

ANNUAL COUNCIL MEETING

Date: 15 May 2020

Venue: Remote meeting, via MS Teams

Time: 7.30pm

Present: Councillors:-

Rosalie Beattie
Tony Boto
David Brackenbury
Wendy Brackenbury
Val Carter
John Farrar
Glenvil Greenwood-Smith
Helen Harrison
Marian Hollomon
Helen Howell
Dudley Hughes JP
Sylvia Hughes
Barbara Jenney
David Jenney
Richard Lewis

Andy Mercer
Gill Mercer
Steven North
Sarah Peacock
Harriet Pentland
Janet Pinnock
Ron Pinnock
Geoff Shacklock
Alex Smith
Peter Tomas
Jake Vowles
Peter Wathen
Lee Wilkes
Colin Wright

1 ELECTION OF CHAIRMAN

Councillor Sylvia Hughes proposed that Councillor Helen Howell be elected Chairman of the Council for the year 2020/21. Councillor Gill Mercer seconded the motion.

RESOLVED:

That Councillor Helen Howell be elected Chairman of the Council for the 2020/21 municipal year.

Councillor Helen Howell, having made the statutory declaration of acceptance of office, took the chair and announced that the Chairman's Consort would be Councillor Lee Wilkes. Councillor Helen Howell thanked Councillor Dudley Hughes for his work as Chairman in 2019/20.

2 VOTE OF THANKS TO RETIRING CHAIRMAN

Councillor Glenvil Greenwood-Smith praised the work of Councillor Dudley Hughes as Chairman of the Council in 2019/20 and proposed a Vote of Thanks which was duly seconded.

RESOLVED:

That the best thanks of the Council be tendered to Councillor Dudley Hughes for his discharge of the duties of Chairman of the Council for the District of East Northamptonshire.

3 THE CHAIRMAN'S ADDRESS

Councillor Helen Howell addressed the meeting, and thanked Members for the confidence they had placed in her, thanking Councillor Dudley Hughes for his service as Chairman:-

'I would like to thank members for appointing me as Chairman of East Northamptonshire Council for 2020/21. Since I became a District Councillor I have really felt part of something special, I have met so many amazing fellow Councillors, Officers and staff. I hear from so many other Councillors from other authorities of the difficulties they encounter but I have never experienced that here as part of the ENC family and I am grateful for the support I have and continue to receive.

In these unprecedented times it is vitally important to be able to support our care services and that is one of the reasons I have chosen East Northamptonshire First Responders as my chosen charity. I became aware of the first responders some years ago when I was one of the volunteers; I stopped responding some years ago now, but have continued to champion their services.

They are a group of volunteers trained by the East Midlands Ambulance Service (EMAS) to respond to 999 calls across the communities in East Northants.

They attend a wide range of medical emergencies across the week such as strokes, difficulty in breathing and cardiac arrests, delivering care to patients prior to the arrival of the ambulance.

When ENFR are not responding to emergencies, they deliver free CPR training in the community, install public access AEDs and cover first aid at community public events

They are self-funded, and all their equipment and activities rely on donations and funding

They are an ambitious group who are keen to recruiting more responders, but this requires more equipment. They are also committed to 'littering' East Northants with public access AEDs to drive up survival rates of cardiac arrests. The work they do is of such value to our community so I do hope you will assist me in supporting them through my fundraising events as and when possible.

I'm sure when we got elected back in 2015 we did not imagine that our term of office would be extended for a further 2 years without election but this is our final year and we must make it special, ENC deserves to go out with a bang and when we are able to celebrate our success we must do so and I hope you will show your support for my events.

Thank you all.'

4 APPOINTMENT OF VICE-CHAIRMAN OF THE COUNCIL

Councillor Glenvil Greenwood-Smith proposed that Councillor David Brackenbury be elected Vice-Chairman of the Council for the year 2020/21. Councillor David Jenney seconded the motion.

RESOLVED:

That Councillor David Brackenbury be elected Vice-Chairman of the Council for the 2020/21 municipal year.

Councillor David Brackenbury, having made the statutory declaration of acceptance of office, thanked fellow councillors for the confidence they had placed in him. He announced that Councillor Wendy Brackenbury would be the Vice-Chairman's Consort during the year.

5 MINUTES OF THE PREVIOUS MEETING.

The minutes of the meeting of the Council held on 2 March 2020 were agreed as a true and correct record of the proceedings and it was noted that the Chairman would formally sign the minutes at the next available opportunity.

6 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Anabel de Capell Brooke, Richard Gell, Philip Stearn, and Robin Underwood.

7 TO RECEIVE ANY DECLARATIONS OF INTEREST

The chairman invited those who wished to do so to declare any interests in respect of items on the agenda. David Oliver, as chief Executive, declared an interest for item 19 on the agenda, Pay Policy Statement 2020/21.

8 TO RECEIVE OFFICIAL ANNOUNCEMENTS, NOTICES OR REPORTS FROM THE CHAIRMAN AND/OR CHIEF EXECUTIVE.

Neither the Chairman nor the Chief Executive had any official announcements to make.

9 ELECTION OF LEADER AND DEPUTY LEADER OF THE COUNCIL

The Chairman reported that Councillor Steven North had, in accordance with Article 6.02 of the Council's Constitution, been nominated for the appointment of Leader of the Council.

Councillor North's appointment was proposed by Councillor David Jenney and seconded by Councillor Glenvil Greenwood- Smith.

RESOLVED:

That Councillor Steven North be elected Leader of the Council for the 2020/21 municipal year.

The Chairman reported that, in accordance with Article 6.04 of the Council's Constitution, Councillor David Jenney had been nominated for appointment as Deputy Leader of the Council. Councillor Jenney's appointment was proposed by Councillor Steven North and seconded by Councillor Helen Howell.

RESOLVED:

That Councillor David Jenney be elected Deputy Leader of the Council for the 2020/21 municipal year.

10 THE LEADER'S ADDRESS

The Leader made the following address to Council:-

'Good evening Chairman and Members.

As this is the last AGM of this Council because of the creation of the two new unitaries in Northamptonshire this was always going to be a difficult occasion. However I never expected to be doing the last AGM of East Northamptonshire Council virtually.

This was going to be a celebration, not just of what we've achieved recently but in the 43 years of the Council. In the current circumstances I don't think this is appropriate. We have a civic council in March next year before vesting day, and that will be a better occasion to celebrate what this council, members and officers have achieved for our community.

Last year I said we need to free up staff to allow the opportunity to work on the Unitary program and not be overwhelmed with new projects. Therefore we decided to focus on some key legacy projects in the time we have left. With the situation we are in and the financial uncertainty we are facing the remaining focus is these projects. The main focus is our Enterprise Centre in Raunds which I'm pleased to announce is nearly complete, and should be ready to hand over next month. This will be of valuable support for business old and new as we come out of Covid-19.

Our work on a district wide local plan is nearly complete. There is just a bit more work to do. However we can't assume that the public enquiry will now be this year, as there is now a backlog as you would expect.

The needed Rushden Sustainable Urban Extension, which will create needed jobs and housing, and Tresham garden village, which is one of the Government backed garden community schemes, are developer led, so unfortunately the deliverability is out of our hands. Additionally it's anticipated the housing market is going to be in a very different place than it was a few months ago.

We have already agreed our last round of the Community Facilities Fund (CFF) (round 8) - as you know New Homes Bonus (NHB) monies support the funding of community projects. By the end we will have supported nearly £3m worth of projects up and down the district, large and small schemes. It's been a fantastic privilege to visit most of these during and after they have been delivered, and to see what a difference they have made. We are hoping to have a big celebration of all the hundreds of schemes we have supported this autumn.

We are continuing with the Greenway project and are always looking to add to the route and achieve the overall aim of being able to walk/ cycle through all of East Northamptonshire and beyond. We are also looking at ways to protect it for the future. I have used parts of it considerably during the last month and it's really helped people to get their daily exercise during this unfortunate time.

Chairman, it just leaves me to thank you all for your support. It's very much still an honour to be Leader of this Council, and to thank the staff for adapting so quickly in working from home and helping out in other areas. I'd also like to thank those who have worked tirelessly to enable these virtual meetings to happen. I understand we're the first council in North Northants to do so.

Thank you.'

11 **TO RECEIVE THE UNDER MENTIONED REPORTS FROM THE CHAIRMEN OF THE COUNCIL'S COMMITTEES IN ACCORDANCE WITH COUNCIL PROCEDURE RULE 17.5:-**

(a) **Transformation Committee - 4 March 2020**

The report of the above Committee, presented by the Chairman, Councillor Helen Howell, was received.

As the Transformation Committee had now held its final meeting, the Chairman wished to take the opportunity to thank all the officers involved in the Transformation Projects who had supported her as Chairman and the Committee. The Chairman also thanked the members of the committee for their time and commitment.

(b) **Planning Management Committee - 11 March 2020 and 23 March 2020**

The report of the above Committee for 11 March 2020, presented by the Vice-Chairman, Councillor Gillian Mercer, was received. The report for 23 March 2020, presented by Councillor Helen Howell, was received.

(c) **Licensing Committee - 18 March 2020**

The report of the above Committee, presented by the Chairman, Councillor Gillian Mercer, was received.

(d) **Governance and Audit - 14 April 2020**

The report of the above Committee, presented by the Chairman, Councillor Peter Wathen, was received.

12 **COMMITTEE STRUCTURE FOR THE FORTHCOMING YEAR**

RESOLVED: That

- a) the following Committees be established for the 2020/21 municipal year in accordance with Part 4.1, 1.2(i) of the Council's Constitution.

POLICY COMMITTEES

Policy & Resources Committee
(15 members, including Leader & Deputy Leader as ex-officio members)

Planning Policy Committee
(15 Members, including Leader & Deputy Leader as ex-officio members)

OTHER COMMITTEES

Planning Management Committee (18 members)
Licensing Committee (15 members)
Governance and Audit Committee (10 members)
Joint Standards Complaints Committee (7 ENC members)
Grievance Committee (3 members)
North Northamptonshire Joint Committee (3 members)

- b) delegated authority be given to the Monitoring Officer, following consultation with the Chairman and Leader of the Council, to make any consequential amendments to the Council's Constitution.

13 APPOINTMENT OF COMMITTEES

The Council considered the appointments to Committees for 2020/21, having regard to the requirements of political balance and the nominations made by the various political groups.

RESOLVED:

That the following appointments to Committees be made for the municipal year 2020/21:-

POLICY COMMITTEES

Policy & Resources Committee (15 members, including Leader & Deputy Leader as ex-officio members)

Councillors

Tony Boto	Dudley Hughes
David Brackenbury	David Jenney
Wendy Brackenbury	Richard Lewis
Val Carter	Andy Mercer
Roger Glithero JP	Steven North
Glenvil Greenwood-Smith	Sarah Peacock
John Farrar	Phillip Stearn
Helen Harrison	

Planning Policy Committee (15 Members, including Leader & Deputy Leader as ex-officio members)

Councillors

Tony Boto	Dorothy Maxwell
David Brackenbury	Gill Mercer
Val Carter	Steven North
Sylvia Hobbs	Sarah Peacock
Sylvia Hughes	Roger Powell
David Jenney	Rupert Reichold
Richard Lewis	Jake Vowles
(1 Conservative vacancy)	

OTHER COMMITTEES

Planning Management Committee (18 members)

Councillors

Roger Glithero	Geoff Shacklock
Dudley Hughes	Alex Smith
Bert Jackson	Phillip Stearn
Barbara Jenney	Peter Tomas
Lance Jones	Robin Underwood
Andy Mercer	Peter Wathen

Gill Mercer
Harriet Pentland

Lee Wilkes

Licensing Committee (15 members)

Councillors

Tony Boto	Andy Mercer
Richard Gell	Gill Mercer
Glenvil Greenwood-Smith	Steven North
Sylvia Hobbs	Geoff Shacklock
Bert Jackson	Peter Wathen

14 TO FORMALLY APPROVE A PROGRAMME OF ORDINARY COUNCIL AND COMMITTEE MEETINGS FOR THE YEAR.

A programme of meetings was submitted for approval in accordance with Section 1.1(vii) of Part 4.1 of the Council's Constitution.

RESOLVED:

That the Programme of Meetings for the 2020/21 Municipal Year be approved.

15 CHANGES TO THE CONSTITUTION

The Democratic and Electoral Services Manager provided a report proposing a number of changes to the Council's Constitution.

It was noted that the changes proposed included a review of decision making processes, to reflect an expected change in the committee structure, and to reflect a changing requirement for commercial leases.

RESOLVED:

That Council:

- a) Recognises the serious and unprecedented nature of the coronavirus (Covid-19) emergency and the potential for it to significantly impact on the Council's democratic and decision making arrangements until the Government announces that the crisis is over;
- b) Notes that, further to Government regulations, Council, relevant committees and sub-committees are able to take decisions remotely via virtual meetings;
- c) Approves the amendments to the Constitution, as set out in Appendix A of this report;

(Reason: To ensure that the Constitution continues to provide for appropriate guidance on council decision making and that Council responds appropriately in revising its decision making procedures in response to the coronavirus (Covid-19) emergency.)

d) *In relation to the council's commercial estate, delegates authority to the Head of Economic & Commercial Development, or their nominee, following consultation with the Chairman of the Finance and Performance Subcommittee, to:*

- agree heads of term for each lease;
- agree the tenant (occupier);
- enter into the lease agreement;
- serve such notices as (s)he deems appropriate to manage the lease agreement or any default arising from or associated with the agreement.

(Reason: To ensure effective management of the Council's commercial estate)

16 PAY POLICY STATEMENT 2020-21

The Human Resources Shared Services Manager provided a report to Council in accordance with its obligations under Section 38 (1) of the Localism Act 2011 and the Local Government's Transparency Code 2014.

It was noted that Council was required to approve an annual Pay Policy Statement relating to Chief Officers and that approved statements were required to be published.

RESOLVED:

That Council approves the Pay Policy Statement 2020/21.

(Reason: An approved statement will enable the Authority to publish the statement in accordance with the requirements under the Localism Act 2011.)

17 CHANGES TO THE TREASURY MANAGEMENT STRATEGY STATEMENT

The Chief Finance Officer presented a report recommending a change to the Council's Treasury Management Investment Strategy.

It was noted that the nature of the proposal was to enable the Council to manage its cash resources effectively during the unprecedented situation arising from the Covid-19 coronavirus emergency.

RESOLVED:

That the Chief Finance Officer (or their nominee), following consultation with the Chairmen of Finance and Performance Sub Committee and the Governance and Audit Committee, to temporarily increase the Debt Management Office counterparty limit from £10m to unlimited for a specified period of time due to exceptional circumstances.

That approval be given to the amended wording to Appendix E of the Treasury Management Strategy Statement 2020/21, as set out in Annex A.

(Reason: To ensure that the Council is able to operate within its Investment Strategy at a time of extraordinary circumstances in response to the coronavirus (Covid-19) emergency)

18. EXCLUSION OF THE PUBLIC AND PRESS

RESOLVED:

That the public and press be excluded from the meeting during consideration of the following item of business in accordance with paragraph 3 of Part 1 of Schedule 12A of Section 100A of the Local Government Act 1972 as exempt information may be disclosed:-

- Freedom Leisure Contractual Arrangements

19 FREEDOM LEISURE CONTRACTUAL ARRANGEMENTS

The Executive Director, Resources and Commercial presented a report on the impact of the Covid-19 pandemic on Freedom Leisure and the support it had requested from the Council to maintain the business and the future of East Northamptonshire Council's (ENC) Leisure Services Contract.

The report was not for publication in accordance with paragraph 3 of Part 1 of Schedule 12A of Section 100A of the Local Government Act 1972.

RESOLVED:

- a) That the following financial support package be made payable to Freedom Leisure, from 20th March 2020 until 20 July 2020;
 - To forego the monthly management fee due to the Council of £12,083,
 - To provide a payment to Freedom Leisure of up to £44,487 per month to cover business critical costs that cannot be mitigated, and
 - Staffing costs of £4,911 per month to cover ongoing costs in relation to essential staffing requirements to maintain our leisure centre.
- b) To agree the funding for (a) above will come from the Covid-19 Grant from Government;
- c) To delegate to the Head of Service, in consultation with the Chief Finance Officer and Monitoring Officer, to finalise and put in place the necessary legal and financial documentation to bring into effect the arrangements and resultant payments set out at recommendations a) and b) above;
- d) That the position be reviewed, including consideration of whether any further payments should be made, at full council on 20 July 2020, with regular update reports to be considered at Finance and Performance Sub-committee.

(Reason – To support the continued delivery of a critical contract to implement the council's Healthy and Active Lifestyles Strategy which encourages residents to adopt healthier and active lifestyles)

Chairman

PLANNING MANAGEMENT COMMITTEE

Date: 20 May 2020

Venue: Virtual Meeting

Time: 7.00pm

Present Councillors: Phillip Stearn Chairman
Gill Mercer Vice Chairman

Dudley Hughes Geoff Shacklock
Bert Jackson Alex Smith
Barbara Jenney Peter Tomas
Andy Mercer Robin Underwood
Lance Jones Peter Wathen
Harriet Pentland Lee Wilkes

20. APPOINTMENT OF CHAIRMAN

Councillor Phillip Stearn was confirmed as Chairman of the Committee for 2020/21.

21. APPOINTMENT OF VICE-CHAIRMAN

Councillor Gill Mercer was confirmed as Vice Chairman of the Committee for 2020/21.

22. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Roger Glithero.

23. MINUTES OF PREVIOUS MEETINGS

The minutes of the meeting held on 23 March 2020 were approved as a correct record, subject to a minor amendment regarding application 19/01092/FUL at paragraph 4; to read as 'The Garden'.

24. DECLARATIONS OF INTEREST AND INFORMAL SITE VISITS

(a) Declarations of Interest

Councillors	Application	Nature of Interest	DPI	Other Interest
Geoff Shacklock	19/01872/FUL TLO257 90298, Benefield Road, Glaphorn	The applicant is a family friend		Yes (did not take part in consideration of application)
Geoff Shacklock	19/01630/OUT &	The agent is known to them		Yes

	19/01633/OUT Land adjacent Brook Farm Cottage, Brooks Road Raunds			
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(b) Informal Site Visits

Councillor Dudley Hughes declared that he had visited Land Rear of 57, High Street, Twywell (19/01901/FUL).

Councillor Peter Wathen declared that he had visited Land Adjacent Brook Farm Cottage, Brooks Road, Raunds (19/01630/OUT and 19/01633/OUT).

Councillor Geoff Shacklock declared that he had visited Land Rear of 57, High Street, Twywell (19/01901/FUL), Pexley Court, Oundle (19/01546/FUL) and 16 St Peters Road, Oundle (20/00027/FUL).

25. QUESTIONS FROM MEMBERS UNDER COUNCIL PROCEDURE RULE 10.3

There were no questions under Council Procedure Rule 10.3.

26. PUBLIC SPEAKERS

The following people spoke on the items as indicated:

- 19/01872/FUL – TL01257 90298 Benefield Road, Glapthorn – on behalf of Glapthorn Parish Council and the agent for the applicant
- 19/01630/OUT - Land Adjacent Brook Farm Cottage, Brooks Road, Raunds (Five Dwellings) – an Objector and the agent for the applicant
- 19/01633/OUT - Land adjacent Brook Farm Cottage, Brooks Road, Raunds (Two dwellings) – an Objector and the agent for the applicant
- 19/01901/FUL - Land Rear of 57 High Street, Twywell – an Objector, on behalf of Twywell Parish Council and the agent for the applicant

27. SECTION 106 AGREEMENTS & DELEGATIONS TO HEAD OF PLANNING SERVICES

The Committee received a report which provided an update on the progress of drafting S106 Agreements in respect of matters where the Committee had previously resolved to grant planning permission and on the applications where actions had been delegated to the Head of Planning Services.

Members noted that the Planning Development Manager had requested an extension of time for application 18/00857/OUT Land between Wellingborough Road and Finedon Road, Irthlingborough until 31 August 2020 and was awaiting an update from County Council following a meeting with relevant parties to discuss the S106, and 18/01648/OUT Land South East of Ferrers School, Higham Ferrers until 31 August 2020 for additional time to conclude the legal agreement.

Members expressed concern at the length of time it was taking to reach a conclusion with application 18/00857/OUT Land between Wellingborough Road and Finedon Road, Irthlingborough, and were advised that a report detailing the options would be brought to a future meeting of the Committee.

The progress on delegations to the Head of Planning Services was noted as follows:

- 15/00119/VAR 735 dwellings, Priors Hall – the current application was unlikely to proceed, and a new planning application had been received.
- 19/01024/OUT 11 dwellings, Mike Wells Cars, Montague Street, Rushden – negotiations were ongoing between ENC, Lead Local Flood Authority and applicant.
- 18/00945/OUT – Residential development, Land rear of Nicholas Road, Irthlingborough – the decision had been issued.
- 19/01096/EXT – Cowthick Plantation, Stamford Road, Stanion – the letter had been issued.
- 19/01092/FUL – Rushden Living, Land West of Rushden Lakes, Ditchford Lane, Rushden - details had been agreed and application submitted to Secretary of State

RESOLVED:

- (i) That the report be noted.
- (ii) That the extension of time for applications 10/00857/OUT and 18/01648/OUT until 31 August 2020 be approved.
- (iii) That the progress of the delegations to the Head of Planning Services as detailed in Appendix 2 be noted

28. PLANNING APPLICATIONS

The Committee considered the planning applications report and representations made by public speakers at the meeting. It was noted that there was additional information on the applications included in the update sheet.

Councillor Geoff Shacklock did not participate in the meeting for the following application.

Councillor Bert Jackson left the meeting during this application and did not return.

(i) 19/01872/FUL – TL01257 90298, Benefield Road, Glapthorn

The Committee considered an application for a change of use from agriculture to equestrian use, erection of a stable block and hay barn; creation of an all weather outdoor area; provision of a temporary equestrian workers dwelling, access, parking, landscaping and associated works.

During debate on the application, Members queried the ownership of the existing site of the equestrian facility. Officers responded, advising that the site ownership was not a material planning consideration. Officers also advised that the temporary workers dwelling was considered not to be required, notwithstanding its excessive size, and recommended that an equine expert assess the proposal in relation to the need for an equine workers dwelling.

Members expressed the importance of supporting local businesses, particularly in the current challenging economic times, noting that the equestrian facility was an already established and successful business, currently operating from a site which now had planning permission for residential development within Glapthorn village. Members stated that granting the application would allow the business to continue. Officers advised that no sequential testing had taken place to ascertain whether or not there were any other potentially suitable sites to relocate to, and that the continuation of the business did not rely on the application being granted.

It was moved and seconded that the application be granted. On being put to the vote, there were eight votes for the motion, two votes against the motion and one abstention. The Committee therefore **agreed to grant** the application, contrary to officer recommendation. The Conditions were delegated to the Head of Planning Services in consultation with the Chair, Vice Chair and Ward Member.

Councillor Geoff Shacklock rejoined the meeting

(ii) 19/01630/OUT – Land Adjacent Brook Farm Cottage, Brooks Road, Raunds

The Committee considered an outline application for the erection of five dwellings; all matters reserved. The application had been brought before the Committee at the request of Councillor Boto due to concerns regarding the road condition leading to the site which could lead to increased flooding risks, and non-conformity with the local plan.

During debate on the application, Members expressed concerns regarding the flooding that occurs on Brooks Road, along with the poor condition of the road itself, the lack of an adequate pedestrian pathway and that the application was an overdevelopment of Raunds, which had already reached its 2031 target of 1,060 dwellings, and did not accept this figure as a minimum target. Members did not agree that there was sufficient parking provided for the development, which would result in cars parking on Brooks Road, which was not acceptable. The close proximity of what would be three access points along Brooks Road was also noted as a concern.

Members also requested clarification on the access into the development, and were advised that as this was an outline application with all matters reserved, access was not being determined as part of the current application. Officers noted that the plans provided were indicative, and that the scale and layout of the development could be subject to change on future applications on the site. Officers also advised that the Local Highways Authority had not objected to the application, and that there was adequate space to provide parking for the development, so to refuse the application on the grounds of insufficient parking would not be recommended. It was acknowledged by the Committee that although there was a footpath along part of Brooks Road, this did not extend to the proposed site.

Members expressed their concerns regarding the highway safety issues, including the safety of any children walking along Brooks Road, who may reside in the proposed development. Members were not satisfied that the Local Highways Authority had fully understood the site, and it was therefore moved and seconded that the application be **refused**.

On being put to the vote, there were eight votes for the motion, no votes against the motion and four abstentions. The Committee therefore **agreed to refuse** the application, contrary to officer recommendation.

The precise wording of the reason(s) for refusal was delegated to the Head of Planning Services, in consultation with the Chairman, Vice Chairman and Ward Member.

29. SUSPENSION OF COUNCIL PROCEDURE RULE 8

At 8.50pm, it was proposed that Council Procedure Rule 8 (Duration of Meeting) be suspended to enable the Committee to continue the business on the agenda. On being put to the vote, it was

RESOLVED:

That Council Procedure Rule 8 be suspended to enable the Committee to continue the business on the agenda.

30. CONTINUATION OF PLANNING APPLICATIONS

(iii) 19/01633/OUT – Land Adjacent Brook Cottage, Brooks Road, Raunds

The Committee considered an application for the erection of two dwellings; all matters reserved. The application had been brought before the Committee at the request of Councillor Boto due to concerns regarding the road condition leading to the site which could lead to increased flooding risks, and non-conformity with the local plan.

During debate on the application, Members cited the same concerns that had been raised for the previous application discussed (19/01630/OUT); the flooding experienced on Brooks Road, the condition of the road itself, insufficient parking provision for the development, the close proximity of three access points onto Brooks Road, and viewed the proposal as an overdevelopment within Raunds.

Members expressed their concerns regarding the highway safety issues, and were not satisfied that the Local Highways Authority had fully addressed these, and therefore felt that the application was unsafe.

It was moved and seconded that the application be **refused**. On being put to the vote, there were seven votes for the motion, no votes against the motion and five abstentions. The Committee therefore **agreed to refuse** the application, contrary to officer recommendation.

The precise wording of the reason(s) for refusal was delegated to the Head of Planning Services, in consultation with the Chairman, Vice Chairman and Ward Member.

(iv) 19/01901/FUL – Land rear of 57 High Street, Twywell

The Committee considered an application for the demolition of the existing stable and store buildings and construction of three new dwellings and associated landscaping work (resubmission of 19/01119/FUL). The application had been brought before the Committee as it had been called in by Ward Councillor Mrs Sylvia Hughes.

Members welcomed the two dedicated parking spaces which would be allocated for 57 High Street, and requested that this be a condition, should planning permission be granted. During debate on the application, Members expressed concern regarding waste collection requirements, and the proposed visibility splays. Officers advised that the Local Highway Authority were satisfied with the application, and that the proposed location for waste collection would not affect visibility. Members reiterated the need to ensure that the visibility splays were of a suitable standard and that the access to the development was safe.

- It was moved and seconded that the application be **deferred**. On being put to the vote there were twelve votes for the motion, no votes against the motion and no abstentions, therefore the Committee **agreed to defer** the application to enable negotiations to take place regarding improvement of the visibility splays

31. ADJOURNMENT OF THE MEETING

It was moved and seconded to adjourn the meeting, and on being put to the vote, the Committee **agreed to adjourn** the meeting, with the remaining planning applications on the agenda that had not been heard to be deferred, and brought to the next meeting of the Committee:

- **19/01546/FUL – Pexley Court, Oundle**
- **20/00027/FUL – 16 St Peters Road, Oundle**
- **20/00324LBC – East Northamptonshire Council, Cedar Drive Thrapston**

32. ROZ JOHNSON

The Head of Planning Services gave his thanks to the Planning Development Manager, Roz Johnson for all of her hard work, as this would be her last attendance at the Planning Management Committee before leaving the authority to take up a new position. Members also expressed their thanks, and wished Roz well in her new role

Chairman

PLANNING POLICY COMMITTEE

Date: 08 June 2020

Venue: Virtual Meeting

Time: 7.00pm

Present: Councillors: David Brackenbury (Chairman)
Tony Boto (Vice-Chairman)
Steven North (Leader of the Council)
David Jenney (Deputy Leader of the Council)

Val Carter
Sylvia Hughes
Richard Lewis
Dorothy Maxwell

Gill Mercer
Sarah Peacock
Rupert Reichhold
Jake Vowles

33. CONFIRMATION OF CHAIRMAN

Councillor David Brackenbury was confirmed as Chairman of the Committee for 2020/21.

34. CONFIRMATION OF VICE CHAIRMAN

Councillor Tony Boto was confirmed as the Vice Chairman of the Committee for 2020/21.

35. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Sylvia Hobbs

36. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 20 January 2020 were approved, subject to an amendment at 348.

37. DECLARATIONS OF INTEREST

No declarations of interest were made.

38. QUESTIONS UNDER COUNCIL PROCEDURE RULE 10.3

There were no questions submitted under Procedure Rule 10.3.

39. PUBLIC SPEAKERS

At the invitation of the Chairman, two speakers addressed the meeting in respect of the following item:

40. DRAFT LOCAL PLAN PART 2 FOCUSSED CONSULTATION RESPONSES

The Planning Policy Manager presented a report which provided a response to the Local Plan focussed consultation, which was undertaken for a 6 week period from 10th February 2020, closing on March 23rd 2020. The report also considered the implications arising from the representations submitted and set out the proposed responses.

52 representations had been received from separate individuals or organisations. 39 representations related to the proposed housing allocation at Rushden Lakes West, whilst 13 responses related to the Free School proposal east of Higham. Many of the representations provided comments and support for the proposals, but objections were raised in respect of the proposed allocation at Rushden Lakes West.

The representations submitted in respect of the Free School on Chelveston Road, Higham Ferrers were generally supportive of the proposal, with the key issues raised relating to the loss of the existing playing field provision resulting from the proposal, the replacement of which should be provided through policy, and also that the Free School should be considered within the wider context of proposals to develop a sports hub and associated facilities, within easy reach of local communities and to allow easy integration with the masterplanning of the Rushden East Sustainable Urban Extension.

The Committee was advised that although a number of the respondents had raised the need for mitigation measures in terms of infrastructure issues in respect of Rushden Lakes West, there had been no objection raised from the statutory providers, and officers would work with the statutory undertakers to seek to mitigate these matters.

It was noted that both Natural England and the Wildlife Trust had raised similar objections to the Rushden Lakes West proposed allocation in relation to environmental issues, with the site being located in close proximity to the Upper Nene Gravel Pits Special Protection Area (SPA) and a Site of Special Scientific Interest. Natural England's objection was based on the concern that increasing recreational pressure on the SPA beyond that anticipated through the agreed Mitigation Strategy was accentuated by insufficient evidence having been provided to allow a proper assessment of the potential impacts of the proposal on the SPA.

Officers advised that additional work would be required to enable Natural England to understand if, and how, the impact of the proposed allocation could be satisfactorily mitigated and to ensure that the approach was compliant with the Habitats Regulations. In addition, further work would also require a detailed assessment of whether other viable alternative proposals could be delivered. Officers advised that the additional work would include a visitor survey measuring the footfall around the Rushden Lakes area, and the provision of a district-wide bird sensitivity survey, to provide evidence that access from the proposed allocation into the SPA would be minimised at the policy stage and that Suitable Alternative Natural Greenspace (SANG) would be provided on site. The outcome of the survey work would remain unknown for some months as it would be undertaken through the autumn/winter period, although the Committee raised concerns at the reliability of any surveys in the near future due to the impact of COVID-19. The work would need to be informed by an Appropriate Assessment, as the proposed allocation had been indicated as likely to have a significant effect on a protected habitats site.

The Committee was advised that the additional work must; evidence the level of mitigation necessary to deliver the proposed allocation at Rushden Lakes West; inform if the full 450 dwelling proposed allocation at Rushden Lakes West cannot be mitigated, whether a smaller scale proposal on the site may prove acceptable with the balance of further housing supply being met on an alternative site or sites in Rushden; and undertake assessments to inform options for providing the total housing delivery required on a viable alternative site or sites within the designated Growth Town of Rushden, should it emerge through the other workstreams that the preferred allocation at Rushden Lakes West cannot be satisfactorily mitigated. The work required would impact on the proposed pre-submission dates for the Local Plan, which was anticipated in the summer of 2020, however understanding the need to satisfactorily address the objections raised to ensure an robust Plan could be submitted for examination was essential.

During debate, Members raised concerns regarding the tight timescales, noting the importance of the additional work required to form a robust Plan, but also emphasising the aim to deliver the submission of the Plan within the lifetime of East Northamptonshire Council. The suitability of the proposed allocation at Rushden Lakes West was raised, with Members requesting assessments of other alternative sites along with more input from the residents of Rushden as to where the 450 dwelling proposed allocation could be located to benefit the town. Officers advised that additional sites could be brought forward and would be considered, and other alternatives had not been closed off, but that Rushden Lakes West had been agreed previously as the preferred allocation site, and work would be undertaken to ascertain if satisfactory mitigation could be carried out in order to make the site deliverable or not.

RESOLVED:

- (i) To approve the officer responses to the representations submitted as part of the Local Plan focussed consultation and the accompanying appendices to that report.
- (ii) Approve further assessment work, focussed on the designated Growth Town of Rushden and including Rushden Lakes West (as set out in the body of the report), to provide robust evidence to inform the Council's approach to delivering future housing requirements in support of a pre-submission plan.

(Reason: To ensure that a robust Local Plan, evidencing identified requirements, is submitted for examination).

41. RESIDENTIAL EXTENSIONS SUPPLEMENTARY PLANNING DOCUMENT

The Planning Policy Manager presented a report seeking approval to adopt a guidance note on householder extensions as a Supplementary Planning Document for use in connection with determining Planning Applications and for providing general planning advice. The purpose of the document is to replace the Council's current Residential Extensions guidance which was originally adopted on 14th October 1998.

Members had made a number of comments on the draft document at a meeting of this Committee in January 2020 in regards to parking, and subject to those being addressed, approved the document to go out for a 6 week period of consultation. The consultation took place over the period 7th February to 23rd March 2020. There were no fundamental changes to the document as a result of the consultation.

Members noted that a compromise regarding tandem parking had been reached previously, and agreed the approach set out in the SPD. . The document was well received and it was noted that it would be very useful for Town and Parish Council's when considering applications in their area.

RESOLVED:

- (i) To adopt the householder extensions guidance as a Supplementary Planning Document based on the document attached in Appendix 1 to the report, for the Council to use in determining Planning Applications and in providing general planning advice.

(Reason: To adopt the householder extension guidance as a Supplementary Planning Document.)

42. COTTERSTOCK VILLAGE DESIGN STATEMENT

The Planning Policy Officer presented a report seeking approval to undertake a consultation on the Cotterstock Village Design Statement, with a view to adopting it as a Supplementary Planning Document (SPD).

The Village Design Statement (VDS) was prepared by members of the local community of Cotterstock, who had sought input from East Northamptonshire Council (ENC) officers to ensure that the document produced would be fit for purpose and to obtain advice as to what would be required for ENC to adopt the VDS as a statutory SPD in accordance with the 2012 regulations.

The VDS set out a distinctive local vision for Cotterstock by 2031. The VDS survey had enabled a range of guidelines to be developed regarding; landscape, buildings and design, highways and street furniture and amenities. The Committee commended the document along with the work that had gone into creating it.

RESOLVED:

- (i) To approve the draft Cotterstock VDS for a 6-week period of consultation, in accordance with the requirements of the Town and Country Planning (Local Planning) (England) Regulations 2012; Regulations 12 and 35, and Statement of Community Involvement, adopted September 2019.

(Reason: To approve the draft Cotterstock VDS for a 6-week period of consultation.)

43. SUSPENSION OF COUNCIL PROCEDURE RULE 8

At 8.50pm, it was proposed that Council Procedure Rule 8 (Duration of Meeting) be suspended to enable the Committee to continue the business on the agenda. On being put to the vote, it was

RESOLVED:

That Council Procedure Rule 8 be suspended to enable the Committee to continue the business on the agenda.

44. 5 YEAR HOUSING LAND SUPPLY UPDATE

The Principal Planning Policy Officer presented a report regarding the Annual Position Statement and provided an update on East Northamptonshire Council's current five year housing land supply situation as at 1st April 2020.

The Council's five year housing land supply for the period to 1st April 2019 had previously been agreed by the Planning Policy Committee on 17th December 2019, and identified a five years land supply (6.03 years). This figure was subsequently challenged by Lourett Developments Ltd through a planning appeal, which was considered at an informal hearing on 8th January 2020. On 24th January 2020 the Planning Inspector upheld the appeal and reduced the Council's housing land supply from 6.03 years to 4.28 years.

Following the Inspectors decision, on 6th March 2020 the Council submitted a Statutory Planning Appeal to the High Court. On 12th May 2020 the Council agreed a Consent Order with both the Secretary of State and Lourett Developments for consideration by the High Court. All parties agreed that it was appropriate for the Court to make an Order quashing the decisions of the Planning Inspector and remitting the appeal to be determined again. The High Court had yet to consider the agreed Consent Order and determine the matter.

The report presented to Members represented an updated housing land supply. This was prepared with reference to evidence presented on 8th January 2020 to the planning appeal hearing and subsequent High Court case.

Members expressed concern at the lack of clarity regarding the future application of the five year housing land supply, and whether this would be under the sovereign authority for a fixed period of time, or under North Northamptonshire after the commencement of the Unitary Authority vesting day, 1st April 2021. It was proposed to write to MHCLG to determine the future approach to determining the five year housing land supply, after vesting day.

RESOLVED:

- (i) That the updated schedule of sites and phasing assumptions used in the calculation of the five year housing land supply figure (Appendix 3) which constitute the Council's "Annual Position Statement"; to be included in the 2019 Authorities Monitoring Report be noted.
- (ii) That the updated five year housing land supply calculation for 1st April 2019 against the submitted North Northamptonshire Joint Core Strategy (Policy 28/ Table 4): 6.16 years, applying a 5% buffer (Appendix 5), be noted.
- (iii) That authority be delegated to the Head of Planning Services and the Executive Director of Growth and Infrastructure, in consultation with the Chair and Vice Chair of the Planning Policy Committee, Leader and Deputy Leader of the Council, to write to MHCLG to seek clarity on the future approach to determining the five year housing land supply.

(Reason: To provide robust housing land supply position on which to base planning decisions)

Chairman

PLANNING MANAGEMENT COMMITTEE

Date: 10 June 2020

Venue: Virtual Meeting

Time: 7.00pm

Present

Councillors:	Phillip Stearn	Chairman
	Gill Mercer	Vice Chairman
	Dudley Hughes	Geoff Shacklock
	Bert Jackson	Alex Smith
	Barbara Jenney	Peter Tomas
	Andy Mercer	Robin Underwood
	Harriet Pentland	Lee Wilkes

45. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Roger Glithero and Lance Jones.

46. MINUTES OF PREVIOUS MEETINGS

The minutes of the meeting held on 20 May 2020 were approved as a correct record.

47. DECLARATIONS OF INTEREST AND INFORMAL SITE VISITS

(a) Declarations of Interest

Councillors	Application	Nature of Interest	DPI	Other Interest
Geoff Shacklock	20/00148/FUL Manor Farm, Cotterstock Road, Glaphorn	The applicant is a family friend		Yes (did not take part in consideration of the application)
Gill Mercer	19/02011/FUL Land Between Newton Road and Chelveston Road Higham Ferrers	Is a member of the planning policy committee		Yes (did not take part in consideration of the application)

(b) Informal Site Visits

Councillor Geoff Shacklock declared that he had visited Pexley Court, Oundle (19/01546/FUL), 16 St Peters Road Oundle (20/00027/FUL) and 15 St Peters Road, Oundle (20/00263/FUL).

Councillor Bert Jackson declared that he had visited 16 St Peters Road Oundle (20/00027/FUL).

48. QUESTIONS FROM MEMBERS UNDER COUNCIL PROCEDURE RULE 10.3

There were no questions under Council Procedure Rule 10.3.

49. SECTION 106 AGREEMENTS & DELEGATIONS TO HEAD OF PLANNING SERVICES

The Committee received a report which provided an update on the progress of drafting S106 Agreements in respect of matters where the Committee had previously resolved to grant planning permission and on the applications where actions had been delegated to the Head of Planning Services. It was noted that OP0038 TL0389 Cotterstock Road Oundle, (19/01327/OUT) was now complete, with the decision due to be issued. No extensions to time limits were requested.

The progress on delegations to the Head of Planning Services was noted as follows:

- 15/00119/VAR 735 dwellings, Priors Hall – the current application was unlikely to proceed, and a new planning application had been received.
- 19/01024/OUT 11 dwellings, Mike Wells Cars, Montague Street, Rushden – negotiations were ongoing between ENC, Lead Local Flood Authority and applicant.
- 19/01092/FUL – Rushden Living, Land West of Rushden Lakes, Ditchford Lane, Rushden - The Secretary of State had received a call in request from a third party. Initial target date for consideration of the case was now 15th June 2020.
- 19/01872/FUL – Change of use from agriculture to equestrian and temporary workers dwelling -TLO1257 90298, Benefield Road, Glapthorn – Wording of conditions to be agreed
- 19/01630/OUT – Outline: erection of five dwellings (all matters reserved), Land Adjacent Brook Farm Cottage, Brooks Road, Raunds – Wording of refusal reasons to be agreed
- 19/01633/OUT – Outline: erection of two dwellings (all matters reserved), Land Adjacent Brook Farm Cottage, Brooks Road, Raunds – Wording of refusal reasons to be agreed

RESOLVED:

- (i) That the report be noted.
- (ii) To note that no extensions of time for applications had been requested
- (iii) That the progress of the delegations to the Head of Planning Services as detailed in Appendix 2 be noted

50. APPEAL DECISION MONITORING REPORT

The Committee received a report which provided an update on the planning appeals determined by the Planning Inspectorate from 11 January to 15 May 2020.

Application 18/02459/OUT Land Rear of 7-12 The Willows, Thrapston was highlighted. The applicant had successfully appealed the Council's decision to refuse the application. Subsequently the Council submitted a S.288 Appeal to the High Court, to which the Secretary of State for Housing, Communities and Local Government conceded that the Inspector had erred in his decision and interpretation of the National Planning Policy Framework (NPPF) in respect of the Council's 5 Year Housing Land Supply. A draft Consent Order had been agreed between the parties, which agreed to the quashing of the Inspectors decision, including the costs award made against the Council. The agreed Consent Order was currently before the High Court.

51. PUBLIC SPEAKERS

The following people spoke on the items as indicated:

- 19/02011/FUL - Land between Newton Road and Chelveston Road, Higham Ferrers an objector and the agent for the applicant
- 20/00027/FUL – 16 St Peters Road, Oundle – an objector, the Ward Member and the applicant
- 20/00148/FUL – Manor Farm, Cotterstock Road, Glapthorn – the agent for the applicant

52. PLANNING APPLICATIONS

The Committee considered the planning applications report and representations made by public speakers at the meeting. It was noted that there was additional information on the applications included in the update sheet.

(i) 20/00324/LBC – East Northamptonshire Council, Cedar Drive, Thrapston

The Committee considered an application for the upper ground floor – new fire exit door within the atrium; glass panels in each of the units in the atrium to be replaced with solid; levelling of existing internal ramp; lower ground floor – internal masonry wall to be removed.

Members raised concerns regarding the safety of the aluminium panels and sought clarity on the fire exit routes for the lower level, and were advised that the local fire officer would be consulted on those aspects as part of the building control application. It was confirmed that existing fire exit routes would be used for the lower ground floor.

It was moved and seconded that the application be granted. On being put to the vote, the Committee **agreed to grant** the application subject to the conditions detailed in the officer's report.

(ii) 19/01546/FUL – Pexley Court, Oundle

The application was an outline application for the erection of two new dwellings and garaging (resubmission of 19/00946/FUL)

It was now being recommended that the application be deferred until a future meeting where it would be considered in full, to allow a site ecology survey and assessment to be undertaken.

It was moved and seconded that the application be deferred. On being put to the vote, the Committee **agreed to defer** the application.

Councillor Gill Mercer left the meeting for the discussion of the following application.

(iii) 19/02011/FUL – Land Between Newton Road and Chelveston Road, Higham Ferrers

The Committee considered an application for the erection of a new 145 place secondary school for pupils with Special Education Needs with associated access, sports facilities, playground, hard and soft landscaping, car and cycle parking, substation and other associated infrastructure.

Members noted the demand for a SEN school and during debate on the application raised concerns regarding highway safety, as the B645 was a very busy route. The case officer confirmed that a dedicated right hand turn lane would be secured via Condition 5 of the recommendation as requested by the Highway Authority. It was noted that due to the SEN nature of the school, that no school pupils would likely be accessing the site by foot or cycle, and it was also noted that pedestrian access could be made to the site if for example a member of staff lived in Higham Ferrers. The case officer confirmed that Condition 4 of the recommendation would limit the school to only be used for a SEN school use, and no other permitted change within the D1 use class due to the differences of travel modes between SEN schools and standard schools. Members requested that there be a condition in regards to lighting, to protect the rural setting of the school, and this would be conditioned against the external lighting statement. Lighting was also requested at the junction to the school, and this would be dealt with as part of the S278 agreement.

It was confirmed that the waste collection for the school would likely be contracted to a private company, and it was requested that the concerns of Chelveston and Caldecott regarding heavy waste vehicles be noted. A route B using Newton Road had been agreed with East Northamptonshire Council when conducting their refuse collections and it was requested that this be taken into consideration.

It was moved and seconded that the application be **granted**

On being put to the vote, the Committee **agreed to grant** the application.

Councillor Gill Mercer returned to the meeting

(iv) 20/00027/FUL – 16 St Peters Road, Oundle

The Committee considered an application for two storey side and rear extensions and a single storey garage extension.

During debate on the application, Members noted that other properties within the street had undergone various developments and extensions, and that there was no particular street scene, but an eclectic mix.

The Committee was advised that the recent adoption of the Householder Extension Supplementary Planning Document (SPD) did not change the officer recommendation. The SPD provided guidance but allowed for flexibility and was a material consideration for the application, not a policy.

It was moved and seconded that the application be **granted**.

On being put to the vote, the Committee **agreed to grant** the application.

53. SUSPENSION OF COUNCIL PROCEDURE RULE 8

At 8.45pm, it was proposed that Council Procedure Rule 8 (Duration of Meeting) be suspended to enable the Committee to continue the business on the agenda. On being put to the vote, it was

RESOLVED:

That Council Procedure Rule 8 be suspended to enable the Committee to continue the business on the agenda.

54. CONTINUATION OF PLANNING APPLICATIONS

(v) 20/00263/FUL – 15 St Peters Road, Oundle

The Committee considered an application for a detached dwelling to the side garden of the existing dwelling house and new access

It was noted that other properties within the street had undergone various developments and extensions, and that there was no particular street scene, but an eclectic mix. It was therefore not felt that this application would be out of place within the existing street scene.

It was moved and seconded that the application be **granted**

On being put to the vote, the Committee **agreed to grant** the application.

Councillor Geoff Shacklock left the meeting for the following application and did not return.

(vi) 20/00148/FUL – Manor Farm, Cotterstock Road, Glapthorn

The Committee considered an application for the removal of a modern agricultural building and construction of 1 no. 3 bedroom self-build residential dwelling.

During debate on the application it was noted that the application had received support from both Glapthorn Parish Council and the Ward Member.

The site was allocated for development within the Glapthorn Neighbourhood plan for up to five dwellings, of which this would be the fifth. Policy 30 of the North Northamptonshire Joint Core Strategy emphasised the needs for small and medium sized dwellings (1-3 bedrooms).

The Committee was advised that although the application was for a 3 bedroom dwelling, the layout plan included a study at ground floor level, which it considered could easily be used as a fourth bedroom by the future occupants.

Members noted that the application was for a 3 bedroom dwelling, and it could not be speculated as to whether other rooms may be converted into additional bedrooms in future. The study was noted as an acceptable aspect of the proposal, with an increase in home working meaning more demand for home working space.

It was moved and seconded that the application be **granted**

On being put to the vote, the Committee **agreed to grant** the application, contrary to officer recommendation. The conditions were delegated to the Head of Planning Services in conjunction with the Chairman, Vice Chairman and Ward Member.

Chairman

GOVERNANCE AND AUDIT COMMITTEE

Date: 17 June 2020

Venue: Virtual Meeting

Time: 7.30pm

Present: Councillors: Peter Wathen (Chairman)
Alex Smith (Vice Chairman)
Sylvia Hughes Peter Tomas
Annabel de Capell Brooke Robin Underwood
Richard Gell

External attendees:

Rachel Ashley-Caunt (Head of Internal Audit)

55. **CONFIRMATION OF CHAIRMAN**

Councillor Peter Wathen was confirmed as Chairman of the Committee for 2020/21.

56. **CONFIRMATION OF THE VICE CHAIRMAN**

Councillor Alex Smith was confirmed as Vice Chairman of the Committee for 2020/21.

57. **APOLOGIES FOR ABSENCE**

No apologies for absence were received.

58. **MINUTES**

The minutes of the meeting held on 11 May 2020 were approved as a correct record, subject to the inclusion of Councillor Annabel de Capell Brooke in the list of those present.

59. **DECLARATIONS OF INTEREST**

No declarations of interest were made.

60. **QUESTIONS UNDER COUNCIL PROCEDURE RULE 10.3**

No questions were submitted under Procedure Rule 10.3.

61. **INTERNAL AUDIT – ANNUAL REPORT AND OPINION**

The Head of Internal Audit presented the annual Internal Audit report and opinion of the overall adequacy and effectiveness of the Council's governance, risk and control framework for 2019/20.

The overall opinion on the Council's control environment was that Satisfactory Assurance could be given, and that there was a generally sound system of internal control, designed to meet the organisation's objectives and that the controls were generally operating effectively in practice, within exceptions highlighted in the report.

The asset management audit had received limited assurance, impacting the overall opinion of the year. The asset management audit had identified weaknesses which required urgent action, and assurance had been provided that a detailed action plan had been agreed and was being implemented to ensure the organisation's controls in that area. This would be subject to ongoing Internal Audit review and follow up work in 2020/21. The Committee was advised that work regarding statutory inspections were all underway. Members requested written confirmation that all statutory inspections were up to date.

The implementation rate for audit recommendations made during 2019/20 was presented, together with a summary of overdue recommendations. The Committee would be provided with an update when outstanding recommendations were completed.

Members raised concerns regarding temporary workers, particularly the potential impact from COVID-19 which may have seen an increase in numbers. Members were advised that there were very few temporary staff employed at present, and that there were processes in place to monitor staff availability, with the main impact of COVID-19 being that many staff were currently working from home. Further processes were being implemented as a result of the audit assessment and recommendations.

It was noted that the Internal Audit team had delivered 100% of the agreed assignments from the Internal Audit Plan for 2019/20. An assessment of the Internal Audit service against the Public Sector Audit Standards concluded that the Internal Audit service operated in general conformance with the Standards.

RESOLVED:

That the Annual Internal Audit Report and Opinion for 2019/20 be noted.

(Reason: to review the performance of Internal Audit against the agreed plan and to note any key findings regarding the Council's risk management and control arrangements in accordance with the Public Sector Internal Audit Standards)

62. RISK MANAGEMENT – UPDATE ON QUARTER 4 RISK SCORES 2019-20

The Finance Manager presented a report on the Council's risk register for Quarter 4 of 2019/20.

The risk report for Quarter 4 2019/20 contained the following information:

- Corporate risks
- High Priority Risks (risks with high current score or very high likelihood score or very high impact score)
- Risks with 'very high' impact scores – by each impact measured
- Ended risks in the last quarter – there were none
- New risks in the last quarter – there was one (COVID-19)
- Overdue actions – there was one

The Committee was advised that in May 2020 the Government issued Working Safely During Coronavirus (COVID-19) Guidelines, which set out how workplaces should respond to the phased lifting of restrictions. A Risk Assessment Group had been set up by the Council and had developed a corporate workplace risk assessment which related specifically to COVID-19, as required by the new Government guidelines.

The Head of Environmental Services provided a verbal update on the response to COVID-19. Internally, necessary actions and safeguarding were being considered to look at the possibility of reopening the Council premises to the public at Thrapston, followed by Oundle and Rushden. The sites would only be reopened to the public once it was determined that the required safeguarding measures were in place. Work was also being carried out to identify any vulnerable staff that may require additional safety measures to allow them to work safely and securely. Externally, county wide groups were looking at the reopening of high streets and town centres; providing support to businesses as they prepared for the return of the general public. The next key target date of early July for the hospitality industry to gradually begin to restore itself was noted. An outbreak prevention and control plan had been developed, which would be the local delivery of the national test and trace programme. Environmental Health Officers would be involved in carrying out contact tracing, should there be an outbreak.

The Committee was advised that the Council had received funding from Central Government, which had been provided to Local Authorities to cope with the costs resulting from COVID-19. The funding provided would not be sufficient to cover all the costs; therefore the Council was trying to access additional funding streams where possible.

A new risk had been identified in Quarter 1 2020/21 in relation to the Council's statutory duty under Section 149 of the Environmental Protection Act 1990, to collect and hold straying dogs for a seven day period. On 1st June 2020, the Council's facility for the safekeeping of stray dogs temporarily ceased to accept any animals. This was a new risk for the Council, as the previous longstanding arrangements had been interrupted by ill health and without such a facility, the Council would be at risk of not fulfilling its statutory duty. However the Committee was advised that a new temporary arrangement was currently in place to ensure that the statutory duty could be met. The risk would be fully assessed and scored, with the appropriate risk actions identified, and would be included as a new risk in the Quarter 1 2020/21 risk report to be presented at the next meeting of this Committee.

RESOLVED:

That the status of the risks included in the report for period to March 31st 2020 be noted.

(Reason to ensure the Council has an up to date and effective risk reporting and governance process in place)

63. RESOURCES RISK REVIEW

The Head of Resources gave a verbal update on the risk register, noting the following risks in particular:

- RM CORP 015 – Risk of successful Cyber attack
- RM CORP 028 – failure of core ICT infrastructure leading to inability to provide services
- RM CORP 029 – Deterioration of staff health and wellbeing

- RM CORP 033 – Risk of loss impacting the Council as a result of fraudulent activity

The Committee was advised that the Council had prevented any successful phishing attacks. There was information available on the intranet regarding cyber safety, and further training would be provided to Members and officers in the coming weeks.

The risk score for RM CORP 028 had increased due to a network outage in December 2019 which saw 1.5 working days without network access. A new network support supplier was currently being procured which would then see the risk decrease.

The deterioration of staff health and wellbeing had increased in risk due to COVID-19. It was noted that no member of staff had tested positive for COVID-19, and so this risk may be reduced during the next Quarter. In a recent staff survey regarding home working, it was found that 82% of staff had seen an improvement in their health and wellbeing since working from home, with a better work/life balance, better communication and overall working environment. There had also been over 140 responses to a home workers risk assessment which had identified very few issues and concerns. It was expected that there would be a decrease in the sickness levels at the end of the current Quarter.

Members were advised that there was now more opportunity for fraudulent activity to take place, due to the significant amount of funding the Council had received from Central Government to administer the national grants scheme supporting businesses through COVID-19. The Revenues and Benefits department had stringent procedures in place, and there had been no successful fraudulent claims for funding.

RESOLVED:

That the update be noted

64. EXCLUSION OF PUBLIC AND PRESS

RESOLVED:

That the public and press be excluded from the meeting for the consideration of the following item (Minutes of the Governance & Audit Working Party) as exempt information as defined under Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972, was likely to be disclosed.

65. GOVERNANCE & AUDIT WORKING PARTY UPDATE

Members received and considered the minutes of the Governance & Audit Working Party held on 1st May 2020. They were not for publication in accordance with Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

RESOLVED:

That the minutes of the Governance & Audit Working Party be noted.

Chairman

PLANNING MANAGEMENT COMMITTEE

Date: 24 June 2020

Venue: Virtual Meeting

Time: 6.30pm

Present

Councillors:	Andy Mercer	Chairman
	Gill Mercer	Vice Chairman
	Dudley Hughes	Alex Smith
	Bert Jackson	Peter Tomas
	Barbara Jenney	Robin Underwood
	Lance Jones	Lee Wilkes
	Harriet Pentland	

66. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Roger Glithero, Geoff Shacklock, Phil Stearn and Peter Wathen.

67. MINUTES OF PREVIOUS MEETINGS

The minutes of the meeting held on 11 March 2020 were approved as a correct record.

68. DECLARATIONS OF INTEREST AND INFORMAL SITE VISITS

(a) Declarations of Interest

Councillors	Application	Nature of Interest	DPI	Other Interest
Harriet Pentland	19/01355/OUT	Works for Tom Pursglove MP who submitted a letter of objection		yes
Gill Mercer	19/01355/OUT	Member of Planning Policy Committee		Yes (left the meeting for this item)

(b) Informal Site Visits

Councillors Harriet Pentland and Bert Jackson declared that they had visited Land Between St Christophers Drive and A605 Oundle Bypass, Oundle (19/01355/OUT).

The solicitor for the Council requested that Members should state if they had been lobbied in respect of the planning application being considered during the meeting, and confirm that they came to the meeting with an open mind and were not biased or predetermined as a result of having been lobbied.. Councillors Bert Jackson, Barbara Jenney, Lance Jones, Andy Mercer, Harriet Pentland, Alex Smith, Peter Tomas, Robin Underwood and Lee Wilkes all declared that they had been lobbied and would enter the debate with an unbiased and open mind. Councillor Dudley Hughes also made the declaration after joining the meeting at 6.45pm.

69. QUESTIONS FROM MEMBERS UNDER COUNCIL PROCEDURE RULE 10.3

There were no questions under Council Procedure Rule 10.3.

70. SECTION 106 AGREEMENTS & DELEGATIONS TO HEAD OF PLANNING SERVICES

The Committee received a report which provided an update on the progress of drafting S106 Agreements in respect of matters where the Committee had previously resolved to grant planning permission and on the applications where actions had been delegated to the Head of Planning Services.

The progress on delegations to the Head of Planning Services was noted as follows:

- 15/00119/VAR 735 dwellings, Priors Hall – the current application was unlikely to proceed, and a new planning application had been received.
- 19/01024/OUT 11 dwellings, Mike Wells Cars, Montague Street, Rushden – negotiations were ongoing between ENC, Lead Local Flood Authority and applicant.
- 19/01092/FUL – Rushden Living, Land West of Rushden Lakes, Ditchford Lane, Rushden – The Secretary of State had received a call in request from a third party for the application. The initial target date for consideration of the case was now 15 June 2020.
- 19/01872/FUL – TLO1257 90298 Benefield Road, Glapthorn – Wording of conditions to be agreed.
- 19/1630/OUT – Land Adjacent Brook Farm Cottage, Brooks Road, Raunds – Wording of refusal reasons to be agreed.
- 19/01633/OUT – Land adjacent Brook Farm Cottage, Brooks Road, Raunds – Wording of refusal reasons to be agreed.

RESOLVED:

- (i) That the report be noted.
- (ii) That there were no requests for extensions of time for applications
- (iii) That the progress of the delegations to the Head of Planning Services as detailed in Appendix 2 be noted

Councillor Dudley Hughes joined the meeting at 6.45pm.

71. Appointment of Chairman

The Vice Chairman, Councillor Gill Mercer, declared an interest in the planning application for Land Between St Christophers Drive and A605 Oundle Bypass, Oundle (19/01355/OUT) and left the meeting. It was moved and seconded that Councillor Andy Mercer be appointed as Chairman. On being put to the vote, the Committee agreed to appoint Councillor Andy Mercer as Chairman for the discussion of the planning application.

72. PUBLIC SPEAKERS

The following people spoke on the items as indicated:

- 19/01355/OUT – Land Between St Christophers Drive and A605 Oundle Bypass, Oundle – 2 on behalf of Oundle Town Council, 3 Ward Members, 1 in support, the applicant and 4 objectors,

73. PLANNING APPLICATIONS

The Committee considered the planning application report and representations made by public speakers at the meeting. It was noted that there was additional information on the application included in the update sheet.

(i) 19/01355/OUT – Land Between St Christophers Drive and A605 Oundle Bypass, Oundle

The Chairman advised the Committee that a late letter of representation had been received from Tom Pursglove MP, objecting to the application; the same letter had been received a few days previous, and the Chairman read the accompanying email to the Committee for consideration.

The Committee considered an application for an outline planning application for the erection of up to 65 dwellings and an extra care facility of up to 65 units (all matters reserved except access)

The Committee were advised that the Planning Policy Committee had endorsed the site, and that the Draft Local Plan Part 2 should be given some weight as the site was allocated for development. Policy 29 of the Joint Core Strategy required the further allocation of land at Oundle to deliver the current requirement of 645 dwellings from 2011-2031, and the St Christopher's Drive site was identified as an appropriate location for additional housing. The Oundle Neighbourhood Plan should carry no weight as the Oundle Neighbourhood Plan Examiner had concluded that the Plan should not proceed to referendum.

Members raised concerns regarding the single access road to the proposed development, and were advised that the Local Highway Authority had assessed the access to the site and deemed it as being suitable for the proposed level of development. It was also noted that a condition regarding construction traffic would be imposed, requiring a Construction Management Plan to be submitted.

During debate on the application, Members sought clarification regarding the effectiveness of the proposed noise barriers. Several modelling variations had been carried out and it was confirmed that 3m acoustic fencing would provide the most effective noise mitigation, in comparison to a higher barrier which would not provide much more mitigation and be more invasive overall. It would be the responsibility of the developer to produce a scheme which would meet with the World Health Organisation guidelines. The Committee was advised that the indicative plans were for illustrative purposes only, and that there was flexibility within the design and number of dwellings on the site.

Members noted the provision of the extra care facility would provide 100% affordable housing, made up of 65 extra care units through the S.106 Planning Agreement, and sought assurance that this would be secured. It was confirmed that should the extra care facility not be provided, that the S.106 Planning Agreement contained an alternative covenant for the provision of not less than 40% affordable housing to be provided on site.

Councillor Harriet Pentland left the meeting during the debate and so did not participate in the vote for this item.

It was moved and seconded that the application be granted. On being put to the vote, there were 4 votes for the motion, 1 vote against the motion and 3 abstentions. The Committee therefore **agreed to grant** the application subject to the completion of a S.106 Planning Agreement and Conditions as detailed in the officers report.

Chairman

PLANNING MANAGEMENT COMMITTEE

Date: 08 July 2020

Venue: Virtual Meeting

Time: 6.30pm

Present Councillors: Philip Stearn Chairman
Gill Mercer Vice Chairman
Dudley Hughes Alex Smith
Barbara Jenney Peter Tomas
Lance Jones Robin Underwood
Harriet Pentland Lee Wilkes
Andy Mercer Peter Wathen
Geoff Shacklock

74. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Roger Glithero.

75. MINUTES OF PREVIOUS MEETINGS

The minutes of the meeting held on 10 June 2020 were approved as a correct record.

76. DECLARATIONS OF INTEREST AND INFORMAL SITE VISITS

(a) Declarations of Interest

Councillors	Application	Nature of Interest	DPI	Other Interest
Peter Tomas	19/01623/FUL	His company has worked a the site previously		Yes
Peter Tomas	19/01935/FUL	His company has worked for the applicant previously		Yes
Robin Underwood	19/01935/FUL	The agent is known to them		yes
Geoff Shacklock	19/01623/FUL	The agent and applicant are known to them		yes

(b) Informal Site Visits

Councillors Gill Mercer, Andy Mercer and Robin Underwood declared that they had visited 105 High Street, Rushden (19/01569/FUL).

Councillor Dudley Hughes declared that he had visited OP0061 SP9676, Addington Road, Woodford.

77. QUESTIONS FROM MEMBERS UNDER COUNCIL PROCEDURE RULE 10.3

There were no questions under Council Procedure Rule 10.3.

78. SECTION 106 AGREEMENTS & DELEGATIONS TO HEAD OF PLANNING SERVICES

The Committee received a report which provided an update on the progress of drafting S106 Agreements in respect of matters where the Committee had previously resolved to grant planning permission and on the applications where actions had been delegated to the Head of Planning Services.

The progress on delegations to the Head of Planning Services was noted as follows:

- 15/00119/VAR 735 dwellings, Priors Hall – the current application was unlikely to proceed, and a new planning application had been received.
- 19/01024/OUT 11 dwellings, Mike Wells Cars, Montague Street, Rushden – negotiations were ongoing between ENC, Lead Local Flood Authority and applicant.
- 19/01092/FUL – Rushden Living, Land West of Rushden Lakes, Ditchford Lane, Rushden – The Secretary of State had not called in the application. Planning permission could be issued once the S106 was completed as all conditions had been agreed.
- 19/01872/FUL – TLO1257 90298 Benefield Road, Glapthorn – Wording of conditions to be agreed.
- 19/1630/OUT – Land Adjacent Brook Farm Cottage, Brooks Road, Raunds – Refusal issued 16th June 2020.
- 19/01633/OUT – Land adjacent Brook Farm Cottage, Brooks Road, Raunds – Refusal issued 16th June 2020.
- 20/00148/FUL – Manor Farm, Cotterstock Road, Glapthorn – the decision had been issued
- The Committee were also advised that the Cowthick Plantation application, which ENC had submitted an objection against had been approved by Corby Borough Council subject to conditions and a S106 agreement.

RESOLVED:

- (i) That the report be noted.
- (ii) That there were no requests for extensions of time for applications
- (iii) That the progress of the delegations to the Head of Planning Services as detailed in Appendix 2 be noted

79. PUBLIC SPEAKERS

The following people spoke on the items as indicated:

- 19/01623/FUL – Newbrook Farm, Islington, Titchmarsh - on behalf of Titchmarsh Parish Council, the agent on behalf of the applicant and an objector
- 20/00274/FUL – Glebe Meadow Fishery, Ditchford Lock, Ditchford Lane, Rushden – on behalf of Rushden Town Council, the Ward Member and the agent on behalf of the applicant
- 19/01238/FUL – OP0061 SP9676, Addington Road, Woodford – on behalf of Woodford Parish Council, an objector and the agent on behalf of the applicant

80. PLANNING APPLICATIONS

The Committee considered the planning application report and representations made by public speakers at the meeting. It was noted that there was additional information on the application included in the update sheet.

(i) 19/01623/FUL – Newbrook Farm, Islington, Titchmarsh

The Committee considered an application for the change of use of agricultural land and buildings to haulage yard (a Sui Generis use) plus B1(C) B2 and B8 uses and erection of security fencing and gates. (Fresh application following refusal of 18/02401/FUL) (Retrospective)

The Committee noted that the application related to five units on the site, with the remaining two units to continue being used for agricultural purposes. The Committee were advised that future occupiers of the units must adhere to existing limitations of any conditions imposed, and that the units could revert back to agricultural use without the need for further planning consent.

During debate on the application, Members raised concerns regarding highway safety, particularly in respect of pedestrians and cyclists travelling along Thrapston Road, along with the volume of traffic and heavy goods vehicles that would potentially travel through the village. Members also noted that a 'turn right' sign at the site exit could not be enforced, and was not deemed necessary by the Local Highway Authority, who had not objected to the application.

It was moved and seconded that the application be granted. On being put to the vote, there were 6 votes for the motion, 3 votes against the motion and 2 abstentions. The Committee therefore **agreed to grant** the application

(ii) 20/00274/FUL – Glebe Meadow Fishery, Ditchford Lock, Ditchford Lane, Rushden

The committee considered an application for the retention of farm shop (Resubmission of 19/01842/FUL) (retrospective)

During debate on the application, Members noted that the Local Highway had removed their previous objection to the application. The site access was in close proximity to a bridge with traffic lights, allowing for safe access to the site as vehicles were either slowed down or at a standstill at that point. The Committee noted that the farm shop provided much needed supplies for those using the river and facilities.

It was moved and seconded that the application be granted. On being put to the vote, the Committee **agreed to grant** the application.

Councillor Barbara Jenney joined the meeting at 19.35

(iii) 19/01238/FUL – OP0061 SP9676, Addington Road, Woodford

The committee considered an application for the erection of 2 no. dog kennel buildings; an exercise/training barn; a quarantine unit; a maintenance garage/workshop together with associated new site access from Addington Road

Members raised concerns regarding potential noise disturbance and odour, and the impact this could have on the local residents, particularly overnight when there would be no staff or volunteers on site. The Committee was advised that the proposed development would comply with the 'very good' BREEAM standard, and that dogs would be secured in separate kennels indoors overnight. The closest building to the site was between 230-280m away. There would also be a robust management plan in place to ensure that noise was kept to a minimum during the day, and the kennels would face South-East, so any noise would be directed away from the village.

81. SUSPENSION OF COUNCIL PROCEDURE RULE 8

At 8.30pm, it was proposed that Council Procedure Rule 8 (Duration of Meeting) be suspended to enable the Committee to continue the business on the agenda. On being put to the vote, it was agreed to

RESOLVED:

That Council Procedure Rule 8 be suspended to enable the Committee to continue the business on the agenda until 9.30pm.

82. CONTINUATION OF PLANNING APPLICATION

During debate on the application, Members also raised concerns that the application was for a non agricultural development in open countryside and requested a sequential test be carried out to determine the suitability of other potential sites. The Committee was advised that a sequential test was not required, as the application was not for leisure purposes, and that JCS Policy 25 was supportive of rural economic development in principle and dog kennels were often located in rural areas.

Highway safety and site access matters were also raised, with Members expressing concern for the safety of pedestrians and cyclists along what was a fast and narrow road. Members also debated the sustainability of the site, with it only being accessible to motor vehicles. The Committee was advised that due to the nature of the business, dogs would be collected by appointment only which would require a vehicle; there would be a low likelihood of pedestrian visits to the site. The detrimental impact of installing a footpath to the site would outweigh the benefits, as it would be seldom used.

It was proposed to refuse the application on the grounds of: Loss of amenity by reasons of noise and odour; unacceptable visual impact; not a sustainable location, and would result in the loss of agricultural land.

It was moved and seconded that the application be refused. On being put to the vote the Committee **agreed to refuse** the application, **contrary to officer recommendation**. The wording of the reasons for refusal was delegated to the Head of Planning Services in conjunction with the Chair, Vice Chair and Ward Member.

Chairman

POLICY AND RESOURCES COMMITTEE

Date: 13 July 2020

Venue: Virtual Meeting

Time: 11am

Present: Councillors: Richard Lewis (Chairman)
Glenvil Greenwood-Smith (Vice Chairman)
Steven North (Leader of the Council)
David Jenney (Deputy Leader of the Council)

Tony Boto
David Brackenbury
Wendy Brackenbury
Val Carter
John Farrar

Helen Harrison
Dudley Hughes JP
Andy Mercer
Sarah Peacock

83. CONFIRMATION OF CHAIRMAN

RESOLVED:

That Councillor Richard Lewis be confirmed as Chairman of the Committee for 2020/21.

84. CONFIRMATION OF VICE CHAIRMAN

RESOLVED:

That Councillor Glenvil Greenwood-Smith be confirmed as Vice Chairman of the Committee for 2020/21.

85. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Roger Glithero.

86. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 24 February 2020 were approved as a correct record, subject to:

Minute No. 417 – Northamptonshire Reducing Gang-related Violence and Exploitation Strategy

4th paragraph, final sentence now to read “The Chief Executive of ENC was the NCSB lead for the strategy and the partnership lead for **tackling** serious organised crime.”

87. DECLARATIONS OF INTEREST

The following declarations of interest were made:

Councillor	Item	Nature of Interest	DPI	Other Interest
Sarah Peacock	Minutes of Finance and Performance Sub-Committee on 06 July 2020	Is Chairman of the Greenway Board		Yes

88. QUESTIONS UNDER COUNCIL PROCEDURE RULE 10.3

No questions were submitted under Procedure Rule 10.3.

89. MINUTES OF SUB-COMMITTEES AND WORKING PARTIES

a) Personnel Sub-Committee – 02 March 2020

The minutes of the meeting of the Personnel Sub-Committee held on 02 March 2020 were received (see pages 44 to 45).

b) Personnel Sub-Committee – 24 March 2020

The minutes of the meeting of the Personnel Sub-Committee held on 24 March 2020 were received (see pages 46 to 47).

c) Personnel Sub-Committee – 15 June 2020

The minutes of the meeting of the Personnel Sub-Committee held on 15 June 2020 were received (see pages 48 to 53).

RESOLVED:

That delegated authority be given to the Chief Executive to authorise variations to the hours of individual employees where those variations do not create a proposed increase to the budget or to the establishment and do not have the potential to trigger a redundancy.

(Reason: To ensure the efficient operation of the officer scheme of delegation in line with changing business needs.)

d) Community Facilities Fund Working Party – 04 March 2020

The minutes of the meeting of the Communities Facilities Fund Working Party held on 04 March 2020 were received (see pages 54 to 56).

e) Finance and Performance Sub-Committee – 24 March 2020

The minutes of the meeting of the Finance and Performance Sub-Committee held on 24 March 2020 were received (see pages 57 to 58).

f) Finance and Performance Sub-Committee – 06 May 2020

The minutes of the meeting of the Finance and Performance Sub-Committee held on 06 May 2020 were received (see pages 59 to 66).

g) Finance and Performance Sub-Committee – 26 May 2020

The minutes of the meeting of the Finance and Performance Sub-Committee held on 26 May 2020 were received (see pages 67 to 70).

h) Finance and Performance Sub-Committee – 06 July 2020

The minutes of the meeting of the Finance and Performance Sub-Committee held on 06 July 2020 were received (see pages 71 to 78).

RESOLVED:

- (i) That the revenue carry forward requests be approved.
(Reason: For formal approval to carry forward expenditure into the revenue budget for 2020/21.)
- (ii) That the capital carry forward requests be approved.
(Reason: For formal approval to carry forward expenditure into the capital budget for 2020/21.)
- (iii) That the 2019/20 underspend be set aside within a new Covid-19 Risk reserve.
(Reason: For formal approval to incur expenditure in 2020/21 and to strengthen reserves to mitigate the financial risks of the Covid-19 pandemic.)
- (iv) That the draft reserves outturn position, including the use of capital receipts as indicated in sections 3.5-3.8 of the report, be approved.
(Reason: For formal approval of strengthened reserves to mitigate future financial risk.)
- (v) That authority be delegated to the Chief Finance Officer, following consultation with the Chairman of the Finance and Performance Sub-Committee, to make changes necessary to the outturn and reserves position that arise as a result of completing year end accounting entries which will be reported back to Finance and Performance Sub-Committee as necessary.
(Reason: To ensure the Council meets its statutory deadline that the draft Statement of Accounts is published by 31 August 2020.)

R.1 RESOLVED TO RECOMMEND TO FULL COUNCIL:

- (vi) To approve an increase of £16,518 in the 2020/21 approved capital programme in relation to Disabled Facilities Grants to be funded from capital grants.
(Reason: To bring the approved capital programme in line with capital Disabled Facilities Grants received in 2019/20 and 2020/21.)

90. ADJOURNMENT OF MEETING

Due to technical issues, the meeting adjourned at 11.25am and reconvened at 11.40am.

Councillor Steven North left the meeting at 11.50am during consideration of the following item.

91. CLOSED-CIRCUIT TELEVISION (CCTV) POLICY

The Executive Director (Growth and Infrastructure) presented a report which sought approval for a Closed-Circuit Television (CCTV) Policy. A policy was required to provide a framework for installing and operating CCTV systems within the Council's operating buildings, in other property it owned and through remote use as part of service delivery.

The main reason for using CCTV was to improve the safety of staff, members and customers using the Council's buildings and services. It was evident that, with developments in data protection legislation, there were a number of issues associated with privacy that needed to be considered with the design, installation and operation of a CCTV system, which this Policy would address.

During debate on the item, Members raised a question as to who would be responsible for deciding what was an 'exceptional circumstance' for using surveillance cameras in areas where there was an expectation of privacy. It was accepted that issues around safety and privacy did not often coincide and Members felt that some sort of Member oversight was needed. In response, officers noted the concerns which had been raised and undertook to revise the wording of paragraph 10.4 of the Policy. It was suggested that once a decision had been made to use surveillance cameras in exceptional circumstances that the decision be reported to the Governance and Audit Committee for them to review.

RESOLVED:

- (i) To approve the CCTV Policy, subject to paragraph 10.4 being amended to include that any decision made to use surveillance cameras in exceptional circumstances be reported to the Governance and Audit Committee for review.
- (ii) That delegated authority be given to the Head of Economic and Commercial Development, in consultation with the Chairman of the Policy and Resources Committee, to finalise the Policy for publication.

(Reason: To ensure the design, installation and operation of CCTV by ENC adheres to current legislation.)

92. EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

That the public and press be excluded from the meeting during consideration of the following item of business in accordance with Section 100A of the Local Government Act 1972, because exempt information may be disclosed.

Councillor John Farrar left the meeting at 12.40pm and Councillor Steven North returned to the meeting at 12.45pm during consideration of the following item.

93. SUPPORT FOR FREEDOM LEISURE

The Chief Finance Officer presented a report which detailed the impact that the Covid-19 pandemic had had on Freedom Leisure and the support they had requested from the Council to maintain the business and the future of East Northamptonshire Council's Leisure Services Contract.

The report was not for publication in accordance with paragraph 3 of Part 1 of Schedule 12A of Section 100A of the Local Government Act 1972.

R.2 RESOLVED TO RECOMMEND TO FULL COUNCIL:

- (i) To agree to meet the additional business critical costs of £72,035 incurred by Freedom Leisure for the period 20 March to 20 July 2020, subject to final approval via the open book accounting reconciliation process.
- (ii) To agree to meet Freedom Leisure's business critical costs of £24,542 that cannot be mitigated for the period 21 July to 31 July 2020, subject to final approval via the open book account reconciliation process.
- (iii) To agree to a full opening of all leisure centres from 25 July or as soon thereafter as possible, to allow Freedom Leisure to activate their recovery plan and to support the Council's Health and Active Lifestyles Strategy and Public Health Agenda.
- (iv) To agree to meet Freedom Leisure's estimated income deficit of between £212,305 and £280,009 for the period 1 August to 31 October 2020, subject to final approval via the open book accounting reconciliation process.
- (v) To forego the monthly management fee due to the Council of £12,083 for the period 1 August to 31 October 2020, totalling £36,249.
- (vi) To agree that funding recommendations (i), (ii), (iv) and (v) will come from the Covid-19 Grant from government, the Covid-19 earmarked reserve or, if successful, further government Covid-19 funding.
- (vii) To agree to a further update being brought forward at the next Council meeting on 12 October 2020 to review the existing support and to consider any future support for the period 1 November 2020 onwards.

Subject to the recommendations above:

- (a) To note that regular progress reports on the leisure contract with Freedom Leisure will be made to the Policy and Resources Committee.

(Reason: To support the continued delivery of a critical contract to implement the Council's Health and Active Lifestyles Strategy which encourages residents to adopt healthier and active lifestyles.)

Chairman

- ii) In Section 5.5 of the report, a new sub section (h) be added:

'In exceptional circumstances, Officers below Executive Director level may claim overtime at plain rate only, subject to the prior approval of the Chief Executive.'

RESOLVED:

- a) That the report be noted;
- b) That subject to inclusion of the minor amendments as discussed, full Council be recommended to:-

Consider and approve the Pay Policy Statement 2020/21.

(Reason: An approved statement will enable the authority to publish the statement in accordance with the requirements under the Localism Act 2011.)

6.0 EXCLUSION OF PRESS AND PUBLIC

6.1 RESOLVED:

That the public and press be excluded from the meeting during consideration of the following items of business in accordance with Section 100A of the Local Government Act 1972, because exempt information may be disclosed.

- Environmental Services – Proposed Change to the Health Protection Team

7.0 ENVIRONMENTAL SERVICES – PROPOSED CHANGE TO THE HEALTH PROTECTION TEAM

- 7.1 The Health Protection Manager presented a report which sought permission to change the vacant part time post of Health Protection Officer to a full time Health and Wellbeing Officer. The report was not for publication by virtue of paragraph 2 of Part 1 of Schedule 12A of the Local Government Act 1972.

RESOLVED:

That the request to recruit a full time Health and Wellbeing Post as outlined in section 4.3 of this report, be approved.

[Reason – To ensure staff are properly supported by the proactive promotion of health and wellbeing. This will help to ensure the council will be better able to meet its statutory responsibilities and ensure maximum benefit for customers].

Chairman

6.0 ECONOMIC AND COMMERCIAL DEVELOPMENT – STAFFING CHANGES

6.1 The Head of Economic and Commercial Development presented a report which sought approval for a number of staffing changes within the Economic and Commercial Development service as the basis for improving service delivery within the context of Local Government Reform, emerging strategic economic agendas, delivery of the Enterprise Centre East Northants (ECEN) project, commercialisation and a dynamic economic climate.

RESOLVED:

(1) That the proposed staffing changes as detailed at 8.1 of the report be approved.

(Reason – To improve service delivery within the ECD service).

(2) That delegated authority be given to the Head of Economic and Commercial Development, in consultation with the Chair of this Committee, to deliver all aspects of the proposed staffing changes, including formal consultation with all affected staff.

(Reason – To ensure effective and timely delivery of the proposed staff changes).

7.0 PRIVATE SECTOR HOUSING TEAM – DISABLED FACILITIES GRANTS, ENVIRONMENTAL SERVICES

7.1 The Head of Environmental Services presented a report detailing the proposal to extend the shared Disabled Facilities Grant (DFG) resources between Kettering Borough Council (KBC) and East Northamptonshire Council (ENC); by extending the ENC 0.5 FTE shared resource with KBC to 3 x 0.5 FTEs.

RESOLVED:

(1) That the creation and recruitment of a shared Technical Officer and Trainee Technical Officer resource with Kettering Borough Council be approved

(Reason: To enable a more effective delivery of mandatory DFGs).

8.0 URGENT ITEM

8.1 The following item of business had been added to the published agenda with the consent of the Chairman in accordance with Section 100B(4)(b) of the Local Government Act 1972 as a decision was required before the next meeting of the Sub-Committee. All officers with the exception of the Head of Resources and Democratic Services Officers left the meeting.

9.0 SETTLEMENT AGREEMENT

9.1 The Head of Resources gave a verbal report requesting the Sub-Committee's approval that a compensatory payment be issued to an employee.

RESOLVED:

That the compensatory payment outlined in the report be made to the employee concerned.

(Reason: to provide a resolution to the matter)

Chairman



Personnel Sub-Committee

Minutes of a Meeting held on Monday 15 June 2020 (Virtual Meeting)

Present: Councillors: Roger Glithero (Chairman)
Sarah Peacock (Vice-Chairman)
Glenvil Greenwood-Smith
David Jenney
Steven North
Tony Boto
Val Carter

Officers: David Oliver Chief Executive
Stella Jinks HR Shared Services Manager
Glenn Hammons Chief Finance Officer
Bhupinder Gill Monitoring Officer
Kelvin Turner Interim Head of Resources

1.0 CONFIRMATION OF THE CHAIRMAN

1.1 Councillor Roger Glithero was confirmed as the Chairman of the Committee for 2020/21.

2.0 CONFIRMATION OF THE VICE CHAIRMAN

2.1 Councillor Sarah Peacock was confirmed as the Vice Chairman of the Committee for 2020/21.

3.0 URGENT ITEM

3.1 The Chairman agreed to the addition of one exempt urgent item:

- Backfilling for Unitary Appointments

4.0 APOLOGIES FOR ABSENCE

4.1 No apologies for absence were received.

5.0 MINUTES OF THE LAST MEETING

5.1 The minutes of the meeting held on Tuesday 24 March 2020 were approved.

6.0 DECLARATIONS OF INTEREST

6.1 No declarations of interest were made.

7.0 QUESTIONS UNDER PROCEDURE RULE 10.3

7.1 There were no questions submitted under Procedure Rule 10.3.

8.0 PERSONNEL SCHEME OF DELEGATION

8.1 The HR Shared Services Manager presented a report setting out proposals to amend the officer scheme of delegation in respect of minor changes to the workforce. It was proposed to provide delegated powers to the Chief Executive to authorise minor staffing variations. All changes would need to be within existing council staff budget provisions and must not exceed

the establishment.

8.2 Members requested that the wording of the recommendation be amended, to provide clarity as to what would constitute a minor variation.

8.3 **RESOLVED:**

- a) To recommend to Policy and Resources Committee that delegated power be given to the Chief Executive to authorise variations to the hours of individual employees where those variations do not create a proposed increase to a budget or to the establishment and do not have the potential to trigger a redundancy.
- b) That update reports be brought back to this Committee as and when the Chief Executive has exercised the delegation.

(Reason: to ensure the efficient operation of the officer scheme of delegation in line with changing business needs.)

A copy of the report considered by the Personnel Sub-Committee is attached to these minutes.

9.0 **EXCLUSION OF PRESS AND PUBLIC**

9.1 **RESOLVED:**

That the public and press be excluded from the meeting during consideration of the following items of business in accordance with Section 100A of the Local Government Act 1972, because exempt information may be disclosed.

- Interim Head of Customer and Community Services
- Workforce Statistics
- Backfilling for Unitary Appointments

10.0 **HEAD OF CUSTOMER AND COMMUNITY SERVICES**

10.1 The Chief Finance Officer presented a report which provided an update on the interim arrangements for the Head of Customer and Community Services role, and put in place arrangements until 31 May 2021.

The report was not for publication by virtue of paragraph 2 of Part 1 of Schedule 12A of the Local Government Act 1972.

10.3 **RESOLVED:**

- a) That the highly successful tenure of the interim Head of Customer and Community Services in the period to 31 May 2020 be noted and
- b) That the extension of the appointment of the current holder of the interim Head of Customer and Community Services post until 31 March 2021 be approved

(Reason – To ensure that the council has the right senior management capacity for the period between now and the unitary Vesting Day of 1st April 2021).

11.0 **WORKFORCE STATISTICS**

11.1 The HR Shared Services Manager presented a report setting out the end of year workforce data, benchmarked against the other two partners in the HR Shared Service.

11.2 **RESOLVED:**

- a) That the report be noted

12.0 BACKFILLING FOR UNITARY APPOINTMENTS

12.1 The Chief Executive gave a verbal report on recent appointments made to the North Northamptonshire Shadow Authority. It was noted that these would have an impact on capacity, particularly surrounding both the Monitoring Officer and Democratic Services areas. It was therefore proposed to bring in an interim Monitoring Officer.

12.2 RESOLVED:

That it be noted that:

- i) an individual would be brought in to support operations in a Deputy Monitoring Officer role;
- ii) the Monitoring Officer appointed Barbara Morris as Deputy Monitoring Officer;
- iii) the costs of the Deputy Monitoring Officer's services would be met by the Future Northants programme; and
- iv) the Chief Executive would circulate information to Members regarding the appointment of a Deputy Monitoring Officer

Chairman



Personnel Sub Committee 15th June 2020

Purpose of report

To propose an amendment to Section 3.2 (C) of the Council's Constitution relating to the officer scheme of Delegation in respect of minor variations in the workforce.

1.0 Background

- 1.1 Section 3.2 (C) the Council's constitution is currently silent in respect of delegated authority relating to minor variations to the workforce, such as an increase or decrease in hours.
- 1.2 It was resolved at the meeting on 20th January 2020 that a report be brought to the next meeting of the Personnel Sub-Committee setting out proposals to amend the officer scheme of delegation in respect of changes to staff working hours.

2.0 Proposed changes to the Scheme of Delegation

- 2.1 This report proposes to establish delegated powers to the Chief Executive (Head of Paid Service) to authorise minor staffing variations.
- 2.2 The Council has adopted a range of policies that support work life balance. Under these policies, employees can make an application to vary their working hours to support their changing life circumstances.
- 2.3 Additionally, as employees leave the council, this is an ideal time to revisit the needs of the team prior to recruitment, as opposed to assuming a like for like recruitment will meet the changing needs of the business.
- 2.4 It is proposed to seek approval to update the constitution to provide delegated powers for the Chief Executive to approve variations to the hours of individual employees where those variations do not create a proposed increase to a budget or to the establishment and do not have the potential to trigger a redundancy.
- 2.5 All such variations must be within existing council staff budget provisions.

3.0 Important issues to consider

- 3.1 Delegated authority would permit expedience to resourcing issues that currently need deciding through the availability of a committee.
- 3.2 All changes would need to be within existing council staff budget provisions. Where a variation creates a proposed increase to a budget, or has the potential to trigger a redundancy, this would require committee approval.

4.0 Equality and Diversity Implications

- 4.1 An initial Equality Impact is not necessary for the purpose of an officer delegation.

5.0 Privacy Impact Implications

- 5.1 There are no privacy impact implications as requests to vary contractual hours are expressly

given by the employee. All other variations will relate to vacant posts.

6.0 Health Impact Assessments

6.1 There are no health implications associated to this report

7.0 Legal Implications

7.1 There are provisions in employment legislation that permit the application of variation to working hours. These statutory rights are managed under the Council's policies.

8.0 Risk Management

8.1 In the absence of delegated powers, responsive decision making to changes in the workforce can create disruption to service provision or reduce staffing efficiencies where minor variations need approval via a committee cycle.

8.2 Risks will be managed under the delegated scheme by ensuring the delegation is limited to establishment variations that are within existing budgets. Where there is a risk of a potential costs, such as redundancy or pension strain this variation will still require committee approval.

9.0 Resource and Financial Implications

9.1 Delegated authority would be limited to decisions that can be afforded within existing budget provisions.

10.0 Constitutional Implications

10.1 The report proposes an extension of officer delegated powers which would form an amendment to Part 3.2 of the Council's Constitution, the Scheme of Delegation.

11.0 Implications for our Customers

11.1 This report has no direct impact on our customers.

12.0 Corporate Outcomes

12.1 Workforce changes are constant and the need to respond to these changes effectively and efficiently can increase staff morale, ensure the workforce is appropriately resourced and customer service is undisrupted.

The Corporate Outcomes are:

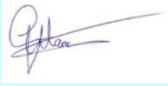

- Good Quality of Life – through the consideration of flexible working requests that support an employees work life balance?
- Good Value for Money – by ensuring that recruitment needs are evaluated against business needs, instead of recruiting on a like for like basis?
- Effective Management – expedite decisions more quickly enabling the workforce to adapt and change in line with business needs

13.0 Recommendation

13.1 The Sub Committee is recommended to:

- a) To recommend to Policy and Resources Committee that delegated power be given to the Chief Executive to authorise variations to the hours of individual employees where those variations do not create a proposed increase to a budget or to the establishment and do not have the potential to trigger a redundancy.
- b) That update reports be brought back to this Committee as and when the Chief Executive has exercised the delegation.

(Reason – to ensure the efficient operation of the officer scheme of delegation in line with changing business needs)

Legal	Power: Council Constitution Scheme of Delegation					
	Other considerations: None					
Background Papers: None						
Person Originating Report: Stella Jinks, Human Resources Manager ☎ 01536 464655 ✉ stella.jinks@east-northamptonshire.gov.uk						
Date: June 2020						
CFO 03/06/20			MO		CX 03/06/20	

Community Facilities Fund Working Party

Draft Minutes of meeting held on
Wednesday 4 March at 2pm at Heritage Halls and Chapel, 20-28 Park Road, Rushden

Present:

Councillors:	Councillor Steven North (Chair)	Cllr SN
	Councillor Richard Lewis	Cllr RL
	Councillor Janet Pinnock	Cllr JP
	Councillor Peter Wathen	Cllr PW
Officers:	Lucy Hogston, Interim Head of Customer & Community Services	LRH
	Tracy Wright, Assistant Finance Manage	TW
	Lucy Hawes, Community Development Officer	LH
Minutes:	Charlie Christmas, Democratic Services and Corporate Support cchristmas@east-northamptonshire.gov.uk	CC

ACTION

1. **Apologies**

- 1.1. Apologies were received from Councillors Annabel De Capell Brooke and Roger Glithero, Katherine Hayward, and Mike Greenway.

2. **Minutes of previous meeting held on 4 December 2019**

- 2.1. The minutes of the previous meeting were agreed as a true and accurate record.

3. **Declarations of interest**

3.1

Councillor	Item	Nature of Interest	DPI	Other
Lewis	Eligibility Applications	Associations with: Rushden Town Council, Rushden Historic Transport Society, Rushden and Higham Cricket Club, Rockingham Forest Trust, Heritage Chapel and Halls and Serve.		Yes
Pinnock	Eligibility Applications	Associations with: Rushden Town Council, Rushden Historic Transport Society, Heritage Chapel and Halls.		Yes
Wathen	Eligibility Applications	Association with Raunds Library and Raunds Conservative Club.		Yes

4. **Financial position update**

- 4.1. TW provided an update, advising that the funding committed to date for Rounds 1-7 totalled £2.382m. Of that, £2.037m had been paid so far. An additional £200k was approved by Policy and Resources Committee for Round 8 on 4th November 2019. Of the original funding committed, a total of £72k would be released back into the reserves for streams 2 and as it was no longer required by projects.

The balances to be claimed from Rounds 5 to 7 totalled £272k. Outstanding balances totalling £173,079 still to be claimed were: Round 6: Warmington Parish Council, Newton Road School, Hope Methodist Church and St James Church Thrapston. Round 7: Rushden Historical Transport Society. The Working Party noted the update.

5. Update on projects

- 5.1. LH provided an update on projects from previous rounds, noting that the majority had been given a deadline to spend their funding of 31st January 2020 and were completed and awaiting an evaluation request. Those still outstanding were noted at 4.1 of the minutes.

6. Report – Eligibility Applications

- 6.1 LH presented a report detailing the evaluation of applications submitted for Round 8, which was launched in December 2019. Unlike previous rounds, applicants were invited to register their interest and discuss their applications by 31st January 2020, with a total of 59 received. The final deadline for submission of applications was 14th February 2020 at 5pm, with a total of 43 applications being received. Announcements of successful awards would be made on 20th March 2020.
- 6.2 The total amount being sought by the applications was £232,374.59 and therefore exceeded the ring-fenced amount of £200k. The Community Development Officer assessed each of the applications to determine which project could receive a minimum donation. The revised figure resulting from this was £210,741 which was further reduced during the meeting due to the revised score given to application 3. The final total figure of funding sought was £208,417.

7. Confirmation of recommendation for funding awards

- 7.1 A total of 43 applications were received, with those scoring 20 points and above being presented for consideration to the Working Party. Any funding awarded would be required to be spent by 31st January 2021, with no extensions to this date being permitted.

No.	Application	Decision	Award given
4	Brigstock Village Hall		£5,450
6	Wellingborough and District Nene Angling Club		£10,000
7	Rockingham Forest Trust		£3,000
8	Woodford Reading Rooms		£10,000
9	Benefield Village Hall		£9,680
11	Thurning Village Hall		£10,000
12	Woodford Sports Club		£6,190
13	Easton on the Hill Parish Council		£10,000
16	Rushden Historical Transport Society		£10,000
17	Raunds Saxon Bowlers		£1,756.96
19	Deene and Deenethorpe Village Hall		£8,301
20	Oundle Golf Club		£9,065.99

ACTION

21	Thrapston Bowls Club		£6,531
22	I-Grow		£3,070
25	Raunds Conservative Club		£9,592.19
26	Higham Ferrers Town Council		£7,500
27	Rushden and Higham Cricket Club		£6,840
28	Titchmarsh Church		£3,000
29	Oundle Bowls Club		£2057
30	Thrapston Town Council		£10,000
31	Brigstock Cricket Club		£7,476.60
32	Thrapston Tennis Club		£10,000
34	Stanwick Village Hall		£9,939
35	Raunds Community Library		£10,000
36	Cotterstock Village Hall		£9,939
37	Rushden Town Council		£10,000
42	Nassington Parish Council		£10,000
			£208,417 Total

7.2 The Working Party **Resolved to Recommend** to Finance and Performance Sub Committee at its next meeting (date to be confirmed) that

- (a) The award of grant funding totalling £208,417 to the projects as outlined in 7.1 above be approved

8. **Date of next meeting**

8.1 The next meeting was scheduled to take place Wednesday 24th June, 2pm. Venue to be confirmed

The meeting concluded at 3.30pm



Finance and Performance Sub Committee

Minutes of a meeting held on Tuesday 24 March 2020 at 11.55am, at East Northamptonshire House, Thrapston

Present: Councillors: Richard Lewis, in the chair
Roger Glithero JP
Glenvil Greenwood-Smith
David Jenney

Officers: Glenn Hammons Executive Director
Rob Harbour Executive Director
Kelvin Turner Interim Head of Resources
Greg Macdonald Head of Economic and Commercial Development

1.0 APOLOGIES FOR ABSENCE

1.1 Apologies for absence were received from Councillors David Brackenbury and Steven North.

2.0 Minutes

2.1 The minutes of the meeting held on 17 February 2020 were approved as a correct record.

3.0 DECLARATIONS OF INTEREST

3.1 The following declarations of interest were made:

Councillor	Item	Nature of Interest	DPI	Other
Richard Lewis	Minutes of the Community Facilities Fund Working Party	Has an association with Rushden Town Council, Rushden Historic Transport Society, Rushden and Higham Cricket Club, Rockingham Forest Trust, Heritage Chapel and Halls and Serve.		Yes
Glenvil Greenwood-Smith	Minutes of the Community Facilities Fund Working Party	Is Trustee of Raunds Community Library and was an advisor to Oundle Golf Club		Yes

4.0 QUESTIONS FROM MEMBERS

4.1 There were no questions received from members.

5.0 MINUTES OF THE COMMUNITY FACILITIES FUND WORKING PARTY HELD ON WEDNESDAY 4 MARCH 2020

5.1 The minutes of the meeting of Community Facilities Fund Working Party held on Wednesday 4 March 2020 were received.

RESOLVED:

The award of grant funding totalling £208,417 to the following projects:

No.	Application	Award given
4	Brigstock Village Hall	£5,450
6	Wellingborough and District Nene Angling Club	£10,000
7	Rockingham Forest Trust	£3,000
8	Woodford Reading Rooms	£10,000
9	Benefield Village Hall	£9,680
11	Thurning Village Hall	£10,000
12	Woodford Sports Club	£6,190
13	Easton on the Hill Parish Council	£10,000
16	Rushden Historical Transport Society	£10,000
17	Raunds Saxon Bowlers	£1,756.96
19	Deene and Deenethorpe Village Hall	£8,301
20	Oundle Golf Club	£9,065.99
21	Thrapston Bowls Club	£6,531
22	I-Grow	£3,070
25	Raunds Conservative Club	£9,592.19
26	Higham Ferrers Town Council	£7,500
27	Rushden and Higham Cricket Club	£6,840
28	Titchmarsh Church	£3,000
29	Oundle Bowls Club	£2057
30	Thrapston Town Council	£10,000
31	Brigstock Cricket Club	£7,476.60
32	Thrapston Tennis Club	£10,000
34	Stanwick Village Hall	£9,939
35	Raunds Community Library	£10,000
36	Cotterstock Village Hall	£9,939
37	Rushden Town Council	£10,000
42	Nassington Parish Council	£10,000
		£208,417 Total

Chairman



Finance and Performance Sub Committee

Minutes of a Virtual Meeting held on Wednesday 6 May 2020 at 7pm

Present: Councillors: Steven North (Chairman)
David Brackenbury
Glenvil Greenwood-Smith
David Jenney
Richard Lewis

Officers: David Oliver Chief Executive
Glenn Hammons Executive Director
Kelvin Turner Interim Head of Resources
Katherine Hayward Finance Manager
Lewis Gabb Business Transformation Manager

1.0 APOLOGIES FOR ABSENCE

1.1 Apologies for absence were received from Councillor Roger Glithero.

2.0 MINUTES

2.1 The minutes of the meeting held on 24 March 2020 were approved as a correct record.

3.0 DECLARATIONS OF INTEREST

3.1 No declarations of interest were made.

4.0 QUESTIONS FROM MEMBERS

4.1 There were no questions received from members.

5.0 TREASURY MANAGEMENT STRATEGY STATEMENT 2020/21 UPDATE

5.1 The Executive Director (Resources and Commercial) presented a report which proposed a recommendation to the Council's Treasury Management Strategy Investment Strategy to enable it to manage its cash resources effectively during the unprecedented situation arising from the Covid-19 coronavirus emergency.

5.2 The Council had approved its Treasury Management Strategy Statement at the Council meeting on 2 March 2020. A core element of the Strategy Statement was the Investment Strategy which set out how the Council's surplus cash resources were managed.

- 5.3 The Council primarily invested its surplus monies with counterparties, which included a range of financial institutions, other local authorities, money market funds and government. The Council maintained a counterparty list which included limits on the amount of cash that could be invested with any given organisation. The limit was based on the creditworthiness of that organisation, for example, our limit for a “high” credit rated financial institution or fund was £3m and for government was £10m.
- 5.4 In response to the Covid-19 situation, the government had announced unprecedented levels of support for businesses and individuals and councils had been the conduit through which the government had allocated this support. The impact of the payment of these monies was a change in the level of cash balances being held by the Council on a temporary basis before they were paid out to businesses and individuals, for example, the level of cash investments in late March and early April had been up to £50m. The current counterparty limits cannot support these elevated cash balances and the Council had breached its counterparty limits from 27 March. To mitigate this breach, excess monies were placed with the highest credit rated counterparty the Council was able to invest with, the Debt Management Office.
- 5.5 The current elevated levels of cash balances were anticipated to continue until the Council had paid out the grants to businesses and individuals. However, there is the potential that further government support in response to the Covid-19 emergency response may be needed for businesses and individuals and to manage such situations the Council needed to ensure its Investment Strategy was flexible enough to cope.
- 5.6 A number of options had been considered and it was proposed to provide a delegation to the Chief Finance Officer, or their nominee, following consultation with the Chairmen of the Finance and Performance Sub-Committee and Governance and Audit Committee, to temporarily increase the Debt Management Office counterparty limit from £10m to unlimited if required due to exceptional circumstances. This would:
- Provide the ability for the Council to keep its cash secure in the highest level of creditworthiness available in the UK;
 - Follow the principle that security of monies was the highest priority in the Investment Strategy;
 - Provide a pragmatic solution.

RESOLVED TO RECOMMEND TO FULL COUNCIL that it:

- (i) Delegates to the Chief Finance Officer (or their nominee), following consultation with the Chairmen of Finance and Performance Sub-Committee and the Governance and Audit Committee, to temporarily increase the Debt Management Office counterparty limit from £10m to unlimited for a specified period of time due to exceptional circumstances.
- (ii) Approves the amended wording to Appendix E of the Treasury Strategy Statement 2020/21 as set out in Annex 1 to these minutes.

(Reason: To ensure that the Council is able to operate within its Investment Strategy at a time of extraordinary circumstances in response to the coronavirus (Covid-19) emergency.)

6.0 FINANCE IMPACT OF CORONAVIRUS (COVID-19) ON THE COUNCIL

- 6.1 The Executive Director (Resources and Commercial) provided a verbal update on the financial impact of Covid-19 on the Council. Covid-19 had had an unprecedented effect on the finances and resources of the Council which would need to be monitored for the remainder of the year.
- 6.2 The Council had been a key conduit in providing support for businesses and individuals by issuing relief and grants, including:
- Additional Business Rate Relief – 332 reliefs totalling £11.8m
 - Business Support Grants of £10k or £25k – 1052 grants totalling £12.9m
 - All businesses who had either applied or been contacted had been paid grants and the remaining businesses would be contacted.
 - There had been a balance in making quick payments and being diligent in not paying any fraudulent claims.
 - Hardship Grants for individuals - £440k had been allocated with £150 awarded to people in receipt of Council Tax Support. Pre Covid-19, 2050 people were receiving Council Tax Support but there had now been a further 770 Universal Credit claims which may lead to more claims for support.
- 6.3 There would be an impact on the budget during the year, particularly in areas such as homelessness, waste, PPE costs, public health funerals, enabling staff to work from home and holding virtual meetings. However, the biggest impact would be on the income budget, including planning/building control fees and licensing fees. There was an immediate pressure on the leisure centres and the Council was currently considering possible financial support with the operator. Almost £1m had been received from the government but it was too early to say if this would cover the pressures. There would also be an impact on future years and any deficits would be incorporated into the 2021/22 budget, which could be a risk to the start up resources available to the new unitary authority.
- 6.4 In conclusion, there would be an impact on the budget but it was not year clear what the full impact would be, there would also be an impact on income streams and whilst additional funding had been welcomed if this was not sufficient there would be an impact in year.
- 6.5 Members welcomed the efforts of all staff in adapting to new ways of working. Particular thanks were given to Revenues and Benefits staff who had worked hard to process the various grants which had been introduced.

RESOLVED:

That the verbal update be noted.

7.0 EXCLUSION OF PUBLIC AND PRESS

RESOLVED:

That the public and press be excluded from the meeting during consideration of the following item of business in accordance with Section 100A of the Local Government Act 1972, because exempt information may be disclosed.

8.0 OFFICE TRANSFORMATION PROGRAMME AND ASSOCIATED WORKS

- 8.1 The Business Transformation Manager presented a report which sought authorisation for the funding needed to deliver all elements of Phase 2 of the Office Transformation Programme and Associated works, the Customer Experience Enhancement Programme and Future Northants development.

RESOLVED:

That the recommendations as documented in paragraph 11.8 of the report and recommendations 1-14 in the supplementary paper be approved.

(Reason: To drive delivery of the OTP programme and associated projects and works.)

Chairman

Extract from Treasury Management Strategy Statement 2020/21

[Proposed new wording is highlighted]

Appendix E

**CRITERIA TO BE USED FOR CREATING/ MANAGING APPROVED COUNTERPARTY
LISTS/LIMITS**

1. The Chief Financial Officer will formulate suitable criteria for assessing and monitoring the credit risk of investment counterparties and shall construct a lending list comprising time, type, sector and specific counterparty limits.
2. Treasury Management staff will add or delete counterparties to/from the approved counterparty list in line with the policy on criteria for selection of counterparties.
3. The Council will use credit criteria in order to select creditworthy counterparties for placing investments with and will take advice as appropriate from the Council's external Treasury Advisors.
4. Credit ratings will be used as supplied from one or more of the following credit rating agencies: -
 - Fitch
 - Standard & Poor's
 - Moody's Investors Services
5. Selection criteria for approved investment counterparties.
 - Published credit ratings for financial institutions (minimum long term rating of A- or equivalent for counterparties; A+ or equivalent for non-UK sovereigns).
 - Credit Default Swaps
 - Economic fundamentals (Net Debt as a percentage of GDP)
 - Share Prices
 - Corporate Developments, news, market sentiment and momentum
 - Subjective overlay

The Councils Bank

The Council banks with Barclays Bank. If their credit rating does not meet the minimum credit criteria specified in this Investment Strategy, Barclays Bank will continue to be used for the short term liquidity requirements (overnight and weekend investments) only to ensure business continuity arrangements are maintained.

6. Investment limits for each counterparty:

Credit Rating	Banks Unsecured	Bank Secured	Government	Corporate	Registered Providers
UK Govt	n/a	n/a	£10m [unlimited in exceptional circumstances] 50 years	n/a	n/a
AAA	£3m 5 years	£3.5m 20 years	n/a	£2m 20 years	£2m 20 years
AA+	£3m 5 years	£3.5m 10 years	n/a	£2m 10 years	£2m 10 years
AA	£3m 4 years	£3.5m 5 years	n/a	£2m 5 years	£2m 10 years
AA-	£3m 3 years	£3.5m 4 years	n/a	£2m 4 years	£2m 10 Years
A+	£3m 2 years	£3.5m 3 years	n/a	£2m 3 years	£2m 5 years
A	£3m 13 months	£3.5m 2 years	n/a	£2m 2 Years	£2m 5 years
A-	£3m 6 months	£3.5m 13 months	n/a	£2m 13 months	£2m 5 years
BBB+	£1m 100 days	£1.5m 6 months	n/a	£1m 6 months	£2m 2 years
B or BBB-	Next day only	Next day only	n/a	n/a	n/a
None	£1m 6 months	n/a	n/a	£50,000 5 years	£1m 5 years
Pool funds	£3m per fund				

7. The maximum value for any one investment transaction will be as shown in the table above.
8. Sterling denominated only.
9. Sovereign rating of any non-UK counterparty will not be less than the current UK Sovereign rate.
10. When exceptional circumstances (e.g. Covid-19 emergency response) lead to elevated cash balances there is a delegation in place for the Chief Finance Officer (or their nominee), in consultation with the Chairs of Finance & Performance Sub Committee and Governance & Audit Committee, to temporarily increase the Debt Management Office counterparty limit from £10m to unlimited for a specified period of time.

Below is an explanation of the headings used:

Credit Ratings and Risk Assessment: Investment decisions are made by reference to the lowest published long-term credit rating from Fitch, Moody's or Standard & Poor's. Where available, the credit rating relevant to the specific investment or class of investment is used, otherwise the counterparty credit rating is used.

Credit ratings are obtained and monitored by the Authority's treasury advisers, who will notify changes in ratings as they occur. Where an entity has its credit rating downgraded so that it fails to meet the approved investment criteria then:

- no new investments will be made,
- any existing investments that can be recalled or sold at no cost will be, and
- full consideration will be given to the recall or sale of all other existing investments with the affected counterparty.

Where a credit rating agency announces that a credit rating is on review for possible downgrade (also known as "rating watch negative" or "credit watch negative") so that it may fall below the approved rating criteria, then only investments that can be withdrawn (on the next working day) will be made with that organisation until the outcome of the review is announced. This policy will not apply to negative outlooks, which indicate a long-term direction of travel rather than an imminent change of rating.

Banks Unsecured: Accounts, deposits, certificates of deposit and senior unsecured bonds with banks and building societies, other than multilateral development banks. These investments are subject to the risk of credit loss via a bail-in should the regulator determine that the bank is failing or likely to fail. Unsecured investment with banks rated BBB or BBB- are restricted to overnight deposits at the Authority's current account bank.

Banks Secured: Covered bonds, reverse repurchase agreements and other collateralized arrangements with banks and building societies. These investments are secured on the bank's assets, which limits the potential losses in the unlikely event of insolvency, and means that they are exempt from bail-in. Where there is no investment specific credit rating, but the collateral upon which the investment is secured has a credit rating, the highest of the collateral credit rating and the counterparty credit rating will be used to determine cash and time limits. The combined secured and unsecured investments in any one bank will not exceed the cash limit for secured investments.

Government: Loans, bonds and bills issued or guaranteed by national governments, regional and local authorities and multilateral development banks. These investments are not subject to bail-in, and there is an insignificant risk of insolvency. Investments with the UK Central Government may be made in unlimited amounts for up to 50 years.

Corporate: Loans, bonds and commercial paper issued by companies other than banks and registered providers. These investments are not subject to bail-in, but are exposed to the risk of the company going insolvent. Loans to unrated companies will only be made as part of a diversified pool in order to spread the risk widely.

Registered Providers: Loans and bonds issued by, guaranteed by or secured on the assets of Registered Providers of Social Housing, formerly known as Housing Associations. These bodies are tightly regulated by the Homes and Communities Agency and, as providers of public services; they retain a high likelihood of receiving government support if needed.

Pooled Funds: Shares in diversified investment vehicles consisting of the any of the above investment types, plus equity shares and property. These funds have the advantage of providing wide diversification of investment risks, coupled with the services of a professional fund manager in return for a fee. Money Market Funds that offer same-day liquidity and aim for a constant net asset value will be used as an alternative to instant access bank accounts, while pooled funds whose value changes with market prices and/or have a notice period will be used for longer investment periods.

Bond, equity and property funds offer enhanced returns over the longer term, but are more volatile in the short term. These allow the Authority to diversify into asset classes other than cash without the need to own and manage the underlying investments. Because these funds have no defined maturity date, but are available for withdrawal after a notice period, their performance and continued suitability in meeting the Authority's investment objectives will be monitored regularly.



Finance and Performance Sub Committee

Minutes of a Virtual Meeting held on Tuesday 26 May 2020 at 1.30pm

Present: Councillors: Steven North (Chairman)
David Brackenbury
Glenvil Greenwood-Smith
David Jenney
Richard Lewis

Officers: David Oliver Chief Executive
Glenn Hammons S151 Officer and Executive Director
Kelvin Turner Interim Head of Resources
Katherine Hayward Finance Manager
Rob Scott ICT Business Support Manager

1.0 CONFIRMATION OF THE CHAIRMAN

1.1 **RESOLVED:**

That Councillor Steven North be confirmed as Chairman of the Sub-Committee for 2020/21.

2.0 CONFIRMATION OF THE VICE CHAIRMAN

2.1 **RESOLVED:**

That Councillor Richard Lewis be confirmed as Vice Chairman of the Sub-Committee for 2020/21.

3.0 APOLOGIES FOR ABSENCE

3.1 Apologies for absence were received from Councillor Roger Glithero.

4.0 MINUTES

4.1 The minutes of the meeting held on 06 May 2020 were approved as a correct record.

5.0 DECLARATIONS OF INTEREST

5.1 No declarations of interest were made.

6.0 QUESTIONS FROM MEMBERS

6.1 There were no questions received from members.

7.0 BUDGET WORKING GROUP

7.1 The Chief Finance Officer presented a report which sought Members' approval of the Terms of Reference for the Budget Working Group.

7.2 The Budget Working Group had been set up by the Sub-Committee in December 2019 for the purpose of reviewing the draft Budget 2020/21 and Medium Term Financial Strategy. It was the intention for the Budget Working Group to remain in existence to review any specific financial issues arising during the 2020/21 financial year.

7.3 Covid-19 was having an impact on the Council's financial position and the Working Group was ideally positioned to provide the interface between the financial challenges arising at a service level and the formal decision making process through the Council's governance structure.

RESOLVED:

That the Terms of Reference for the Budget Working Group be approved, as set out in Appendix 1 of these minutes.

(Reason: To enable the financial impact on the Council of Covid-19 to be assessed.)

8.0 EXCLUSION OF PUBLIC AND PRESS

RESOLVED:

That the public and press be excluded from the meeting during consideration of the following item of business in accordance with Section 100A of the Local Government Act 1972, because exempt information may be disclosed.

9.0 ICT DEVELOPMENT POOL SCHEME

9.1 The Interim Head of Resources presented a report which sought authorisation for the funding needed to deliver the replacement of the ICT Network Provision Contract.

RESOLVED:

- (i) To approve Option 3, as outlined in the report, to award a new contract to MLL/ Eastnet to provide the Council's ICT Network Provision Contract in accordance with the procurement framework used by Northamptonshire County Council in 2018; and
- (ii) To approve the movement of ICT capital funding totalling £39,815 from the Development Pool into the Capital Programme.

(Reason: To deliver the replacement of the Council's ICT Network Provision Contract.)

Chairman

Terms of Reference Budget Working Group

1.0 Purpose

- 1.1 This Working Group has been created to monitor and investigate specific areas of the Council's budget as required.
- 1.2 The Working Group will be councillor led but will include key officers tasked with providing information. It will provide a forum for discussion and distillation of options and approaches and for ensuring the responses are compiled in a timely manner.
- 1.3 The Working Group has no statutory role and has no formal decision making powers. It will make recommendations to Finance and Performance Sub-Committee.

2.0 Membership

- 2.1 The Working Group will comprise of three councillors drawn from the Finance and Performance Sub Committee and will consist of the Leader, the Deputy Leader and one other councillor.
- 2.2 It will be advised by the Chief Finance Officer, Head of Resources and Finance Manager, together with other officers as appropriate.
- 2.2 The Working Group will be serviced by East Northamptonshire Council.

3.0 Meetings

- 3.1 Working Group meetings will take place when required. The business of the meeting shall be set out in an agenda and notified to members of the Working Group five days in advance of the date of the meeting. At least two members of the Working Group will need to be present for the meeting to be quorate.
- 3.2 The Working Party will chaired by the Leader, with the Deputy Leader acting as Vice Chair.
- 3.3 Items for inclusion on the agenda will be agreed with the Chair and should be submitted for consideration at least 7 days prior to the date of the meeting.
- 3.4 The minutes of the previous meeting shall be submitted for agreement at the start of every meeting.
- 3.5 In order to provide for free and frank discussions, reports and minutes will be confidential to the Working Group until otherwise agreed by the Working Group.

4.0 Members' Responsibilities

- 4.1 Councillors and officers must declare at the start of any meeting an interest in any matter for discussion in which they have a personal interest or involvement.

5.0 Voting

- 5.1 The Working Group will work towards securing mutual agreement on all aspects for consideration, but should a vote be necessary each Councillor will have a single vote and decisions will be made on the show of hands. In the event of a tie in the number of votes, the Chair will have a second, or casting, vote.

6.0 Variation of the Terms of Reference

- 6.1 These Terms of Reference may be altered by vote at Finance and Performance Sub-Committee.



Finance and Performance Sub Committee

Minutes of a Virtual Meeting held on Monday 06 July 2020 at 2.00pm

Present: Councillors: Steven North (Chairman)
David Brackenbury
Roger Glithero JP
Glenvil Greenwood-Smith
David Jenney
Richard Lewis

Officers: David Oliver Chief Executive
Glenn Hammons Chief Finance Officer
Kelvin Turner Interim Head of Resources
Katherine Hayward Finance Manager
Greg Macdonald Head of Economic and Commercial Development
Matt Lineham Facilities Manager
Mike Greenway Community Partnerships Manager

1.0 APOLOGIES FOR ABSENCE

1.1 There were no apologies for absence.

2.0 MINUTES

2.1 The minutes of the meeting held on 26 May 2020 were approved as a correct record.

3.0 DECLARATIONS OF INTEREST

3.1 No declarations of interest were made.

4.0 QUESTIONS FROM MEMBERS UNDER COUNCIL PROCEDURE RULE 10.3

4.1 There were no questions received from Members.

5.0 BUDGET MONITORING DRAFT OUTTURN REPORT 2019-20

5.1 The Finance Manager presented a report which provided an update on the Revenue and Capital positions against the approved budgets for the year ended 31 March 2020 and highlighted any significant under or overspending against the budget.

- 5.2 The total budget as at 31 March 2020 had been revised to £12,143,489 which related to incorporating the net interest receivable budget to the service expenditure monitoring, net carry forwards from 2018/19 totalling £249,464 and supplementary estimates totalling £603,855 approved during the year.
- 5.3 The estimated outturn for the year was an underspend of £648k. This was mainly due to an increase in planning income, net housing benefit overpayments recovered of £101k which were not within the budget, the vacancy factor, which had exceeded the budget of £200k by £104k, a saving on the corporate risk budget of £145k, and interest received, which was £121k above the original budget of £105k due to higher cash balances held in year. The draft outturn included a number of items totalling £537k which had been identified for carry forward into 2020/21, as well as movements to and from existing reserves.
- 5.4 The draft outturn for 2019/20 of the capital programme showed an underspend of £1.896m, which was mainly due to a delay in the completion of the Enterprise Centre build, which had been completed in quarter one of 2020/21. When the budget was set in March 2019, it had been anticipated that £970k of capital reserves would be used to fund the capital programme but, to allow more flexibility in the use of reserves, given the Council was facing significant financial risks as a result of the Covid-19 pandemic, it was more prudent to fund more of this year's capital programme directly from capital receipts rather than use revenue reserves.
- 5.5 In order to meet the timescales for the draft outturn report, a number of assumptions and estimates had been required to be made. A delegation was therefore sought to allow the Chief Finance Officer to approve the final outturn and reserves position as part of his statutory role of signing off the Statement of Accounts. Any changes required would be brought back to the Sub-Committee in due course of information.
- 5.6 It had been identified that the capital grant determinations for Disabled Facilities Grants in both 2019/20 and 2020/21 were £508,259 in each year, whereas the budget included in the approved capital programme was only £500k for each year. Approval was now sought to increase the 2020/21 capital programme by £16,518 to bring the approved capital programme in line with the capital grant funding received by the Council in 2019/20 and 2020/21.
- 5.7 Members welcomed the funding which had been provided by the Government to support councils during the current Covid-19 pandemic. In response to a question about benefit overpayments, officers clarified that the Council had a number of claimants whose circumstances had changed during the year and could continue to change during the Covid-19 pandemic. This would be a volatile year which would continue into the unitary arrangements.

RESOLVED:

- (i) That the revenue, capital and reserves positions for 2019/20, including the use of capital receipts as indicated in sections 3.5-3.8 of the report, be noted.
- (ii) That the collection and write off performance for sundry debtors, local taxation and benefit overpayments as set out in Appendix 5 of the report, be noted.

(Reason: For information/monitoring purposes.)

RESOLVED TO RECOMMEND TO POLICY AND RESOURCES COMMITTEE:

- (iii) That the revenue carry forward requests be approved.

(Reason: For formal approval to carry forward expenditure into the revenue budget for 2020/21).

- (iv) That the capital carry forward requests be approved.

(Reason: For formal approval to carry forward expenditure into the capital budget for 2020/21).

- (v) That the 2019/20 underspend be set aside within a new Covid-19 Risk reserve.

(Reason: For formal approval to incur expenditure in 2020/21 and to strengthen reserves to mitigate the financial risks of the Covid-19 pandemic).

- (vi) That the draft reserves outturn position, including the use of capital receipts as indicated in sections 3.5-3.8, be approved.

(Reason: For formal approval of strengthened reserves to mitigate future financial risk).

- (vii) That authority is delegated to the Chief Finance Officer, following consultation with the Chairman of the Finance and Performance Sub-committee, to make changes necessary to the outturn and reserves position that arise as a result of completing year end accounting entries, which will be reported back to Finance and Performance Sub-Committee as necessary.

(Reason: To ensure the Council meets its statutory deadline that the draft Statement of Accounts is published by 31 August 2020).

- (viii) That Policy and Resources Committee resolves to recommend to Full Council to approve an increase of £16,518 in the 2020/21 approved capital programme in relation to Disabled Facilities Grants to be funded from capital grants.

(Reason: To bring the approved capital programme in line with capital Disabled Facilities Grants received in 2019/20 and 2020/21).

6.0 ANNUAL TREASURY MANAGEMENT REVIEW 2019-20

6.1 The Finance Manager presented a report which provided a review of the treasury management activities and the actual prudential and treasury indicators for the year to 31 March 2020.

6.2 The Council undertook capital expenditure on long term assets and the actual capital expenditure formed one of the required prudential indicators. The Council's underlying need to borrow to finance capital expenditure was termed the Capital Financing Requirement (CFR). The Council had complied with this prudential indicator.

6.3 The Council's investment portfolio at the beginning and the end of 2019/20 was:

INVESTMENT PORTFOLIO	Actual 31.3.19 £	Actual 31.3.19 %	Actual 31.3.20 £	Actual 31.3.20 %
Treasury investments				
Banks	10,634,323	43.2%	12,824,053	49.7%
Local authorities	10,000,000	40.6%	13,000,000	50.3%
DMADF (H M Treasury)	4,000,000	16.2%	-	0.0%
Total managed in house	24,634,323	100.0%	25,824,053	100%
Total managed externally	0	0%	0	0%
TOTAL TREASURY INVESTMENTS	24,634,323	100%	25,824,053	100%

6.4 Investment balances had been kept to a minimum through the strategy of using reserves and balances to support internal borrowing, rather than borrowing externally from the financial markets. External borrowing would have incurred an additional cost, due to the differential between borrowing and investment rates. During 2019-20, the Council maintained an under-borrowed position, which meant that the capital borrowing need was not fully funded with loan debt, as cash supporting the Council's reserves, balances and cash flow was used as an interim measure. Although the Council had taken a cautious approach to investing in 2019-20 the outturn showed a surplus over budget of £121.2k.

6.5 In response to the coronavirus pandemic the Government had announced unprecedented levels of support for businesses and individuals, and councils had been the conduit through which the Government had allocated much of this support. The impact of the payment of these monies was a step change in the level of cash balances being held by the Council on a temporary basis before they were paid out to businesses and individuals. The counterparty limits set out in the approved Investment Strategy included in the Treasury Management Strategy were unable to support these elevated cash balances and as a result the Council had breached its counterparty limits from 27 March 2020 for 20 days to 15 April 2020.

6.6 To mitigate this breach and to ensure that the Council upheld its priorities as set out in the Investment Strategy, as soon as operationally possible, excess monies were placed with the highest credit rated counterparty the Council was able to invest with, the Debt Management Office, which was part of HM Treasury/UK Government. This decision was taken to ensure the security of Council funds. The Annual Meeting of the Council in May 2020 agreed to provide a delegation to the Chief Finance Officer (or their nominee), following consultation with the Chairmen of the Finance and Performance Sub Committee and the Governance and Audit Committee, to temporarily increase the Debt Management Office counterparty limit from £10m to unlimited if required due to exceptional circumstances.

The delegation was invoked on 8 June 2020 as a result of exceptional circumstances whereby short term investments made by the Council totalling £8m matured and it was not possible to place investments with other local authorities as planned due to market saturation. Following consultation with the Chairmen of the Finance and Performance Sub Committee and the Governance and Audit Committee the Debt Management Office counterparty limit was temporarily increased from £10m to £12m for the period from 8 June to 22 June 2020.

RESOLVED:

- (i) That the Annual Treasury Management Review 2019-20 be noted.

RESOLVED TO RECOMMEND TO FULL COUNCIL:

- (ii) That the Annual Treasury Management Review 2019-20 be noted.

(Reason: To meet the requirements of the CIPFA Code of Practice on Treasury Management).

7.0 FINANCIAL MONITORING 2020-21

- 7.1 The Finance Manager presented a report which provided an update on financial monitoring for the year to 31 March 2021 in light of the exceptional circumstances which the Council faced as a result of the Covid-19 pandemic. It highlighted the forecast significant overspending and loss of income and identified the possible impact on the year end position. The Covid-19 pandemic and resulting economic impacts were forecast to have a significant negative impact on the Council’s revenue budget outturn position for 2020/21 and the Council’s five year Medium Term Financial Strategy as a result of additional costs and forecast loss of income.
- 7.2 The overall summary of the forecast impact of Covid-19 on the Council’s revenue budget for 2020/21 by service area, before any additional funding sources were considered, was:

SUMMARY BY SERVICE AREA OF ADDITIONAL COSTS AND LOST INCOME	Approved Revenue Budget 2020-21	MHCLG Return 19.06.20 2020-21 Pressures	Forecast Outturns After Covid-19 Pressures	Percentage Overspend Against Budget 2020-21
	£	£	£	
Customer and Community Services	1,926,813	708,863	2,635,676	36.79%
Economic and Commercial Development	545,578	304,200	849,778	55.76%
Environmental Services	3,630,931	333,566	3,964,497	9.19%
Resources and ICT	2,693,277	90,000	2,783,277	3.34%
Planning Services	1,847,505	366,620	2,214,125	19.84%
Corporate and Democratic Core	1,707,289	112,500	1,819,789	6.59%
TOTAL	12,351,393	1,915,749	14,267,142	15.51%

- 7.3 The Council had undertaken sensitivity analysis on the potential financial impacts of Covid-19 in 2020/21. This analysis showed that if 'pessimistic' assumptions were made, the costs and lost income in 2020/21 could be £3.0m, which was 24% of the Council's approved revenue budget. 'Realistic' assumptions indicated forecast pressures of £1.9m, or 16% of the approved budget. 'Optimistic' assumptions indicated forecast pressures of £1.4m, or 11% of the approved budget.
- 7.4 In response to the Covid-19 pandemic, the Government had made £3.2 billion available to support local authorities in meeting the costs of the activities that they had been asked to deliver. This funding was non-ringfenced and the Council's allocation of the £3.2 billion funding was £993.4k.
- 7.5 It was anticipated that council tax and business rates collection rates would suffer as a result of the economic impacts of Covid-19. The projected Collection Fund income loss of £5.453m was the total impact on the Collection Fund, of which the expected share for the Council was £1.41m. Due to the high levels of uncertainty around forecasting collection rates and in order to provide a consistent approach across the county, the Council had forecast Collection Fund income losses of 5% council tax and 10% collectable business rates, in line with all other Northamptonshire billing authorities.
- 7.6 Members acknowledged that this was an unprecedented time where the full impact was not yet known. The Chief Finance Officer advised that further announcements were expected from the Government shortly and an update would be provided to the next meeting on the impact of Covid-19 on the Collection Fund.

RESOLVED:

- (i) That the update on financial monitoring for the year to 31 March 2020 be noted.

8.0 EAST NORTHAMPTONSHIRE GREENWAY – POTENTIAL TRANSFER OF FUNDING BETWEEN PROJECTS

- 8.1 The Community Partnerships Manager presented a report which sought approval for transferring the approved funding for the East Northamptonshire Greenway phases 7 and 8 to a different Greenway project aimed at providing a new access facility.
- 8.2 In June 2018, approval was given to allocate £170k from the Council's Community Projects reserve to make a funding stream of £300k to develop phases 7 and 8 of the Greenway. Developing these phases had required extensive and prolonged negotiations with the landowner to agree the project's proposals but these proposals had now attracted a threat of formal objection from the British Horse Society (BHS) which would likely trigger a public inquiry. Officers had now reviewed alternative options in consultation with the Chairman of the Greenway Programme Board.
- 8.3 It was now being proposed to create a new entrance/exit point at Washbrook Road, Rushden, on Greenway phase 1. A feasibility study had been undertaken and the recommended option was for concrete retaining walls to provide the ground structure for constructing a ramp, with estimated costs at around £250-300k. Other funding options, such as S106, would be looked at.

RESOLVED:

- (i) That the Equalities Impact Assessment and the Health Impact Assessment be noted.
- (ii) That the transfer of £300k from Greenway phases 7 and 8 project to the Washbrook Road, Rushden project be approved.

RESOLVED TO RECOMMEND TO FULL COUNCIL:

- (iii) That the funding of £300k be included in the Capital Programme 2020/21.

9.0 EXCLUSION OF PUBLIC AND PRESS

RESOLVED:

That the public and press be excluded from the meeting during consideration of the following item of business in accordance with Section 100A of the Local Government Act 1972, because exempt information may be disclosed.

10.0 ECONOMIC RECOVERY PROSPECTUS

- 10.1 The Head of Economic and Commercial Development presented a report which provided an overview of and sought approval for the East Northamptonshire Council Economic Recovery Prospectus (Recovery Through Enterprise) and associated work programme and budget proposal, to address the impact of the economic shock resulting from the Covid-19 pandemic.

The report was not for publication in accordance with paragraph 3 of Part 1 of Schedule 12A of Section 100A of the Local Government Act 1972.

RESOLVED TO RECOMMEND TO POLICY AND RESOURCES COMMITTEE:

That the Committee recommend to Full Council that it:

- (i) Approves the Economic Recovery Prospectus and associated work streams and the budget and sources of funding detailed in the report including a draw down of £195k from the Business Rates Risk Reserve unless an appropriate external funding stream can be identified to cover this cost.

(Reason: To put in place measures to support and drive economic recovery across the district to address the economic crisis resulting from the pandemic.)

- (ii) Delegates authority to the Head of Economic and Commercial Development, in consultation with the Chairman of the Finance and Performance Sub-Committee, to finalise and update the detail of the programme as the basis for driving delivery.

(Reason: To put in place arrangements to ensure effective management.)

- (iii) Approves the governance process whereby the Finance and Performance Sub-Committee receives regular updates on progress to monitor performance and agrees any significant changes to the programme.

(Reason: To put in place arrangements to ensure effective monitoring and governance.)

11.0 ASSET MANAGEMENT UPDATE

- 11.1 The Head of Economic and Commercial Development presented a report which provided an update on the Council's Asset Management Strategy and sought approval for various actions to be taken in respect to specific assets.

The report was not for publication in accordance with paragraph 3 of Part 1 of Schedule 12A of Section 100A of the Local Government Act 1972.

RESOLVED:

- (i) That the updates detailed in the asset tracker be noted.

(Reason: To deliver and monitor the Asset Management Strategy.)

- (ii) In relation to seeking an alternative approach to the joint working with Corby Borough Council, approved:

- a) The transfer of the proposed capital budget of £152,653 from the development pool into the approved capital programme.
- b) The delegation of authority to the Head of Economic and Commercial Development, in consultation with the Chairman of the Finance and Performance Sub-Committee, to undertake the procurement for project management expertise and the associated works including issuing tenders and awarding contracts.

(Reason: To ensure effective and timely delivery of the Facilities Management and Property Audit Action Plan.)

- (iii) In relation to the Totector Site, Rushden, approved the proposed work (funding included in Appendix 2 of the report), to demolish the wall and make it safe and delegated authority to the Head of Economic and Commercial Development, in consultation with the Chairman of the Finance and Performance Sub-Committee, to undertake the work to a satisfactory conclusion.

(Reason: To ensure safety of all council assets.)

12.0 MINUTES OF THE MEETINGS OF THE EAST NORTHANTS ENTERPRISE CENTRE WORKING PARTY

- 12.1 The minutes of the meetings of the East Northants Enterprise Centre Working Party held on 10 February, 19 May and 9 June 2020 were noted.

Chairman

JOINT STANDARDS COMPLAINTS COMMITTEE

Date: 15 July 2020

Venue: Online meeting

Time: 7.30pm

Present: **East Northamptonshire Councillors:**
Rosalie Beattie Gill Mercer
Andy Mercer Robin Underwood

Town and Parish Councillors:
Dave Munday (Stanwick Parish Council)
Nigel Rudd (Warmington Parish Council)
Terry Stagg (Oundle Town Council)
Robert Tyman (Raunds Town Council)
Adrian Winkle (Irthlingborough Town Council)

Vivienne Barnard (Independent Member)
Andrew Sortwell (Reserve Independent Member)

94. **ELECTION OF CHAIRMAN FOR THE 2020/21 MUNICIPAL YEAR**

It was moved, seconded and agreed that Councillor Dave Munday be elected chairman of the Joint Standards Complaints Committee for 2020/21.

Councillor Dave Munday – in the Chair

95. **ELECTION OF VICE-CHAIRMAN FOR THE 2020/21 MUNICIPAL YEAR**

It was moved, seconded and agreed that Councillor Gill Mercer be elected vice-chairman of the Joint Standards Complaints Committee for 2020/21.

96. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Annabel De Capell Brooke and Arthur Whittaker (Yarwell Parish Council).

97. **MINUTES**

The minutes of the meeting of the Joint Standards Complaints Committee held on 19 February 2020 were approved as an accurate record, to be signed by the Chairman at a later date.

98. **DECLARATIONS OF INTEREST**

The Chairman invited those who wished to do so to declare interests in respect of items on the agenda.

Councillor Dave Munday declared a disclosable pecuniary interest in respect of item 7 (Requests for Dispensations) as he would be requesting a dispensation to enable him to be involved in parish council discussions and decisions relating to the management of Stanwick Cemetery.

Councillor Munday undertook to leave the meeting during this discussion.

99. QUESTIONS SUBMITTED UNDER PROCEDURE RULE 10.3

There were no questions submitted under Procedure Rule 10.3.

100. REQUESTS FOR DISPENSATIONS

(The Chairman, Councillor Dave Munday left the meeting prior to discussion of dispensations for councillors)

Councillor Gill Mercer – in the Chair

The Deputy Monitoring Officer reported that one request for dispensation had been made from Councillor Dave Munday of Stanwick Parish Council.

The Committee noted the proposal to renew the dispensation relating to Councillor Munday, recognising the balance of facilitating the business of the council whilst being mindful of his particular interest.

RESOLVED:

That a dispensation be granted under Section 33 (2) (c) of the Localism Act to Cllr D Munday, member of Stanwick Parish Council, until 10 May 2021 to enable his involvement in Parish Council discussions and decisions relating to the management of Stanwick Cemetery unless these discussions involve any changes in rights, responsibilities or charges for the use of the cemetery plot in which he has a disclosable pecuniary interest.

(Reason: to allow this councillor to represent his community on issues of wider community concern in relation to the Parish Council's management of these spaces whilst acknowledging the personal interest he has in part of the space.)

(The Chairman, Councillor Dave Munday returned to the meeting)

Councillor Dave Munday – in the Chair

101. ACTIVITY REPORT OF THE MONITORING OFFICER

The Deputy Monitoring Officer submitted a report providing a brief update on Monitoring Officer activity covering the period from the last meeting of the Committee on 19 February 2020.

During discussion it was noted that:-

- i) Babs Morris, having previously assisted the Council with Monitoring Officer duties, had returned to the Council on 24 June 2020 working two days a week as an Interim

Deputy Monitoring Officer to assist the Monitoring Officer with East Northants duties. This was due to Bhupinder Gill having been appointed as Interim Monitoring Officer for North Northamptonshire Shadow Authority and Ben Smith, the Deputy Monitoring Officer, as joint Lead Democratic Services Manager also for the North Northamptonshire Shadow Authority;

- ii) There had been no new Code of Conduct complaints since the last meeting. There were 8 current complaints that are ongoing which were being dealt with in accordance with usual practices;
- iii) A further update regarding the progress in dealing with the existing complaints would be brought to the next meeting of the Committee;
- iv) A major Local Government Association consultation had been issued in respect of an updated Model Code of Conduct. This would be discussed as a separate report at this meeting.

RESOLVED:

That the contents of the report in terms of monitoring of complaint activity be noted;

Reason: to demonstrate active monitoring of the local ethical standards position)

102. LOCAL GOVERNMENT ASSOCIATION MODEL MEMBER CODE OF CONDUCT CONSULTATION

The Interim Deputy Monitoring Officer submitted a report which invited members' comments on the proposed revised Local Government Association (LGA) Model Member Code of Conduct.

It was noted that the Committee for Standards in Public Life had published a report in January 2019 entitled the Local Government Ethical Standards Review. The outcome of the Review resulted in 26 recommendations including that the (LGA) create an updated Model Code of Conduct in consultation with representative bodies of Councillors and Officers of all tiers of local government.

The LGA had recently issued a draft Model Member Code of Conduct accompanied by 17 questions for response during a 10 week consultation exercise running from 8 June to 17 August 2020. In order to assist the Committee with its responses, the Interim Deputy Monitoring Officer had made some suggested initial responses to the questions.

Arising from discussion, the following comments were made:-

- i) There was felt to be an imbalance in the current standards regime, with the ability of an accuser to remain anonymous whilst the accused councillor, even if cleared of the accusation, having their reputation potentially damaged;
- ii) It was strongly felt that there needed to be a focus on transparency and openness in the new Model Member Code of Conduct and also that it should not be able to be used as a political device between political parties;
- iii) Specific comments were made in respect of some of the 17 questions and suggested responses arising from the LGA consultation document:

Q.1 – There was a need to clarify the difference between when acting in a non-political environment as opposed to being a councillor;

Q.3 – That the response be amended to express preference for the passive tense;

Q4. That the first of the 12 specific obligations be amended to include ‘Treating other councillors and members of the public with civility... **and respect**’;

Q7. That the response be amended to read ‘**To a small extent**’;

Q8. That the response be supplemented with a further comment that the Committee considers the sanctions available as part of the current standards regime as too weak and as a result are inadequate;

Q9a. It was considered the guidance on bullying and harassment should be strengthened regarding the protection of councillors, particularly following some high profile cases involving politicians in recent years;

Q.10a That social media should be covered in a separate code/guidance that could be updated locally by councils in response to the fast moving technological environment;

Q.11a The current system for declaring interests was considered onerous at times in terms of completion of the Register itself. It was also believed that interests should be declared at each relevant meeting in the interests of transparency, rather than rely on members of the public referencing back to the Register of Interests;

(At this point of the meeting, with the agreement of the Committee, the chairman undertook to extend the meeting beyond the two hour limit, for a maximum of half an hour.)

Q.14a That the proposed requirement in relation to the acceptance of significant gifts was not precise enough in relation to family members and close friends;

Q.15 That the threshold for registering gifts and hospitality should remain at £25;

Q.16a That supplementary guidance in respect of social media should include advice on ‘trolling’, i.e. in respect of those members of the public who deliberately provoked councillors online by saying inflammatory and/or offensive things.

RESOLVED:

That approval be given to the submission of the responses to the Local Government Association, as set out in Appendix D to this report, subject to the Interim Deputy Monitoring Officer’s incorporation of the comments now made.

(Reason: To provide the Council’s response to the LGA consultation document.)

Chairman