 'West Lindsey Private' publisher on the app, or through the Extranet;

Once the system was fully rolled out to all Members, paper copies would generally no longer be available, except to members of the public. A paper agenda would be provided for Chairs of Committees should they want one.

Further details were provided regarding the App which was available for Windows devices and Ipads, and would be the main way Councillors would access their papers. The registration process was briefly summarised to Members together with information regarding the Apps functionality.

As this software would now provide a format by which exempt papers could be published Members were reminded by the Monitoring Officer of the requirements on Members regarding confidentiality and the need to treat the electronic documents, with the same regard as those previously issued on pink paper.

In conclusion Members were advised that to facilitate registration onto the new system a number of drop-in sessions had been arranged, details were provided. Furthermore, Councillors were invited to book an individual session with any of the Democratic Officers over the coming weeks in order to complete their registrations.

The first meeting to solely use Modern.gov for the issuing of papers would be Full Council in January 2018. Until then, Modern.gov alerts would go out alongside the usual email.

The Chairman thanked Mr Welbourn for his presentation. It was acknowledged that Members may have a number of questions specific to their own needs however it was suggested these would be best addressed through the individual sessions being offered or by contacting the Democratic Team direct.

A number of Members across the Chamber indicated that they had already registered to the system and had found it to be user friendly. MAC book users confirmed it was compatible with their devices and in response to a question it was confirmed that the App was available in an android version.

52 ADOPTION OF BRATTLEBY NEIGHBOURHOOD PLAN

Members were asked to give consideration to a report to fully 'make' (adopt) the Brattleby Neighbourhood Plan following a successful referendum.

Representatives from Brattleby Parish Council were in attendance and prior to Members debating the matter the Chairman invited them to make a short address to Council and present their successful Neighbourhood Plan.

Chairman of Brattleby Parish Council, Mike Spencer described the process gone through in the preparation of the Neighbourhood Plan and thanked a number of people for their hard work and support in the production of the Plan, and all those residents who had contributed. There was concern expressed regarding confusion as to the status and weight applied to

Plans in their development stages, in relation to planning applications under consideration. Reference was made to a particular application within the parish however Members indicated the presentation of the Plan was not a forum in which to discuss issues pertaining to a specific planning application.

Parish Councillor Spencer then formally presented the Plan to the Chairman.

It was moved, seconded and duly

RESOLVED that the Brattleby Neighbourhood Plan be adopted and made.

53 RECOMMENDATION FROM PROSPEROUS COMMUNITIES COMMITTEE - ADOPTION OF THE CIL FOR WEST LINDSEY

Members were asked to give consideration to a report which recommended that the Authority adopt a Community Infrastructure Levy.

The report was presented by the Chairman of the Prosperous Communities Committee and in doing so she advised the adoption of the Community Infrastructure Levy was a joint project between West Lindsey, North Kesteven, City of Lincoln and Lincolnshire County Council and had been ongoing for a number of years.

The purpose of the Community Infrastructure Levy was to support the implementation of the new Local Plan through the provision of strategically important infrastructure such as the Lincoln Eastern By-pass and Secondary Education which promoted the proposed growth targets for the plan period.

This report had been subject to scrutiny at Challenge and Improvement Committee and subsequently considered at Prosperous Communities Committee, as a result, there had been no changes to the content or recommendations in the report.

It had been accepted that Community Infrastructure Levy was quite a technical area therefore, appended to the report was a Frequently Asked Questions Fact sheet which provided basic information on the operation of CIL.

Additionally a series of training sessions for Members and Parish Councils would be hosted in the Spring of 2018.

Councillor Cotton as a member of the Joint Strategic Planning Committee spoke in support of the report and outlined the significant amount of work that had been undertaken to reach this stage of the process.

Members as whole were supportive of the proposal however Councillor Darcel wish to place on record that he considered far too much money was being directed towards the Lincoln Eastern Bypass.

Having being moved and seconded it was

RESOLVED that the **RECOMMENDATION** from the Prosperous Communities

Committee be accepted and that the: -

- (a) modifications set out in the West Lindsey Community Infrastructure Levy (CIL) Examination Report (Appendix A to the report) to the Draft Charging Schedule be approved and incorporated into the West Lindsey CIL Charging Schedule;
- (b) West Lindsey CIL Charging Schedule, (Appendix B to the report), which had been amended to reflect the Examiner's modifications, be adopted;
- (c) position statement provided by Lincolnshire County Council, as requested by the Prosperous Communities Committee, be accepted;
- (d) supporting policies Instalments and In-Kind and Regulation 123 List (Appendix C, D & E to the report), that were consulted upon alongside the Draft CIL Charging Schedule consultation, be approved;
- (e) CIL Charging Schedule be implemented on a date as soon as is practicable on or after 1 January 2018 and in alignment with the other Central Lincolnshire authorities;
- (f) The Chief Operating Officer be authorised to:
 - set the implementation date as per resolution 5 above
 - make minor changes to improve the presentation of the CIL Charging Schedule
 - improve the presentation, and where necessary, clarification of supporting policy documents; and
- (g) a maximum 5% administration charge be applied when CIL is adopted.

54 RECOMMENDATION FROM PROSPEROUS COMMUNITIES COMMITTEE - AMENDMENT TO CONSTITUTION - DELEGATIONS REGARDING NEIGHBOURHOOD PLANNING

Councillor Sheila Bibb, Chairman of the Prosperous Communities Committee, introduced the report and advised that at a meeting on 24 October 2017 her Committee had considered a report relating to Neighbourhood Plans: Priorities and Work Programme

One section of the report had detailed proposed amendments to the delegated powers of the Chief Operating Officer in relation to Neighbourhood Plans, in order to further streamline their journey through the Committee process, specifically to allow Neighbourhood Plans to proceed to Referendum without being considered by the Prosperous Communities Committee.

Constitutionally only Full Council could agree such amendments hence Prosperous Communities Committee had made a recommendation to Council, as set out in Section 1.4 (e)

The rationale for the change was detailed in Section 2 of the report.

Council was therefore requested to accept the recommendation from Prosperous Communities Committee and agree that the Constitution be amended in order to permit Neighbourhood Plans to proceed to referendum without the need for approval by Prosperous Communities Committee.

In concluding her presentation Councillor Mrs Bibb moved the paper.

The Chairman of the Governance and Audit Committee indicated he had been consulted on this proposed amendment and considered it a sensible and reasonable one.

Members were supportive of the proposal and it was duly seconded.

However Councillor Darcel expressed concern that the proposal would see a Councillor's power to air concerns eroded and for this reason indicated he would be voting against the proposal.

RESOLVED that the **RECOMMENDATION** from Prosperous Communities Committee be accepted and the Constitution be amended as follows, in order to permit Neighbourhood Plans to proceed to referendum without the need for approval by Prosperous Communities Committee :-

“Part IV Page 40/ 41- Chief Operating Officer – Delegated Powers

The following delegated power be included:-

To accept the Examiner's report and approve a neighbourhood plan may advance to Public Referendum following a successful independent examination in accordance with the Localism Act 2011 and the Neighbourhood Plan Regulations 2012”

Note: Councillor Darcel requested that his vote against the above decision be recorded.

55 AMENDMENT TO COMMITTEE MEMBERSHIP AND REVISED APPOINTMENTS TO OUTSIDE BODIES

The Chairman introduced the report which set out a number of amendments to the membership of Committees and representation on outside bodies which had been requested through the Administration.

The report set out the reasoning for each amendment.

Members were asked to agree the changes, as detailed in the recommendation box of the reports and in concluding her presentation the Chairman moved the paper.

Having being seconded and put to the vote it was: -

RESOLVED that: -

- (a) in accordance with the provisions of section 16 of the Local Government and Housing Act 1989 and the wishes expressed by political groups, the Members set out below be appointed to serve on the Council's Challenge and Improvement committee for the remainder of the 2017/18 civic year: -

Councillor Bruce Allison
Councillor David Bond
Councillor Paul Howitt-Cowan
Councillor Jessie Milne
Councillor Malcolm Parish
Councillor Roger Patterson
Councillor Di Rodgers
Councillor Lesley Rollings
Councillor Tom Smith
Councillor Lewis Strange
Councillor Anne Welburn
Councillor Angela White

- (b) Councillor Ian Fleetwood be appointed as the Council's representative on Central Lincolnshire Joint Strategic Planning Committee (having formerly been the reserve) and Councillor Owen Bierley be appointed as the reserve representative.
- (c) Councillor Angela White be appointed as the Council's representative on West Lincolnshire Domestic Abuse Service, in place of Councillor Pat Mewis.

The meeting concluded at 8.40 pm.

Chairman

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Council Matters Arising Schedule

Purpose:

To consider progress on the matters arising from previous Council meetings.

Recommendation: That members note progress on the matters arising and request corrective action if necessary.

Matters arising Schedule

Active/Closed	Active				
Meeting	Full Council				
Status	Title	Action Required	Comments	Due Date	Allocated To
Black					
	Q to Council - Rural Transport	<p>Extract from mins of mtg 13/11/17: -</p> <p>Following a q to Council by Cllr G M Neill - extract of Leaders response This is a very serious issue for an area of sparsity and I therefore we propose we contact Councillor Martin Tet of the LGA to garner his support for a review of the proposals.”</p> <p>It was also suggested therefore that the Leader be requested to write to the Minister concerned setting out the Council’s concerns and the potential impact on rural communities. Together with approaches to relevant MPs</p> <p>In responding the Leader indicated he was happy to make representations as considered appropriate including those suggested.</p>	<p>Following the question to Council and the response given by the Leader, please can you work with the Leader to approach those referenced .</p> <p>We have written to LCC as the Transport Authority, expressing our concerns and offered support to both them, and organisations, including Lincoln-dial-a- Ride, effected in any lobbying efforts made.”</p>	31/12/17	Grant White

	<p>motion to council - EMAS</p>	<p>Extract from minutes of mtg 13/11/17: -</p> <p>(a) a response to EMAS be developed setting out this Council's concerns about changes to ambulance provision in the area and requesting assurance that patient safety and experience will not be adversely affected by the proposed changes.</p> <p>(b) The Council's Health Commission be requested to submit this formal response to EMAS on behalf of the Council.</p>	<p>please action as resolved at council. the full details are set out in the motion in the minutes of the meeting held on 13/11/17. please advise when correspondence have been sent/received</p> <p>Progress as at 12/1/18</p> <p>A) EMAS briefed by officers in respect of the motion and members concerns. This was completed immediately after the last meeting. As part of this, EMAS undertook to send an updated position statement that they had prepared for health scrutiny committee for circulation (completed) and committed to attending a meeting.</p> <p>B) This, and subsequent work to prepare for EMAS attendance has been led by the health commission.</p> <p>Following the session on 15/1, with a fuller understanding of the position and impact, the health commission will formally write to EMAS and any remaining concerns not resolved on Monday will be contained within the response</p>	30/11/17	Michelle Howard
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	motion to Council - EMAS - meeting requested	extract from minutes of mtg 13/11/17:- (c) EMAS and the relevant CCG be invited to address Councillors as matter of urgency and ideally before Christmas regarding their proposals and the concerns expressed.	please arrange meeting as requested . Question and Answer session arranged for 15/1	30/11/17	Michelle Howard
	modern.gov cllr registration	in line with the presentation given at the meeting on 13/11. Ensure all councillors are activated on the system in advance of next council meeting in Jan 2018	As at 12/1/18, there were only a few registrations outstanding. Further offers of drop in in sessions with the Team have been extended, and it is anticipated all will be completed by the date of the Council meeting	31/12/17	Katie Coughlan

	changes to cttee membership and outside bodies	as a result of resolution passed at meeting on 13/11/17: - amendment required to membership of c and i cttee joint strategic planning cttee WL domestic Abuse Service	all relevant web pages and lists updated. Outside body organisations advised on changes	24/11/17	Katie Coughlan
Green					
	Code of Conduct	Minute extract 08/05 b) within a period of 28 days of the Code being adopted, all Members agree to sign an undertaking to abide by the new Code of Conduct; and c) the Monitoring Officer, during 2017/18, undertake consultation with all Parish Councils, in relation to the new Code of Conduct, with a view to those Parishes also adopting its content by Autumn 2017	b) Now completed. c) Ongoing - 3 consultations events will be held throughout November across the District. Consultation events have concluded and all parish councils have now been corresponded with. All parishes have been requested to adopt the new West Lindsey Code or Nalc Code by AGM May 18. Adoptions have commenced with 1 notification already received.	31/05/18	Alan Robinson
Grand Total					

DECLARATION OF RESULT OF POLL

WEST LINDSEY DISTRICT COUNCIL

Election of a District Councillor for Sudbrooke Ward

on Thursday 16 November 2017

I, Alan Robinson, being the Returning Officer at the above election, do hereby give notice that the number of votes recorded for each Candidate at the said election is as follows:

Name of Candidate	Description (if any)	Number of Votes*
HART, Gareth Graham	Labour Party Candidate	171
WALLER, Robert Leonard	The Conservative Party Candidate	391 Elected

* If elected the word 'Elected' appears against the number of votes.

The number of ballot papers rejected was as follows:	Number of ballot papers
A want of an official mark	0
B voting for more Candidates than voter was entitled to	0
C writing or mark by which voter could be identified	0
D being unmarked or wholly void for uncertainty	0
E rejected in part	0
Total	0

Vacant Seats: 1

Electorate: 2112

Ballot Papers Issued: 562

Turnout: 26.6%

And I do hereby declare that

Robert Leonard Waller

is duly elected Councillor for the said Ward.

Dated: 16 November 2017

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Alan Robinson
Returning Officer

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FULL COUNCIL

Date: 22 January 2018

Subject: Lea Neighbourhood Plan Adoption

Report by:

Director of Economic Growth & Commercial:
Eve Fawcett-Moralee

Contact Officer:

Nev Brown
Senior Neighbourhood Planning Policy Officer
nev.brown@west-lindsey.gov.uk

Purpose / Summary:

To fully 'make' (adopt) the Lea Neighbourhood Plan.

RECOMMENDATION(S): To make the Lea Neighbourhood Plan in accordance with the Neighbourhood Planning Regulations 2012.

IMPLICATIONS

Legal: This work is a duty under the Localism Act 2011 and the Neighbourhood Planning Regulations 2012.

Financial : FIN/130/18

Additional financial contributions are available from DCLG to support Neighbourhood Planning therefore no impact on Council Budgets.

Staffing: Internal resources in place to deal with Neighbourhood Planning

Equality and Diversity including Human Rights: The Plan has been examined under the Neighbourhood Planning Regulations for any issues relating to equality and diversity.

Risk Assessment : n/a

Climate Related Risks and Opportunities : n/a

Title and Location of any Background Papers used in the preparation of this report:

<https://www.west-lindsey.gov.uk>

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

No

X

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

X

No

Neighbourhood Planning

1. Summary

1.1 Following a positive referendum result on the 7th December 2017, West Lindsey District Council is publicising its decision to 'make' the Lea Neighbourhood Development Plan as part of the West Lindsey Development Plan in accordance with Regulation 19 of the Neighbourhood Planning (General) Regulations 2012.

2. Background

2.1 Lea Parish Council, as the qualifying body successfully applied for the village to be designated as a Neighbourhood Area, under the Neighbourhood Planning (General) Regulations (2012), which came into force in November 2016. Following the submission of the Lea Neighbourhood Development Plan to the Council, the plan was publicised and comments were invited from the public and stakeholders. The consultation period closed in August 2017.

3 Decision & Reasoning

3.1 West Lindsey District Council appointed an independent Examiner; Mr Andrew Ashcroft, to review whether the plan met the basic conditions required by legislation and whether the plan should proceed to referendum.

3.2 The Examiner's Report concluded that the plan meets the Basic Conditions, and that subject to the modifications proposed in the report, the plan should proceed to a Referendum. It was agreed at the Council meeting of West Lindsey District Council on the 24th October 2017 that the plan should proceed to referendum and, in the outcome of a successful referendum result, it should be 'made' (adopted).

3.3 A referendum was held on 7th December 2017, 73% of those who voted were in favour of the plan. Paragraph 38A (4)(a) of the Planning and Compulsory Purchase Act 2004 as amended by Section 3 of The Neighbourhood Planning Act 2017 (Commencement No. 1) Regulations 2017 requires that the Council must make the Neighbourhood Plan if more than half of those voting have voted in favour of the plan.

3.4 West Lindsey District Council is not subject to this duty if the making of the plan would breach, or would otherwise be incompatible with, any EU obligation or any of the Convention rights (within the meaning of the Human Rights Act 1998).

3.5 The referendum held on 7th December 2017 met the requirements of the Localism Act 2011; it was held in the Parish of Lea and posed the question:

'Do you want West Lindsey District Council to use the Neighbourhood Plan for Lea to help it decide planning applications in the neighbourhood area'.

3.6 The count took place on the 8th December 2017 and greater than 50% of those who voted were in favour of the plan being used to help decide planning applications in the plan area.

3.7 The results of the referendum were:

Question:		
Do you want West Lindsey District Council to use the Neighbourhood Plan for Lea to help it decide planning applications in the neighbourhood area?		
	Votes recorded	Percentage
Number of votes cast in favour of 'yes'	282	73.25%
Number of votes cast in favour of 'no'	103	26.75%

3.8 West Lindsey District Council has assessed that the plan including its preparation does not breach, and would not otherwise be incompatible, with, any EU obligation or any of the Convention rights (within the meaning of the Human Rights Act 1998).

3.9 In accordance with the Neighbourhood Planning Act 2017 (Commencement No. 1) Regulations 2017 and the Council's procedure the Lea Neighbourhood Development Plan is 'made' and planning applications in the area must be considered against the Lea Neighbourhood Development Plan, as well as existing planning policy, such as the Central Lincolnshire Local Plan (2012) and the National Planning Policy Framework and Guidance.

4. Recommendation:

4.1 That Members formally agree to 'make' (adopt) the Lea Neighbourhood Plan in accordance with the Neighbourhood Planning Regulations 2012.



FULL COUNCIL

Date: 22 January 2018

Subject: Scotter Neighbourhood Plan Adoption

Report by:

Director of Economic Growth & Commercial:
Eve Fawcett-Moralee

Contact Officer:

Nev Brown
Senior Neighbourhood Planning Policy Officer
nev.brown@west-lindsey.gov.uk

Purpose / Summary:

To fully 'make' (adopt) the Scotter Neighbourhood Plan.

RECOMMENDATION(S): To make the Scotter Neighbourhood Plan in accordance with the Neighbourhood Planning Regulations 2012.

IMPLICATIONS

Legal: This work is a duty under the Localism Act 2011 and the Neighbourhood Planning Regulations 2012.

Financial : FIN/131/18

Additional financial contributions are available from DCLG to support Neighbourhood Planning therefore there is no impact on Council Budgets

Staffing: Internal resources in place to deal with Neighbourhood Planning

Equality and Diversity including Human Rights: The Plan has been examined under the Neighbourhood Planning Regulations for any issues relating to equality and diversity.

Risk Assessment : n/a

Climate Related Risks and Opportunities : n/a

Title and Location of any Background Papers used in the preparation of this report:

<https://www.west-lindsey.gov.uk>

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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Neighbourhood Planning

1. Summary

1.1 Following a positive referendum result on the 7th December 2017, West Lindsey District Council is publicising its decision to 'make' the Scotter Neighbourhood Development Plan as part of the West Lindsey Development Plan in accordance with Regulation 19 of the Neighbourhood Planning (General) Regulations 2012.

2. Background

2.1 Scotter Parish Council, as the qualifying body successfully applied for the village to be designated as a Neighbourhood Area, under the Neighbourhood Planning (General) Regulations (2012), which came into force in June 2015. Following the submission of the Scotter Neighbourhood Development Plan to the Council, the plan was publicised and comments were invited from the public and stakeholders. The consultation period closed in August 2017.

3. Decision & Reasoning

3.1 West Lindsey District Council appointed an independent Examiner; Mr Andrew Ashcroft, to review whether the plan met the basic conditions required by legislation and whether the plan should proceed to referendum.

3.2 The Examiner's Report concluded that the plan meets the Basic Conditions, and that subject to the modifications proposed in the report, the plan should proceed to a Referendum. It was agreed at the Council meeting of West Lindsey District Council on the 24th October 2017 that the plan should proceed to referendum and, in the outcome of a successful referendum result, it should be 'made' (adopted).

3.3 A referendum was held on 7th December 2017, 90% of those who voted were in favour of the plan. Paragraph 38A (4)(a) of the Planning and Compulsory Purchase Act 2004 as amended by Section 3 of The Neighbourhood Planning Act 2017 (Commencement No. 1) Regulations 2017 requires that the Council must make the Neighbourhood Plan if more than half of those voting have voted in favour of the plan.

3.4 West Lindsey District Council is not subject to this duty if the making of the plan would breach, or would otherwise be incompatible with, any EU obligation or any of the Convention rights (within the meaning of the Human Rights Act 1998).

3.5 The referendum held on 7th December 2017 met the requirements of the Localism Act 2011; it was held in the Parish of Scotter and posed the question:

'Do you want West Lindsey District Council to use the Neighbourhood Plan for Scotter to help it decide planning applications in the neighbourhood area'.

3.6 The count took place on the 8th December 2017 and greater than 50% of those who voted were in favour of the plan being used to help decide planning applications in the plan area.

3.7 The results of the referendum were:

Question:		
Do you want West Lindsey District Council to use the Neighbourhood Plan for Scotter to help it decide planning applications in the neighbourhood area?		
	Votes recorded	Percentage
Number of votes cast in favour of 'yes'	612	90%
Number of votes cast in favour of 'no'	66	10%

3.8 West Lindsey District Council has assessed that the plan including its preparation does not breach, and would not otherwise be incompatible, with, any EU obligation or any of the Convention rights (within the meaning of the Human Rights Act 1998).

3.9 In accordance with the Neighbourhood Planning Act 2017 (Commencement No. 1) Regulations 2017 and the Council's procedure the Scotter Neighbourhood Development Plan is 'made' and planning applications in the area must be considered against the Scotter Neighbourhood Development Plan, as well as existing planning policy, such as the Central Lincolnshire Local Plan (2012) and the National Planning Policy Framework and Guidance.

4. Recommendation:

4.1 That Members formally agree to 'make' (adopt) the Scotter Neighbourhood Plan in accordance with the Neighbourhood Planning Regulations 2012.



Council

22 January 2018

MEMBERS' ALLOWANCES FOR CIVIC YEAR 2018-19

Report by:

Monitoring Officer

Contact Officer:

Alan Robinson
Monitoring Officer
01427 676509
Alan.robinson@west-lindsey.gov.uk

Purpose / Summary:

To review and agree the Recommendations made by the Independent Remuneration Panel with regard to members allowances for 2018-2019 civic year.

RECOMMENDATION(S):

That Members approve the new rates as shown within this Report (page 4), with regard to Members' Allowances for the Civic Year 2018 – 2019 by:

- a) Agree to an increase of £80 p/a for the Basic Allowance
- b) Agree the proposed changes to SRA's
- c) Agree to the SRA's for Regulatory Committee and the Licensing Committee to be split 50:50 for each Chairman and the increase of £22.50 each; and the Vice Chairman SRA be split 50:50 between each Vice Chairman and the increase of £10.00 each.
- d) Agree to an increase to the Dependant Carers Allowance of £3.50
- e) Agree to the introduction of reimbursement of the cost for an eye test up to a maximum of £20 in a two year period.

IMPLICATIONS

Legal: None

Financial : FIN/96/18

The total additional budget requirement for the proposed increases is £4,180. This amount will be built into the Base Budget 2018/19 onwards.

Staffing : None

Equality and Diversity including Human Rights : None

Risk Assessment : None

Climate Related Risks and Opportunities : None

Title and Location of any Background Papers used in the preparation of this report:

None

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

No

x

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

No

x

1. Background

- 1.1 West Lindsey District Council's Independent Remuneration Panel (IRP), has carried out a review of the Council's Scheme of Members' Allowances.
- 1.2 To inform the review, the Panel has considered a number of factors, including figures paid by neighbouring and comparative authorities. Details of these are attached at Appendix 2. The evidence reviewed by the Panel indicates that the current Scheme of Allowances is robust and there is general agreement that, the Scheme is transparent, simple to administer and easily understood.
- 1.3 The Panel also received details of the Council's budget situation from the Strategic Lead – Governance & People.
- 1.4 The Panel consulted with all Members - providing the opportunity to comment via email with a Questionnaire; and also offered appointments to meet with the Panel. Members of the Governance & Audit Committee were also consulted on 7 November 2017.
- 1.5 On 13 September 2017, four Members met with the Panel to give their views. All comments made by the Members during the discussions and also the completed Questionnaires received, have been taken into account by the Panel when arriving at their final recommendations in this Report.
- 1.6 Whilst mindful of the need for caution in increasing allowances, the Panel are well aware of the dangers of remuneration failing to adequately compensate for the role. The Panel felt that they must also consider the pay rises for staff in order to avoid any feeling on inequality. The Panel recommend an increase of £80 p/a to the basic allowance – making this £5,480 p/a.
- 1.7 The review noted that the Regulatory Committee and the Licensing Committee had been split and that currently the same person chaired both Committees. In the event of there being two different Chairmen / Vice Chairmen in the future, the Panel recommend that the respective SRA's be shared as a 50:50 split.
- 1.8 The Panel noted that the Dependant Carers Allowance had not changed for some time and recommended that this be increased by £3.50 bringing it to £10
- 1.9 Arising out of the consultation appointments held with Members, the Panel recommend the introduction of reimbursing Members the cost of an eye test, up to a ceiling of £20 in a two-year period.
- 1.10 The Panel recommend the increases to Special Responsibility Allowances (SRA's) as appearing on page 4, (Appendix 1 on page 6 gives further detail). Again, the Panel felt that remuneration should be adequate for the role; and that staff pay increases should be kept in mind to negate any perception of inequality.
- 1.11 The Panel would like to record its thanks to those Members and Officers who made themselves available to speak with the Panel.

2 Panel Recommendations

2.1 Basic Allowance

The Panel were firmly of the view that a £80 p/a increase in Basic Allowance was totally justifiable. The recommended rate is therefore £5480.00 for the year 2018/19

2.2 SRA – Special Responsibility Allowances – Recommended rates

	Currently	New Rate
Basic Allowance	£5,400	£5,480
SRA - Leader of Council	£12,000	£12,180
SRA – Deputy Leader/s (in the event of two or more being nominated, the payment to be shared)	£4,350	£4,415
SRA -Chair of Council	£3,840	£3,900
SRA – Vice-Chair of Council	£1,320	£1,340
Civic Allowance for the Chairman of Council	£1,550	£1,575
Civic Allowance for the Vice-Chairman of Council	£420	£430
SRA – Committee Chairs (excluding Licensing Cttee and Regulatory Cttee)	£3,000	£3,045
SRA – Regulatory Chair	£1,500	£1,522.50
SRA – Licensing Chair	£1,500	£1,522.50
SRA – Committee Vice-Chairs (excluding Licensing Cttee and Regulatory Cttee)	£1,420	£1,440
SRA – Regulatory Vice Chair	£710	£720

SRA – Licensing Vice Chair	£710	£720
SRA – Leader of the Opposition (in the event of the Council being a ‘hung ¹ ’ Council, the Leaders of the two largest groups be paid the same special responsibility allowance as for the Leader of the Opposition)	£4,350	£4,415
SRA – Deputy Leader of the Opposition	£790	£800
SRA – Minority Group Leaders (per group member, and including the Group Leader)	£90	£95
Co-optees’ Allowance – A payment of £60.00 for the first four hours of attendance at a meeting/event and a second payment for attendance in excess of four hours. The first four hours would commence from the start time of the meeting (To be paid when not chairing a meeting).	£60	No change
Dependent Carer’s Allowance	£6.50	£10

No change to travel allowances. The Panel noted and commented that travel allowances are currently in line with the tax efficient rate authorised by the Inland Revenue.

Subsistence – No change (Receipts must be provided for subsistence claimed and attached to the claim form).

- a. Absence of more than four hours but no more than eight hours – only the cost of one meal can be reimbursed up to a maximum of £15.
- b. Absence of more than eight hours but no more than 12 hours – only the cost of two meals can be reimbursed up to a maximum of £25.
- c. Absence of more than 12 hours but no more than 16 hours – only the cost of three meals can be reimbursed up to a maximum of £33.

- d. Absence of more than 16 hours but not including an overnight stay – only the cost of four meals can be reimbursed up to a maximum of £40.
- e. Overnight – No Change – £83
- f. Overnight (London or LGA) – No Change – £208

**SRA – Special Responsibility Allowances
Recommended SRA's for Civic Year 2018/2019**

	Currently £	Recommended Increase per annum £	Equating to a weekly amount of: £
Basic allowance per Member	5400	80	1.54
Leader of Council	12000	180	3.46
Deputy Leader of Council	4350	65	1.25
Chair of Council	3840	60	1.15
Vice Chair of Council	1320	20	0.38
Civic Allowance for Chairman of Council	1550	25	0.48
Civic Allowance for Vice Chairman of Council	420	10	0.19
Committee Chairs*	3000	45	0.87
Committee Vice Chairs**	1420	20	0.38
Leader of Opposition	4350	65	1.25
Deputy Leader of Opposition	790	10	0.19
Minority Group Leaders (per group Member including the Group Leader)	90	5	0.10
Governance & Audit Independent Members	60 per month	No change	
Co-optee Allowance per meeting	60 per month	No change	
Dependent Carer Allowance	6.50	3.50	0.07

*excluding Licensing Cttee and Regulatory Cttee.

** excluding Licensing Cttee and Regulatory Cttee.

Split SRA between Regulatory Committee and Licensing Committee

Regulatory Cttee Chair	1500	22.50	0.43
Licensing Cttee Chair	1500	22.50	0.43
Regulatory Vice Chair	710	10.00	0.19
Licensing Vice Chair	710	10.00	0.19

Eye Tests

Reimburse Members for the cost of an eye test of up to £20 maximum, in a two-year period.

Comparison with other 4th Option Authorities

	WLDC	Craven	Tandridge	Corby	Melton Mowbray	East Cambs	Runnymede	Sth Derbys
Basic	5400	4300	4129	4160	4663	5300	3440	6175
Leader	12000	8170	5857	12480	12406	6000	6880	18518
Dep Leader	4350	4300	1465	6240	3964	2000	1720	10178
Ch Planning	3000	2150	2928	2080	3964	3000	6020	9249
VC Planning	1420		1465	Nil	1168	1500	4013	2312
Ch OSP	3000		2928	2080	3964	3000	3440	9249
VC OSP	1420		1465	Nil	1168	700	1720	2312
Ch Licensing	3000			2080	3964		2440	4630
VC Licensing	1420			Nil	1168	700	1720	
Ch Audit	3000		2928	2080	3964	3000	1335	9249
VC Audit	1420		1465	Nil	1168	700	430	2312
Chair Council	3840	3440	2928				3440 Mayor	
VC Council	1320	430	1465				860 Dep M	
Civic Chair Council	1550							
Civic VC Council	420							
Leader of Oppo	4350		2928	2928	677	2000	2580	9249
Dep Leader Oppo	790							2312
Co-optees	60 per mtg				462 pa	250 pa	402 pa	1152 pa
Comments	2017/18	Still 2015 figures	2017/18	Still July 2015	May 2017	Mar 2017	Mar 2017	Jan 2017



Full Council

22 January 2018

Subject: Local Council Tax Support Scheme for 2018/19

Report by:

Director of Resources

Contact Officer:

Alison McCulloch
Revenues Team Manager
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Purpose / Summary:

For Council to agree the Local Council Tax Support Scheme for West Lindsey DC for 2018/19.

RECOMMENDATION(S): That members;

Agree Option 3 as the preference for the Local Council Tax Support Scheme for West Lindsey District Council for 2018/19 as recommended by Corporate Policy and Resources Committee on 14 December 2017.

IMPLICATIONS

Legal:

The Council has to determine a local scheme for council tax reduction by 31 January 2018.

Financial : FIN/100/18

The cost of the Local Council Tax Support scheme is shared between Lincolnshire County Council (71%), West Lindsey District Council (16%) and Lincolnshire Police (12%).

- To comply with the Council budget guiding principles, a scheme has to be designed that aims to fit the level of available government grant. The Local Council Tax Support Grant has now been rolled into the Revenue Support Grant and it is no longer possible to identify the funding which directly relates to this area. It is therefore desirable that the financial impact is cost neutral or can demonstrate financial savings.
- The scheme that is chosen by the Council will need to be monitored to ensure the level of council tax collection remains comparable with previous years

Staffing :

The changes are minimal and therefore should not impact on staff.

Equality and Diversity including Human Rights :**Risk Assessment :**

- a. If Council Tax Support caseloads rise or fall then WLDC and the other major precepting authorities will have to absorb those expenditure variations through the Collection Fund. It is therefore vital that the financial implications of the scheme decisions made are realistic in terms of bridging the funding gap.
- b. If there is a downturn in the local economy, or where there has been major redundancies if a major company ceases trading, Council Tax Support caseloads could rise significantly.
- c. Each Council must approve their local Council Tax Support scheme by 31st January otherwise a default scheme similar to the current Council Tax Benefit scheme will be imposed which will cause funding gaps between the amount of grant received and the amount of council tax support entitlement.
- d. The amount of council tax support awarded last year was just over £6 million but forecasts indicate this will be slightly lower this year. Whilst this is not a budget saving it will contribute towards the savings required by 2020.

Climate Related Risks and Opportunities :

None arising from this report.

Title and Location of any Background Papers used in the preparation of this report:

Local Government Finance Act 2012

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

Yes

No

Key Decision:

Yes

No

Executive Summary

Council Tax Benefit was a national scheme providing means-tested financial help to households to pay their Council Tax liability. This was abolished on 31 March 2013 and every Local Authority was tasked with designing a local scheme of financial support to replace Council Tax Benefit.

West Lindsey District Council consulted with the residents of the district and the precepting authorities and adopted a local scheme approved by full Council in January 2013. This scheme was re-adopted for 2014/15 and for 2015/16 and, following further consultations in 2015, minor amendments to the scheme were agreed for 2016/17. The scheme did not change in 2017/18 and the amount of Council Tax collected from claimants last year was just over 70%.

Following changes in legislation which replaced some Department for Work and Pensions benefits to Universal Credit there has been an increase in the number of reported claimants' changes in circumstances received by the council each month. Each change to a person's income or capital changes their entitlement to Universal Credit which, in turn, changes their Council Tax Reduction entitlement. This results in a change in their council tax instalments payable every month. Currently within West Lindsey only single claimants can claim Universal Credit but from March 2018 the Department for Works and Pensions will roll out new claims for Universal Credit to couples and families meaning that there will be a much greater percentage of the population (and the Local Council Tax Support caseload) claiming Universal Credit. The Gainsborough job centre roll out date was scheduled for May 2018 but it has recently been announced that this has changed to September 2018.

Re-modelling of the scheme has taken place and a consultation with suggestions for possible amendments to the scheme, which would reduce the amount of changes to a person's Council Tax Reduction entitlement has been conducted. The consultation took place between 4 September 2017 and 13 October 2017 with residents, voluntary groups, stakeholders and citizen panel members taking part. The consultation was available both as an on-line consultation and hard copies were also available.

In order to help inform the decision-making process the results of the consultation are included in this report along with the expected costs or savings of each option.

The finalised local council tax support scheme must be approved and adopted by Full Council by 31st January 2018 at the very latest.

1. Background

- 1.1 The Local Government Finance Act 2012 replaced Council Tax Benefit with a Council Tax support scheme. Unlike Council Tax Benefit (CTB) which is set by Central Government, the new Council Tax support scheme must be defined by individual Local Authorities (albeit with much central prescription).
- 1.2 Pensioners are protected by Government which means 'local schemes' must give the same level of assistance to pensioners awarded to them under then old Council Tax Benefit scheme. West Lindsey District Council also made the decision since 2013/14 to protect those in receipt of a War Pension and those claimants receiving a Disability Benefit and the proposal is not to change this decision.
- 1.3 Recent changes in legislation which replaced some Department for Work and Pensions benefits with Universal Credit has seen an increase in the amount of changes of claimants circumstances received by the council each month. Every change to a person's income or capital changes their entitlement to Universal Credit which, in turn, changes their Council Tax Reduction entitlement. This results in a change in their council tax instalments every month. As Universal Credit will be rolled out for new claimants in all client groups (couples and families) from March 2018 we are expecting a greater proportion of our Council Tax Support caseload to be Universal Credit claimants.
- 1.4 In order to avoid multiple changes for those people in receipt of Universal Credit and to make the scheme clearer and simpler two options were suggested. The first being to fix periods of assessment for 4 months meaning no reassessment of claims during the fixed period and the second being to apply a tolerance which would mean only changes resulting in an alteration of entitlement greater/less than £2.50 per week would be recalculated. To qualify for the reassessment the claimant would need to show a £12.50 change (plus or minus) in their weekly income.
- 1.5 It was also noted that from 6 April 2017 the Department for Works and Pensions introduced a new benefit for working age applicants whose partner had died. This benefit called Bereavement Support Payment replaced Bereavement Payment, Bereavement Allowance and Widowed Parents Allowance. Due to this change being announced after 31st January 2017 it was unable to incorporate it into the current council tax support scheme. Therefore it was included in the consultation as a possible change to the scheme which would, if adopted, enable any Bereavement Support Payments to be disregarded which would bring it

into line with how the payment is treated in the current Housing Benefit Scheme.

- 1.6 The changes suggested in the consultation for the council tax support scheme for 2018/19 were:

	Change
1	Fixed period assessments
2	Apply a tolerance to Universal Credit claimants for Council Tax Reduction to avoid multiple changes
3	Disregard Bereavement Support payments in line with Housing Benefit regulations
4	Make no changes to the current scheme

- 1.7 Consultation took place over a 6 week period from 4 September 2017 to 13 October 2017. The consultation questionnaire was available on the West Lindsey website and in paper format at both West Lindsey offices at Gainsborough and Market Rasen. It was also sent to all members of the Citizens Panel and all Parish Councils.

- 1.8 Benefit Officers who attend benefit surgeries across the district and officers working at the Guildhall and Market Rasen promoted the consultation offering assistance to residents to complete the survey.

2. Results of the Consultation

A total of 1,288 consultation questionnaires were issued to the Citizens panel. This panel consists of residents from all areas of the district who experience differing financial and personal circumstances, some of whom are currently in receipt of council tax support.

The Benefits team also issued approximately 12 hard copy questionnaires to council tax support claimants who visited the offices at Gainsborough and Market Rasen. Claimants were also offered the opportunity to complete the consultation on-line via the West Lindsey digital hub or via a Benefit Assessor but claimants were reluctant to participate.

A total of 444 replies were received in response to the consultation, 224 of which were electronic and 220 hard copies. This equates to a 34% response rate.

The descriptions of the households completing the consultation were broken down as below:

- 14.3% of respondents are families with one or more dependent children
- 67.3% are single person households or couple without children.
- 12% are households that include someone who is disabled

- 1.6% are lone parent households with one or more dependent children
- 3.4% are a carer in a household with one or more dependent children
- 1.4% are households that include someone entitled to a war pension

Three quarters of the responders (75.7%) agreed that fixing the assessment period for universal credit claimants would avoid multiple changes, be less confusing, avoid constant recalculations of council tax instalments and would allow claimants to budget over longer periods.

Slightly less responders (68.7%) agreed that applying a tolerance to universal credit claimants so that only alterations plus/minus £2.50 would result in a recalculation to council tax support.

Less than a quarter of responders (23.6%) felt that it was not necessary to make any changes to the current scheme.

With regard to disregarding Bereavement Support 78.3% of responders agreed that the scheme.

Some of the comments received in relation to the consultation were:

- Making the payments simpler for families and easing admin costs for the council, MUST be beneficial.
- Stable payments which do not alter every month must be a better option than those that alter regularly. Claimants know where they stand administrative costs are reduced.
- I would like to see all benefits being as closely linked to good citizenship as possible.
- Is there any scope for increasing the tolerance?
- I would support a 3 monthly fixed period.
- WLDC should opt for a system that is as fair as possible.
- Adopt whichever system is most cost effective but continues to support those most in need.
- The tolerance of £2.50 is a little too high – would £1.50 be kinder?
- The tolerance of £2.50 should be higher otherwise the cost of administration may outweigh the income being received.
- The new plans will reduce admin work and claimants will know their outgoings and be able to budget in advance without the fear of increased CT monthly.

In order to engage more council tax support claimants in future consultations relating to the council tax support scheme this particular consultation will be used as a learning tool and other means of engagement will be considered and trialled.

3. Options

There are 4 options for consideration for the 2018/19 scheme and appendix A details the cost savings in full and to each precepting authority.

3.1 Option 1

To make no change to the current scheme, adapted from the scheme applied to people of pension age, for another 12 months but to apply any new legislative requirements and the uprating of the non-dependent charges, applicable amounts and household allowances and deductions, used in the calculation of the reduction in accordance with the Department for Works and Pensions (DWP) annual up-ratings.

Costs/Savings

- Increase the non-dependent deductions (up-rating) to the amount stipulated by the Department for Works and Pensions for 2018/19. The current amounts are listed in column 1 and are, based on last years increases likely to increase to the figures listed in column 2.

2017/18	2018/19
£11.55	£11.65
£ 9.65	£ 9.74
£ 7.65	£ 7.72
£ 3.80	£ 3.83

This would provide a small saving to West Lindsey District Council of £64.

- Disregard any Bereavement Support Payments in the calculation of Council Tax Support which will help those who have been bereaved.

Advantages	Disadvantages
There has been a slight reduction in the number of households claiming council tax support which has reduced the costs of the scheme. In September 2016 we had 7,129 claimants and in September 2017 there were 6,892 claimants.	Very small saving to the council
Collection rates are being maintained under the current scheme.	
This option ensures the council	

tax support rules stay consistent with the Department for Work and Pensions rules which avoids confusion for claimants.	
There are currently no claimants in receipt of Bereavement Support Payment. Whilst not a large expense to the council it would ensure funds are directed towards the vulnerable during a difficult period in their lives.	Very limited cost to the council.

3.2 Option 2

To make no changes to the current scheme for 2018/19 ie: do not apply the up-rate household allowances and deductions

Costs/Savings

There would be no direct saving to the council under this option.

Advantages	Disadvantages
	The Council would have three sets of rules to apply for households applying for financial help, this would cause confusion for the claimants, will lead to increased modification to IT and training for the Benefits Team and an additional set of regulations.

3.3 Option 3

- to introduce fixed period assessments for Universal credit claimants of 4 months
- to apply any new legislative requirements and the uprating of the non-dependent charges, applicable amounts and household allowances and deductions, used in the calculation of the reduction in accordance with the Department for Works and Pensions (DWP) annual up-ratings
- to disregard any Bereavement Support Payments in the calculation of Council Tax Support which will help those who have been bereaved.

Costs/Savings

There will be an administrative saving in this option but the effect will not be known until all new claims transfer to Universal Credit starting in March 2018. In postage alone for every 100 claims that move to Universal Credit there would be an approximate postage saving of £60 per month and eventually it is expected that up to 1500 families will move to Universal Credit by 2022.

Advantages	Disadvantages
It is a clear and simple change to the current scheme.	Some claimants may be disadvantaged in the short term as changes that may increase entitlement to Council Tax Support would not be taken into account until the new assessment period.
It is administratively simple.	
It will enable claimants to budget over longer periods.	
It may benefit some claimants in the short term as changes that may increase entitlement to Council Tax Support would not be taken into account until the new assessment period.	
This option ensures the council tax support rules stay consistent with the Department for Work and Pensions rules in terms of Bereavement Payments and annual up-ratings which avoids confusion for claimants.	

3.4 Option 4

- to apply a tolerance for Universal credit claimants in receipt of council tax support – only make changes to entitlement where the net difference is plus/minus £2.50 per week.
- to apply any new legislative requirements and the uprating of the non-dependent charges, applicable amounts and household allowances and deductions, used in the calculation of the reduction in accordance with the Department for Works and Pensions (DWP) annual up-ratings
- to disregard any Bereavement Support Payments in the calculation of Council Tax Support which will help those who have been bereaved.

There will be an administrative saving in this option but the effect will not be known until all new claims transfer to Universal Credit starting in March 2018. From limited experience of Universal Credit to date, many claims have the possibility of a £12.50 per week change in income and therefore the savings are unlikely to be in excess of the Fixed Benefit period option (option 3)

Advantages	Disadvantages
It is a clear and simple change to the current scheme.	Some claimants may be disadvantaged in the short term as changes that may increase entitlement to Council Tax Support would not be taken into account until the change in income reaches £12.50 per week.
It is administratively simple.	
It will enable claimants to budget over longer periods.	
It may benefit some claimants in the short term as changes that may increase entitlement to Council Tax Support would not be taken into account until the change in income reaches £12.50 per week.	
This option ensures the council tax support rules stay consistent with the Department for Work and Pensions rules in terms of Bereavement Payments and annual up-ratings which avoids confusion for claimants.	

4. Recommendations

It is recommended that the Members consider the 4 options and agree Option 3, being to adopt the scheme based on the 2017/18 scheme.

Option 3 is considered the more stable option with more predictable administration savings and more of the consultation replies agreed that a fixed period scheme would be preferable to a scheme applying a tolerance to income levels. The comments from the consultation prove that a fixed period scheme is a more understandable to the customers and will be easier for customers to adopt. Some existing customers will remember the fixed period assessments applied to Family Credit in the past which will enable us to demonstrate its effectiveness.

5. Local Council Tax Support Scheme 2018/19

It is recognised that whatever decision is reached this would only be a scheme for 2018/19. A review of the scheme is undertaken annually when more knowledge of the impact of that year's scheme and collection rates are available. Monitoring will also take place to analyse the impact and any unintended consequences it has had on council taxpayers and benefit recipients.

Appendix A – Options Calculation Table

	Total Cost	LCC – 75%	WLDC-12.5%	LPA -12.5%
Total cost of 2016/17 LCTS scheme	£6,120,456	£4,590,342	£ 765,057	£ 765,057
Total cost of 2017/18 LCTS scheme before any changes are implemented	£6,078,906	£4,559,179	£ 759,863	£ 759,863
Total saving	£ 41,550	£ 31,163	£ 5,194	£ 5,194

Possible Options		Total Saving	LCC - 75% Saving	WLDC – 12.5% saving	LPA – 12.5% saving
Total annual cost before charges	£6,078,906				
Estimated Change to Non Dependent Deductions	£6,078,394	£ 512	£ 384	£ 64	£ 64
£11.55 to £11.65					
£9.65 to £9.74					
£7.65 to £7.72					
£3.80 to £3.83					
Disregard Bereavement Support payments (cost neutral)					

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Full Council

22 January 2018

**Subject: Collection Fund – Council Tax Surplus & Council Tax Base
2018/19**

Report by:	Director of Resources (S151)
Contact Officer:	Tracey Bircumshaw- Financial Services Manager 01427 676560
Purpose / Summary:	<p>As recommended by the Corporate Policy and Resources Committee, the report sets out the declaration of the estimated surplus on the Council's Collection Fund relating to Council Tax at the end of March 2018 and how it is shared amongst the constituent precepting bodies.</p> <p>It also sets out the Council tax base calculation for 2018/19. The tax base is a key component in calculating both the budget requirement and the council tax charge</p>

RECOMMENDATION(S):

- 1) That Members accept that the estimated surplus of £105,010 be declared as accruing in the Council's Collection Fund at 31 March 2018 relating to an estimated Council Tax surplus.**
- 2) That the Council uses its element of the Collection Fund surplus/deficit in calculating the level of Council Tax in 2018/19.**
- 3) That the calculations of the Council's tax base for 2018/19 as set out in Appendix A be approved, and that in accordance with the Local Authorities' (Calculation of Council Tax Base) Regulations 1993 (as amended), the tax base for each part of the Authority's area shall be as set out in Appendix B.**

IMPLICATIONS

Legal: It is a requirement under the Local Government Finance Act 1992 that the Council calculates the tax base for council tax purposes. This must be done before 15 January prior to the financial year to which the tax base relates. It is also a requirement that the resolution determining the calculation be notified to the County Council between 1 December 2017 and 31 January 2018.

It is a requirement under the Local Government Finance Act 1992 that any estimated surplus on the previous year's Collection Fund shall be shared amongst the major precepting bodies.

Financial : FIN/123/18

The estimated surplus in respect of the surplus in Council tax totals £650,180 to be shared as follows in 2018/19:-

Lincolnshire County Council £463,890

Police and Crime Commissioner, Lincolnshire £81,280

West Lindsey District Council £105,010

West Lindsey District Council will include its surplus within its budget 2018/19 and will take it into account for Council Tax setting purposes. The surplus share of £105,010 represents a decrease of £113,886 against the 2017/18 budgeted surplus of £218,896.

Staffing : None directly arising as a result of this report

Equality and Diversity including Human Rights: None directly arising as a result of this report.

Risk Assessment: The Council is bound by legislation undertake the necessary work to determine the Council Tax Base and to distribute the estimated surplus on the Collection Fund. Failure to do so would mean that the Council would be acting illegally and would be prone to appropriate sanctions.

Climate Related Risks and Opportunities: None arising as a result of this report.

Title and Location of any Background Papers used in the preparation of this report:

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

No

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

No

Collection Fund Surplus for 2018/19

1 Introduction

- 1.1 The Council is required to declare an estimate of the surplus or deficit that will occur on the Collection Fund at the end of each year. The Collection Fund records the amount of income collected from Council Tax, together with precept payments to principal authorities. These elements will generate a surplus or a deficit which should be taken into account when determining the Council Tax for the following year.
- 1.2 Any surplus or deficit generated through the Collection fund in relation to Council Tax is shared between the County Council, the Lincolnshire Police Authority and this Council in the same proportion as the amount of their precepts for 2017/18.
- 1.3 A surplus or deficit may occur in the Collection Fund if the Council tax base is larger or smaller than originally anticipated or collection rates are higher or lower than expected.

2 Estimated Council Tax Surplus for 2018/19

- 2.1 The amount calculated as available from the Collection Fund for distribution during 2018/19 has been calculated as £650,180
- 2.2 This amount will be shared amongst the precepting authorities as follows:

	£
Lincolnshire County Council	463,890
Police and Crime Commissioner	81,280
West Lindsey District Council	105,010

	£650,180

- 2.3 This Council must take the £105,010 into account when it sets its element of the Council Tax for 2018/19.

3 The Council's Tax base for 2018/19

- 3.1 The tax base is an important factor in determining the level of Council Tax for the next year. It is expressed as the equivalent of the number of dwellings in Band D.
- 3.2 The calculation takes into account the following factors:-
 - 3.2.1 The number of chargeable dwellings in each valuation band in each Parish on 30 November 2017.
 - 3.2.2 The number of discounts available to single and other eligible persons and for vacant dwellings.

- 3.2.3 The number of premiums effective at the relevant date.
- 3.2.4 The number of valuation band reductions for dwellings adapted for the disabled.
- 3.2.5 The number of dwellings exempt from liability.
- 3.2.6 The total amount estimated to be applied for the Council Tax Support Scheme.
- 3.2.7 The estimated amount of Council Tax collection in the financial year.
- 3.2.7 The proportion which dwellings in each band bear to Band D, on a full year basis.
- 3.2.8 An estimated collection rate of 98.3%
- 3.3 The Council Tax Support scheme was introduced in April 2013 enabling actual information to be used as a basis for the estimation in calculating the impact of the reductions on the tax base. These are detailed within Appendix A.
- 3.4 The number of chargeable dwellings in each valuation band has been taken from the valuation list supplied by the Valuation Office on 31 October 2017 and updated by the Council tax department on 30 November 2017. A summary of the calculation and adjustments taken into account is shown at Appendix A. The overall tax base for 2018/19 is estimated to be 29,224.12 (28,959.46 2017/18) (total of parishes below) Band D properties.
- 3.5 The number of properties exempt from Council Tax, including Ministry of Defence buildings, has been deducted from the initial tax base. Direct payments in lieu are received from the Ministry of Defence and these are included later in the tax base calculation.
- 3.6 A loss of collection from Council Tax equal to 98.3% has been taken into account, reflecting current levels of collection and assumed collection rates for the changes proposed.
- 3.7 The Council levies additional amounts for the precepts of Local Councils, and separate tax bases are required for those areas. These are shown at Appendix B.

Appendix A

COUNCIL TAX BASE

Band	Z	A	B	C	D	E	F	G	H	TOTAL
Number of dwellings	0.00	16,106.00	8,008.00	7,610.00	5,708.00	3,419.00	1,420.00	513.00	67.00	42,851.00
Exempt properties	0.00	(369.00)	(145.00)	(107.00)	(41.00)	(18.00)	(7.00)	(1.00)	(6.00)	(694.00)
No of Chargeable dwellings	0.00	15,737.00	7,863.00	7,503.00	5,667.00	3,401.00	1,413.00	512.00	61.00	42,157.00
Disablement relief	26.00	8.00	23.00	(22.00)	(1.00)	(15.00)	(10.00)	1.00	(10.00)	0.00
Adjusted Chargeable dwellings	26.00	15,745.00	7,886.00	7,481.00	5,666.00	3,386.00	1,403.00	513.00	51.00	42,157.00
Discounts on relevant day	(1.75)	(1,876.80)	(688.75)	(544.65)	(293.35)	(141.35)	(58.10)	(26.80)	(6.35)	(3,637.90)
Premiums	0.00	59.50	13.50	12.50	4.50	4.00	1.00	2.00	1.00	98.00
Total Discounts	(1.75)	(1,817.30)	(675.25)	(532.15)	(288.85)	(137.35)	(57.10)	(24.80)	(5.35)	(3,539.90)
Adjusted Total Dwellings	24.25	13,927.70	7,210.75	6,948.85	5,377.15	3,248.65	1,345.90	488.20	45.65	38,617.10
Reduction in tax base due to CTS	6.69	3,846.22	691.17	369.56	132.22	61.06	14.08	4.51	0.00	5,125.51
Equivalent after reduction due to CTS	17.56	10,081.48	6,519.58	6,579.29	5,244.93	3,187.59	1,331.82	483.69	45.65	33,491.59
Ratio to band D	5/9	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9	
	5.00	6.00	7.00	8.00	9.00	11.00	13.00	15.00	18.00	
Total No of Band D equivalents	9.77	6,721.34	5,070.77	5,848.27	5,244.93	3,896.07	1,923.75	806.18	91.30	29,612.38
Band D contributions in lieu (MOD)	0	41	35.03	30.68	5.0	0	1.44	0	2	115.15
	9.77	6,762.34	5,105.80	5,878.95	5,249.93	3,896.07	1,925.19	806.18	93.30	29,727.53
Adjusted for Collection rate 98.3%**	9.60	6,648.08	5,019.60	5,779.53	5,160.76	3,829.84	1,892.49	792.47	91.75	29,224.12

* The total number of Band D equivalents has been calculated at a parish level.

** Total No Band D Equivalent x Collection Rate + Band D contributions in Lieu.

Parish Tax Base

Parish	2018/19 Tax Base
Aisthorpe	38.44
Bardney - Apley - Stainfield	682.93
Bigby	152.69
Bishop Norton	128.23
Blyborough	32.74
Blyton	369.30
Brampton	30.51
Brattleby	51.60
Broadholme	38.83
Brocklesby	35.45
Brookenby	155.88
Broxholme	31.12
Bullington	11.58
Burton	413.42
Buslingthorpe	20.83
Cabourne	26.44
Caenby	26.90
Caistor	912.74
Cammeringham	48.67
Cherry Willingham	1,326.02
Claxby	69.59
Corringham	165.64
Dunholme	687.25
East Ferry	39.38
East Stockwith	67.57
Faldingworth	178.35
Fenton	135.64
Fillingham	83.60
Fiskerton	365.43
Friesthorpe	10.82
Fulnetby	4.81
Gainsborough	4,488.26
Glentham	163.76
Glentworth	110.38
Golto	25.00
Grange de Lings	10.43
Grasby	185.66
Grayingham	58.54
Great Limber	79.36
Greetwell	295.85
Hackthorn - Cold Hanworth	82.11
Hardwick	15.66
Harpswell	23.35
Heapham	40.25
Hemswell	114.36

Parish	2018/19 Tax Base
Hemswell Cliff	160.54
Holton Beckering	42.47
Holton le Moor	61.89
Ingham	312.98
Keelby	679.39
Kettlethorpe	163.09
Kexby	117.96
Kirmond le Mire	13.26
Knaith	118.64
Langworth - Barlings - Newball	208.94
Laughton	151.50
Lea	375.55
Legsby	80.13
Linwood	39.38
Lissington	50.66
Market Rasen	1,217.51
Marion - Gate Burton	242.82
Middle Rasen	700.66
Morton	429.20
Nettleham	1,373.08
Nettleton	229.66
Newton-On-Trent	135.61
Normanby-By-Spital	138.23
Normanby le Wold	18.56
North Carlton	77.78
North Kelsey	337.91
North Willingham	48.48
Northorpe	47.82
Osgodby	203.11
Owersby	88.66
Owmy-By-Spital	106.24
Pilham	27.46
Rand	18.43
Reepham	337.12
Riby	43.89
Riseholme	110.73
Rothwell	65.69
Saxby	16.58
Saxilby - Ingleby	1,340.81
Scampton	349.67
Scothern	330.48
Scotter	1,148.28
Scotton	211.76
Searby cum Owmy	77.12
Sixhills	14.67

Parish	2018/19 Tax Base
Snarford	17.34
Snelland	32.27
Snitterby	91.69
Somerby	25.53
South Carlton	37.20
South Kelsey	206.58
Spridlington	84.30
Springthorpe	57.12
Stainton le Vale	35.15
Stow	117.92
Sturton-By-Stow	492.01
Sudbrooke	695.23
Swallow	93.84
Swinhope	48.24
Tealby	260.09
Thonock	8.76
Thoresway	36.53
Thorganby	11.49
Thorpe le Fallows	6.11
Toft Newton	126.65
Torksey	279.35
Upton	159.50
Waddingham	202.88
Walesby	106.07
Walkerith	26.50
Welton	1,416.47
West Firsby	11.30
West Rasen	33.44
Wickenby	80.98
Wildsworth	27.39
Willingham	191.10
Willoughton	105.32
Total	29,224.12



Committee Council

Date 22nd January 2018

Subject: Owmbly Parish Council – Request for Change of Name

Report by:

Director of Resources

Contact Officer:

Alan Robinson
Strategic Lead for People and Governance
Telephone 01427 676509
Email Alan.robinson@west-lindsey.gov.uk

Purpose / Summary:

To report the receipt of a request from Owmbly Parish Council to change the name of the Parish Council to Owmbly by Spital Parish Council

RECOMMENDATION(S): That members agree to the making and publication of an order under section 75 of the Local Government Act 1972 to change the name of Owmbly Parish Council to Owmbly by Spital Parish Council

IMPLICATIONS

Legal:

Changes in the name of parish council are dealt within section 75 of the Local Government Act 1972. See section 2

Financial : FIN/132/18

None directly as a result of this report

Staffing :

None directly as a result of this report

Equality and Diversity including Human Rights :

None directly as a result of this report

Risk Assessment :

None directly as a result of this report

Climate Related Risks and Opportunities :

Title and Location of any Background Papers used in the preparation of this report:

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

No

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

No

1 Introduction

- 1.1 A request was received from Owmbly Parish Council on 29th November 2017 that West Lindsey District Council agree to support their change of name to Owmbly by Spital which has been the name that the Parish has been using informally for a number of years to avoid confusion with the village of Owmbly which forms part of the parish of Searby cum Owmbly. This report asks for the authorisation of the Council to make an order to carry out that request.
- 1.2 A change of parish name can be dealt with under section 75 of the Local Government Act 1972.
- 1.3 A copy of the request is attached at appendix A

2 The Local Government Act 1972

- 2.1 Section 75 of the Local Government Act 1972 states:-
 - (1) At the request of the parish council or where there is no parish council, at the request of the parish meeting, the council of the district in which the parish is situated may change the name of the parish
 - (2) Notice of any change of name made under this section
 - (a) Shall be sent by the District Council concerned to the Secretary of State, to the Director General of the Ordnance Survey and to the Register General and
 - (b) Shall be published by the District Council in the parish and elsewhere in such a manner as they consider appropriate
 - (3) A change of name made in pursuance of this section shall not affect any rights or obligations of any parish or of any council, authority or person, or render defective any legal proceedings may be commenced or continued as if there had been no change of name.

Appendix A

Owmbly Parish Council

Old Blacksmiths

North Willingham

Market Rasen

LN8 3RA

28th November 2017

Dear Mr Robinson,

During the 2016/2017 audit, Grant Thornton, reported that Owmbly by Spital Parish Council should be known as Owmbly Parish Council. The Parish Council have sought advice regarding their name and have been advised by Celia Chapman that in order to officially change the Parish Council name the Council need to write to request this. At Owmbly Parish Council's November meeting it was resolved that the Parish Council do want to change their legal name to Owmbly by Spital Parish Council (minute ref 74.17.) Please could this be taken to Full Council for approval?

Yours sincerely,

Charlotte Wright (Clerk to the Council)



Council

22 January 2018

Subject: Appointment to Vacancy on the Planning Committee

Report by:

Monitoring Officer

Contact Officer:

Alan Robinson
Monitoring Officer
01427 676509
alan.robinson@west-lindsey.gov.uk

Purpose / Summary:

This report sets out the wishes expressed by the Administration to make an appointment to the current vacancy on the Planning Committee.

RECOMMENDATION(S):

- 1) **In accordance with the provisions of section 16 of the Local Government and Housing Act 1989 and the wishes expressed by political groups, the Members set out at section 1.5 of the report be appointed to serve on the Council's Planning Committee for the remainder of the 2017/18 civic year.**

IMPLICATIONS

Legal: In accordance with the provisions of section 16 of the Local Government and Housing Act 1989 and the wishes expressed by political groups

Financial: Fin/ 134/18

None directly arising as a result of this report.

Staffing: None directly arising as a result of this report.

Equality and Diversity including Human Rights : None

Risk Assessment : N/A

Climate Related Risks and Opportunities : N/A

Background Papers :

The following background papers were used in the preparation of this report.

Title :	Location of Background Papers:
Notices received from the Group Leaders on the allocation of Committee/ Sub-Committee places Minutes Annual Council 8 May 2017 Minutes Council 3 July 2017	

Call in and Urgency:

Is the decision one which Rule 14 of the Scrutiny Procedure Rules apply?

Yes No

Key Decision:

Yes No

1. Committee Membership of the Planning Committee

1.1 In accordance with the provision of section 16 of the Local Government and Housing Act 1989, it is the duty of the Council to make appointments to Committees in accordance with the wishes expressed by political groups following the determination under section 15 (the allocation of seats to political groups).

- 1.2 At the Annual Council meeting on 8 May a report was submitted which appointed members to each of the Council Committees according to agreed political proportionality.
- 1.3 The resignation of former Councillor Stuart Curtis saw a vacancy arise on the Planning Services Committee, a vacancy, which to date the Administration have chosen not to re-allocate.
- 1.4 There was a by-election in the Scothern Ward in November 2017 resulting in Councillor Bob Waller being elected. The Administration have therefore expressed the wish that Councillor Bob Waller be appointed to the current vacancy on the Planning Committee.
- 1.5 The amended membership of the Planning Committee is set out below.

Planning Committee (12 members)

Councillor Ian Fleetwood (Chairman)
Councillor Owen Bierley (Vice-Chairman)
Councillor Matthew Boles
Councillor David Cotton
Councillor Michael Devine
Councillor Hugo Marfleet
Councillor Giles McNeill
Councillor Mrs Jessie Milne
Councillor Roger Patterson
Councillor Mrs Judy Rainsforth
Councillor Thomas Smith
Councillor Bob Waller

2. Recommendations

- 1) In accordance with the provisions of section 16 of the Local Government and Housing Act 1989 and the wishes expressed by political groups, the Members set out at section 1.5 of the report be appointed to serve on the Council's Planning Committee for the remainder of the 2017/18 civic year.

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