

**EAST DEVON DISTRICT COUNCIL**  
**Minutes of the meeting of Cabinet held**  
**at Knowle, Sidmouth on 11 January 2017**

**Attendance list at end of document**

The meeting started at 5.30pm and ended at 6.39pm

**\*114 Public Speaking**

There were no members of the public present who wished to speak.

**\*115 Minutes**

The minutes of the Cabinet meeting held on 14 December 2016 were confirmed and signed as a true record.

**\*116 Declarations**

None

**\*117 Matter of urgency**

None

**\*118 Matters referred to the Cabinet**

There were no matters referred to the Cabinet by the Overview and Scrutiny Committees.

**\*119 Exclusion of the public**

There were no confidential items that officers recommended should be dealt with in this way.

**\*120 Forward Plan**

Members noted the contents of the forward plan for key decisions for the period 1 February 2017 to 31 May 2017.

**\*121 Notes of the Exmouth Regeneration Programme Board held on 1 December 2016**

Members received the notes from the Exmouth Regeneration Programme Board held on 1 December 2016.

**\*122 Notes of the Community Fund Panel held on 7 November 2016**

Members received the notes of the Community Fund Panel held on 7 November 2016

**RESOLVED (1) that the following recommendations be approved**

**Minute 7 - Consideration of applications received for Rent Support Grant (RSG)**

1. that in the cases of Exmouth Rugby Football Club, Honiton Rugby Football Club, Withycombe Rugby Football Club, and Port Royal, no Rent Support Grant be given. The Panel felt there was not enough of an identifiable need for a grant to mitigate a modest rent increase. It also felt clubs were substantial, with the amount paid for the facilities a modest percentage of overall turnover.

2. that Mountbatten Park Sports and Social Club, Seaton Bowling Club and 5th Exmouth St Andrews Sea Scout Group should receive a Rent Support Grant equivalent to 20% of the total increase in new rent over existing rent being applied in each of the next five years. This would mean that full new lease rentals would effectively not be payable until year 6.
3. that Asset Management Forum consider the outcomes of the first round of RSG and make recommendations on the scheme's future.

**\*123 Minutes of the Recycling and Waste Partnership board held on 7 December 2016**

Members received the Minutes of the Recycling and Waste Partnership board held on 7 December 2016

**RESOLVED (1) that the following be noted**

**Minute 46 - Recycling and Waste Partnership Board updated terms of reference**

**Minute 47 - Mobilisation update**

**Minute 48 - Joint contract review and operational update**

**Minute 49 - STRATA business case - IT update**

**RESOLVED (2) that the following decisions be supported**

**Minute 50 - Options to avoid a four week gap in waste collections at change over**  
an update report be received at the next meeting of the Recycling and Waste Partnership Board.

**Minute 54 - Otter Rotters update**

a district wide garden waste collection service be reviewed following completion of the new contract phase two roll out.

**\*124 Notes of the New Homes Bonus held on 13 December 2016**

Members received the notes of the New Homes Bonus held on 13 December 2016

**RESOLVED that the following be agreed**

the recommendations of the Panel in respect of applications received under the scheme

**125 Minutes of the Capital Strategy & Allocation Group held on 14 December 2016**

Members received and noted the minutes of the Capital Strategy & Allocation Group held on 14 December 2016

**Recommended that the Group's recommendations be referred to Council and considered during the annual budget process.**

**\*126 Draft Revenue and Capital Budgets 2017/18**

The Strategic Lead, Finance presented the draft revenue and capital budgets for 2017/18 for adoption by the Cabinet before consideration by a joint meeting of the Overview and

Scrutiny Committees (18 January) and meeting of the Housing Review Board (12 January).

Recommendations from these meetings would be presented to the Cabinet on 8 February 2017 when members will finalise budget proposals to be recommended to Council.

The Portfolio Holder Finance congratulated Simon Davey and his team for their hard work.

**RESOLVED:**

that the draft revenue and capital estimates are adopted and shall be forwarded to the joint meeting of the Overview and Scrutiny Committees and to the Housing Review Board for their consideration.

**REASON:**

There is a requirement for 2017/18 to set balanced budgets and to levy a Council Tax.

\*127 **2017/18 Council Tax Base**

This report set out the tax base for 2017/18 which included the breakdown for each parish, expressed in terms of Band D equivalent properties on which the council tax would be based. This was an important component in the Council's budget setting process for 2017/18.

**RESOLVED:**

1. that the tax base for 2017/18 at 57,477 Band D equivalent properties, and
2. the amount for each parish and as detailed under section 3 of the report, be confirmed

**REASON:**

The calculation of the tax base was prescribed under the Local Authorities (Calculation of Council Tax Base)(England) Regulations 2012 which came into force on 30 November 2012. This was made under powers of the Local Government Finance Act 1992.

See also Local Government Finance Act 1992 (as amended) & the Council Tax (Prescribed Classes of Dwellings) (England) Regulations 2003 (as amended).

The Council Tax Base was defined as the number of Band D equivalent properties in a local authority's area. The tax base was necessary to calculate Council Tax for a given area.

128 **Joint Safeguarding Policy for Devon**

The Strategic Lead, Housing, Health & Environment explained that Districts across Devon had produced and had been adopting a joint safeguarding policy designed to protect children and vulnerable adults. In raising safeguarding standards it was seen that all were working towards the same outcomes and that a consistent policy approach would be useful. The policy covers children and adults in one high-level statement, and incorporated modern slavery and counter terrorism. This would update and replace the existing safeguarding policies.

**RECOMMENDED:**

that the Joint Safeguarding Policy be adopted and implemented.

**REASON:**

To ensure that there was a 'fit for purpose' safeguarding policy in place for the organisation.

\*129 **Monthly Performance reports – November 2016**

The report set out performance information for November 2016. This allowed Cabinet to monitor progress with selected performance measures and identify any service areas where improvement was necessary.

There were three indicators that were showing excellent performance:

1. Percentage of planning appeal decisions allowed against the authority's decision to refuse
2. Days taken to process Housing Benefit/Council Tax Benefit new claims and change events
3. Working days lost due to sickness absence

There were no performance indicators showing as concern.

**RESOLVED:**

that the progress and proposed improvement action for performance measures for the 2016/17 financial year for November 2016 be noted.

**REASON:**

the performance reports highlighted progress using a monthly snapshot report; SPAR report on monthly performance indicators and system thinking measures in key service areas including Development Control, Housing and Revenues and Benefits.

\*130 **Stockland Neighbourhood Plan to be formally 'made'**

The Stockland Neighbourhood Plan has now passed referendum and it must be formally 'made' by East Devon District Council for it to form part of the development plan.

**RESOLVED:**

1. that the Stockland Neighbourhood Plan be 'made' so it forms part of the development plan, and
2. that Members congratulate the Neighbourhood Plan Group on their hard work.

**REASON:**

The Stockland Neighbourhood Plan received a majority 'yes' vote in the referendum as required by the regulations and there was no substantive reason not to 'make' the Plan.

\*131 **Response to Uplyme Neighbourhood Plan Submission**

To agree the response by this Council to the current consultation for the Uplyme Neighbourhood Plan.

Additional text was added to the Council's comments number 3 - Policy UHG4 in the report. The final paragraph reads;

'Following the recent publication of the East Budleigh with Bicton Neighbourhood Plan Examiner's report, the Examiner recommended removal of the policy that allocated a rural exception site on the basis that a rural exception site is one that does not comply with, and is an exception to, policy and the allocation of one would cause confusion for a decision maker. We would therefore advise an amendment to the policy to remove

references to the allocations being exceptions and instead allocate them as 'affordable housing sites'.

**RESOLVED:**

1. that Members note the formal submission of the Uplyme Neighbourhood Plan and congratulate them on their hard work and commitment in its production, and
2. that the Council make the representations set out in paragraph 5.2 of the report, with delegated authority given to the Chief Executive, in consultation with the Monitoring Officer and Ward Member, to consider further the representation in relation to Policy UHG4 and as necessary make amendments to it.

**REASON:**

To ensure that the view of the District Council is recorded and informs the consideration of the neighbourhood plan by the Independent Examiner.

**Attendance list**

**Present:**

Andrew Moulding Deputy Leader/Strategic Development and Partnership  
(Deputy Leader in the Chair)

**Portfolio Holders:**

Iain Chubb Environment  
Jill Elson Sustainable Homes and Communities  
Phil Twiss Corporate Services  
Ian Thomas Finance  
Philip Skinner Economy  
Tom Wright Portfolio Holder Corporate Business

**Cabinet Members without Portfolio:**

Geoff Pook

**Cabinet apologies:**

Paul Diviani Leader  
Eileen Wragg

**Non-Cabinet apologies:**

Paul Carter  
Maddy Chapman  
Alan Dent  
Pat Graham  
Ian Hall  
Cherry Nicholas  
Brenda Taylor

**Also present (for some or all of the meeting)**

**Councillors:**

Megan Armstrong  
Brian Bailey  
David Barratt  
Peter Bowden  
Colin Brown  
Jenny Brown  
John Dyson

Peter Faithfull  
Steve Gazzard  
Roger Giles  
Graham Godbeer  
Geoff Jung  
Rob Longhurst  
Darryl Nicholas  
Marianne Rixson  
Pauline Stott  
Mark Williamson

**Also present:**

**Officers:**

Mark Williams, Chief Executive  
Richard Cohen, Deputy Chief Executive  
Simon Davey, Strategic Lead – Finance  
John Golding, Strategic Lead – Housing, Health & Environment  
Henry Gordon Lennox - Strategic Lead - Governance and Licensing  
Karen Jenkins, Strategic Lead - Organisational Development and Transformation  
Amanda Coombes, Democratic Services Officer

Chairman ..... Date.....