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Ribble Valley
Borough Council

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Dear Councillor

The next meeting of the **COUNCIL** Committee will be held at **6.30 pm** on **TUESDAY, 11 JULY 2023** in the **Council Chamber, 13 Church Street, Clitheroe, BB7 2DD.**

I do hope you can be there.

Yours sincerely

M. H. Scott
CHIEF EXECUTIVE

AGENDA

1. **PRAYERS**
2. **APOLOGIES FOR ABSENCE**
3. **DECLARATIONS OF DISCLOSABLE PECUNIARY, OTHER REGISTRABLE AND NON REGISTRABLE INTERESTS**
4. **PUBLIC PARTICIPATION SESSION**
5. **TO APPROVE THE MINUTES OF THE PREVIOUS MEETING ON 25 APRIL 2023 AND THE ANNUAL MEETING ON 23 MAY 2023**
6. **MAYORAL COMMUNICATIONS**
7. **LEADER'S REPORT**
8. **LEADER'S QUESTION TIME**

FOR DECISION

9. **CHANGES TO COMMITTEE ARRANGEMENTS 2023/24** (Pages 5 - 10)
Report of the Chief Executive enclosed.
10. **MEMBERS ALLOWANCE SCHEME** (Pages 11 - 22)
Report of the Director of Resources & Deputy Chief Executive enclosed.

11. COMMITTEE MINUTES

(Pages 23 - 94)

To receive and consider, where appropriate, the minutes of the committees since the last meeting (items marked *** are referred to Council for decision).

COMMITTEES	DATE	PAGE	MINUTE
Council	25 April	23 - 28	929 - 940
Licensing Sub	28 April	29 - 30	941 - 945
Annual Council	23 May	31 - 40	1 - 8
Community	30 May	41 - 45	9 - 24
Planning & Development	1 June	47 - 50	25 - 41
Personnel	7 June	51 - 55	42 - 57
Health & Housing	8 June	57 - 60	58 - 72
Licensing	13 June	61 - 63	73 - 84
Economic Development	15 June	65 - 68	85 - 96
Policy & Finance ***	20 June	69 - 76	97 - 118
Parish Councils Liaison	22 June	77 - 81	119 - 129
Accounts & Audit	28 June	83 - 85	130 - 142
Planning & Development	29 June	87 - 89	143 - 156
Licensing Sub	30 June	91 - 92	157 - 161
Licensing Sub	30 June	93 - 94	162 - 166

12. NOTICE OF MOTION

(Pages 95 - 96)

Notice of Motion in the name of Councillor Karl Barnsley attached.

13. EXCLUSION OF PRESS AND PUBLIC

None.

14. NOTES

QUESTIONS (attention is drawn to Standing Orders 9,10 and 12)

- i) A member may ask the Mayor or the Chairman of any committee a question on any matter where the Council has powers or duties or which affects the Borough. A question must either be given to the Chief Executive by noon on the Friday before the meeting or relate to urgent business, in which case agreement of the Mayor to the question being put shall be required and, where possible, a copy of the question will be given to the Chief Executive before 10am on the day of the meeting.
- ii) Any member may ask a question or make a comment on any minute before the Council, provided that he or she does not speak for more than 5 minutes in total on the minutes of a particular committee. The Chairman may decline to answer a question unless written notice of the question has been given to the Chief Executive by noon on the Friday before the meeting.
- iii) Any member may ask questions of the Leader of the Council on matters relating to the general work of the Council which do not fall within the remit of any particular committee. Notice in writing specifying the nature of the question in sufficient detail to enable a reply to be prepared must be given to the Chief Executive by no later than noon on the Friday before the meeting.

Electronic agendas sent to members of Council – Councillor Stuart Hirst, Councillor Anthony (Tony) Austin, Councillor Jan Alcock JP, Councillor Stephen Atkinson, Councillor Susan Bibby, Councillor David Birtwhistle, Councillor Ian Brown, Councillor Stella Brunskill JP, Councillor Louise Edge, Councillor Rosemary (Rosie) Elms, Councillor Steve Farmer, Councillor Stewart Fletcher, Councillor Mark French, Councillor Jonathan Hill, Councillor Mark Hindle, Councillor Simon Hore, Councillor Kevin Horkin MBE, Councillor Richard Newmark, Councillor Donna O'Rourke, Councillor Simon O'Rourke, Councillor Mary Robinson, Councillor James (Jim) Rogerson, Councillor Gary Scott, Councillor Nicholas Stubbs, Councillor Karl Barnsley, Councillor Derek Brocklehurst, Councillor Ryan Corney, Councillor Sophie Cowman, Councillor Rachael Ray, Councillor Lee Jameson, Councillor Robin Walsh, Councillor Charles McFall, Councillor John Atherton, Councillor Aaron Wilkins-Odudu, Councillor Gaye McCrum, Councillor Malcolm Peplow, Councillor Kieren Spencer, Councillor Michael Graveston, Councillor Gaynor Hibbert and Councillor Lee Street.

Contact: Democratic Services on 01200 414408 or committee.services@ribblevalley.gov.uk

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RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COUNCIL

meeting date: TUESDAY 11 JULY 2023
title: CHANGES COMMITTEE ARRANGEMENTS FOR MUNICIPAL YEAR
2023/2024
submitted by: MARSHAL SCOTT - CHIEF EXECUTIVE
principal author: REBECCA TAIT – DEMOCRATIC SERVICES AND CIVIC OFFICER

1 PURPOSE

1.1 To determine changes to the Council's committee arrangements for the Municipal Year 2023/2024.

1.2 Relevance to the Council's objectives and priorities –

- Council's Objectives – whilst the Council's committee arrangements do not contribute directly to the achievement of the Council's objectives, they set the framework for the Council's decision-making processes.
- Other considerations – the Council decided under the provisions of the Local Government Act 2000, after consultation with the electorate, to retain its committee arrangements rather than opt for an executive form of governance. This decision has been reconsidered and confirmed by the Policy & Finance committee.

2 BACKGROUND

2.1 The Council approved membership of its committees at its Annual meeting on 23 May 2023. It is now necessary to make a number of minor changes to that committee membership.

2 ISSUES

2.1 It is proposed that the following Councillors be **removed** from committees listed below:

Councillor Lee Jameson - Accounts and Audit Committee.

Councillor Karl Barnsley – Planning Committee.

Councillor Malcolm Peplow – Economic Development.

Councillor Gaynor Hibbert – Policy and Finance.

Councillor Jonathan Hill – Health and Housing.

2.2 It is then proposed that the following Councillors be added to the committees listed below:

Councillor Lee Jameson – Planning and Development Committee.

Councillor Karl Barnsley – Accounts and Audit Committee.

Councillor Gaye McCrum – Economic Development Committee.

Councillor Gaynor Hibbert – Health and Housing Committee.

Councillor Jonathan Hill – Policy and Finance Committee.

2.3 The proposed revised membership of Committees is attached at Appendix A.

3 RISK ASSESSMENT

3.1 The approval of this report may have the following implications:-

- Resources – the estimated costs of administering the committee arrangements in 2023/2024 are included in the approved budget for 2023/2024.
- Technical, Environment and Legal – none.
- Political – none.
- Reputation – none.

4 **RECOMMENDED THAT THE COUNCIL**

4.1 Approves the changes to the current membership of committees as set out in Appendix A.

REBECCA TAIT
ADMINISTRATION OFFICER

MARSHAL SCOTT
CHIEF EXECUTIVE

BACKGROUND PAPERS

1 Agenda for Annual Meeting of Council 23 May 2023

For further information please contact Rebecca Tait at rebecca.tait@ribblevalley.gov.uk.

Appendix A

**MEMBERSHIP ON COMMITTEES 2023/24
COMMUNITY SERVICES (15)**

CONSERVATIVE	LIBERAL DEMOCRAT	LABOUR	INDEPENDENT GROUP	GREEN	INDEPENDENT
Jan Alcock	Stewart Fletcher	Karl Barnsley	John Atherton	Malcolm Peplow	
Stephen Atkinson	Mary Robinson	Lee Jameson	Lee Street		
Stella Brunskill	Simon O'Rourke				
Sophie Cowman					
Rosie Elms					
Ricky Newmark					
Gary Scott					

PLANNING AND DEVELOPMENT (15)

CONSERVATIVE	LIBERAL DEMOCRAT	LABOUR	INDEPENDENT GROUP	GREEN	INDEPENDENT
Tony Austin	Mark French	Lee Jameson	Jim Rogerson		Ian Brown
Sue Bibby	Simon O'Rourke	Kieren Spencer			
Derek Brocklehurst	Stewart Fletcher	Nick Stubbs			
Stella Brunskill					
Louise Edge					
Simon Hore					
Kevin Horkin					

HEALTH AND HOUSING (15)

CONSERVATIVE	LIBERAL DEMOCRAT	LABOUR	INDEPENDENT GROUP	GREEN	INDEPENDENT
Jan Alcock	Donna O'Rourke	Rachael Ray	John Atherton		Ian Brown
Stephen Atkinson	Mary Robinson	Aaron Wilkins-Odudu			
Tony Austin	Gaynor Hibbert	Nick Stubbs			
Rosie Elms					
Steve Farmer					
Stuart Hirst					
Charles McFall					

PERSONNEL (9)

CONSERVATIVE	LIBERAL DEMOCRAT	LABOUR	INDEPENDENT GROUP	GREEN	INDEPENDENT
Sue Bibby	Donna O'Rourke	Karl Barnsley	David Birtwhistle		
Rosie Elms	Ryan Corney	Lee Jameson			
Steve Farmer					
Simon Hore					

LICENSING (15)

CONSERVATIVE	LIBERAL DEMOCRAT	LABOUR	INDEPENDENT GROUP	GREEN	INDEPENDENT
Derek Brocklehurst	Simon O'Rourke	Kieren Spencer	Jim Rogerson	Malcolm Peplow	Ian Brown
Stella Brunskill	Donna O'Rourke	Michael Graveston	Lee Street		
Steve Farmer	Gaynor Hibbert				
Ricky Newmark					
Gary Scott					
Robin Walsh					

POLICY AND FINANCE (15)

CONSERVATIVE	LIBERAL DEMOCRAT	LABOUR	INDEPENDENT GROUP	GREEN	INDEPENDENT
Stephen Atkinson	Mark French	Aaron Wilkins-Odudu	David Birtwhistle	Gaye McCrum	
Sue Bibby	Stewart Fletcher	Lee Jameson	Jim Rogerson		
Louise Edge	Jonathan Hill				
Stuart Hirst					
Simon Hore					
Kevin Horkin					
Ricky Newmark					

ACCOUNTS AND AUDIT (11)

CONSERVATIVE	LIBERAL DEMOCRAT	LABOUR	INDEPENDENT GROUP	GREEN	INDEPENDENT
Tony Austin	Stewart Fletcher	Karl Barnsley	Lee Street	Gaye McCrum	
Stuart Hirst	Jonathan Hill	Michael Graveston			
Charles McFall					
Ricky Newmark					
Robin Walsh					

ECONOMIC DEVELOPMENT (15)

CONSERVATIVE	LIBERAL DEMOCRAT	LABOUR	INDEPENDENT GROUP	GREEN	INDEPENDENT
Jan Alcock	Stewart Fletcher	Rachael Ray	David Birtwhistle	Gaye McCrum	
Stephen Atkinson	Jonathan Hill	Michael Graveston			
Sophie Cowman	Ryan Corney	Aaron Wilkins-Odudu			
Louise Edge					
Rosie Elms					
Stuart Hirst					
Robin Walsh					

PARISH COUNCIL LIAISON (13)

CONSERVATIVE	LIBERAL DEMOCRAT	LABOUR	INDEPENDENT GROUP	GREEN	INDEPENDENT
Derek Brocklehurst	Mary Robinson	Karl Barnsley	David Birtwhistle	Malcolm Peplow	
Sophie Cowman	Simon O'Rourke	Nick Stubbs			
Kevin Horkin	Gaynor Hibbert				
Charles McFall					
Gary Scott					
Robin Walsh					

EMERGENCY (4)

CONSERVATIVE	LIBERAL DEMOCRAT	LABOUR	INDEPENDENT GROUP	GREEN	INDEPENDENT
Stephen Atkinson	Stewart Fletcher	Lee Jameson			
Simon Hore					

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RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COUNCIL

meeting date: 11 JULY 2023
title: REVIEW OF MEMBERS' ALLOWANCES SCHEME
submitted by: DIRECTOR OF RESOURCES & DEPUTY CHIEF EXECUTIVE
principal author: JANE PEARSON

1 PURPOSE

- 1.1 To consider the report of the independent remuneration panel on members' allowances following their review of the current scheme and the recommendations made by Policy and Finance Committee at their meeting on 20 June 2023.

2 BACKGROUND

- 2.1 The Local Authorities (Members' Allowances) (England) 2003 require the Council to establish a scheme of members' allowances in accordance with these regulations.
- 2.2 The Council is required to agree and publicise its members' allowance scheme each year and have an independent review at least every 4 years. A panel was established in March 2023 with a view to review the scheme for the 2023/24 municipal year.
- 2.4 The panel consisted of the following:

John Houldsworth	Director, Houldsworth Solicitors, Clitheroe
Michael Ranson	Retired former Council Leader, Ribble Valley Borough Council
Sharon Senior	Executive Director, North West Employers

- 2.5 The Council, in revising the existing scheme, must have regard to the recommendations made by the panel.

3 OUTCOME OF REVIEW OF MEMBERS' ALLOWANCES SCHEME

- 3.1 The Panel conducted interviews with seven councillors, including the Leader, Leader of the Opposition, Labour group leader, an Independent and 3 Committee Chairs
- 3.2 The Panel also reviewed details of members allowances schemes from the 11 other Lancashire District Councils.
- 3.3 In summary the panel concludes that overall, the current Members Allowance Scheme is a fair reflection of councillor duties and responsibilities.
- 3.4 The full report of the panel is attached at Annex 1.
- 3.5 Policy and Finance Committee at their meeting on 20 June 2023 considered the independent panel's report in detail and accepted all the recommendations of the panel as set out in Section 6 of their report. These were:

After considering all the evidence, the panel felt that overall, the current Member Allowance Scheme is a fair reflection of the councillor duties and responsibilities.

However, in view of the change in the political make-up of the council and the additional demands and responsibilities on group leaders, the panel recommends that the Special Responsibility Allowances should be amended to include an allowance for the leader of each political group.

Using the Lancashire district council data as a benchmark, the panel recommends that this allowance would apply to the leader of a political group that has a minimum of 5 members or more. Using the multiplier formula, the recommended allowance would be 1.5 x basic allowance =£6,180. Any changes agreed will be backdated to the date of the Annual Meeting.

4 PUBLICITY

- 4.1 The Council must make the Independent Panel's report available for public inspection; it has been placed on the Council's website.
- 4.2 Once the Council has approved the Scheme for Members' Allowances it must make arrangements for its publication by:-
 - ensuring that copies of the scheme are available for public inspection; and
 - publishing a notice in the local press describing the main features of the scheme and specifying the amounts payable in respect of each allowance mentioned in the scheme.
- 4.3 There should be an indication of any differences from the recommendations in the report of the Independent Remuneration Panel.
- 4.4 The Council is also required to publish the amount of allowances paid to each Member as soon as practicable at the end of each financial year. This takes place via the Council's website.

5 RISK ASSESSMENT

- 5.1 *Financial:* - The Council's full year budget for 2023/24 for members' allowances is £262,350. The recommendations of the Independent Panel would result in potentially an extra SRA of £6,180 to group leaders.
- 5.2 *Legal:* - The Local Authorities (Members' Allowances) (England) 2003 require the Council to establish a scheme of members' allowances in accordance with these regulations. The Council is required to agree and publicise its members' allowance scheme each year and have an independent review at least every 4 years. This report considers the latest panel's review of the current scheme.

6 RECOMMENDED THAT COUNCIL

- 6.1 Considers the attached report of the Independent Remuneration Panel on Members' Allowances together with the recommendation made by Policy and Finance Committee and agree a new scheme of Members' Allowances to take effect from the date of the Annual Meeting - 23 May 2023.

JANE PEARSON
DIRECTOR OF RESOURCES

C3-23/JP/AC
3 July 2023

RIBBLE VALLEY BOROUGH COUNCIL
REPORT OF THE INDEPENDENT REMUNERATION PANEL
ON MEMBERS ALLOWANCES

June 2023

THE INDEPENDENT REMUNERATION PANEL

John Houldsworth – Director, Houldsworth Solicitors, Clitheroe

Michael Ranson - Retired former Council Leader, Ribble Valley Borough Council

Sharon Senior - Executive Director, North West Employers

Officers:

- Marshal Scott, Chief Executive
- Jane Pearson, Director of Resources
- Mair Hill, Head of Legal and Democratic Services

1 PURPOSE OF THE INDEPENDENT PANEL

- 1.1 The Independent Panel was established under the Local Authorities (Members Allowances) (England) Regulations 2003 to formulate and recommend to the Council a revised scheme of allowances for elected members that would reflect their duties and responsibilities under the Council's Constitution.

2 TERMS OF REFERENCE

- 2.1 To review the existing scheme and propose a scheme for members allowances which:
- recognises the roles, duties and responsibilities of members both as decision makers and community representatives under the Council's Constitution;
 - is easy to understand by councillors and the public;
 - is simple to operate;
 - includes provision for annual review without the need for fundamental change;
 - considers what other allowances, such as travel and subsistence, should be paid, and in what circumstances, and whether a dependents carers allowance should be paid; and
 - considers provision for different levels of allowances reflecting the responsibilities of the post holder or group of post holders and standing according to the political composition of the Council.
- 2.2 The Independent Panel is also asked to make other recommendations as it considers necessary.

3 PRESENT MEMBERS ALLOWANCE SCHEME

3.1 The Council's present members allowance scheme was approved by the Council in April 2019. In reaching its decision members took account of the report of an Independent Panel that had been established. Allowances have been updated under the agreed formulae on an annual basis.

3.2 The existing scheme of Members Allowances (2022/2023) is shown below:

- A Basic Allowance for all members of £4,120 per year
- Special Responsibility Allowances:
 - Leader – 4 x basic allowance £16,480 pa
 - Deputy Leader – 2.5 x basic allowance £10,300 pa
 - Leader of the Opposition – 2 x basic allowance £8,240 pa
 - Committee Chair – 1.5 x basic allowance £6,180 pa
 - Planning & Development Committee Chair 2 x basic allowance £8,240pa
 - Vice Chair – Planning & Development Committee -£1,178 pa
 - Committee Vice Chair – £590 pa
- Dependent Carers Allowance – National Living Wage per hour
- No member to be entitled to more than one special responsibility allowance.
- Travel & subsistence to be paid in accordance with Schedule 'B':
 - Not exceeding 999c – 46.9p per mile
 - 1000cc and above – 52.2p per mile.
- These allowances are updated annually in line with any increase based upon the National Salary increases of Local Government Staff.

4 THE EVIDENCE CONSIDERED

4.1 The panel met on three occasions and considered the legal background to the payment of members' allowances, the terms of reference, political composition of the Council, the present committee arrangements, attendance at committee meetings, attendance at outside bodies, total costs of expenses and allowances, and the current members allowance scheme.

4.2 The Annual Basic Allowance is increased each year in line with the National Salary increases of Local Government Staff. Between May 2019 and April 2023, the Annual Basic Allowance has increased by 13%.

OTHER LOCAL AUTHORITIES

4.3 The Panel reviewed details of members allowance schemes from the 11 other Lancashire District local authorities.

INTERVIEWS WITH COUNCILLORS

4.4 The Panel conducted interviews with seven councillors, including the Leader, Leader of the Opposition, Labour group leader, an Independent and 3 Committee Chairs. Each councillor was asked the following questions:

- What are your thoughts on the basic member allowance?
- How do you feel your role as a councillor has changed over the last 4 years and how do you envisage it changing in the next 4 years?

- Can you talk us through a typical week/month in the life of a Leader/Group Leader/Chair/Councillor?
- From your perspective, are you aware of any difference in responsibilities between the Chairs of the different Committees?
- What are your thoughts on the payment of special responsibility allowances to all group leaders?
- The current scheme is based upon multipliers – for example a Chair might attract the basic allowance x 1.5. What are your thoughts on this approach and whether the special responsibility allowances should be a flat rate rather than a multiplier?
- Are there any other factors you think the panel should take into account in this review?

4.5 The responses were noted and subsequently discussed by the Panel. See paragraph 5.14.

5 OBSERVATIONS

5.1 The Panel made the following observations.

5.2 There have been no substantial changes to the responsibilities of members since the last review in 2019.

5.3 The current Annual Basic Allowance is slightly lower when compared to the Lancashire District Local Authorities, with 4 local authorities paying a lower Annual Basic Allowance than this Council.

5.4 Some of this Council's Special Responsibility Allowances are higher when compared with the Lancashire District Local Authorities.

5.5 Special Responsibility Allowances Comparisons are as follows:

Lancashire District Councils (x11)

- Leader - two pay more than this Council
- Deputy Leader - two pay more than this Council and two make no payments
- Leader of the Opposition - none pay more than this Council. Nine authorities pay all group leaders (amount dependent on how many are in the group)
- Chair of Planning Committee – this allowance is the highest across district councils in Lancashire
- Committee Chair – two of the other Lancashire councils have a Committee System, however there is insufficient data to make a comparison
- Committee Vice-Chair – there is insufficient data to make a comparison however one council only pays an allowance per actual meeting chaired
- Vice Chair – Planning Committee. This is the lowest allowance in comparison to other district councils.

5.6 The Special Responsibility Allowance for the Chair of the Planning and Development Committee is higher than other Committee Chairs. This committee meets twelve times per year and deals with a large number of complex issues, numerous technical matters and considerable public interest as well as “pressure” from applicants and objectors. This requires additional time from the Chair and Vice Chair for reading, briefings and meetings which is reflected in the increased allowance.

- 5.7 The current calculation of Special Responsibility Allowances is achieved by multiplying the Annual Basic Allowance by a prescribed multiplier. This is easy to understand, is simple to operate and rewards those Councillors who have particular responsibilities.
- 5.8 The Full Council meets six times a year with one of those being Annual Council. Annually there are eleven Planning and Development Committee meetings and six Policy and Finance Committee meetings. The Community Services Committee, Personnel Committee, Health and Housing Committee, Economic Development Committee, Licensing Committee, Parish Council Liaison Committee and the Accounts and Audit Committee all meet five times in a year.
- 5.9 There are a total of 59 meetings in a year. During 2022/23 the attendance at meetings by councillors averaged 80.96%, with seven councillors having 100% attendance and seven councillors having less than 75% attendance.
- 5.10 During 2022/23 to date the Chairs of the various committees have only been absent on two occasions.
- 5.11 27 councillors are members of Outside Bodies. The membership of Outside Bodies is considered to be part of the councillor's role as community representatives.
- 5.12 The current Travel and Subsistence Allowances are the same as the allowances paid to Council Officers.
- 5.13 The current seats on the Council by Political Parties are:-
- Conservatives - 18
 - Liberal Democrats - 8
 - Labour - 7
 - Independents - 5
 - Green - 2
- 5.14 CONSIDERATIONS FROM INTERVIEWS WITH COUNCILLORS
- All the members interviewed acknowledged that the allowance was intended to reflect the duties of a councillor and was not a salary. It was noted that for some members, the allowance was a financial necessity and for others it was less so, however the point was made that it was difficult to attract the right type of person to stand as a councillor and the allowance could be a factor in encouraging such a decision.
 - The consensus was that the allowance was reasonable and members valued that the fact that it was reviewed on an annual basis and adjusted in line with Local Government pay levels.
 - In terms of the councillor role, it was felt that there was now more paperwork and more pressure on Councillors as bureaucracy has increased. There was also recognition that there was now more public scrutiny of those in the public domain, particularly with the rise of social media as a platform.
 - Members welcomed the fact that most meetings were held in the evening and therefore there was not too much requirement for people to take time off from work unless they were Chairs etc.
 - Councillors had varied views on their workload but felt that they had a duty to represent their wards and the work varied depending on the needs and requirements of the ward. There were a number of Council Meetings together with Committee meetings, briefing meetings, Group meetings, and reading all the papers before the meetings.
 - All of the members interviewed acknowledged the significant responsibilities held by the

Leader of the Council and that the Special Responsibility Allowance for the Leader was reasonable.

- Members recognized that the Chair of the Planning and Development Committee had a higher workload than that of the other Committee Chairs with more meetings and responsibilities and that this should be reflected in the Special Responsibility Allowance.
- Not all members interviewed were aware of the multiplier formula used to calculate the Special Responsibility Allowances. When this was explained, it was widely accepted as a reasonable and transparent way of calculating the additional allowances.
- In view of the recent political changes, there was some discussion about whether there should be an allowance for leaders of other political groups. The consensus, although it wasn't unanimous, was that the current position of applying an allowance to the main Opposition Leader only should continue.

6 UNANIMOUS RECOMMENDATIONS OF THE PANEL

After considering all the evidence, the panel feels that overall, the current Member Allowance Scheme is a fair reflection of the councillor duties and responsibilities.

However, in view of the change in the political make-up of the council and the additional demands and responsibilities on group leaders, the panel recommends that the Special Responsibility Allowances should be amended to include an allowance for the leader of each political group. Using the Lancashire district council data as a benchmark, the panel recommends that this allowance would apply to the leader of a political group that has a minimum of 5 members or more. Using the multiplier formula, the recommended allowance would be 1.5 x basic allowance =£6,180.

Annual Basic Allowance

- 6.1 The Panel recommends no change to the level of the Annual Basic Allowance, payable to all councillors, presently £4,120. This will be increased annually in accordance with the National Salary Increases of Local Government Staff.

Special Responsibility Allowances

- 6.2 The Panel recommends the following Special Responsibility Allowances based upon an appropriate multiplier of the Annual Basic Allowance as detailed in the following table:

RESPONSIBILITY	CURRENT		RECOMMENDED	
	Multiplier	Annual Amount	Multiplier	Annual Amount
Leader	X 4	16,480	X 4	16,480
Deputy Leader	X 2.5	10,300	X 2.5	10,300
Leader of the Main Opposition Group	X 2	8,240	X 2	8,240
Chair of Planning and Development Committee	X 2	8,240	X 2	8,240

Chair of Community Services Committee, Health and Housing Committee, Economic Development Committee, Personnel Committee, Licensing Committee, and Accounts and Audit Committee	X 1.5	6,180	X 1.5	6,180
Leader of political group (5 or more members)			X 1.5	6,180
Vice Chair Vice Chair – Planning & Development	N/A	590 1,178		590 1,178

Comments on the above

6.3 The Panel recommends that no Councillor is entitled to more than one Special Responsibility Allowance.

6.4 The Panel assumes that the Majority Group Leader continues to be the Chair of the Policy and Finance Committee and the Deputy Majority Group Leader continues to be the Vice Chair of the Policy and Finance Committee.

Dependents Carers Allowance

6.5 The Panel recommends no changes to the payment of the National Minimum Wage per hour for the cost of arranging for the care of children, elderly relatives or disabled relatives requiring full-time care whilst Councillors are conducting their approved duties.

Travel and Subsistence Allowance

6.6 The Panel recommends no changes to the payment of Travel and Subsistence allowances (which is attached as an Annex 1).

6.7 For any travel outside a 50 mile radius of BB7 2RA priority should be given to the use of public transport, which should be booked through the Procurement Assistant. Alternatively the cost of public transport or the car mileage should be reimbursed depending on which is the cheaper.

Suspension of a Councillor

6.8 The Panel recommends no changes in that payment of any allowances should be withheld by the Council where a councillor is suspended or partially suspended from his/her responsibilities or duties as a member of the Council.

Other Recommendations

6.9 The Panel recommends that:

- The Annual Basic Allowance and the Special Responsibility Allowances continue to be paid in 12 equal, monthly instalments.
- The Panel considers that the details of “approved duties”, which are eligible for travel and subsistence allowances, should be provided to all councillors.

7 COST OF THE RECOMMENDED MEMBERS ALLOWANCES SCHEME

- 7.1 There are no changes recommended to the Annual Basic Allowance therefore costs of the Basic Allowance is unchanged.
- 7.2 The changes to the Annual Special Responsibility Allowances recommended would result in an increase of £2,060 pa., based on the current political make-up.

John Houldsworth

Michael Ranson

Sharon Senior

RIBBLE VALLEY BOROUGH COUNCIL
MEMBERS' ALLOWANCES SCHEME
SCHEDULE 'B' – TRAVELLING AND SUBSISTENCE ALLOWANCES

TRAVEL COSTS

(a) Car Mileage

The rate for travel by a councillor in a private vehicle shall not exceed:

Cylinder capacity	Rate per mile
Not exceeding 999cc	46.9p
1000cc and above	52.2p

The above rates will be revised in accordance with the rates determined by the National Joint Council for Local Authorities, or otherwise in accordance with locally agreed rates applicable to Ribble Valley employees.

Travel within a 50 mile radius of BB7 2RA

Reimbursement at the Car Mileage Rate.

Alternatively Public Transport can be booked ideally through the Council's Procurement Assistant.

Travel outside a 50 mile radius of BB7 2RA

For any travel outside a 50 mile radius of BB7 2RA priority should be given to the use of public transport, which should be booked through the Procurement Assistant. Alternatively the cost of public transport or the car mileage should be reimbursed depending on which is the cheaper.

(b) Public Transport

Where public transport is used, costs will be reimbursed on the production of the relevant receipts.

(c) Car Sharing

Where a councillor brings another councillor or councillors to approved duties he/she shall be entitled to a passenger allowance of 5p per mile for each passenger.

(d) Bicycles

When a councillor uses a bicycle the rate shall not exceed 20p per mile. This rate shall be revised in accordance with the maximum allowance for income tax purposes as determined by HMRC.

(e) Other Travel Expenses

Expenditure incurred on tolls, ferries or car parking fees, may be claimed on production of receipts.

SUBSISTENCE

Overnight Accommodation

Where the nature of the duties being undertaken result in a councillor being absent from his/her usual place of residence overnight accommodation will be booked and paid directly by the borough council.

In exceptional circumstances where it is not possible for the borough council to make a direct booking on behalf of a councillor, the actual receipted cost of accommodation including breakfast will be reimbursed to the councillor. Such reimbursement will be subject to a maximum allowance per night as follows:

Area	
London	£162.48
Elsewhere in the UK	£138.07

These maximum allowances are reviewed each April using the retail price index.

DAY SUBSISTENCE

For an absence of more than 4 hours from the normal place of residence, councillors may claim reimbursement in respect of actual receipted expenditure incurred on subsistence subject to the following maximum allowances:

Period	
For a period greater than four hours but less than eight hours	£24.35
For a period greater than eight hours but less than twelve hours	£40.60
For a period greater than twelve hours	£56.85

These maximum allowances are reviewed each April using the retail price index.

WHEN TRAVEL AND SUBSISTENCE CAN BE CLAIMED

Appropriate travel and subsistence allowances may be claimed in accordance with the above details where such travelling and/or subsistence has been undertaken in connection **with one or more of the following duties:**

- (a) The attendance at a meeting of the Authority or of any Committee or Sub-Committee of the Authority, or of any body to which the Authority makes appointments or nominations, or of any Committee or Sub-Committee of such a body.
- (b) The attendance at any other meeting, the holding of which is authorised by the Authority or a Committee or Sub-Committee of the Authority or a joint Committee of the Authority and one or more local authorities within the meaning of section 270(1) of the Local Government Act 1972 or a Sub-Committee or such a joint committee provided that:
 - (i) where the Authority is divided into two or more political groups it is a meeting to which members of at least two such groups have been invited, or
 - (ii) if the Authority is not so divided, it is a meeting to which at least two members of the Authority have been invited.

Examples of instances when Councillors can claim travel and subsistence

Claimable	Not Claimable
Committee meetings	Political Group meetings
Full Council meetings	Constituency work/visits
Sub Committee meetings	Adhoc visits to council offices
Authorised Working Group meetings eg Budget Working Group	Car Parking fees for visits to/meetings at council offices
Chairman's briefings	
Political Group meetings with CMT	
Approved site visits	
Approved training	
Approved attendance at conferences	
Attendance at outside bodies as a nominated representative of the council	

Minutes of Council

Meeting Date: Tuesday, 25 April 2023, starting at 6.30 pm
Present: Councillor S Hirst (Chair)

Councillors:

T Austin	M Hindle
J Alcock	S Hore
S Atkinson	K Horkin
R Bennett	G Mirfin
D Berryman	R Newmark
D Birtwhistle	D O'Rourke
A Brown	S O'Rourke
I Brown	D Peat
S Brunskill	S Rainford
S Carefoot	M Robinson
J Clark	J Rogerson
L Edge	J Schumann
R Elms	G Scott
S Farmer	R Sherras
S Fletcher	R Thompson
M French	R Walsh
J Hill	

In attendance: Chief Executive, Director of Economic Development and Planning, Director of Resources, Head of Legal and Democratic Services and Principal Communications Officer

Also in attendance: Councillors

929 PRAYERS

The Mayor's Chaplain, Reverend Liz McLean opened the meeting with prayers.

930 APOLOGIES FOR ABSENCE

Apologies for absence from the meeting were received on behalf of Councillors S Bibby, B Buller, A Humphries and R Thompson

931 DECLARATIONS OF DISCLOSABLE PECUNIARY, OTHER REGISTRABLE AND NON REGISTRABLE INTERESTS

There were no declarations of disclosable pecuniary, other registrable or non-registrable interests.

932 PUBLIC PARTICIPATION SESSION

There was no public participation.

933 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 7 March 2023 were approved as a correct record and signed by the Chairman.

934

MAYORAL COMMUNICATIONS

The Mayor reported on a wide range of events that he had attended since the last meeting.

As this was his last meeting, he thanked people for their support, goodwill and friendship during his year of office and made particular thanks to the Mayor's Attendants, his Chaplain and to the Council Officers. The Mayor gave his personal thoughts and advice for the next Mayor, to take pride in the community, Town Borough, county and country and in the traditions of democratic tolerance and freedom. His advice was to use the Mayoral office to support and enhance the lives of citizens and residents.

935

LONG SERVICE AWARDS

The Mayor made a presentation to the Arts Development Officer, Katherine Rodgers, who had achieved 25 years' service with the Council. The Mayor highlighted many of Katherine's achievements over the years and thanked her for her commitment to the Council and her dedicated work over the years.

The Mayor presented a retiring gift and plaque to Councillor R Sherras in recognition of his service to the Council of more than 24 years.

It was noted that there would be a presentation in the Council Chamber the following day for Councillor R Thompson upon his retirement, also after more than 24 years service.

936

LEADER'S REPORT

The Leader provided a summary of the Council's term in office. He thanked all Councillors, in particular those who were stepping down and those who had passed away.

The Leader noted that in May 2019 a key priority was to rebuild relationships between Councillors and Council staff, and this has been a success. The Council is strong with mutual respect and a focus on the local communities, and this is an achievement to be proud of.

The Leader reminded Members that in 2019, Council Tax was frozen for a band D Property at £150.69 and the Council's revenue budget was £7.95million. Unfortunately, predominantly because of inflation, the Revenue Budget this year is £9.7million, which is a 22% increase. The good news for Ribble Valley residents is that Council Tax in this term has only increased by 7%. The Council has paid off its debts and none of the Ribble Valley Council tax payers are contributing to interest costs. It was noted that the Council will earn over £570,000 in interest, which will help in supporting the revenue budget.

The Leader outlined that the Council faces real financial challenges, including:

- income from the New Homes Bonus having reduced by over £1 million pounds per year since May 2019
- huge inflationary pressures meaning that over the next 4 years the Council has a projected shortfall of over £9million.

The Leader has raised these with Michael Gove and Nigel Evans MP has invited the Secretary of State to the Ribble Valley to discuss these issues further.

The Leader noted that the Council has avoided a reorganisation of Local Government in Lancashire. He re-iterated that Lancashire 2050 is so important because it delivers devolution whilst respecting the sovereignty of every existing Council in Lancashire. Over 10,000 people signed the petition “stop Blackburn with Darwen Council taking over the Ribble Valley” in 2020.

The Leader spoke of the difficulties experienced during the Covid pandemic, with particular reference and thanks to the bravery of the refuse collectors during this time. It was noted that in October 2020, £50million was secured for Lancashire businesses in what became as the ARG Grant. This was only one aspect of the many grants that the Council delivered for businesses processing over £35million of grants through approximately 7,000 applications. It is important to remember the friends, family, colleagues and neighbours who were lost to Covid and for those who are still feeling the consequences.

The Leader then spoke of the cost of living crisis and the support funds that the Council made available to residents, which totalled £4.1million.

The Leader outlined there has been an improvement in rural policing, and with the election of the Conservative Police and Crime Commissioner, the Ribble Valley has started to see significant improvements with;

- The reopening of the front desk at Clitheroe Police Station in 2021
- From April 2023 the addition of four community beat managers, meaning that the Ribble Valley will have a dedicated neighbourhood police team
- Clitheroe is also to become a response policing base

The Leader reminded Members that Ribble Valley Borough Council are working with the County Council to deliver up to £600,000 in investment in Castle Street, Clitheroe, and will contribute £300,000 from the UK shared prosperity fund. The UK shared prosperity fund is already being invested in Longridge and in the next few years, the Ribble Valley will see significant capital investment including an additional £433,000 for villages in the form of the Rural England Prosperity Fund. In total this will bring the capital investment to over £12million over the next 5 years.

The Leader confirmed that in 2019, the Office for National Statistics rated the Ribble Valley as the happiest place to live in England, and in 2021 it was the healthiest place to live in England. The Ribble Valley has the lowest Council district tax in the North of England and residents are not charged for green waste. The planning policies have delivered over 480 affordable homes over the last four years and over £1million has been spent on disabled facilities grants and grants to local sporting, voluntary and cultural organisations.

The Leader ended by stating that this Council could be proud of its record, proud of its governance and proud to be Conservative.

937

LEADER'S QUESTION TIME

The Leader of the Opposition, Councillor Fletcher, stated that according to a recent report by the Resolution Foundation, Ribble Valley residents find themselves many thousands of pounds worse off than they might otherwise have been due to ‘almost completely unprecedented’ wage stagnation that highlights the failure of Tory economic policy over the past decade. He quoted Torsten Bell by stating ‘Nobody who’s alive and working in the British economy today has ever seen anything like this. This is not what normal looks like. This is what failure looks like.’ Councillor Fletcher added to this: austerity, Brexit, Partygate, cronyism, the Truss/Kamiquasi debacle and now further incidents of bullying from Ministers who behave as if the rules don’t apply to them. Councillor Fletcher asked whether the Conservative Members were embarrassed by the Conservatives’ record in office.

The Leader thanked Councillor Fletcher for his question as it gave him an opportunity to give the Council some factual information. The Official Census and Labour Market Statistics provided by the Office for National Statistics reveal that:

- In 2010 the median gross salary in Great Britain was £26,088, in the North West it was £24,492 and in the Ribble Valley it was £25,376
- By 2022 these figures had risen and in Great Britain it was £33,384, in the North West it was £31,392 and in the Ribble Valley it was £37,606
- In percentage terms, Great Britain saw an increase in gross salary of 28%, in the North West it was 28% and in the Ribble Valley it was a staggering 48%

The Leader stated that the Ribble Valley had nearly the same median wage as Germany. This showed how the administration had made Ribble Valley a prosperous place to live and he was proud to lead such an effective Council.

In a supplementary question, Councillor Fletcher referenced that three former MP's had neglected to use 'Conservative' on their Twitter profiles. He asked if the Leader felt as though he was in the minority by being a Conservative.

The Leader stated that the questions should relate to the work of the Council, not the wider issue of the Conservative party.

Next Councillor Fletcher noted that there comes a point when there are more potholes than actual road. He stated that when LCC conduct works, they are temporary, ill-conceived, ineffective and are done without consulting either Town or Borough Council. For LCC to pretend that they will uphold their responsibilities and do something meaningful, Ribble Valley Council are forced to front up half of the money. Councillor Fletcher asked what has the Tory County Council got against the Ribble Valley.

The Leader stated that Councillor Fletcher would appreciate that the purpose of Leader's Question Time is for him to answer questions relating to the general work of the Council, not to comment on the work of other Councils. However, he confirmed that LCC have a great many conflicting budgetary pressures and Ribble Valley Council are starting to see a much more collaborative approach when working with the County Council.

In a supplementary question, Councillor Fletcher asked when the Conservative party would take responsibility for their errors. He returned to the issue of King Street, Clitheroe and asked if LCC didn't know or if they didn't tell Ribble Valley Council. The Leader advised that the County Councillor for Clitheroe was in the gallery but she did not have rights of audience and he couldn't answer for her.

Councillor Fletcher stated that as the Opposition, they noted with interest that only two out of ten Tory candidates in Clitheroe can apparently be bothered to stand for the Town Council. The opposition wondered why local Conservatives are so disdainful towards Clitheroe, and so to help things along, he had structured his question as a multiple choice. He asked if Conservatives are:

- A) Simply contemptuous of the democratic process?
- B) Unwilling to give their time for free?
- C) Have they given up on Clitheroe entirely?
- D) Do they live miles from the ward they purport to represent?
- E) All of the above?

The Leader noted that this was another question that didn't relate to the general work of the Council. He took this as a compliment to how this Conservative Council has been run over the last four years. However, he answered by posing a similar question to Councillor Fletcher that did relate to the Council. He stated that the Conservatives have put up candidates in every ward, and every ward in Clitheroe. He confirmed that they care about Clitheroe, having invested in 3G pitches at Edisford, provisionally allocating the largest share of the UK shared prosperity fund to Clitheroe and putting the effort in to secure the Greatest Days movie to promote Clitheroe.

The Leader stated that the Labour Party have significantly more candidates than the Liberal Democrats. He asked why the Liberal Democrats only stood in 14 of the 40 Borough seats. Was it because the Liberal Democrats:

- A) Know you cannot win in any of the villages, Longridge and Whalley
- B) Cannot get candidates to stand
- C) Are only interested in Clitheroe
- D) Think Conservative candidates will always do a better job representing the residents in most areas of the Ribble Valley

Councillor Fletcher responded by thanking the Leader for the constructive way he had previously approached Leader's Question Time. He thanked the Council's Officers, in particular Marshal Scott, Jane Pearson and Mark Beveridge. He thanked the rest of his party, his wife and recognised the Councillors who are stepping down and those who have passed away.

938

COMMITTEE MINUTES

1. Community Services Committee – 14 March 2023
2. Planning and Development Committee – 16 March 2023
3. Special Planning and Development Committee – 16 March 2023
4. Adjourned Licensing Sub-Committee – 17 March 2023
5. Licensing Committee – 21 March 2023
6. Personnel Committee – 22 March 2023
7. Health and Housing Committee – 23 March 2023
8. Policy and Finance Committee – 28 March 2023
9. Economic Development Committee – 30 March 2023
10. Parish Councils Liaison Committee – 6 April 2023
11. Accounts and Audit Committee – 12 April 2023
12. Planning and Development Committee – 13 April 2023
13. Licensing Sub-Committee – 14 April 2023

RESOLVED:

That the minutes of the above Committees be received with the exception of Minute numbers 855, 856 and 857.

Minute 855 – Review of Financial Regulations and Contract Procedure Rules

RESOLVED:

That the Council approves the reviewed Financial Regulations and revised Contract Procedure Rules, together with the associated changes to the Corporate Debt Write Off Policy

Minute 856 – Treasury Management Policies and Practices

RESOLVED:

That the Council approves the Treasury Management Policies and Practices 2023/24.

Minute 857 – Capital and Treasury Management Strategy

RESOLVED:

That the Council approves the Capital and Treasury Management Strategy as set out in the annex to the report.

939 EXCLUSION OF PRESS AND PUBLIC

There were no items under this heading.

940 DATE AND TIME OF NEXT MEETING

Annual Council will take place on 23 May 2023 at 6pm.

The meeting closed at 7.47 pm

If you have any queries on these minutes please contact the committee clerk, Jenny Martin olwen.heap@ribblevalley.gov.uk.

Minutes of Sub-Committee of the Licensing Committee

Meeting Date: Friday, 28 April 2023, starting at 2.00 pm
Present: Councillor S Brunskill (Chair)

Councillors:

S O'Rourke

A Humpheys

In attendance: Solicitor and Administration Assistant (Licencing)

941

WELCOME

942

APOLOGIES AND RE-CONSTITUTION OF THE COMMITTEE MEMBERSHIP

There were no apologies for absence

943

DECLARATIONS OF DISCLOSABLE PECUNIARY, OTHER REGISTRABLE AND NON REGISTRABLE INTERESTS

There were no declarations of disclosable pecuniary, other registrable and non-registrable interests

944

EXCLUSION OF PRESS AND PUBLIC

That by virtue of the next items of business being exempt information under paragraph 1 of part 1 of Schedule 12A of the Local Government Act 1972 that press and public be now excluded from the meeting.

945

LICENSING HEARING - TAXI

The purpose of the hearing was to determine whether a private hire vehicle driver's licence should be granted. The hearing had previously been adjourned on 14 April 2023 to obtain further information regarding the nature of the Applicant's previous conviction.

The Sub-Committee considered the report of the Head of Legal and Democratic Services along with updating information provided by the Council's Solicitor.

The Applicant attended the hearing and answered further questions that were put to him by the Sub-Committee surrounding his previous conviction.

The Sub-Committee, having taken account of all the submissions, written and verbal, the provisions of the Local Government (Miscellaneous Provisions) Act 1976 and the Council's Statement of Policy and Guidelines on Relevant Convictions ("the Policy"), concluded that the Applicant was not a fit and proper person and that a licence should not be granted.

RESOLVED:

That the private hire driver's licence application be refused.

The meeting closed at 2.30 pm

If you have any queries on these minutes please contact the committee clerk, Jenny Martin 01200 413214 Rebecca.Tait@ribblevalley.gov.uk.

Minutes of Council

Meeting Date: Tuesday, 23 May 2023, starting at 6.00 pm
Present: Councillor S Hirst (Chair)

Councillors:

T Austin	M Robinson
J Alcock	J Rogerson
S Atkinson	G Scott
S Bibby	R Walsh
D Birtwhistle	N Stubbs
I Brown	K Barnsley
S Brunskill	D Brocklehurst
L Edge	Corney
R Elms	S Cowman
S Farmer	L Jameson
S Fletcher	McFall
M French	Ray
J Hill	L Street
M Hindle	Wilkins-Odudu
S Hore	J Atherton
K Horkin	Graveston
R Newmark	McCrum
D O'Rourke	K Spencer
S O'Rourke	G Hibbert

In attendance: Chief Executive, Director of Economic Development and Planning, Head of Legal and Democratic Services and Principal Communications Officer

1 APOLOGIES FOR ABSENCE

Apologies for absence from the meeting were received on behalf of Councillor M Peplow

2 ELECTION OF MAYOR FOR THE MUNICIPAL YEAR 2023/24

The Mayor invited nominations for the office of Mayor for the municipal year 2023/2024. Councillor Louise Edge proposed and Councillor Robin Walsh seconded the motion that Councillor Mark Hindle be elected to the office of Mayor for the municipal year 2023/2024.

RESOLVED:

That Councillor Mark Hindle be elected to the office of Mayor for the municipal year 2023/2024.

Councillor Stuart Hirst invested Councillor Mark Hindle as Mayor with the ceremonial chain of office. Councillor Stuart Hirst then invested Tracey Whistlecraft as Mayoress. The Mayor (Councillor Mark Hindle) then took the chair and signed the Declaration of Acceptance of Office and made a speech accepting the office of Mayor. The Mayor (Councillor Mark Hindle) presented Councillor Stuart Hirst and Elaine Hirst with badges to commemorate their successful term of office.

3 ELECTION OF DEPUTY MAYOR FOR THE MUNICIPAL YEAR 2023/24

The Mayor invited nominations for the office of Deputy Mayor for the municipal year 2023/2024. Councillor Robin Walsh proposed and Councillor Richard Newmark seconded the motion that Councillor Louise Edge be elected to the office of Deputy Mayor for the municipal year 2023/2024.

RESOLVED:

That Councillor Louise Edge be elected to the office of Deputy Mayor for the municipal year 2023/2024. Councillor Louise Edge was invested as Deputy Mayor by the Mayor with the ceremonial chain of office. Phillip Edge was invested as Mayor Consort by the Mayor.

4 PRAYERS

PRAYERS The Mayor's Chaplain, Rev Carolyn Woodcock said prayers upon the deliberations of the Council.

5 TO DETERMINE THE COMMITTEE ARRANGEMENTS FOR THE MUNICIPAL YEAR 2023/24

The Leader, Councillor Stephen Atkinson made a short speech welcoming Councillors, acknowledging the result of the recent Council elections and highlighting the priorities for the Council in the forthcoming municipal year. He then proposed the recommendations outlined in the report regarding committee arrangements for the municipal year 2023/2024 relating to the:

- number of committees and their terms of reference;
- call in procedure;
- timetable of meetings;
- number of seats of each committee;
- allocation of seats to all councillors;
- representation on Parish Councils' Liaison committee;
- appointment of an Emergency committee;
- approval of the updated documents in the Council's Constitution

The proposal was seconded by Councillor Simon Hore.

RESOLVED:

That the Committee arrangements for 2023/2024 as set out in section 4 of the report of the Chief Executive be approved.

APPOINTMENT OF CHAIRS AND VICE CHAIRS

Councillor Stephen Atkinson proposed and Councillor Simon Hore seconded the Conservative Group nominations for the appointment of Chairman and Vice Chairman of the Committees of the Council for the municipal year 2023/2024, which were as follows:

Committee	Chair	Vice-Chair
Community Services	Richard Newmark	Jan Alcock
Planning and Development	Sue Bibby	Stella Brunskill
Health and Housing	Stuart Hirst	Tony Austin
Personnel	Rosie Elms	Steve Farmer
Licensing	Ian Brown	Stella Brunskill
Policy and Finance	Stephen Atkinson	Simon Hore
Accounts and Audit	Robin Walsh	Stuart Hirst
Economic Development	David Birtwhistle	Stephen Atkinson
Emergency Committee	Stephen Atkinson	Simon Hore

The Leader of the Opposition, Councillor Stewart Fletcher, proposed an amendment to the appointment of Chairman and Vice Chairman of the Committees of the Council for the municipal year 2023/2024 which was as follows:

Committee	Chair	Vice-Chair
Community Services	Malcolm Peplow	Stewart Fletcher
Planning and Development	Mark French	Simon O'Rourke
Health and Housing	Mary Robinson	John Atherton
Personnel	Karl Barnsley	Lee Jameson
Licensing	Simon O'Rourke	Lee Street
Policy and Finance	Stewart Fletcher	Lee Jameson
Accounts and Audit	Michael Graveston	Gaye McCrum
Economic Development	David Birtwhistle	Jonathan Hill
Emergency	Stewart Fletcher	Lee Jameson

This amendment was seconded by Councillor Mark French.

The matter was then debated and a recorded vote was taken on Councillor Fletcher's Chairman/Vice Chairman amendment.

Councillor	For	Against	Abstain	Apologies
J Alcock		X		
S Atkinson		X		
T Austin		X		
John Atherton		X		
Karl Barnsley	X			
D Brocklehurst		X		
S Bibby		X		
D Birtwhistle				X
I Brown		X		
S Brunskill		X		
R Corney	X			
S Cowman		X		
L Edge – Deputy Mayor		X		
R Elms		X		
S Farmer		X		
S Fletcher	X			
M French	X			
M Graveston	X			
G Hibbert	X			
J Hill	X			
M Hindle – Mayor		X		
S Hirst		X		
S Hore		X		
K Horkin		X		
L Jameson	X			
G McCrum	X			
H McFall		X		
R Newmark		X		
A Wilkins-Odudu	X			
S O'Rourke	X			
D O'Rourke	X			
M Peplow				X
R Ray	X			
M Robinson	X			
J Rogerson		X		
G Scott		X		
K Spencer	X			
L Street			X	
N Stubbs	X			
R Walsh		X		

The amendment was lost, so the original motion stood. A recorded vote was then taken on the Conservative Group's nominations for the appointment of Chairman and Vice Chairman.

Councillor	For	Against	Abstain	Apologies
J Alcock	X			
S Atkinson	X			
T Austin	X			
John Atherton	X			
Karl Barnsley		X		
D Brocklehurst	X			
S Bibby	X			
D Birtwhistle			X	
I Brown	X			
S Brunskill	X			
R Corney		X		
S Cowman	X			
L Edge	X			
R Elms	X			
S Farmer	X			
S Fletcher		X		
M French		X		
M Graveston		X		
G Hibbert		X		
J Hill		X		
M Hindle – Mayor	X			
S Hirst	X			
S Hore	X			
K Horkin	X			
L Jameson		X		
G McCrum		X		
H McFall	X			
R Newmark	X			
A Wilkins-Odudu		X		
S O'Rourke		X		
D O'Rourke		X		
M Peplow				X
R Ray		X		
M Robinson		X		
J Rogerson	X			
G Scott	X			
K Spencer		X		
L Street			X	
N Stubbs		X		
R Walsh	X			

The substantive motion was carried.

RESOLVED THAT COUNCIL:

That the Chairs and Vice Chairs be approved as:

Committee	Chair	Vice-Chair
Community Services	Richard Newmark	Jan Alcock
Planning and Development	Sue Bibby	Stella Brunskill
Health and Housing	Stuart Hirst	Tony Austin
Personnel	Rosie Elms	Steve Farmer
Licensing	Ian Brown	Stella Brunskill
Policy and Finance	Stephen Atkinson	Simon Hore
Accounts and Audit	Robin Walsh	Stuart Hirst
Economic Development	David Birtwhistle	Stephen Atkinson
Emergency Committee	Stephen Atkinson	Simon Hore

7

MEMBERSHIP ON COMMITTEES

Councillor Stephen Atkinson proposed and Councillor Simon Hore seconded that the membership on the committees of the Council for the municipal year 2023/2024 be as outlined on the list circulated at the meeting.

RESOLVED: That the membership on committees be approved as follows:

COMMUNITY SERVICES (15)

CONSERVATIVE	LIBERAL DEMOCRAT	LABOUR	INDEPENDENT GROUP	GREEN	INDEPENDENT
Jan Alcock	Stewart Fletcher	Karl Barnsley	John Atherton	Malcolm Peplow	
Stephen Atkinson	Mary Robinson	Lee Jameson	Lee Street		
Stella Brunskill	Simon O'Rourke				
Sophie Cowman					
Rosie Elms					
Ricky Newmark					
Gary Scott					

PLANNING AND DEVELOPMENT (15)

CONSERVATIVE	LIBERAL DEMOCRAT	LABOUR	INDEPENDENT GROUP	GREEN	INDEPENDENT
Tony Austin	Mark French	Karl Barnsley	Jim Rogerson		Ian Brown
Sue Bibby	Simon O'Rourke	Kieren Spencer			
Derek Brocklehurst	Stewart Fletcher	Nick Stubbs			
Stella Brunskill					
Louise Edge					
Simon Hore					
Kevin Horkin					

HEALTH AND HOUSING (15)

CONSERVATIVE	LIBERAL DEMOCRAT	LABOUR	INDEPENDENT GROUP	GREEN	INDEPENDENT
Jan Alcock	Donna O'Rourke	Rachael Ray	John Atherton		Ian Brown
Stephen Atkinson	Mary Robinson	Aaron Wilkins-Odudu			
Tony Austin	Jonathan Hill	Nick Stubbs			
Rosie Elms					
Steve Farmer					
Stuart Hirst					
Charles McFall					

PERSONNEL (9)

CONSERVATIVE	LIBERAL DEMOCRAT	LABOUR	INDEPENDENT GROUP	GREEN	INDEPENDENT
Sue Bibby	Donna O'Rourke	Karl Barnsley	David Birtwhistle		
Rosie Elms	Ryan Corney	Lee Jameson			
Steve Farmer					
Simon Hore					

LICENSING (15)

CONSERVATIVE	LIBERAL DEMOCRAT	LABOUR	INDEPENDENT GROUP	GREEN	INDEPENDENT
Derek Brocklehurst	Simon O'Rourke	Kieren Spencer	Jim Rogerson	Malcolm Peplow	Ian Brown
Stella Brunskill	Donna O'Rourke	Michael Graveston	Lee Street		
Steve Farmer	Gaynor Hibbert				
Ricky Newmark					
Gary Scott					
Robin Walsh					

POLICY AND FINANCE

CONSERVATIVE	LIBERAL DEMOCRAT	LABOUR	INDEPENDENT GROUP	GREEN	INDEPENDENT
Stephen Atkinson	Mark French	Aaron Wilkins-Odudu	David Birtwhistle	Gaye McCrum	
Sue Bibby	Stewart Fletcher	Lee Jameson	Jim Rogerson		
Louise Edge	Gaynor Hibbert				
Stuart Hirst					
Simon Hore					
Kevin Horkin					
Ricky Newmark					

ACCOUNTS AND AUDIT (11)

CONSERVATIVE	LIBERAL DEMOCRAT	LABOUR	INDEPENDENT GROUP	GREEN	INDEPENDENT
Tony Austin	Stewart Fletcher	Lee Jameson	Lee Street	Gaye McCrum	
Stuart Hirst	Jonathan Hill	Michael Graveston			
Charles McFall					
Ricky Newmark					
Robin Walsh					

ECONOMIC DEVELOPMENT

CONSERVATIVE	LIBERAL DEMOCRAT	LABOUR	INDEPENDENT GROUP	GREEN	INDEPENDENT
Jan Alcock	Stewart Fletcher	Rachael Ray	David Birtwhistle	Malcolm Peplow	
Stephen Atkinson	Jonathan Hill	Michael Graveston			
Sophie Cowman	Ryan Corney	Aaron Wilkins-Odudu			
Louise Edge					
Rosie Elms					
Stuart Hirst					
Robin Walsh					

PARISH COUNCIL LIAISON

CONSERVATIVE	LIBERAL DEMOCRAT	LABOUR	INDEPENDENT GROUP	GREEN	INDEPENDENT
Derek Brocklehurst	Mary Robinson	Karl Barnsley	David Birtwhistle	Malcolm Peplow	
Sophie Cowman	Simon O'Rourke	Nick Stubbs			
Kevin Horkin	Gaynor Hibbert				
Charles McFall					
Gary Scott					
Robin Walsh					

EMERGENCY

CONSERVATIVE	LIBERAL DEMOCRAT	LABOUR	INDEPENDENT GROUP	GREEN	INDEPENDENT
Stephen Atkinson	Stewart Fletcher	Lee Jameson			
Simon Hore					

8

REPRESENTATION ON OUTSIDE BODIES

Councillor Stephen Atkinson proposed and Councillor Simon Hore seconded that the Representatives on Outside Bodies for the municipal year 2023/2024 be as outlined on the list circulated at the meeting.

RESOLVED:

That the Representatives on Outside Bodies be approved as follows:

ORGANISATION	NUMBER OF VACANCIES	NOMINATIONS	PARENT COMMITTEE	NO. OF REPORTS
Armed Forces Champion	1	Lee Street	Policy & Finance	1
Forest of Bowland AONB Advisory Committee	1	Rosie Elms	Planning & Development	1
Hanson Cement Liaison Committee	3	Kevin Horkin Stewart Fletcher + Labour Group Nomination	Health & Housing	2
Hyndburn and Ribble Valley Council for Voluntary Services	1	Richard Newmark	Policy & Finance	1
Longridge Social Enterprise Company Ltd	1	Labour Group Nomination	Community Services	1

Mersey Care NHS Foundation Trust	1	Stuart Hirst	Health & Housing	1
NW Employer's Organisation	1 + 1 substitute	Rosie Elms Sue Bibby	Personnel	2
Rural Services Network	1	Louise Edge	Planning & Development	1
Ribble Valley Community Safety Partnership	3	Stewart Fletcher Tony Austin + Labour Group Nomination	Policy & Finance	1
Ribble Valley Sports & Recreation (Roefield Leisure Centre)	2	Ian Brown Simon O'Rourke	Community Services	1
Tarmac Liaison Committee	2	Ian Brown Simon O'Rourke	Health & Housing	2
Police & Crime Panel	1	Jan Alcock	Policy & Finance	2
Lancashire Waste Partnership	1	Tony Austin	Community Services	1
LGA General Assembly	2	Stephen Atkinson Stewart Fletcher	Policy & Finance	1
Langho Football Club	1	Steve Farmer	Community Services	1
Salesbury & Copster Green Commons Management Committee	3	Sue Bibby Stuart Hirst Louise Edge	Community Services	1
Whalley Educational Foundation Trust	1	Mark Hindle	Policy & Finance	1

The meeting closed at 6.50 pm

If you have any queries on these minutes please contact the committee clerk, jenny.martin@ribblevalley.gov.uk.

Minutes of Community Services

Meeting Date: Tuesday, 30 May 2023, starting at 6.30 pm
Present: Councillor R Newmark (Chair)

Councillors:

J Alcock	M Robinson
S Atkinson	G Scott
S Brunskill	K Barnsley
R Elms	S Cowman
S Fletcher	L Jameson
S O'Rourke	L Street

In attendance: Head of Leisure and Cultural Services, Head of Financial Services, Head of Engineering Services and Director of Community Resources

9 APOLOGIES FOR ABSENCE

Apologies for the meeting were received from Councillors M Peplow and J Atherton

10 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

It was noted that there should be an amendment to the minutes of the meeting held on 14 March 2023. Councillor S Atkinson left the meeting at agenda item 7 – Grants Report. He took no part in the vote for this item.

Subject to the above, the minutes of the meeting held on 14 March 2023 were approved as a correct record and signed by the Chairman.

11 DECLARATIONS OF DISCLOSABLE PECUNIARY, OTHER REGISTRABLE AND NON-REGISTRABLE INTERESTS

There were no declarations of disclosable pecuniary, other registrable and non-registrable interests.

12 PUBLIC PARTICIPATION

There was no public participation.

13 BRIEFING OF THE WORK OF THE COMMUNITY SERVICES COMMITTEE

The Head of Cultural and Leisure Services and the Head of Engineering Services both gave a resume of the service areas covered under their remit. The Head of Engineering Services also outlined some of the areas which are not covered under the Community Services remit but fall under Lancashire County Council.

14 APPOINTMENTS TO WORKING GROUPS

The Chief Executive submitted a report asking Committee to consider the reappointment of the working groups under the remit of the Community Services Committee and their membership. The two active working groups under the remit of this Committee were highlighted.

RESOLVED THAT COMMITTEE:

Approve the continuance of the grants and car parking working groups for the 2023/24 municipal year, each being made up of five members consisting of two Conservatives, one Liberal Democrat, one Labour and one Independent Group Councillor.

- Grants – Councillors R Newmark, J Alcock, S Fletcher, K Barnsley and L Street
- Car Parking – Councillors R Newmark, S Atkinson, S O'Rourke, L Jameson and J Atherton

PLEASE NOTE: Following the meeting, the Liberal Democrat Group representative for the Grants Working Group was changed from Councillor Stewart Fletcher to Councillor Mary Robinson

15 CAPITAL OUTTURN 2022/23

The Director of Resources submitted a report reviewing the final outturn of the 2022/23 capital programme for this Committee and seeking member approval for the slippage of some capital scheme budgets from the 2022/23 financial year to the 2023/24 financial year.

Members were reminded that the total approved budget for this Committee's capital programme of 19 schemes was £2,433,740. Later in the year the capital programme budget was revised to £844,060 in respect of 18 schemes. This followed a review of progress on all schemes in the capital programme and included moving budget of £479,440 on 5 schemes into the 2023/24 financial year and the deletion of 1 scheme.

Members were informed that the actual expenditure on this Committee's capital programme was £677,184, which is 80.2% of the revised estimate budget.

Of the 18 schemes in the revised capital programme 9 were completed in year. The remaining 9 schemes were not completed in-year, with 8 of these resulting in slippage from the 2022/23 financial year in to the 2023/24 financial year totalling £165,500.

It was noted that a further spend of £5,710 is needed on the Ribblesdale Pool Filter and Tile Work scheme (FLPIP) in 2023/24 in order to bring this scheme to satisfactory full completion.

RESOLVED THAT COMMITTEE:

Approve the slippage of £165,500 as set out at paragraph 3.4 of the report.

16 ENGINEERING CAPITAL PROGRAMME UPDATE

The Head of Cultural and Leisure Services submitted a report providing Committee with an update on the Engineering Capital programme 2023-2024 (excluding vehicle/plant replacements).

It was noted that the following works are included in the capital programme 2023-2024:

- Castle Keep Restoration and Lime Pointing Works, value £307,600

- Mardale Changing Rooms Extension and Renovation Works, value £126,070
- Sabden Refurbishment of Public Toilets, value £35,600
- Ambulance Shed, Longridge, value £47,500
- Berry Street, Longridge Refurbishment of the Public Toilets, value £46,000
- Roof Renewal and upgrade to the Parks Store Building in the Castle Grounds, value £46,000
- Changing Places Welfare Units, Edisford, Ribchester and Castle Park, value £200,000
- Brookfoot Footbridge, Ribchester, value £110,000 (Policy and Finance Committee)
- Mardale Installation of Playing Pitch Drainage, value £80,440
- Castle Street Renovation Works, value £600,000 - These works are not listed in the Capital Programme 2023-2024. Ribble Valley Borough Council has secured £300,000 from the UK Shared Prosperity Fund that Lancashire County Council (LCC) Highways have agreed to match
- Salthill Depot Replacement Concrete Bays, value £32,400

17

TAAF UPDATE

The Head of Cultural and Leisure Services submitted an information report on the Together an Active Future (TaAF) Local Delivery Pilot project.

It was noted that the TaAF project is viewed by Sport England as an important element of their new Ten-Year Strategy, which is focused on Place Based working. This places an emphasis on involving the people in the communities of an area to determine what works for them in terms of sport and physical activity.

This approach will help to determine future investment from Sport England, including facility development and the emphasis on insight is viewed as way to achieve the best value for the funding that comes from the lottery and the public purse.

Sport England regard the work of the Pennine Lancashire pilot as innovative and exactly why the investment was made available for the pilots in the first place. It was noted that as the pilot moves into the Accelerator phase, the challenge will be to maintain the excellent work to date and build upon the successes achieved.

18

GENERAL UPDATE

The Head of Cultural and Leisure Services submitted an information report updating Committee on a variety of developments in sports, arts, community development and performance of the Platform Gallery.

The report specifically covered:

- Play area update
- EV charging points

- RV3G
- Sports development
- Ribblesdale pool
- Arts development events
- Platform Gallery exhibitions
- Biofuel trial
- Solar panels for the Council offices

19 COLLECTION OF NEW WASTE STREAM, PERSISTENT ORGANIC POLLUTANTS (POPS)

The Head of Cultural and Leisure Services submitted an information report providing an update on the collection and disposal of a new waste stream known as Persistent Organic Pollutants (POPS).

It was noted that Ribble Valley Borough Council and Lancashire Renewables will introduce the POPS waste stream collection as soon as possible to comply with the Environment Agency directive.

20 MINUTES OF WORKING GROUPS

There were no minutes from working groups

21 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

22 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That by virtue of the next item of business being exempt information under Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 the press and public be now excluded from the meeting.

23 MARDALE PLAYING PITCHES

The Head of Cultural and Leisure Services submitted a report outlining the situation regarding a recent tender for proposed drainage work at Mardale playing pitches, Longridge.

RESOLVED THAT COMMITTEE

1. Refer to Policy and Finance Committee a request that it include the additional s106 sum of £34,711 in the capital budget for use at Mardale.
2. Refer to Policy and Finance Committee a request to increase the budget for the Mardale drainage scheme by a further £18,133.59.
3. Agree that the project at Mardale proceeds immediately at the cost of £133,744.59 ex vat on the understanding that if Policy and Finance Committee do not approve the requested increase in budget, the shortfall will be made up from an existing capital scheme

CLITHEROE TENNIS CENTRE LEASE

The Head of Cultural and Leisure Services submitted a report providing Committee with an update on negotiations between the Council and Ribble Valley Tennis Centre Ltd, who are the operators of the Edisford Tennis Centre.

The operators had approached Ribble Valley Borough Council to extend their current lease beyond 2027, to enable them to finance some work at the centre. The new lease would be for a further 15 years from 2023, which means the current lease would be terminated and a new one established with the operator.

RESOLVED THAT COMMITTEE

Approve the new lease for the Edisford Tennis centre on the terms set out in the report.

The meeting closed at 8.05 pm

If you have any queries on these minutes please contact the committee clerk, Jenny Martin 01200 413214 jenny.martin@ribblevalley.gov.uk.

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Minutes of Planning and Development

Meeting Date: Thursday, 1 June 2023, starting at 6.30 pm
Present: Councillor S Bibby (Chair)

Councillors:

T Austin	S Fletcher
K Barnsley	S Hore
D Brocklehurst	K Horkin
I Brown	S O'Rourke
S Brunskill	J Rogerson
L Edge	K Spencer

In attendance: Director of Economic Development and Planning, Head of Development management and Building Control and Head of Legal and Democratic Services

25 APOLOGIES FOR ABSENCE

Apologies for absence for the meeting were received from Councillors M French and N Stubbs.

26 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 13 April 2023 were approved as a correct record and signed by the Chairman.

27 DECLARATIONS OF DISCLOSABLE PECUNIARY, OTHER REGISTRABLE AND NON REGISTRABLE INTERESTS

Councillors S O'Rourke and I Brown declared an interest in Agenda Item 7(iii) – Application 3/2023/0199 Roefield Leisure Centre, Edisford Road, Clitheroe BB7 3LA

28 PUBLIC PARTICIPATION

Mr Peter Hitchen spoke on Agenda Item 7(i) – 3/2022/1039 – Land adj Kemple View, Clitheroe BB7 2QJ

29 BRIEFING OF THE WORK OF THE PLANNING & DEVELOPMENT COMMITTEE

As the members had already undertaken a training course immediately prior to the Committee, the Director of Economic Development and Planning gave a brief overview of the Planning and Development Committee.

30 APPOINTMENT TO WORKING GROUPS

The Chief Executive submitted a report asking Committee to consider the reappointment of the Local Development Plan working group under the remit of the Planning and Development Committee and its membership.

RESOLVED THAT COMMITTEE:

Approve the continuance of the Local Development Plan working group for the 2023/24 municipal year, being made up of five members consisting of two Conservatives, one Liberal Democrat, one Labour and one Independent Group Councillor.

The membership of the working group is as follows:

Councillors S Bibby, S Brunskill, S O'Rourke, K Spencer and J Rogerson

31 PLANNING APPLICATIONS UNDER THE TOWN AND COUNTRY PLANNING ACT 1990

32 3/2022/1039 - LAND ADJ KEMPLE VIEW, CLITHEROE BB7 2QJ

Councillor Mary Robinson was given permission to speak on the above item.

RESOLVED THAT COMMITTEE:

1. Grant planning permission (contrary to the recommendation) subject to conditions.
2. The application is to be brought back to a future committee meeting for decision with conditions drafted.

33 3/2023/0068 - ROSE GARDEN WITHIN CLITHEROE CASTLE GROUNDS, CLITHEROE BB7 1AZ

RESOLVED THAT COMMITTEE:

The application was withdrawn as reported on the Late Items Sheet.

34 3/2023/0199 - ROEFIELD LEISURE CENTRE EDISFORD ROAD CLITHEROE BB7 3LA

Councillor Simon O'Rourke left the room.

Councillor Ian Brown made a brief comment in support of the application then left the room.

RESOLVED THAT COMMITTEE:

Approved the application subject to the imposition of the following condition(s):

1. The development must be begun not later than the expiration of three years beginning with the date of this permission.

REASON: Required to be imposed pursuant to Section 18 of the Planning (Listed Building and Conservation Areas) Act 1990.

2. Unless explicitly required by condition within this consent, the development hereby permitted shall be carried out in complete accordance with the proposals as detailed on drawings:

0677/93 Drawing 00: Proposed Location Plan
0677/99 Drawing 05: Proposed Site Plan

0677/99 Drawing 10C: Proposed Ground Floor Plan
0677/99 Drawing 11A: Proposed First Floor Plan
0677/99 Drawing 17A: Proposed Elevations

REASON: For the avoidance of doubt and to clarify which plans are relevant to the consent hereby approved.

3. The rating level of sound emitted from the external air-conditioning units hereby approved shall not exceed background sound levels by more than 5dB(A) between the hours of 0700 - 2300 (taken as a 15 minute LA90 at the nearest sound-sensitive premises) and shall not exceed the background sound level between 2300 - 0700 (taken as a 15 minute LA90 at the nearest/any sound-sensitive premises).

All measurements shall be made in accordance with the methodology of BS4142 (2014) (Methods for rating and assessing industrial and commercial sound) and/or its subsequent amendments.

Where access to the nearest sound-sensitive property is not possible, measurements shall be undertaken at an appropriate location and corrected to establish the noise levels at the nearest sound-sensitive property.

Any deviations from the LA90 time interval stipulated above shall be agreed in writing with the local planning authority.

REASON: To protect nearby residential amenities and to ensure the proposed development does not cause undue noise disturbance.

Councillors Simon O'Rourke and Ian Brown returned to the room.

35

LOCAL VALIDATION CHECKLIST FOR PLANNING APPLICATIONS

The Director of Economic Development and Planning submitted a report seeking authority from Members to publish a consultation draft version of the Council's updated Local Validation Checklist for a six-week consultation period. This document sets out the information that is required to validate a planning application and is required to be reviewed and updated every two years.

It was noted that section 1 of the document provides information on procedural matters of validation and section 2 sets out the national requirements which are set by central government.

Several Members noted concerns with regards to the lack of reference on environmental factors such as net zero carbon emissions. It was suggested that these issues could be included in the Council's core strategy and the Local Plan.

RESOLVED THAT COMMITTEE:

Agree for the Local Planning Authority to publish the draft version of the updated Local Validation Checklist for a six-week consultation period.

36

UPDATED GUIDANCE NOTES FOR PRE-APPLICATION ENQUIRY FEES

The Director of Economic Development and Planning submitted a report updating Members on the Local Planning Authority's recently published Pre-Application guidance note. It included information on:

- Fees (as approved by Full Council)
- A description of what type of proposals fall within each of the development categories
- Timescales for when customers can expect to receive responses

37 GOVERNMENT CONSULTATION ON INTRODUCING A USE CLASS FOR SHORT-TERM LETS

The Director of Economic Development and Planning submitted a report updating Members on the current government consultation on 'Introduction of a use class for short term lets and associated permitted development rights'.

It was noted that the government is consulting on planning measures that would help local areas have greater ability to control any future increase in the number of short term lets in their area and support the retention of existing properties to buy or to rent.

In addition it seeks views on the introduction of new permitted development rights to provide flexibility where short term lets are not a local issue, and which allows for this flexibility to be removed where there is local concern. The consultation also seeks views on how homeowners might be provided with flexibility to let out their sole or main home for up to 30 nights in a calendar year.

38 APPEALS (IF ANY)

Members noted the content of the appeals update report.

39 MINUTES OF WORKING GROUPS

There were no minutes from working groups

40 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

41 EXCLUSION OF PRESS AND PUBLIC

There were no items under this heading

The meeting closed at 7.37 pm

If you have any queries on these minutes please contact the committee clerk, Jenny Martin jenny.martin@ribblevalley.gov.uk.

Minutes of Personnel

Meeting Date: Wednesday, 7 June 2023, starting at 6.30 pm
Present: Councillor R Elms (Chair)

Councillors:

K K Barnsley	S Farmer
S Bibby	S Hore
D Birtwhistle	L Jameson
R Corney	D O'Rourke

In attendance: Chief Executive, Head of Human Resources and Director of Resources & Deputy Chief Executive, and Healthy and Safety Officer.

Also in attendance: Councillor Stewart Fletcher

42 APOLOGIES FOR ABSENCE

There were no apologies for absence.

43 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 22 March 2023 were approved as a correct record and signed by the Chairman.

44 DECLARATIONS OF DISCLOSABLE PECUNIARY, OTHER REGISTRABLE AND NON REGISTRABLE INTERESTS

There were no declarations of disclosable pecuniary, other registrable or non-registrable interests.

45 PUBLIC PARTICIPATION

There was no public participation.

46 BRIEFING ON THE WORK OF THE PERSONNEL COMMITTEE

The Chief Executive shared key information with Members relating to the remit of the Committee and stressed the importance of non-disclosure and confidentiality where required. The Head of Human Resources also outlined some of the responsibilities of the Committee and current HR projects.

47 APPOINTMENT TO WORKING GROUPS

The Chief Executive submitted a report asking committee to consider the reappointment of the HR working group under the remit of this committee and decide upon the membership.

RESOLVED THAT COMMITTEE:

Approve the following working group and the membership for the 2023/24 municipal year.

HR Working Group - Councillors R Elms, S Farmer, D O'Rourke, K Barnsley, and D Birtwhistle.

48

BUSINESS AND PERSONAL INTEREST POLICY AND CODE OF CONDUCT

The Director of Resources & Deputy Chief Executive submitted and report for Committee to approve a new Business Interest and Personal Interest Policy and an update to the Code of Conduct.

The report explained that the Council's Code of Conduct requested that Private Work (Business Interest) should not be undertaken if it could conflict or have a detrimental effect on the Council's business, whereas Personal interests (non-financial) were to be declared in writing to the Chief Executive.

The report recommended a consistent approach for the approval of financial and non-financial interests, to include processes for new employees, existing members of staff, and staff moving from one role to another.

The new policy and required amendments to the Code of Conduct were included in the report.

It was explained at the meeting that going forward the Register of Interests would provide improved overview of declared interests, and that staff are encouraged to declare any interests as they arise or circumstances change, but going forward staff would be requested to review this annually.

RESOLVED THAT COMMITTEE:

1. Agree that all Business Interest requests are submitted to CMT for approval.
2. Agree that new employees and also internal employees when their job changes are advised about requesting approval for business and personal interests prior to them taking up their new employment.
3. Approve the Council Business and Personal Interest Policy as noted in the report.
4. Approve the Update to the Code of Conduct in respect of the Council Business and Personal Interest policy as noted in the report.

49

ANNUAL HEALTH AND SAFETY UPDATE

The Chief Executive presented a report that reviewed the Council's management of Health, Safety and Welfare over the period April 2022 to March 2023.

The report noted the Council's significant hazards in relation to Health and Safety, and the measures in place to manage the associated risks.

The report noted that during the 2022-2023 period there had been 84 accidents recorded, 19 of which involved staff, 61 at the pool and 4 involving a member of the

public. In addition there had been 1 RIDDOR reportable accident involving a member of staff.

A rise in the number of accidents this year compared to 2021/22 was reported, however, this was following the period of the coronavirus pandemic and associated restrictions, where less staff had been in work and some services including the pool were suspended.

The Council's Healthy and Safety Advisor attended and explained the key points in the report. It was noted that waste management and refuse collection continues to be a high risk sector.

50 MINUTES OF WORKING GROUPS

There were no minutes from Working Groups.

51 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

52 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That by virtue of the next item of business being exempt information under Paragraphs 1 and 2 of Part 1 of Schedule 12A of the Local Government Act 1972 the press and public be now excluded from the meeting.

53 CHANGES TO ESTABLISHMENT - HOUSING ADMINISTRATION ASSISTANT

The Director of Resources & Deputy Chief Executive submitted a report reference from Health and Housing Committee seeking approval for proposed changes to the Council's establishment in respect of Housing Administration Assistant within the Economic Development and Planning Directorate.

The existing post was part-time and had been subject to several temporary changes to contract to extend the hours of the post in response to capacity issues related to the pandemic, and additional workloads around housing services. It was considered that there was a need to create the post as full time on the establishment, which had been approved at Health and Housing Committee 20 October 2022.

The report explained the financial implications and it was proposed that this would be funded from existing administration funding in respect of Domestic Abuse Support and Homelessness prevention.

RESOLVED THAT COMMITTEE:

Approve the change to the Establishment to alter the post of Part-Time Housing Administration Assistant to a full-time post as set out in the report.

54 ADDITIONAL RESOURCES TO FACILITATE IMPLEMENTATION OF THE DOMESTIC ABUSE ACT

The Director of Resources & Deputy Chief Executive submitted a report reference from Health and Housing Committee seeking approval for proposed changes to the Council's establishment to temporarily increase an existing member of staff's hours in order to implement changes under the Domestic Abuse Act.

The report included some of the Council's responsibilities as a Tier 2 authority in respect of the Domestic Abuse Act 2021, and the associated cost of staffing to support implementation the Act.

RESOLVED THAT COMMITTEE:

Approve that the Housing Strategy Officer's post is increased by 3.42 hours until 31st March 2024.

55 PAYMENT OF HONORARIA

The Director of Resources & Deputy Chief Executive submitted a report that Committee consider payment of an honoraria to staff who are covering duties of senior posts.

The factors and financial implications to be considered when assessing the application were set out in the report.

RESOLVED THAT COMMITTEE:

Agree to Honorarium payments to 2 members of staff as set out in the report.

56 ANNUAL ABSENCE MANAGEMENT UPDATE

The Director of Resources & Deputy Chief Executive submitted the Annual Absence Management Review for 2022/2023.

Members were reminded that the report is brought to the Committee on an annual basis and provides information and analysis on sickness during the year. The report noted that the Council's Performance Plan has a target of 10 days absence per employee per year and that the Bradford Formula is used as a tool to identify staff whose level of absence is a cause for concern.

It was noted that covid related absences continued to affect overall figures, however staff were able to work from home if fit and able, and if appropriate to do so.

The report provided a range of information:

- Comparison data showed that long term (20+ days) and medium term (6-19 days) sickness were at the lowest point over the last 5 years, although short term sickness (1-5 days) had risen more recently.
- Overall absences had reduced significantly over the past year with the average number of days lost per employee reducing from 9.98 days in 2021/22 to 7.62 days in 2022/23.
- The average cost of absence had decreased from £265k in 2021/22 to £222k in 2022/23.

The welcome introduction of the Employee Assistance Programme in August 2022 was noted, which would help employees to manage their health and wellbeing and be a valuable resource for managers.

57

GENERAL STAFFING UPDATE

The Director of Resources & Deputy Chief Executive submitted a report informing members of general staffing matters since the last committee meeting. The report included information on appointments and resignations, internal movements, establishment changes, training and retirements.

The report noted that 5 new staff had been appointed between 16 March 2023 and 15 May 2023 and that there had been 2 leavers in the same period. The report also noted that 3 members of staff had commenced Qualification training. Letters of thanks were to be sent to the staff who have left the Council, where appropriate.

The meeting closed at 7.25 pm

If you have any queries on these minutes please contact the committee clerk, Rebecca Tait rebecca.tait@ribblevalley.gov.uk.

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Minutes of Health and Housing

Meeting Date: Thursday, 8 June 2023, starting at 6.30 pm
Present: Councillor S Hirst

Councillors:

J Alcock	J Hill
S Atkinson	S Farmer
T Austin	J Hill
I Brown	D O'Rourke
R Elms	M Robinson
S Farmer	N Stubbs
	A Wilkins-Odudu

In attendance: Chief Executive, Head of Environmental Health Services, Strategic Housing Officer, Head of Financial Services and Head of Strategic Planning and Housing

58 APOLOGIES FOR ABSENCE

There was an apology from Councillor D O'Rourke who had advised that she may be late to the meeting.

59 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 23 March 2023 were approved as a correct record and signed by the Chairman.

60 DECLARATIONS OF DISCLOSABLE PECUNIARY, OTHER REGISTRABLE AND NON REGISTRABLE INTERESTS

There were no declarations of disclosable pecuniary, other registrable or non-registrable interests.

61 PUBLIC PARTICIPATION

There was no public participation.

62 BRIEFING ON THE WORK OF THE HEALTH & HOUSING COMMITTEE

Terms of Reference for the Committee were circulated for Members' information.

The Head of Strategic Planning and Housing and the Head of Environmental Health Services gave resumes of the service areas covered under their remits.

63 APPOINTMENT OF WORKING GROUPS

The Chief Executive submitted a report asking Committee to consider the reappointment of the working groups under the remit of the Health & Housing Committee and their membership. The two active working groups under the remit of this Committee were highlighted.

RESOLVED THAT COMMITTEE:

Approve the continuance of the strategic housing and health and wellbeing partnership working groups for the 2023/24 municipal year, each being made up of five members consisting of two Conservatives, one Liberal Democrat, one Labour and one Independent Group Councillor.

Strategic Housing – Councillors S Hirst, S Atkinson, M Robinson, R Ray and J Atherton

Health and Wellbeing Partnership – Councillors S Hirst, R Elms, M Robinson, R Ray and I Brown

64

CAPITAL OUTTURN 2022/23

The Director of Resources submitted a report reviewing the final outturn of the 2022/23 capital programme for this Committee and seeking member approval for the slippage of some capital scheme budgets from the 2022/23 financial year to the 2023/24 financial year.

Members were reminded that the total approved budget for this Committee's capital programme of 10 schemes was £3,581,040. Later in the year the capital programme budget was revised to £1,397,630 in respect of 8 schemes. This followed a review of progress on all schemes in the capital programme and included moving budget of £2,185,460 on 5 schemes into the 2023/24 financial year.

Members were informed that the actual expenditure on this Committee's capital programme was £391,415, which is 28% of the revised estimate budget.

Of the 8 schemes in the revised capital programme 1 was completed in year. The remaining 7 schemes were not completed in-year, however a large proportion of these are ongoing grant schemes. Slippage totalling £1,006,190 from the 2022/23 financial year in to the 2023/24 financial year is requested on these 7 schemes.

RESOLVED THAT COMMITTEE:

Approve the slippage of £1,006,190 as set out at paragraph 3.4 of the report.

65

FPN FINES

The Chief Executive submitted a report seeking approval from committee on the new proposal of setting fine levels for fixed penalty notices within the environmental health department.

Members were advised that currently there was no standard approach adopted for setting fine levels within the environmental health department and this has created disproportionality.

RESOLVED THAT COMMITTEE:

1. Approve the proposal to set all FPNs issued by the environmental health department to the maximum level allowed at the time of being issued.
2. Approve the proposal that where an FPN payment is made within 14 days, the fine is to be reduced by a quarter (rounded to the nearest pound).

66

PEST CONTROL UPDATE

The Chief Executive submitted a report providing committee with an update of the expansion of the services offered by pest control.

It was noted that the Council's pest contractor will now undertake treatments for:

- Rats
- Mice
- Wasps
- Moles
- Squirrels
- Fleas
- Flies
- Beetles
- Cockroaches

67

EX OFFENDERS ACCOMMODATION PROGRAMME

The Director of Economic Development and Planning submitted a report updating members on the Accommodation of Ex-Offenders scheme operating across East Lancashire. This scheme supports ex-offenders into their own Private Rented Sector (PRS) tenancies.

It was noted that the award for the East Lancashire Authorities is:

- 2023/24 - £116,404
- 2024/25 - £116,404

Burnley Borough Council is the lead Authority and they have entered into a service level agreement with the support provider Calico to administer the scheme.

The scheme provides an additional resource to RVBC whereby the Housing team make a referral to Calico as soon as a 'duty to refer,' or any homeless case is received from Probation. Calico will then assist ex-offenders to find suitable accommodation in the private rented sector.

68

HOME UPGRADE GRANT (HUG) SCHEME PHASE 2

The Director of Economic Development and Planning submitted a report to make members aware of the availability of the Home Upgrade Grant (HUG) and to encourage uptake across the Borough. The scheme applies to off mains gas properties.

It was noted that the Borough has a high percentage of off mains gas properties and therefore it is important that residents are aware of the availability of the scheme as often rural properties are not eligible for grant schemes. The availability of the scheme will be promoted through the Council's website, press releases and Parish Councils.

69

MINUTES OF WORKING GROUPS

Committee noted the minutes of the Strategic Housing working group that took place on 11 April 2023.

70 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

Former Councillor David Peat submitted a report relating to the Lancashire Mental Health Partnership Board Consultation on 15 March 2023 and the Lancashire County Council NHS and Adult Social Care Scrutiny Committee on 22nd March 2023.

71 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That by virtue of the next item of business being exempt information under Paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972 the press and public be now excluded from the meeting.

72 UPDATE ON GRANT APPROVALS

The Director of Economic Development and Planning submitted a report informing Committee of recent approvals for Disabled Facilities Grants and Landlord Tenant Grants.

The meeting closed at 7.09 pm

If you have any queries on these minutes please contact the committee clerk, Jenny Martin jenny.martin@ribblevalley.gov.uk jenny.martin@ribblevalley.gov.uk.

Minutes of Licensing

Meeting Date: Tuesday, 13 June 2023, starting at 6.30 pm
Present: Councillor I Brown (Chair)

Councillors:

S Brunskill	R Walsh
S Farmer	D Brocklehurst
R Newmark	Graveston
D O'Rourke	K Spencer
S O'Rourke	L Street
J Rogerson	M Peplow
G Scott	

In attendance: Head of Legal and Democratic Services and Solicitor

73 APOLOGIES FOR ABSENCE

Apologies for the meeting were received from Councillors G Hibbert and L Street.

74 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 21 March 2023 were approved as a correct record and signed by the Chairman.

75 DECLARATIONS OF DISCLOSABLE PECUNIARY, OTHER REGISTRABLE AND NON REGISTRABLE INTERESTS

There were no declarations of disclosable pecuniary, other registrable or non-registrable interests.

76 PUBLIC PARTICIPATION

There was no public participation.

77 BRIEFING ON THE WORK OF THE LICENSING COMMITTEE

As the members had already undertaken a training course immediately prior to the Committee, the Head of Legal and Democratic Services gave a brief overview of the legislation that comes under the remit of the Licensing Committee.

78 APPOINTMENT TO WORKING GROUPS

The Chief Executive submitted a report to seek Committee's views on the need for working groups under the remit of the Licensing Committee.

RESOLVED THAT COMMITTEE:

Approve that there was currently no need for a working group under the remit of the Licensing committee.

79

ADOPTION OF NR3S POLICY

The Chief Executive submitted a report seeking Committee's approval of amendment to the Council's Policy with regard to the National Register for Revocations, Refusals and Suspensions (NRS3) which had previously been adopted at the meeting of this Committee on 1 November 2022.

RESOLVED THAT COMMITTEE:

Approve the adoption of the amended NR3S Policy in respect of requests for information, disclosure of information and use of information, that was appended to the report.

80

MEDICAL REPORTS FOR DRIVERS OF HACKNEY CARRIAGES AND PRIVATE HIRE VEHICLES

The Chief Executive submitted a report informing Committee of an issue which had arisen in relation to provision of medical reports for applicants for new and renewed driving licences for hackney carriages and private hire vehicles, and to seek Committee's approval for commencement of consultation on revision of the policy for Licencing of Hackney Carriage Drivers and Vehicles and of Private Hire Operators, Drivers and Vehicles ("the Policy").

The Policy currently required that an applicant for the grant or certain renewals of a licence should be examined by their own GP or a GP from the same practice who had access to the applicant's medical records to the standard required for a DVLA Group 2 medical assessment, who should also provide a certificate that they considered that the applicant met the medical standards to carry the public for commercial gain. Members were informed that there had been instances where practices had refused to certify that the applicant met Group 2 medical standards, arguing that this decision rests with the licensing authority following receipt of information from the GP. Without this certificate applicants could not progress their application or renewal.

It was also reported that the fees charged by GP's and agencies to applicants could vary considerably.

Were the requirement for the applicant's own GP or their practice to provide a report to be removed, this would enable applicants to approach a GP who was prepared to provide the appropriate certificate, following examination of the applicant and their full records, and would also enable applicants to seek the best value for provision of a report and any certificate.

RESOLVED THAT COMMITTEE:

Authorise the Head of Legal and Democratic Services to consult with drivers, operators, the Police and LCC (as they commission private hire drivers and vehicles for work in support of children) on amendment of the Policy and conditions to require examination of the applicant by their own GP or by any qualified GP who has had sight of their medical records.

81

REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

82 MINUTES OF EVENT SAFETY ADVISORY GROUP MEETING - 11 MAY 2023

The minutes of the Event Safety Advisory Group meeting from 11 May 2023 were noted.

83 MINUTES OF SUB-COMMITTEES

The minutes of the Sub-Committees that took place on 17 March 2023, 14 April 2023 and 28 April 2023 were noted.

84 EXCLUSION OF PRESS AND PUBLIC

There were no items under this heading.

The meeting closed at 6.57 pm

If you have any queries on these minutes please contact the committee clerk, Jenny Martin 01200413214 jenny.martin@ribblevalley.gov.uk.

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Minutes of Economic Development

Meeting Date: Thursday, 15 June 2023, starting at 6.30 pm
Present: Councillor D Birtwhistle (Chair)

Councillors:

J Alcock	Graveston
S Atkinson	S Hirst
Corney	M Peplow
L Edge	Ray
R Elms	R Walsh
S Fletcher	Wilkins-Odudu

In attendance: Senior Accountant, Head of Strategic Planning and Housing and Chief Executive

85 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 30 March 2023 were approved as a correct record and signed by the Chairman.

86 DECLARATIONS OF DISCLOSABLE PECUNIARY, OTHER REGISTRABLE AND NON REGISTRABLE INTERESTS

There were no declarations of disclosable pecuniary, other registrable or non-registrable interests.

87 PUBLIC PARTICIPATION

There was no public participation.

88 BRIEFING ON THE WORK OF THE ECONOMIC DEVELOPMENT COMMITTEE

The Head of Strategic Planning and Housing circulated the Terms of Reference of the Economic Development Committee and gave a brief summary on the remit of the Committee and its priorities.

89 APPOINTMENT TO WORKING GROUPS

The Chief Executive submitted a report asking committee to consider the need for working groups under the remit of this committee and decide upon the membership.

It was noted that a recommendation was being made to the Policy and Finance Committee meeting on 20 June 2023 that the Climate Change Working Group parent Committee be amended to Economic Development Committee, for the municipal year 2023/24. Committee therefore agreed that a working group should be formed and the membership decided in the event that the recommendation is approved, to avoid delay in the meeting of the working group.

RESOLVED THAT COMMITTEE:

Approve the following working group and the membership for the 2023/24 municipal year, on the condition that it is agreed at the next Policy and Finance Committee meeting of 20 June 2023 that the parent Committee is changed to Economic Development Committee.

Climate Change Working Group - Councillors S Atkinson, L Edge, A Wilkinson-Odudu, S Fletcher, and M Peplow.

90

RIBBLE VALLEY ECONOMIC PLAN 2023-2026

The Director of Economic Development and Planning submitted a report presenting members with the draft Economic Plan 2023-2026.

The existing Economic Plan covered the period 2019 - 2022 and work was ongoing to deliver projects identified previously. A workshop with the Ribble Valley Economic Partnership had been held on 12 October 2022, and based on the workshop and analysis, a draft new Economic Plan had been created. A second workshop with the Ribble Valley Economic Partnership was held on 20 February 2023 in order to review the draft plan and ensure it reflected the challenges and issues businesses were facing. The results of the workshops and draft Economic Plan 2023-2026 plan were included in the report.

The plan followed a similar format to the existing Economic Plan and was split into five priority areas:

1. People – Focuses on those actions that will support skills development.
2. Place – Focuses on those actions that recognise and respect the value and character of the Ribble Valley.
3. Business Support – Focuses on those actions that sustain competitiveness and strengthens business networks.
4. Connectivity – Focuses on those actions that will act as the catalyst for better digital and public transport connectivity.
5. Tourism – Focuses on those actions that will promote the development of accommodation, improve hospitality and support events building on the attraction of the local area.

For each priority area the deliverable projects were explained in the report.

There was discussion at the meeting around ensuring villages and smaller areas receive as much focus as towns and larger areas. It was felt that transport links to rural villages and businesses were vital in supporting businesses and also training and employment for individuals. Rail improvements would also be an ongoing focus.

RESOLVED THAT COMMITTEE:

Authorise the Director of Economic Development and Planning to carry out a public consultation for a period of six weeks on the draft Economic Plan.

91

CAPITAL OUTTURN 2022/23

The Director of Resources submitted a report reviewing the final outturn of the 2022/23 capital programme and seeking member approval for the slippage of capital scheme budget on one scheme from the 2022/23 financial year to the 2023/24 financial year.

There had been no spend on the capital programme in 2022/23 for this Committee.

Slippage totalling £55,000 from the 2022/23 financial year in to the 2023/24 financial year was requested.

RESOLVED THAT COMMITTEE:

Approve the slippage of £55,000 as detailed in the report.

92

CLITHEROE FOOD FESTIVAL UPDATE

The Director of Economic Development and Planning submitted a report updating members on Clitheroe Food Festival 2023.

The event would be held on 12 August 2023, with 'Ribble Valley Taste Fest' running from 5 – 11 August 2023, which would feature a week of events held at farms and food venues across the Borough concluding with Clitheroe Food Festival.

The report noted the number of trader applications, which to date was higher than last year, and that numerous businesses throughout the Borough had signed up for Taste Fest which would spread the economic impact of the Food Festival beyond Clitheroe. The sponsorship opportunities available were also noted in the report, and it was confirmed at the meeting that the main sponsorship packages were now sold.

93

THE RIBBLE VALLEY ANNUAL TOURISM GATHERING

The Director of Economic Development and Planning submitted a report updating members on the 'Annual Tourism Gathering' event and the Ribble Valley Tourism Association (RVTA).

In conjunction with the RVTA, the Council had hosted the 'Annual Tourism Gathering' on 16 May 2023 which had been attended by around 120 local business representatives and was open to any tourism related business. The purpose of the event was a combination of networking and celebration.

The report detailed the presentations and awards which had taken place and noted that it is the intention of the RVTA to write formally to the Council to request that an elected Member be nominated to sit on the RVTA Executive Committee, as they had in previous years.

94

TOURISM PROGRESS REPORT - MAJOR PROMOTIONAL EVENTS

The Director of Economic Development and Planning submitted a follow up report to the Tourism Update which was presented to Committee 30 March 2023.

At the request of Members the report summarised the three major tourism events at which the Council had been represented, with an indication of the collaborations and the results.

Progress in Tourism would continue to be reported to future Committees.

95 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

96 EXCLUSION OF PRESS AND PUBLIC

There were no items under this heading.

The meeting closed at 7.16 pm

If you have any queries on these minutes please contact the committee clerk,
Rebecca Tait rebecca.tait@ribblevalley.gov.uk.

Minutes of Policy and Finance

Meeting Date: Tuesday, 20 June 2023, starting at 6.30 pm
Present: Councillor S Atkinson (Chair)

Councillors:

D Birtwhistle	K Horkin
L Edge	L Jameson
S Fletcher	McCrum
M French	R Newmark
G Hibbert	J Rogerson
S Hirst	Wilkins-Odudu
S Hore	

In attendance: Chief Executive, Director of Resources & Deputy Chief Executive, Director of Community Resources and Head of Legal and Democratic Services

Also in attendance: Councillor K Barnsley

97 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 28 March 2023 were approved as a correct record and signed by the Chairman.

98 APOLOGIES FOR ABSENCE

Apologies for absence from the meeting were received from Councillor S Bibby.

99 DECLARATIONS OF DISCLOSABLE PECUNIARY, OTHER REGISTRABLE AND NON REGISTRABLE INTERESTS

There were no declarations of disclosable pecuniary, other registrable or non-registrable interests.

100 PUBLIC PARTICIPATION

There was no public participation.

101 BRIEFING ON THE WORK OF THE POLICY & FINANCE COMMITTEE

The Director of Resources & Deputy Chief Executive gave a verbal presentation which included the Terms of Reference of the Policy and Finance Committee and an explanation of the remit of the Committee. She also advised members to consider if they need to make any declarations of interest regarding agenda items and where they were unsure to seek advice from the Monitoring Officer prior to a meeting.

102 APPOINTMENT OF WORKING GROUPS

The Chief Executive submitted a report to consider the appointment of members to any working groups under the remit of this committee for the municipal year 2023/24.

RESOLVED THAT COMMITTEE:

Approve the following working groups and their membership under the remit of this committee –

Voluntary Organisation Grants – Councillors R Newmark, L Edge, S Fletcher, A Wilkins-Odudu, D Birtwhistle.

Budget Working Group – Councillors S Atkinson, S Hore, S Hirst, S Fletcher, L Jameson, J Rogerson, G McCrum.

UK Shared Prosperity Fund (UKSPF) Working Group – Councillors S Atkinson, S Hore, S Fletcher, L Jameson, J Rogerson.

Corporate Strategy Working Group – Councillors S Atkinson, S Hore, K Horkin, S Fletcher, D Birtwhistle, A Wilkins-Odudu, G McCrum.

103

UK SHARED PROSPERITY FUND

The Director of Economic Development and Planning submitted a report updating Members in respect of the use of the Council's UK Shared Prosperity Fund allocation for 2022/23 and seeking approval for the allocation of funds.

The report noted the allocations for 2022/23 and the indicative allocations for 2023/24 and 2024/25. The Council's Investment Plan had included several projects to deliver in the 2022/23 financial year. The projects for which Committee had agreed on 24 January 2023 were listed in the report along with updates on each scheme.

The allocation for 2022/23 had not been received by the Council until January 2023 and £145,618 of the 2022/23 allocation would be carried forward to the 2023/24 financial year. 81% of the underspend amount had already been committed to projects therefore the remaining £28,018 would be considered by the UKSPF Working Group.

Officers asked Members to consider the recommendations that from the £28,018 underspend, £18,500 be allocated to part fund the drainage works at Mardale Playing Field, and £690 allocated to fund a grant to Whalley Parish Council for the erection of a CCTV camera.

RESOLVED THAT COMMITTEE:

1. Approve the use of up to £18,500 of the UKSPF 2022/23 underspend (not yet allocated) to part fund the drainage works at Mardale.
2. Approve grant funding to Whalley Parish Council totalling £690 for the erection of a standalone CCTV camera at Whalley CofE Primary School.

104

RURAL ENGLAND PROSPERITY FUND (REPF)

The Director of Economic Development and Planning submitted a report updating members on the Rural England Prosperity Fund (REPF) and seeking approval for the suggested grant scheme.

The REPF was complimentary to the UK Shared Prosperity Fund (UKSPF) and was a top-up available to eligible local authorities. The report noted the interventions

approved by members on 8 November 2022 which had steered the proposed spend for REPF. The Council had met with REPF Partnership Group and discussed projects which would meet the agreed interventions and funding criteria set out by Central Government.

The Council had submitted an addendum to the UKSPF investment plan which resulted in an award of £433,680 of capital funding to be invested in rural capital projects over the next two financial years.

The proposed full grant criteria, which would be administered by Council Officers, was included in the report.

Members felt that the grant criteria and application process too onerous and that it needed to be considered further by the UKSPF working group.

RESOLVED THAT COMMITTEE:

Refer the REPF capital grant scheme criteria and process to the UK Shared Prosperity (UKSPF) Working Group to consider.

105

DEVELOPMENT OF THE CORPORATE STRATEGY 2023-2027

The Chief Executive submitted a report for Committee to consider the next steps in the development of the Council's Corporate Strategy.

The Corporate Strategy set out the strategic direction of the Council, and provided a focus to ensure that services met the needs of the community. The 2019-2023 strategy was due a complete review, and a new strategy was required for 2023-2027.

The next steps in the development of the strategy were included in the report and it was recommended that in order to review the Council's priorities a small working group was established, which would be tasked with bringing the new Corporate Strategy 2023-2027 to the scheduled Committee meeting on 7 November 2023.

RESOLVED THAT COMMITTEE:

1. Agree the suggested approach to reviewing the Corporate Strategy.
2. Agree a small working group to review the Corporate Strategy, with the membership noted at agenda item 6.

106

INDEPENDENT PANEL REPORT ON REVIEW OF MEMBERS' ALLOWANCES SCHEME

The Director of Resources & Deputy Chief Executive submitted a report for Committee to consider the report of the independent remuneration panel on members' allowances following their review of the current scheme, and to make recommendations regarding the new scheme to Full Council.

The Council was required to agree and publicise its members' allowance scheme each year and undertake an independent review at least every 4 years.

The independent panel had conducted interviews with seven Councillors, and reviewed details of members allowances schemes from 11 other Lancashire District Councils. The full report of the panel was included with the report which set out their

findings and full recommendations. The panel had concluded that overall the existing Members' Allowance Scheme was a fair reflection of Councillor duties and responsibilities however, proposed that the Special Responsibility Allowances (SRA) be amended to include an allowance for the leader of each political group where the group had a minimum of 5 members or more. The Council's budget for 2023/24 was £262,350 and the proposed recommendations would result in an additional SRA of £6,180 to group leaders.

Committee were asked to consider the recommendations in report in order for the new Member's Allowance scheme to be agreed at the Full Council meeting on 11 July 2023. Once the Council had approved the Scheme it would make arrangements for its publication as set out in the report.

*** RESOLVED THAT COMMITTEE:

1. Agree the Members' Allowance Scheme recommended by the Independent Panel.
2. Recommend to Council the revised Scheme for Members Allowances as set out in the report.
3. Thank the Independent Remuneration Panel for their work in formulating proposals for the revised scheme.

107 CAPITAL OUTTURN 2022/23

The Director of Resources & Deputy Chief Executive submitted a report informing Members of the final capital outturn of the 2022/23 capital programme for this committee.

All schemes in the revised capital programme had been completed in-year with an actual expenditure of £88,859 which was just short of 100% of the revised estimate budget. A number of schemes had been moved to the 2023/24 financial year at the revised estimate and were included in the 2023/24 capital programme.

108 TREASURY MANAGEMENT MONITORING 2023/24

The Director of Resources submitted a monitoring report for information on the treasury management activities for the period 1 April 2023 to 31 May 2023. This included temporary investments, interest on investments, local government bonds agency, borrowing, borrowing requirements, prudential indicators, approved organisations, recent events and exposure to risk.

109 REVENUES AND BENEFITS GENERAL REPORT

The Director of Resources submitted a report for information on debts outstanding for business rates, council tax and sundry debtors. It also updated members on benefits performance, including benefits processing times and overpayment recovery.

110 OVERALL CAPITAL OUTTURN 2022/23

The Director of Resources & Deputy Chief Executive submitted a report for information providing details of the capital programme outturn for all committees for 2022/23 financial year.

Actual expenditure on the Council's capital programme in 2022/23 was £1,157,457, which was 48.5% of the revised estimate budget. Of the twenty-three schemes in the programme, fifteen had been completed in-year and sixteen had not been completed by year-end including three on-going Housing Grant schemes. Budget slippage had been requested of £1,226,690 on the sixteen schemes not completed.

111 MINUTES OF WORKING GROUPS

There were no minutes of working groups.

112 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

113 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That by virtue of the next item of business being exempt information under Paragraphs 2 and 3 of Part 1 of Schedule 12A of the Local Government Act 1972 the press and public be now excluded from the meeting.

114 HOUSEHOLD SUPPORT FUND 4

The Director of Economic Development and Planning submitted a report asking committee to consider the Household Support Fund Round 4 (HSF4) and seeking approval for the Council's HSF4 scheme.

The report reminded members of the three previous Household Support Funds which had run from October 2021 to March 2023, where funding had been received via LCC for allocation and award to recipients.

Committee were informed that another extension had been made to the fund running from 1 April 2023 to 31 March 2024. LCC had confirmed that £240,000 would be allocated to RVBC.

The areas of eligible spend were outlined in respect of this scheme and the proposed ways in which to allocate funds using an application process, which included supermarket vouchers, targeted assistance, debt/financial advice, and an allocation for administration.

Members requested again that the scheme be publicised as widely as possible so that all those eligible could apply. The criteria that those 'in receipt of the cost-of-living payment or winter fuel payment would not be eligible' was discussed and it was felt that this should be discussed with LCC with a view to removing this if possible. The increased household income threshold to £50,000 was also welcomed by Members.

RESOLVED THAT COMMITTEE:

1. Approve the Council's HSF4 scheme which will consist of:
 - 1.1. A supermarket voucher application scheme initially from 3rd July until 1st September 2023 (with additional application windows funding permitting) with the following criteria/offer:
 - £200 for single households
 - £300 for households with two or more adults residing.
 - £500 for households with children
 - A combined household income threshold of up to £50,000.
 - Agreement for the applicants to have a discussion with our Debt/Cost of Living Advisor in respect of financial matters.
 - 1.2. Targeted assistance to the following groups:
 - Unpaid carers who are disregarded for Council Tax purposes.
 - Care leavers
 - Households who have been in receipt of a disability facility grant since 6 October 2021
 - 1.3. Financial and debt advice provided in house by the appointed Debt/Cost of Living Advisor whilst the funding is available.
 - 1.4. Discuss with LCC the possibility of removing criteria that anyone in receipt of the cost-of-living payment or winter fuel payment will not be eligible.

115

INSURANCE RENEWALS 2023/24

The Director of Resources & Deputy Chief Executive submitted a report informing Committee of the results of a recent Insurance Services Tender.

The previous tender for the Council's insurance services was carried out in 2018 and resulted in a five-year contract effective from 20 June 2018 to 19 June 2023. Tenders had been invited in April 2023 using the Crown Commercial Services Framework system and of the 4 eligible companies only 1 submission was received, which was from the existing provider. The approved available budget for insurance services was £221,630 however there was a shortfall against the tender price totalling £35,760.

The report included a summary of the Premium for 2022/23 compared to the latest tender submission, comments on premiums with the measures taken to mitigate potential increases, and claims history analysis.

Members were asked to consider the additional cost above that already budgeted for in 2023/24, which would also have an impact on future years. It was confirmed at the meeting that an extension had been granted on the existing contract until the new contract was agreed.

RESOLVED THAT COMMITTEE:

Approve the award of the contract on the basis that the additional budget of £35,760 will be reflected on services at the time of setting the revised estimate for the year, and that the increased costs will be built into the Council's base budget for future years.

Councillor S Atkinson left the meeting and Councillor S Hore proceeded as Chair in respect of the next agenda item.

116

LAND AT HIGHMOOR PARK, CLITHEROE

The Chief Executive submitted a report informing Committee of the current position in relation to the proposed lease for right of access over Council owned land at Highmoor Park and seeking Members' approval for taking the preparatory steps required pursuant to the Local Government Act 1972.

The Council had acquired the land as part of the requirements of a Section 106 Agreement dated 10 July 1992. The Local Planning Authority had granted outline planning permission for the construction of up to 125 dwellings at a site. In order to facilitate access to the site, the landowner had sought to lease an area of the Council owned land, which Committee had approved subject to the approval of the district valuer and delegated approval of the lease to the Council's Chief Executive.

The report provided details to Members in regards to the proposed transaction and agreement, along with the recommended next steps, and a subsequent report would be brought back to Committee, prior to any decision being made.

RESOLVED THAT COMMITTEE:

1. Note the current position with regard to the terms of the lease, and authorise the Chief Executive to continue to negotiate the lease and associated documents.
2. Approve the taking of preparatory steps required pursuant to the Local Government Act 1972.

Councillor S Atkinson returned to the meeting and resumed the position of Chair.

117

ROEFIELD LEISURE FURTHER LOAN REQUEST

The Director of Resources & Deputy Chief Executive submitted a report for Committee to consider a request made by Roefield Leisure for a further loan.

The report explained the details of the current loan arrangement which was agreed by Committee on 8 June 2010. The Council had received a request from Roefield Leisure to consider a new loan, which was included in the report, along with the considerations to be made under the Local Government Act 2003.

Following discussion at the meeting it was felt that up to date detailed financial information was required in order to consider the request further.

RESOLVED THAT COMMITTEE:

1. Request up to date detailed financial information.
2. Report back to Committee for consideration.

REFERENCES FROM COMMITTEE - MARDALE PLAYING PITCHES

The Director of Resources & Deputy Chief Executive submitted a report reference from Community Services Committee to consider a request to fund extra costs following the tendering exercise for the drainage of Mardale playing pitches at Longridge.

The cost arising from the tender exercise was £133,745 however the agreed capital budget was £80,900. In April 2023 Planning and Development Committee agreed to the allocation of £34,711 to the scheme from a s106 agreement at Longridge. The remaining shortfall on the budget for the scheme would be funded by an allocation of £18,500 from the 2022/23 underspend as noted at Agenda item 7.

RESOLVED THAT COMMITTEE:

Agree the request that additional s106 sum of £34,711 be added to the capital budget for use at Mardale together with £18,500 from the UKSPF

The meeting closed at 8.30 pm

If you have any queries on these minutes please contact the committee clerk, Rebecca Tait 01200 414408 rebecca.tait@ribblevalley.gov.uk.

Minutes of Parish Councils Liaison

Meeting Date: Thursday, 22 June 2023, starting at 6.30 pm
Present: Councillor M Highton (Chair)

Councillors:

D Birtwhistle	S Cowman
K Horkin	G Hibbert
G Scott	McFall
R Walsh	M Peplow
K Barnsley	M Robinson
D Brocklehurst	N Stubbs

Parish Representatives:

A Upton	Hothersall
M Gee	Hothersall
S Rosthorn	Newsholme and Paythorne
S Greenhough	Read
C Pollard	Read
G Mason	Ribchester
C Eaves	Sabden
S Clarke	Sabden
T Westwell	Salesbury
D Peat	Simonstone
J Hampson	Simonstone
S Bolton	Waddington
A Scholfield	Wiswell
S Houghton	Wiswell
Gillian	Wiswell
S Clemson	Wiswell
M Highton	Whalley
J Threlfall	Whalley

In attendance: Chief Executive and Head of Strategic Planning and Housing

119 APPOINTMENT OF CHAIR FOR 2023/24

RESOLVED THAT COMMITTEE:

That Parish Councillor Martin Highton be appointed as Chairman for this Committee for 2023/2024.

120 APPOINTMENT OF VICE CHAIR FOR 2023/24

RESOLVED THAT COMMITTEE:

That Councillor Gary Scott be appointed as Vice Chairman for this Committee for 2023/2024.

121 APOLOGIES FOR ABSENCE

Apologies for absence were received from Borough Councillor S O'Rourke.

Apologies were also received from the following Parish Councils:

	Aighton, Bailey & Chaigley
R Whitaker	Newton in Bowland
R Chew	West Bradford

122 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 6 April 2023 were approved as a correct record and signed by the Chairman.

123 DECLARATIONS OF DISCLOSABLE PECUNIARY, OTHER REGISTRABLE AND NON REGISTRABLE INTERESTS

There were no declarations of disclosable pecuniary, other registrable or non-registrable interests.

124 PUBLIC PARTICIPATION

There was no public participation.

125 BRIEFING ON THE WORK OF THE PARISH COUNCIL LIAISON MEETING

The Head of Strategic Planning and Housing confirmed that this is not a decision-making Committee. The Borough council will bring items to this Committee that are of interest to many of the Parish Councils and to raise awareness on issues concerning the Ribble Valley.

With regards to the Committee agenda, Parish Councils can suggest items to be added, which should be items of broad interest to Parish Councils generally.

It was confirmed that public speakers can be invited to talk on particular topics of interest.

126 NEW POLICING MODEL

This Item was deferred. The Police Officer who was due to give a presentation on the new Policing Model did not attend. The Item will be put on a future agenda.

The Chief Executive confirmed that a briefing on the Target Operating Model for the Ribble Valley would be circulated to Parish Councils

127 REPORTS FROM OTHER COMMITTEES

(i) Ribble Valley Economic Plan 2023-26

RESOLVED: The Director of Economic Development and Planning had submitted a report to the Economic Development Committee outlining the draft Economic Plan 2023-2026.

The plan follows a similar format to the existing Economic Plan and is split into five priority areas:

1. People – Focuses on those actions that will support skills development.
2. Place – Focuses on those actions that recognise and respect the value and character of the Ribble Valley.
3. Business Support – Focuses on those actions that sustain competitiveness and strengthens business networks.
4. Connectivity – Focuses on those actions that will act as the catalyst for better digital and public transport connectivity.
5. Tourism – Focuses on those actions that will promote the development of accommodation, improve hospitality and support events building on the attraction of the local area.

It was resolved at the Economic Development Committee on 15 June 2023 to authorise the Director of Economic Development and Planning to carry out a public consultation for a period of six weeks on the draft Economic Plan.

The Head of Strategic Planning and Housing confirmed that the consultation has not yet started but she urged Parish Councils to engage with the process and send comments to Ribble Valley Borough Council.

There was discussion as to bringing a report to this Committee annually to assess how strategic plans such as the Economic Plan is progressing. The Head of Strategic Planning and Housing has agreed to bring a report to PCL on the delivery of the current Economic Plan.

Parish Council representatives also sought an update on the Local Plan. The Committee were advised that there have been some delays with the Local Plan, partly due to staffing issues within the Council. However, there is a considerable amount of work being carried out, on what is a very complex programme. The Head of Strategic Planning and Housing will continue to engage with Parish Councils on the Local Plan at appropriate times.

It was confirmed that the Local Plan is a separate process to that of the Economic Plan and consultation on them will take place separately. To consider them together would only serve to delay the Economic Plan and could create confusion.

(ii) Home Upgrade Grant (Phase 2) Scheme (HUG2)

RESOLVED: The Director of Economic Development and Planning had submitted a report to raise awareness of the availability of the Home Upgrade Grant (HUG) and to encourage uptake across the Borough. The scheme applies to off mains gas properties.

It was noted that the Borough has a high percentage of off mains gas properties and therefore it is important that residents are aware of the availability of the scheme as often rural properties are not eligible for grant schemes. The availability of the scheme will be promoted through the Council's website, press releases. The Head of Strategic Planning and Housing asked Parish Councils to assist in promoting the scheme to their residents. Leaflets were prepared for Parish Councils to take away.

MATTERS BROUGHT FORWARD BY PARISH COUNCILS

REQUEST FOR A PRESENTATION ON HEALTH AND WELLBEING IN THE CONTEXT OF THE EAST LANCASHIRE PLACE INITIATIVE

This was a request made by Simonstone Parish Council.

Parish Councillor, David Peat spoke on the Patient-led Assessments of the Care Environment (PLACE) Initiative and the importance of engaging communities with this. The emphasis should be on the Ribble Valley working together uniformly on this initiative.

It was agreed that Ribble Valley Borough Council would invite Jackie Moran, who is the Director of East Lancashire Place and is on Lancashire and South Cumbria Integrated Care Board to attend the next meeting to give a presentation on the initiative.

LEVELLING UP IN RURAL AREAS

This issue was raised by Simonstone Parish Council.

The Chief Executive confirmed that a report on the Rural England Prosperity Fund (REPF) had been submitted to the Policy and Finance Committee on 20 June 2023. It was felt that the current scheme is too complicated and needs to be simplified. This scheme will cover all areas of the Ribble Valley, with the exception of Clitheroe, Longridge and Whalley and there is a pot of approximately £400,000.

There was discussion as to rural villages that are cut off from the larger urban areas potentially having put the levelling up money into transportation and whether there were alternative funds available for this purpose. The Chief Executive spoke about the Little Green Bus Charity which provides transport to people who can't use regular public transport. It was agreed that the Little Green Bus Charity would be invited to attend a future meeting to discuss the support and services they offer. The Chief Executive also suggested that the Parish Councils could look at joining together to purchase a bus and to recruit volunteer drivers.

ROAD SAFETY WORKING GROUP UPDATE

Mr Andrew Yates of Bolton by Bowland, Gisburn Forest and Sawley Parish Council provided Committee with an update. In particular, the current focus of the working group has been on considering 20mph speed limits in village areas. The objectives are, amongst others:

- To improve the quality of life within rural communities, where pedestrian and cyclist's movements are high.
- To slow the traffic down going through village streets.

Mr Yates advised that a list had been put together of ways to implement 20mph speed limits e.g. having buffer zones and appropriate signage. Reference was made to initiatives in the UK, such as in the Scottish Borders, where 20mph speed limits have been imposed and the positive impact this has had.

Committee was provided with a brief overview of the approximate cost of implementation. An estimated budget for a 20mph limit (per single road) with buffer would be £3/5,000. However, for an accurate budget, a scoping exercise a scoping exercise would need to be undertaken by an LCC authorised contractor.

Committee were informed that ten Parish Councils are now signed up to the working group. Mr Yates wanted to canvass if any other Parish Councils wished to become involved going forward to assist with the consultation process. The information will then be presented to County Councillor, Rupert Swarbrick.

HARP

This issue was raised at the meeting by Waddington Parish Council in the context of road safety and by Simonstone Parish Council who sought an update.

The Chief Executive advised that the Council has granted planning permission and there will be a dedicated highway officer who will liaise with United Utilities if any problems arise.

It was confirmed that there has been no further information as to whether the Secretary of State will call HARP in. If a decision is made to call it in, then it is likely that there will be a Public Enquiry and the Council will make appropriate representations.

CITIZEN'S SUMMIT FOR CLIMATE AND NATURE

Hothersall Parish Council advised that there will be a Citizen's Summit for Climate and Nature on 1 July 2023. The aim is to bring people together from across the Ribble Valley to generate creative local responses to the global climate. It's a free event and will be a visionary day, imaging what the Ribble Valley will look like in 2030.

PARISH COUNCIL FUNDING

This issue was raised at the meeting by Waddington Parish Council.

Sarah Bolton advised of the difficulties Waddington Parish Council had in obtaining funding. Questions were asked as to whether there could be a shared fund or more information about grants/funding that is available.

The Chief Executive advised that the Council does have a grant scheme and outlined other available schemes, e.g. the Rural Fund. He suggested that Council officers could attend a future meeting to provide the Committee with further information on this issue. A suggestion was also made for a handbook to be produced outlining the range of grants available.

129

DATE AND TIME OF NEXT MEETING

The Chairman informed the Committee that the next meeting would be on 14 September 2023 at 6.30pm.

The meeting closed at 7.49 pm

If you have any queries on these minutes please contact the committee clerk, Jenny Martin jenny.martin@ribblevalley.gov.uk.

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Minutes of Accounts and Audit

Meeting Date: Wednesday, 28 June 2023, starting at 6.30 pm
Present: Councillor S Hirst (Vice Chair)

Councillors:

T Austin	R Newmark
S Fletcher	McCrum
J Hill	Graveston

In attendance: Chief Executive, Director of Resources & Deputy Chief Executive, Head of Financial Services, Internal Audit Manager and Georgia Jones

130 APOLOGIES FOR ABSENCE

Apologies for absence were received for the meeting from Councillors R Walsh (Chair), C McFall, and L Jameson.

131 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 12 April 2023 were approved as a correct record and signed by the Chairman.

132 DECLARATIONS OF DISCLOSABLE PECUNIARY, OTHER REGISTRABLE AND NON REGISTRABLE INTERESTS

There were no declarations of disclosable pecuniary, other registrable or non-registrable interests.

133 PUBLIC PARTICIPATION

There was no public participation.

134 BRIEFING ON THE WORK OF ACCOUNTS AND AUDIT COMMITTEE

The Director of Resources & Deputy Chief Executive explained her role as the Section 151 Officer and introduced the Officers that regularly attend the Committee. The verbal presentation explained the remit of the Committee, the areas of which the Committee has oversight, and work that it will regularly come across. There was the possibility that Members may be required to sit on Sub-Committees, which would occur in the event of a complaint against a Member of the Council. It was noted that Code of Conduct Training was arranged for 4 July 2023 which Committee Members were encouraged to attend.

135 APPOINTMENT TO WORKING GROUPS

The Chief Executive submitted a report for Committee to consider the need for working groups under the remit of the Accounts and Audit Committee.

There were currently no active working groups.

RESOLVED THAT COMMITTEE:

Approve that there is currently no need for a working group under the remit of the Accounts and Audit Committee.

136

LOCAL CODE OF CORPORATE GOVERNANCE

The Director of Resources & Deputy Chief Executive submitted a report for Committee to consider the Local Code of Corporate Governance for 2023/24.

The Code is reviewed and approved annually by this committee and is the Council's forward-looking statement of how the governance culture of the organisation will be driven. Within the framework there are seven core principles that look to steer the application of good governance in everything that members and staff undertake by highlighting how their work on behalf of the council will be approached.

The document clearly communicated the key Governance principles and the expected 'behaviours' or culture that the CIPFA/Solace publication 'Delivering Good Governance in Local Government' would expect, and there was clear linkage to how such 'behaviours' or culture could be evidenced within the Council, principle by principle.

RESOLVED THAT COMMITTEE:

Approve the Local Code of Corporate Governance as attached to the report.

137

AUDIT PLAN - YEAR ENDING 31 MARCH 2023

The Ribble Valley Borough Council audit plan for year ending 31 March 2023 was presented for information by Grant Thornton.

Georgia Jones highlighted the significant risks, materiality, value for money arrangements, new auditing standards, and audit logistics.

It was highlighted at the meeting that the Council's Statement of Accounts had been published and that Grant Thornton planned to undertake the audit schedule as usual.

Georgia Jones left the meeting,

138

DRAFT HEAD OF INTERNAL AUDIT OPINION 2022/23

The Director of Resources & Deputy Chief Executive submitted a report for information providing the committee with an independent opinion on the overall adequacy and effectiveness of the Council's framework of governance, risk management and internal control; including a summary of the internal audit work that supports the Opinion: any impairments or restrictions in scope of work undertaken; and the outcomes of the self-assessment that the audit work undertaken was in conformance with the Public Sector Internal Audit Standards (PSIAS).

The overall opinion of the Internal Audit Manager for the period 1 April 2023 to 31 March 2023 was "Substantial Assurance."

Committee looked forward to further updates in relation to reviews that were in progress, as noted in report, and would be reported to the Accounts and Audit Committee throughout the year.

139

STATEMENT OF ACCOUNTS 2022/23 UPDATE

The Director of Resources & Deputy Chief Executive submitted a report providing Committee with an update on progress of the production, publication, and external audit of the Statement of Accounts for 2022/23 and the Annual Governance Statement.

The deadline for the publication of the draft accounts had been met and the Statement of Accounts (subject to audit) were made available on the website on 2 June 2023. The audited documents would be presented to Committee at the end of September. Included in the report was a guide by Grant Thornton providing Members with a useful insight into the Statement of Accounts and Annual Governance Statement.

140

INDUCTION TRAINING FOR MEMBERS OF ACCOUNTS AND AUDIT COMMITTEE

The Director of Resources & Deputy Chief Executive submitted a report informing Members of the need to arrange Induction training for Members on the role of the Accounts and Audit Committee.

Members were provided with guidance by the Chartered Institute of Public Finance and Accountancy, and CIPFA. The training was welcomed by Members and invitations would be sent out for a date in August.

141

REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

142

EXCLUSION OF PRESS AND PUBLIC

There were no items under this heading.

The meeting closed at 7.25 pm

If you have any queries on these minutes please contact the committee clerk, 01200 414408 rebecca.tait@ribblevalley.gov.uk.

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Minutes of Planning and Development

Meeting Date: Thursday, 29 June 2023, starting at 6.30 pm
Present: Councillor S Bibby (Chair)

Councillors:

T Austin	S Fletcher
K Barnsley	M French
D Brocklehurst	S O'Rourke
I Brown	J Rogerson
S Brunskill	K Spencer
L Edge	N Stubbs

In attendance: Director of Economic Development and Planning, Head of Development management and Building Control and Head of Legal and Democratic Services

143 APOLOGIES FOR ABSENCE

Apologies for absence for the meeting were received from Councillors K Horkin and S O'Rourke.

144 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 1 June 2023 were approved as a correct record and signed by the Chairman.

145 DECLARATIONS OF DISCLOSABLE PECUNIARY, OTHER REGISTRABLE AND NON REGISTRABLE INTERESTS

Councillor K Barnsley declared an interest in Agenda item 5(i) – Application 3/2022/0754 Coar Brook House, Clitheroe Road, Waddington BB7 3HH.

146 PUBLIC PARTICIPATION

There was no public participation

147 PLANNING APPLICATIONS UNDER THE TOWN AND COUNTRY PLANNING ACT 1990

148 3/2022/0754 - COAR BROOK HOUSE, CLITHEROE ROAD, WADDINGTON BB7 3HH

Councillor K Barnsely left the meeting and took no part in the vote.

The application was for a lawful development certificate for the continued use of Coar Brook House as a single dwelling house unfettered by an agricultural occupancy restriction.

Mr Bracken spoke in support of the application.

Members were advised that sufficient evidence had been provided to satisfy the Local Planning Authority that the applicants have continuously resided in the application property for a period in excess of 10 years and are not, or were not solely, mostly or lastly employed in agriculture or forestry during this period. On this basis there were not considered to be any reasons to refuse to grant the certificate of lawfulness.

RESOLVED THAT COMMITTEE:

To approve the application for a Certificate of Lawfulness

Councillor K Barnsley returned to the meeting.

149 TREE PRESERVATION ORDER 3/19/3/233 2 LIMEFIELD AVENUE & 10 STATION ROAD, WHALLEY

The Director of Economic Development and Planning submitted a report asking Committee to consider whether the 2 Limefield Avenue and 10 Station Road, Whalley Tree Preservation Order (TPO) 2023 should be confirmed.

The trees were noted to be an important feature within the locality of Whalley. The TPO was made to enable the Council to make an informed decision on the future management of the trees.

Due to the high amenity value of the trees, the Council cannot allow these native, mature trees to be pruned without being consulted by way of a Treework Application. Although the trees do have a high target area, through regular inspection and carrying out any recommended management works, both beech trees should be able to be retained for a good number of years.

RESOLVED THAT COMMITTEE:

Confirm the 2 Limefield Avenue and 10 Station Road, Whalley, Tree Preservation Order 2023.

150 BARROW PLANNING OBLIGATION

The Director of Economic Development and Planning submitted a report seeking authority from Members to release section 106 contributions to Barrow Parish Council to facilitate improvement works at Barrow playing fields.

RESOLVED THAT COMMITTEE:

Authorise payment of £2,960 to Barrow Parish Council for the replacement of the picnic tables and benches. Payment will be made on completion of the works.

151 PLANNING ENFORCEMENT UPDATE

The Chief Executive submitted a report to provide the Committee with an update on planning enforcement.

Members were informed that the Council currently has 86 live planning enforcement matters.

Between 6 February 2023 and 20 June 2023, the Council received 46 new complaints. Of these, 14 matters had been closed with no further action.

Where the Council has taken formal action, the following notices had been served:

- 18 Planning Contravention Notices
- 4 Enforcement Notices
- 1 Breach of Condition Notice
- 1 Temporary Stop Notice

Committee noted the contents of the report.

152 LOCAL PLAN UPDATE

The Director of Economic Development and Planning submitted a report providing an update on progress with the replacement Ribble Valley Local Plan.

Councillor Malcolm Peplow was granted permission to speak during the meeting. He urged Ribble Valley Borough Council to consider the 2022 report by the Intergovernmental Panel on Climate Change (IPCC) in its evidence base, particularly with regards to climate resilient development.

Councillor Peplow further advised that a powerful means of addressing climate issues is through the development of the Local Plan, and that the greater the breadth of knowledge and voices heard, the better prepared Ribble Valley Borough Council will be.

153 APPEALS (IF ANY)

Members noted the contents of the Appeals report.

154 MINUTES OF WORKING GROUPS

There were no minutes from working groups.

155 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

156 EXCLUSION OF PRESS AND PUBLIC

There were no items under this heading.

The meeting closed at 6.49 pm

If you have any queries on these minutes please contact the committee clerk, Jenny Martin jenny.martin@ribblevalley.gov.uk olwen.heap@ribblevalley.gov.uk.

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Minutes of Sub-Committee of the Licensing Committee

Meeting Date: Friday, 30 June 2023, starting at 10.00 am
Present: Councillor S O'Rourke (Chair)

Councillors:

I Brown

D O'Rourke

In attendance: Administration and Licensing (Alcohol & Entertainment) Officer and Solicitor

Also in attendance: Mr S Ahmed (director of the applicant), Mr P Thompson (relevant representative), Ms K Davies (relevant representative), Ms A Walker (relevant representative) and Councillor S Brunskill (advancing relevant representation by Mellor Parish Council).

157 WELCOME

158 APOLOGIES AND RE-CONSTITUTION OF THE COMMITTEE MEMBERSHIP

There were no apologies for absence.

159 DECLARATIONS OF DISCLOSABLE PECUNIARY, OTHER REGISTRABLE AND NON REGISTRABLE INTERESTS

There were no declarations of disclosable pecuniary, other registrable and non-registrable interests.

160 STANLEY HOUSE MARQUEE, FURTHER LANE, MELLOR BB2 7NP

The Sub-Committee met to consider the application of AF Events Blackburn Limited for a premises licence in respect of Stanley House Marquee, Further Lane, Mellor, Blackburn, BB2 7NP. The licence requested was for the licensable activities of provision of live and recorded music indoors only between the hours of 1000 hours and 2359 hours Monday to Sunday.

The Sub-Committee considered the contents of the report of the Head of Legal and Democratic Services and its appendices ("**Report**"), together with subsequent written representations from the parties received before the date of the hearing, an Acoustic Assessment Report dated 31 March 2023 prepared by Lighthouse Acoustics and an Acoustic Commissioning Report dated 25 May 2023 prepared by Lighthouse Acoustics.

Mr Ahmed explained that the applicant was currently operating under the licence for their landlord, Stanley House Hotel. However, the applicant considered that they wished to demonstrate social responsibility and apply for their own licence as they knew the nature of the business which they wished to operate. They did not wish to provide alcohol and had excluded the use of fireworks by their clients. The applicants were keen to work with and to seek to avoid having a negative impact upon the local community.

Mr Ahmed answered questions put to him by the Sub-Committee, the Environmental Health Officer and residents. He confirmed the applicant had conducted 50 events in the premises over the past 5 months without complaint. The applicant would not permit the use of external speakers and their sound limiter cannot be altered. He

confirmed that the applicant had already obtained quotations for air conditioning, and they are looking to invest in this. The applicant had no intention of using the Stanley House licence for its events and any new bookings are being taken to terminate at 2300 hours.

The applicant accepted the "Good Practice Guidance" at item 7 of the Noise Assessment Report (with the possible exception of windows being closed after the bridal party had exited through them for photographs), but did not consider the proposed sound levels at 87 for music and 86 for microphone at item 6.9 of the report were appropriate as they operated satisfactorily at a higher level at another venue in Manchester.

The Environmental Health Officer expressed that she was fairly confident with the findings in the reports and the methodology. Residents made observations to her about the particular nature of the local environment, and the lack of background noise; the Environmental Health officer acknowledged this issue and explained that there are residual statutory nuisance considerations as well as any licensing conditions.

Mrs Davies and Mr Thompson made further verbal representations, which included asking that further consideration be given to sound limiting measures, raising concerns around the applicant "flip-flopping" between the licence of Stanley House and the licence currently applied for (if granted), questioning whether air conditioning would actually be installed and outlining that there should not be a lengthy process if there was a breach of that licence.

Councillor Brunskill commented that Mellor Parish Council had continuing concerns which included concerns that the noise report findings were not correct and that it didn't give a true reading given the structure of the marquee.

The Licensing Sub-Committee gave careful consideration to the representations made by all parties, both verbal and written. The Sub-Committee also considered the requirements of the Licensing Act 2003, the licensing objectives, the relevant regulations and guidance under s 182 of the Licensing Act 2003, the relevant provisions of the Human Rights Act as set out in the Report and the Council's licensing policy. The Sub-Committee were mindful of the guidance that any conditions should not duplicate other statutory requirements, and should not replicate offences set out in the Licensing Act 2003 or other legislation. The Sub-Committee were also mindful of the relatively rural location of the premises and the level of background noise when compared to a city location.

RESOLVED:

To grant the licence for provision of live and recorded entertainment indoors only from 1000 hours to 2300 hours each day from Monday to Sunday inclusive, subject to conditions.

161

EXCLUSION OF PRESS AND PUBLIC

There were no items under this heading.

The meeting closed at 11.27 am

If you have any queries on these minutes please contact the committee clerk, Jenny Martin at jenny.martin@ribblevalley.gov.uk.

Minutes of Sub-Committee of the Licensing Committee

Meeting Date: Friday, 30 June 2023, starting at 2.00 pm
Present: Councillor I Brown (Chair)

Councillors:

S Brunskill

S O'Rourke

In attendance: Licensing Officer and Solicitor

Also in attendance: Mr S Spencer (Former director of the Applicant), Mr M Ireland of Harrison Drury Solicitors (Applicant's representative, but instructed by Thwaites Brewery), Mr K Torgersen of Harrison Drury Solicitors and Ms H Kerr (Relevant Representative)

162 WELCOME

163 APOLOGIES AND RE-CONSTITUTION OF THE COMMITTEE MEMBERSHIP

Apologies were received from a local resident, Ms J Davies

164 DECLARATIONS OF DISCLOSABLE PECUNIARY, OTHER REGISTRABLE AND NON REGISTRABLE INTERESTS

There were no declarations of disclosable pecuniary, other registrable and non-registrable interests.

165 WHITE HART INN, 36 PADIHAM ROAD, SABDEN BB7 9EW

The Sub-Committee met to consider the application of the White Hart, 36 Padiham Road, Sabden, Clitheroe, BB7 9EW to vary the premises licence in two respects, namely to amend the plans which accompanied the premises licence to permit alcohol sales from a defined outdoor area and to remove a condition requiring curtains to be closed in the licensed area after 2300 hours. Prior to the hearing, an additional condition had been agreed following dialogue with the Council's environmental health department providing that "No sales of alcohol will be permitted in external areas after 2100 hours each day".

The Sub-Committee considered the contents of the report of the Chief Executive dated 30 June 2023 and its appendices ("**Report**"), and subsequent representations which had been received and circulated prior to the hearing.

Mr Ireland made verbal representations to the Sub-Committee. He highlighted the fact that the responsible authorities had not made representations to the Sub-committee.

He explained that, notwithstanding the condition (condition m of annex 2 of the existing licence), there had been no curtains serving the licensed area from 2014 until 2022 without complaint, that the current curtains in place did not have acoustic qualities, and that the condition was not appropriate.

He explained that the proposed service outside was intended to avoid or alleviate bottlenecks inside the building, that the outside bar would only be used when the premises were busy enough to justify employment of an additional staff member to run the outside bar, and that this staff member would in fact be present to supervise the outside of the premises including customer behaviour in that location.

He acknowledged that the relationship between the applicant and its operators and key neighbours had broken down, which had been identified by the brewery following consideration of the representations in response to this application. The brewery hoped to insert itself into the situation to try to resolve matters.

He addressed the issues which had been raised in the representations. Amongst the issues, particular concern had been expressed about music noise from inside the premises. It was not intended to seek to vary the licence in this respect at the hearing, and that residents as well as responsible authorities had the right to review a licence, if appropriate.

Mr Ireland also drew the Sub-Committee's attention to the Judgment in the case of Daniel Thwaites plc v Wirral Magistrates Court, in particular paragraphs 42 and 55.

The objector questioned whether customers in the beer garden could be served by use of an app and waiter service. The applicant, and their representative, considered this but expressed concerns about the signal for wi-fi, the suitability for their customer base, and indicated that, in their view, such a proposal was not relevant for the current hearing.

The Council's solicitor explained the planning conditions which had been imposed when planning permission was granted for the construction of the shed seating booths in the beer garden in 2019, in order that the brewery and their planning advisors could consider what planning matters might need to be considered in relation to the proposed use of the shed and garden.

The objector indicated that music played in the beer garden over bank holidays had disturbed the peace, and was concerned that such activity would be encouraged by the presence of an outside bar. She also stipulated that apps do work in Sabden and that wi-fi was satisfactory.

The Licensing Sub-Committee gave careful consideration to the representations made by all parties, both verbal and written. The Sub-Committee also considered the requirements of the Licensing Act 2003, the licensing objectives, the relevant regulations and guidance under s 182 of the Licensing Act 2003, the relevant provisions of the Human Rights Act as set out in the Report and the Council's licensing policy.

RESOLVED:

The Licensing Sub-Committee resolved to grant the application to permit alcohol sales from the defined outdoor area and to remove the condition requiring curtains to be closed in the licensed area after 2300 hours. Further, they resolved that there should be an additional condition of the licence providing that "No sales of alcohol will be permitted in external areas after 2100 hours each day".

166

EXCLUSION OF PRESS AND PUBLIC

There were no items under this heading.

The meeting closed at 2.55 pm

If you have any queries on these minutes please contact the committee clerk, Jenny Martin at jenny.martin@ribblevalley.gov.uk.

This Council Notes

1. The Living Wage is set by the Living Wage Foundation currently calculated to £10.90 per hour (Outside of London).
2. The National Living Wage, a separate concept, which is set by the Government, is the top age band of the National Minimum Wage Structure and is currently set at £10.42 per hour.
3. The Ribble Valley Pay Policy Statement currently sets the pay of its lowest paid workers at National Living Wage rates as opposed to Living Wage Foundation Rates.
4. Across the country there are 12,500 recognised Living Wage employers; 1250 of which are in the North West, including neighbouring Borough Councils such as Rossendale, South Ribble, Bury and Burnley Boroughs. Several Town Councils are recognised as well as Lancashire County Council and the office of the Lancashire Police and Crime Commissioner.
5. *“The basic intuition behind the Living Wage is a simple one: to determine the wage rate necessary to ensure that households earn enough to reach a minimum acceptable living standard as defined by the public.”* (Cominetti & Murphy, Resolution Foundation, 2022)

This Council Believes

1. The Living Wage as set by the Living Wage Foundation is the truest reflection of a wage which is necessary to meet the cost of living.
2. The Living Wage is the most accurate calculation of wages in balance with the cost of living, enabling food, energy and accommodation security.
3. The lowest paid Workers for this Council must be able to earn a wage which accounts for the current cost of living and it is this Council’s responsibility to support that as an employer.
4. The mark of a responsible employer is to pay its staff a wage they can live on.

This Council Resolves

1. To adopt the Living Wage Policy for the lowest paid members of Council Staff both full time and part time aged 18+
2. To make appropriate steps to become accredited by the Living Wage Foundation as a Living Wage Employer following approval of the Officers report.

Sources:

For the real cost of living. (n.d.). Living Wage Foundation. Retrieved June 3, 2023, from <https://www.livingwage.org.uk/>

Low Pay Commission. (2022b). Minimum wage rates for 2023. *GOV.UK*.
<https://www.gov.uk/government/publications/minimum-wage-rates-for-2023>

N Cominetti & L Murphy , *Calculating the Real Living Wage for London and the rest of the UK: 2022*, Resolution Foundation, September 2022. Online: Available at [Calculating-the-real-living-wage-2022.pdf \(resolutionfoundation.org\)](https://www.resolutionfoundation.org/publications/Calculating-the-real-living-wage-2022.pdf)

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