

AGENDA

and

MINUTES OF BOARDS and COMMITTEES

**to be considered at the meeting of the
Council to be held via Teams**

on

24 February 2021

at

6.30pm



North Warwickshire Borough Council

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To: All Members of the Council

Dear Sir / Madam

You are hereby summoned to attend the Full Meeting of the Council, to be held on Wednesday 24 February 2021 at 6.30pm via Teams. An email invite will be sent to Councillors and the meeting will be live streamed on the Council's YouTube channel, accessible from the home page of the Council's website or at <https://www.youtube.com/user/northwarks>

The following business will be transacted:

- 1 Apologies for absence / Members away on official Council business.
- 2 Declarations of Personal or Prejudicial Interest.
- 3 The Mayor to move, in accordance with Standing Order No 6(1):
“That the minutes of the Meeting of the Council held 2 December 2021 be approved as a correct record”.
- 4 To receive the Mayor's announcements.
- 5 To answer Questions from Members and the Public pursuant to Standing Order No 7.

- 6 To receive and consider minutes, recommendations and notes of the following meetings circulated herewith and to make the necessary Orders thereon:
 - a **Planning and Development Board** – 7 December 2020 and 11 January 2021 (Pages 76 - 83).
 - b **Special Sub-Group** 12 January 2021 (Pages 84 - 85).
 - c **Community and Environment Board** – 18 January 2021 (Page 86 - 89).
 - d **Resources Board** – 25 January 2021 (Pages 90 - 98).
 - e **Licensing Committee** – 26 January 2021 (Pages 99 - 100).
 - f **Standards Committee** – 11 February 2021 (Pages 101- 102).
 - g **Executive Board** – 15 February 2021 (Pages 103 - 108)
Including further report on General Fund Revenue Estimates 2021/22 and Setting the Council Tax 2021/22 (Pages 108/1 – 108/12)

7 **Exclusion of the Public and Press**

To consider whether, in accordance with Section 100a(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following items of business, on the grounds that they involve the likely disclosure of exempt information as defined by Schedule 12A to the Act.

- 8 To receive and consider the confidential extract of the Planning and Development Board minutes held on 7 December 2020.
- 9 To receive and consider the confidential extract of the Special Sub-Group held on 12 January 2021.
- 10 To receive and consider the confidential extract of the Community and Environment Board minutes held on 18 January 2021.
- 11 To receive and consider the confidential extract of the Resources Board minutes held on 25 January 2021.
- 12 To receive and consider the confidential extract of the Licensing Committee minutes held on 26 January 2021.
- 13 To receive and consider the confidential extract of the Executive Board minutes held on 15 February 2021.

- 14 To authorise the Chief Executive, in accordance with Article 13.05 of the Articles of the Constitution, to Sign and Seal, on behalf of the Council, any Orders, Deeds and Documents necessary to give effect to any resolution of the Council.

Yours faithfully

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke.

Chief Executive

**MINUTES OF THE ANNUAL MEETING OF THE
NORTH WARWICKSHIRE BOROUGH COUNCIL HELD AT THE
COUNCIL HOUSE, ATHERSTONE ON WEDNESDAY 2 DECEMBER 2020**

Present: Councillor Moss in the Chair.

Councillors Bell, Chambers, D Clews, T Clews, Davey, Deakin, Dirveiks, Downes, Farrow, Gosling, Hayfield, Humphreys D, Humphreys M, Jarvis, Jenns, Lees, Macdonald, McLauchlan, Osborne, Parker, Parsons, Phillips H, Phillips O, Reilly, Simpson, Singh, Smith, Symonds, Wright A, Wright D.

Apologies for absence were received from Councillors Farrell, Lebrun, Morson and Rose.

1 Election of Mayor

It was proposed by Councillor T Clews and seconded by Councillor M Humphreys and

RESOLVED:

That Councillor Jarvis be and is hereby elected Mayor of the Borough of North Warwickshire for the ensuing year.

Councillor Jarvis then made and signed the declaration of acceptance of office, was invested with the Chain and Badge of office by the retiring Mayor and took the Chair.

Councillor Jarvis in the Chair

Councillor Jarvis then thanked Council Members for the honour they had bestowed on him.

2 Retiring Mayor

Councillor Moss thanked Members, Officers and the people of North Warwickshire for their support during her year in office.

Councillor Jarvis then offered a vote of thanks to Councillor Moss for his service to North Warwickshire during his year in office.

3 **Disclosable Pecuniary and Non-Pecuniary Interests**

None were declared at the meeting.

4 **Minutes**

The minutes of the meeting of the Council held on 21 September 2020 were approved as a correct record and signed by the Mayor.

5 **Appointment of Deputy Mayor**

It was proposed by Councillor Symonds and seconded by Councillor Singh and

RESOLVED:

That Councillor T Clews be appointed Deputy Mayor of the Borough of North Warwickshire for the ensuing year.

Councillor T Clews then thanked Council Members for the honour they had bestowed on him.

6 **Mayor's Announcements**

No announcements to report.

7 **Questions Pursuant to Standing Order No 7**

No questions have been received.

8 **Minutes of Boards/Committees**

a **Planning and Development Board – 5 October 2020 and 4 November 2020**

It was proposed by Councillor Simpson, seconded by Councillor Deakin and

Resolved:

That the minutes of the meetings of the Planning and Development Board held on 5 October and 2 November 2020, together with the recommendations contained therein, be approved and adopted.

b **Community and Environment Board – 12 October 2020**

It was proposed by Councillor Bell, seconded by Councillor Clews and

Resolved:

That the minutes of the meeting of the Community and Environment Board held on 12 October 2020, together with the recommendations contained therein, be approved and adopted.

c Special Sub-Group – 30 November 2020

It was proposed by Councillor D Clews and seconded by Councillor Jenns and

Resolved:

That the minutes of the meeting of the Special Sub-Group held on 30 November 2020, together with the recommendations contained therein, be approved and adopted.

d Resources Board – 9 November 2020

It was proposed by Councillor Symonds and seconded by Councillor Davey and

Resolved:

That the minutes of the meeting of the Resources Board held on 9 November 2020, together with the recommendations contained therein, be approved and adopted.

e Executive Board - 23 November 2020

It was proposed by Councillor D Wright and seconded by Councillor T Clews and

Resolved:

That the minutes of the meeting of the Executive Board held on 23 November 2020, together with the recommendations contained therein, be approved and adopted.

9 **Exclusion of the Public and Press**

That under Section 100A(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following items of business, on the grounds that they involve the likely disclosure of exempt information as defined by Schedule 12A to the Act.

10 **Confidential Extract of the Council minutes held on 21 September 2020**

It was proposed by Councillor D Wright and seconded by Councillor T Clews and

Resolved:

That the confidential extract of the minutes of the Council Meeting held on 21 September 2020, together with the recommendations therein, be approved and adopted.

11 **Confidential Extract of the Planning and Development Board minutes held on 2 November 2020**

It was proposed by Councillor Simpson and seconded by Councillor Deakin H and

Resolved:

That the confidential extract of the minutes of the Planning and Development Board held on 2 November 2020, together with the recommendations therein, be approved and adopted.

12 **Confidential Extract of the Special Sub-Group minutes held on 30 November 2020**

It was proposed by Councillor D Clews and seconded by Councillor Jenns and

Resolved:

That the confidential extract of the minutes of the Special Sub-Group held on 30 November 2020, together with the recommendations therein, be approved and adopted.

13 **Confidential Extract of the Resources Board minutes held on 9 November 2020**

It was proposed by Councillor Symonds and seconded by Councillor Davey and

Resolved:

That the confidential extract of the minutes of the Resources Board held on 9 November 2020, together with the recommendations therein, be approved and adopted.

14 **Confidential Extract of the Executive Board minutes held on 23 November 2020**

It was proposed by Councillor D Wright and seconded by Councillor T Clews and

Resolved:

That the confidential extract of the minutes of the Executive Board held on 23 November 2020, together with the recommendations therein, be approved and adopted.

15 **Common Seal**

It was proposed by Councillor Moss, seconded by Councillor Simpson and

RESOLVED:

That the Chief Executive be authorised to affix the Common Seal to any document as necessary to give effect to the decisions of the Council, in accordance with Article 13.05 of the Articles of the Constitution.

**Chairman of the next ensuing meeting
of the Council**

NORTH WARWICKSHIRE BOROUGH COUNCIL

MINUTES OF THE PLANNING AND DEVELOPMENT BOARD

7 December 2020

Present: Councillor Simpson in the Chair.

Councillors Bell, T Clews, Deakin, Dirveiks, Downes, Hayfield, D Humphreys, Jarvis, Lees, Macdonald, Morson, Moss, Parsons and H Phillips.

Councillors Jenns and Reilly were also in attendance.

With the consent of the Chairman, Councillor Reilly spoke on Minute No 22(c) – Planning Applications (Application No CON/2020/0015 – Birmingham Road, Water Orton) and 22 (f) (Application No PAP/2018/0349 Land South and South West of Whitegate Stables, Kingsbury Road, Lea Marston).

With the consent of the Chairman, Councillor Jenns spoke on Minute No 22(g) – Planning Applications (Application No. PAP/2020/0340 – 3 Hillside, Kingsbury).

19 **Disclosable Pecuniary and Non-Pecuniary Interests**

Councillor Dirveiks declared a non-pecuniary interest in Minute 22(a) (Application No. PAP/2020/0561 – Memorial Hall, Long Street, Atherstone) and took no part in that decision.

20 **Minutes**

The minutes of the meetings of the Planning and Development Board held on 5 October and 2 November 2020, copies having been previously circulated, were approved as a correct record and signed by the Chairman.

21 **Budgetary Control Report 2020/21 Period Ended 31 October 2020**

The Corporate Director – Resources reported on the revenue expenditure and income for the period from 1 April 2020 to 31 October 2020. The 2020/2021 budget and the actual position for the period, compared with the estimate at that date, were given, together with an estimate of the out-turn position for services reporting to the Board.

Resolved:

That the report be noted.

22 Planning Applications

The Head of Development Control submitted a report for the consideration of the Board.

Resolved:

- a That in respect of Application No PAP/2020/0561 (Memorial Hall, Long Street, Atherstone) it was not expedient to make an Order and as such the proposed works to the mature London Plane tree identified in Appendix A can proceed;
- b That Application No PAP/2020/0562 (2 Owen Street, Atherstone), be deferred for further information;
- c That Application No CON/2020/0015 (Birmingham Road, Water Orton) the Council objects to the proposed lorry routes on the grounds of the significant amenity impact of noise, dust and vibration to the residents of Water Orton;
- d That Application No. PAP/2020/0358 (79 Friary Road, Atherstone) be approved subject to the following conditions:
 - 1 The Standard Three Year condition
 - 2 Standard Plan number condition – plan numbers 01C; 03B and 05B
 - 3 The building hereby approved shall not be used for any purpose within Class C3 of the Town and Country (Use Classes) Order 2020 other than for use incidental to the residential use of 79 Friary Road and specifically nor for any use within Class E of the Order

REASON - In the interests of the residential amenity of neighbouring property
 - 4 No development whatsoever shall commence on the development hereby approved until a Method Statement has been submitted and approved in writing by the Local Planning Authority, to show how the construction of the building and the basement is to be carried out including the measures to be taken to remove the excavated material from the site; the means of supporting surrounding land

during construction with particular attention to the adjoining footpath and the measures to be taken to re-instate any damage to that path. Only the measures approved in that Statement shall then be implemented and continued through the whole construction period. At least twenty four hours' notice of commencement of works shall also be given to the Local Planning Authority

REASON - In the interests of the residential amenity of neighbouring occupiers.

- e That Application PAP/2020/0420 (Tamworth Road, Wood End) be approved subject to the conditions set out in the report of the Head of Development Control;**

[Speaker: Richard Brown]

- f That Application No. PAP/2018/0349 (Land South and South West of Whitegate Stables, Kingsbury Road, Lea Marston) be deferred for a site visit;**

[Speakers: Kevin Oakley and James Taroni]

- g That in respect of Application No PAP/2020/0340 (3 Hillside, Kingsbury) be deferred for a site visit;**

[Speakers: Rob Duncan and David Edge]

- h That in respect of Application Nos. PAP/2020/0568 and PAP/2020/0569 Planning and Listed Building Consent (Britannia Works, Coleshill Road, Atherstone) the Board be minded to grant permission and that power be granted to the Head of Development Control to determine the application in consultation with the Chairman, Vice Chairman, Opposition Spokesman and Cllr Dirveiks, subject to conditions and further consideration of the demolition method statement, procedures for the salvage of materials from the buildings to be demolished, heritage recording, public safety in respect of the public highway and residential property, the stability and structural integrity of the canal banks and frontage, the need to prevent contamination of the canal's water and the measures to be introduced to reduce noise and dust pollution during the demolition process.**

23 Planning Enforcement Policy

The Head of Development Control introduced a review of the Council's Planning Enforcement Policy.

Resolved:

That a group of five members (comprising of Councillors Simpson, D Humphreys, Bell, Phillips and Morson) be formed to review the Council's Planning Enforcement Policy.

24 Minutes of the Local Development Framework Sub-Committee held on 1 October 2020

The minutes of the Local Development Framework Sub-Committee held on 1 October 2020 were received and noted.

25 Exclusion of the Public and Press

Resolved:

That under Section 100A(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following items of business, on the grounds that they involve the likely disclosure of exempt information as defined by Schedule 12A to the Act.

26 Extract from the Planning and Development Board minutes – 2 November 2020

Extract from the minutes of the meeting of the Planning and Development Board held on 2 November 2020, copies having been previously circulated, were approved as a correct record and signed by the Chairman.

27 Tree Preservation Order - Dordon

The Head of Development Control requested the making of a Tree Preservation Order at an address in Dordon.

Resolved:

That a Tree Preservation Order at the address stated in the report of the Head of Development Control be confirmed.

28 **Enforcement Action – Curdworth**

The Head of Development Control sought confirmation of emergency action taken in respect of Planning Enforcement action at a property in Curdworth.

Resolved:

That the recommendations (a) and (b) as set out in the report of the Head of Development Control be approved.

Councillor Simpson
Chairman

**Planning and Development Board
7 December 2020
Additional Background Papers**

Agenda Item	Application Number	Author	Nature	Date
4/a	PAP/2020/0561	Atherstone Town Council	No objection	19/11/20
4/b	PAP/2020/0562	Atherstone Town Council	No objection	19/11/20
4/e	PAP/2020/0420	Applicant	Further information	25/11/20
4/f	PAP/2018/0349	Resident	Objection	30/11/20
4/g	PAP/2020/0340	Resident	Objection	23/11/20
		Resident	Objection	25/11/20
4/h	PAP/2020/0568 & 0569	Applicant	Further information	2/12/20
		Applicant	Further information	4/12/20
		Inland Waterways Association	Objection	5/12/20

NORTH WARWICKSHIRE BOROUGH COUNCIL

MINUTES OF THE PLANNING AND DEVELOPMENT BOARD

11 January 2021

Present: Councillor Simpson in the Chair.

Councillors Bell, T Clews, Deakin, Dirveiks, Downes, Hayfield, D Humphreys, Jarvis, Lees, Macdonald, Moss, Parsons and H Phillips.

An apology for absence was received from Councillor Morson.

Councillors D Clews, M Humphreys and Parker were also in attendance.

29 **Disclosable Pecuniary and Non-Pecuniary Interests**

Councillors Bell and Dirveiks declared a non-pecuniary interest in Minute 30(b) (Application No. CON/2019/0025 – Environment Agency Lea Marston Depot, Coton Road, Lea Marston) by reason of being a substitute and Member of the Regulatory Board at WCC and took no part in that decision.

30 **Planning Applications**

The Head of Development Control submitted a report for the consideration of the Board.

Resolved:

- a **That Application PAP/2020/0324 (113 Church Road, Hartshill) be approved subject to conditions set out in the report of the Head of Development Control and the following additional condition**
 - (6) **That in the interests of highway safety, no work whatsoever shall commence on the development hereby approved until such time as a Construction Management Plan has first been submitted to and approved in writing by the Local Planning Authority. It shall include details of the hours of working and for deliveries, with particular reference to the position of scaffolding and the measures to be taken to retain and maintain unobstructed pedestrian and vehicular access to the Cemetery” and**

[Speakers: Councillor Roberts and Paul Lyon]

- b That in respect of Application No CON/2019/0025 (Environment Agency Lea Marston Depot, Coton Road, Lea Marston) Warwickshire County Council be advised that the Council continues to strongly object to the proposal for the reasons set out in the report of the Head of Development Control**

31 Government Consultation Public Service Infrastructure

The Head of Development Control introduced a consultation paper from the Government proposing a “fast-track” system for dealing with planning applications for public service buildings.

Resolved:

That the Head of Development Control prepares a draft response to the consultation paper including the comments set out in his report and additional concerns raised by Members at the meeting, to be circulated and agreed with Board Members, prior to it being submitted before the end of the consultation period on 28 January 2021.

32 Minutes of the Local Development Framework Sub-Committee held on 26 November 2020

The minutes of the Local Development Framework Sub-Committee held on 26 November 2020 were received and noted.

Councillor Simpson
Chairman

NORTH WARWICKSHIRE BOROUGH COUNCIL

MINUTES OF THE SPECIAL SUB-GROUP

12 January 2021

Present: Councillor D Clews in the Chair

Councillors Farrow, Hayfield, Jenns, Parsons and Smith.

Councillors T Clews, Deakin, Jarvis, Lees, Macdonald and Phillips were also in attendance.

4 Disclosable Pecuniary and Non-Pecuniary Interests

None were declared at the meeting.

5 Update Report on Human Resources Issues

The Corporate Director Resources summarised work done by the Human Resources Team in 2020/21 and provided details of the sickness levels for the period of April 2020 to September 2020.

Resolved:

That the report be noted.

6 Structure of the Internal Audit Section

The Corporate Director Resources reported on proposals to amend the structure of the Internal Audit Section.

Resolved:

That subject to the cost being within the available budget, the revised structure as set out in the report of the Corporate Director Resources be approved.

7 Exclusion of the Public and Press

That under Section 100A(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined by Schedule 12A to the Act.

8 **Staffing Matter**

The Director of Housing provided information to changes for a role within the division.

Resolved:

That the recommendations as set out in the report be approved.

9 **Staffing Matter**

The Chief Executive sought approval of divisional restructures as set out in the report.

Resolved:

That the recommendations as set out in the report be approved.

D Clews
CHAIRMAN

NORTH WARWICKSHIRE BOROUGH COUNCIL

MINUTES OF THE COMMUNITY AND ENVIRONMENT BOARD

18 January 2021

Present: Councillor Bell in the Chair.

Councillors Deakin, Gosling, M Humphreys, Jarvis, Jenns, Lebrun, Lees, H Phillips, Smith and A Wright.

An apology for absence was received from Councillor Rose (Substitute Councillor Deakin).

Councillors D Clews, Farrow and Symonds were also in attendance.

11 **Disclosable Pecuniary and Non-Pecuniary Interests**

None were declared at the meeting.

12 **Minutes of the Meeting of the Board held on 12 October 2020**

The minutes of the meeting held on 12 October 2020, copies having been previously circulated, were approved as a correct record and signed by the Chairman.

13 **General Fund Fees and Charges 2021/22**

The Board was asked to consider a proposed schedule of fees and charges for 2021/2022.

Resolved:

That the schedule of fees and charges for 2021/2022 as set out in Appendix A to the report be accepted.

14 **General Fund Revenue Estimates 2021/22**

The Corporate Director Resources presented the revised budget for 2020/21 and an estimate of expenditure for 2021/22, together with forward commitments for 2022/23, 2023/24 and 2024/25.

Resolved:

a That the revised budget for 2020/21 be accepted;

Recommendation to Executive Board

- b That the growth of £207,870 for Refuse and Recycling be accepted; and**
- c That the Estimates of Expenditure for 2021/22, as submitted to the Board, be included in the budget to be brought before the meeting of the Executive Board on 15 February 2021.**

15 Capital Programme 2021/22 to 2023/24

The Corporate Director Resources presented proposals for schemes to be included within the Council's Capital Programme over the next three years.

Resolved:

- a That the schemes previously approved within the Council's three-year capital programme be supported; and**
- b That the schemes which will not be included within the capital programme be noted.**

16 Leisure Facilities: Service Improvement Plan

The Director of Leisure and Community Development detailed the progress made to date against each of the individual actions contained within the revised 2020/21 Service Improvement Plan approved by the Board at its meeting held in October 2020.

Resolved:

That the progress made against the requirements identified in the approved 2020/21 Leisure Facilities Service Improvement Plan, be noted.

17 Play Area Development Programme

The Director of Leisure and Community Development sought approval of proposed improvements to four play spaces as part of the Play Area Development Programme.

Resolved:

- a That the proposed improvements to the four play spaces identified within the report of the Director of Leisure and Community Development be approved; and**

- b That a report be brought to a future meeting of the Board on the possible means by which to better protect sports pitches and play equipment.**

18 Minutes of the Health and Wellbeing Working Party Meeting held on 7 December 2020

The minutes of the Health and Wellbeing Working Party meeting held on 7 December 2020 were received and noted.

19 Fly-Tipping

The Corporate Director Streetscape provided Members with information on the actions taken to tackle fly tipping across the Borough.

Resolved:

- a That the report be noted;**
- b That the Fixed Penalty for Householder Duty of Care offences issued under the Environmental Protection (Miscellaneous Amendments) (England and Wales) Regulations 2018 be raised to the maximum level of £400 as set out in paragraph 4.3 of the report of the Corporate Directors Streetscape; and**
- c That a report be brought back to the Board detailing the cost implications of providing a short-term subsidy for a single item bulky waste collection and the possibility of providing free community skips.**

20 Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April to September 2020

Members were informed of the progress with the achievement of the Corporate Plan and Performance Indicator targets relevant to the Board for April to September 2020.

Resolved:

That the report be noted.

21 **Exclusion of the Public and Press**

Resolved:

That under Section 100A(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following item of business, on the grounds that it involves the likely disclosure of exempt information as defined by Schedule 12A to the Act.

22 **Update on Sub-Regional Materials Recycling Facility**

The Director of Streetscape updated the Board on the progress of the project.

Resolved:

That the report be noted.

Margaret Bell
Chairman

NORTH WARWICKSHIRE BOROUGH COUNCIL

MINUTES OF THE RESOURCES BOARD

25 January 2021

Present: Councillor Symonds in the Chair

Councillors Chambers, Davey, Deakin, Dirveiks, Farrow, Hayfield, D Humphreys, Simpson and Singh.

Councillors Bell, D Clews, Gosling, Jarvis, Jenns, Lees, Moss, H Phillips, Smith, D Wright were also in attendance.

With the consent of the Chairman, Councillor D Clews spoke on Minute No 46 – Adaption to a Property in Atherstone.

29 **Disclosable Pecuniary and Non-Pecuniary Interests**

Councillors Chambers and Singh declared a non-pecuniary interest in Minute No 45 (Housing Service Area).

30 **Minutes of the Resources Board held on 9 November 2020**

The minutes of the Resources Board held on 9 November 2020, copies having been previously circulated, were approved as a correct record and signed by the Chairman.

31 **General Fund Fees and Charges 2021/22**

The Chief Executive, Corporate Director – Streetscape, Corporate Director – Resources and Director of Housing reported on the fees and charges for 2020/21 and the proposed fees and charges for 2021/22.

Resolved:

That the schedule of fees and charges for 2021/22, as set out in the report of the Chief Executive, Corporate Director – Streetscape, Corporate Director – Resources and Director of Housing be approved.

32 General Fund Revenue Estimates 2021/22 – Services Recharged Across All Boards

The Corporate Director – Resources reported on the revised budget for 2020/21 and gave an estimate of expenditure for 2021/22, together with forward commitments for 2022/23, 2023/24 and 2024/25.

a That the revised budget for 2020/21 be accepted; and

Recommendation to the Executive Board:

b That the Estimates of Expenditure for 2021/22, as submitted in the report of the Corporate Director – Resources, be included in the budget to be brought before the meeting of the Executive Board on 15 February 2021.

33 General Fund Revenue Estimates 2021/22 – Services Remaining within the Board

The Corporate Director – Resources reported on the revised budget for 2020/21 and gave an estimate of expenditure for 2021/22, together with forward commitments for 2022/23, 2023/24 and 2024/25.

Resolved:

a That the revised budget for 2020/21 be accepted; and

Recommendation to Executive Board:

b That the Estimate of Expenditure for 2021/22, as submitted in the report of the Corporate Director – Resources, be included in the budget to be brought before the meeting of the Executive Board on 15 February 2021.

34 General Fund Revenue Estimates 2021/22 - Summary

The Corporate Director – Resources reported on the revised budget for 2020/21 and gave an estimate of expenditure for 2021/22, together with forward commitments for 2022 in terms of expenditure up to the end of September 2020.

Recommendation to Executive Board:

That the following items be recommended to the Executive Board for consideration in setting the Council Tax of the Borough Council:

- a The revised budget for 2020/21; and**
- b The schedule of expenditure requirements totalling £8,770,730 for 2021/22**

35 Countywide Homelessness Strategy

The Director (Housing) provided the Board with a draft of a homelessness strategy for Warwickshire to consider.

Resolved:

- a That the Countywide Homelessness Strategy, as attached at Appendix A to the report of the Director (Housing) be agreed;**
- b That the strategic vision and recommendations contained within the strategy; Preventing Homeless in Warwickshire: a multiagency approach, be agreed; and**
- c That the Council supports the Homelessness Strategic Group to develop an action plan underpinning these recommendations and continues to work towards preventing homelessness in 2021/22**

36 HEART AND Private Sector Shared Services

The Director (Housing) informed the Board about a recent review of the HEART shared service, which delivered grants for adaptations and provided for contractors to undertake the work, and gave an update about activity in the Private Sector Shared Service.

Resolved:

- a That the recommendations of the HEART shared service review, as set out in Appendix A to the report of the Director (Housing) be agreed; and**
- b That the work undertaken by the Private Sector Housing shared service be noted.**

37 Housing Revenue Account Estimates 2021/22 and Rent Review

The Corporate Director – Resources detailed the Treasury Management activity for the period up to the end of September 2020.

Resolved:

- a That the revised estimate for 2020/21 be accepted;**
- b That the rent be increased by 1.7% in 2021/22 in line with the social rent policy set by the Government;**
- c That the proposed fees and charges for 2021/22, as set out in Appendix D to the report of the Corporate Director – Resources, be approved;**
- d That the service charges for the cleaning of communal areas, as set out in Appendix E to the report of the Corporate Director – Resources, be approved;**
- e That the service charges for window cleaning, as set out in Appendix F of the report of the Corporate Director – Resources, be approved; and**
- f That the Estimates of Expenditure for 2021/22, as submitted, be accepted.**

38 Asset Management Plan & Housing Maintenance Service

The Director (Housing) provided an update for Members about the delivery of the Asset Management Plan for the Council's Landlord stock and informed the Board about the challenges posed by an ageing stock profile and implications from the Social Housing White Paper.

Resolved:

- a That the current position of the Housing Asset Management Plan be noted;**
- b That the requirements of the Social Housing White Paper be considered in anticipation of reviewing the Asset Management Plan and 30 Year Housing Revenue Account Business Plan during 2021;**
- c That the requirement for a major works programme to deal with roof repairs and latent defects at the Council's blocks of flats at Alexandra Court, Abbey Green Court & Drayton Council be anticipated and subject to an option report;**

- d That introducing a new role of Trainee Contracts Surveyor be considered subject to budget availability, job evaluation and consideration by the Special Sub-Group; and**
- e That the capital programme for 2021/22 be adjusted to reflect the priorities set out in the report of the Director (Housing), and it be noted that a supplementary estimate will be proposed for the extensive works needed to specific blocks of flats.**

39 Capital Programme 2020/21 to 2023/24

The Corporate Director – Resources identified changes to the Council's 2020/21 capital programme and proposals for schemes to be included within the Council's capital programme over the next three years.

Resolved:

- a That the changes to the 2020/21 revised capital programme be supported;**
- b That the schemes, as shown in Appendix A to the report of the Corporate Director – Resources, previously approved within the Council's three-year capital programme, including any 2023/24 additions relating to previously approved schemes, be supported;**
- c That the growth bids included in the 2021/22 capital programme be supported;**
- d That the schemes which will not be included within the capital programme, as shown in Appendix B to the report of the Corporate Director – Resources, be noted; and**
- e That the proposed vehicle replacement schedule, shown in Appendix C to the report of the Corporate Director – Resources, be supported.**

40 **Customer Contact / Reception Service**

The Corporate Director - Resources proposed changes to the operation of the Council's reception service and area.

Resolved:

- a **That the move to an appointment only reception service be approved; and**
- b **That the staffing establishment be reduced in line with section 5 of the report of the Corporate Director – Resources.**

(The Chief Executive has subsequently received a notice signed by Councillors Deakin, Dirveiks, Chambers and Farrow) under Standing Order No 30(1)(b) (Minority Report) with regard to the decision of the Board on this matter and it is therefore referred to Council for confirmation.)

41 **Treasury Management and Strategy Statement, Minimum Revenue Provision Policy Statement and Annual Investment Strategy for 2021/22**

The Corporate Director – Resources outlined the Treasury Management Strategy, Minimum Revenue Provision Policy Statement and Investment Strategy for 2021/22.

Recommended:

That the proposed strategies for 2021/22 be approved.

42 **Sheepy Road Football Ground**

The Corporate Director – Streetscape proposed that the Council entered into a Tenancy at Will with Atherstone Town Community Football Club in respect of its use of the Football Ground, Sheepy Road, Atherstone/

Resolved:

That the Board enter into a Tenancy at Will with Atherstone Town Community Football Club in respect of its use of Sheepy Road Football Ground and the Head of Legal Services be authorised to complete the necessary documentation, subject to consultation with local Members and the agreement of the terms by the Chairman and Vice-Chairman of the Resources and Community and Environment Boards.

43 **Exclusion of the Public and Press**

Resolved:

That under Section 100A(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following items of business, on the grounds that they involve the likely disclosure of exempt information as defined by Schedule 12A to the Act.

44 **Confidential Extract of the Minutes of the Resources Board held on 9 November 2020**

The confidential extract of the minutes of the Resources Board held on 9 November 2020, copies having been previously circulated, were approved as a correct record and signed by the Chairman.

45 **Housing Service Area**

The Director of Housing reported on a proposal for the future of part of her Service Area in consideration of the Council's General Fund savings programme.

Resolved:

- a **That the need for savings in the General Fund be noted;**
- b **That the Board have regard to the Director of Housing's consideration of the Public Sector Equality Duty in making the proposals set out in her report;**
- c **That having taken into account the alternative provision which is readily available to customers the service is ended in order to provide sufficient contribution to the savings required;**
- d **That the Council offers to facilitate the transfer of customers to another suitable alternative provider;**
- e **That notice is given end the contract in relation to the service;**

- f That other authorities concerned are advised of the impact of the decision upon their services and discussions are invited about how an alternative service can be provided; and**
- g That alternative arrangements are made for the out of hours service affected; and**
- h That a Member task and finish group be established to consider how those people affected can access support available in their community to meet their needs.**

(The Chief Executive has subsequently received a notice signed by Councillors Deakin, Dirveiks, Chambers and Farrow) under Standing Order No 30(1)(b) (Minority Report) with regard to the decision of the Board on this matter and it is therefore referred to Council for confirmation.)

46 Adaptation to a Property in Atherstone

The Director of Housing provided the Board with information about a referral which had been received to provide an adaptation for a disabled person.

Resolved:

- a That the referral to provide an adaptation for a disabled person be noted; and**
- b That a supplementary estimate from the Housing Revenue Account, as set out in the report of the Director of Housing, be approved to fund the adaptation required.**

47 High Street, Coleshill

The Corporate Director – Streetscape sought approval for repair works to properties as set out in his report.

Resolved:

- a That, subject to further consideration of the budget by the Executive Board, Members are minded to approve the repair works to properties, as set out in the report of the Corporate Director – Streetscape; and**

Recommendation to Executive Board:

- b That the budget provision as set out in the report of the Corporate Director – Streetscape be included within the 2021/22 capital programme to cover the cost of the repairs.**

C Symonds
Chairman

NORTH WARWICKSHIRE BOROUGH COUNCIL

MINUTES OF THE LICENSING COMMITTEE

26 January 2021

Present: Councillor Jenns in the Chair

Councillors D Clews, Farrow, M Humphreys, Jarvis, Lebrun, Lees, Macdonald, McLaughlan, Osborne, Parker, H Phillips, O Phillips and A Wright,

An apology for absence was received from Councillor Downes.

1 **Disclosable Pecuniary and Non-Pecuniary Interests**

Councillor D Clews declared a pecuniary interest in Minute No 3 – General Fund Fees and Charges 2020/2021 by virtue of holding a Home Boarders Licence and took no part in the discussion or voting thereon.

2 **Minutes**

The minutes of the meeting of the Committee held on 28 January 2020, copies having been previously circulated, were approved as a correct record and signed by the Chairman.

3 **General Fund Fees and Charges 2020/2021**

The Chief Executive reported on the fees and charges for 2020/21 and the proposed fees and charges for 2021/22.

Resolved:

That the schedule of fees and charges for 2021/22, as set out in the report of the Chief Executive, be accepted.

4 **General Fund Revenue Estimates 2021/22**

The Corporate Director Resources reported on the revised budget for 2020/21 and an estimate of expenditure for 2021/22, together with forward commitments for 2022/23, 2023/24 and 2024/25.

Resolved:

a That the revised budget for 2020/21 be accepted; and

Recommendation to Executive Board:

- b That the Estimates of Expenditure for 2021/22, as submitted in the report of the Corporate Director Resources, be included in the budget to be brought before the meeting of the Executive Board on 15 February 2021.**

5 Licensing Act 2003 – Review of Licensing Policy

The Chief Executive sought approval of a revised licensing policy in respect of the Licensing Act 2003 for adoption by the Council.

Recommended:

That subject to the inclusion of the amendments as set out in Appendix B to the report of the Chief Executive, the Council adopt the licensing policy under the Licensing Act 2003 (Appendix A).

6 Exclusion of the Public and Press

Resolved:

That under Section 100A(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following item of business, on the grounds that it involves the likely disclosure of exempt information as defined by Schedule 12A to the Act.

7 Appointment of Licensing Committees

The Chief Executive sought approval of the appointment of a further Licensing Committee and delegation of certain powers to the Committee to ensure lawful discharge of all the Council's licensing functions.

Resolved:

That the recommendations (a) to (d) as set out in the report of the Chief Executive be approved.

A Jenns
Chairman

NORTH WARWICKSHIRE BOROUGH COUNCIL

MINUTES OF THE STANDARDS COMMITTEE

11 February 2021

Present: Councillor Macdonald in the Chair

Councillors Dirveiks, Hayfield, D Humphreys, McLauchlan and Parker.

Councillors Bell, D Clews, Jarvis, Jenns, Lees and D Wright were also in attendance.

1 **Disclosable Pecuniary and Non-Pecuniary Interests**

None were declared.

2 **New Model Code of Conduct for Members**

The Head of Legal Services and Monitoring Officer advised Members of the introduction of a New Model Code of Conduct and made proposals for Members to consider adoption of the Code or consider the modification of the Council's existing Code of Conduct.

Resolved:

- a That a Working Group, to consider the content of the new Model Code of Conduct and report back to Standards Committee as to whether the Council's Code of Conduct should be updated in light of the new Model Code, be set up;**
- b That the Working Group consider any possible modifications to the arrangements for dealing with standards allegations under the Localism Act 2011; and**
- c That, when undertaking steps a) and b), the views of the Independent Persons appointed under the 2011 Act are sought and taken into account.**

3 **Complaints and Allegations under the Code of Conduct – Update**

The Head of Legal Services and Monitoring Officer provided a summary of complaints received alleging breaches of the Council's Code of Conduct, and the Codes of Parish Councils in North Warwickshire since June 2020 and action taken in relation to them.

Resolved:

That the summary of complaints received be noted.

4 Recommendations of the Committee on Standards in Public Life

The Head of Legal Services and Monitoring Officer set out recent recommendations of the Committee on Standards in Public Life and the Council's response, together with steps which are being taken to address the issues raised.

Resolved:

That the recommendations of the Committee on Standards in Public Life, the Council's response to the recommendations and the ongoing steps to address the issues, be noted.

J Macdonald
Chairman

NORTH WARWICKSHIRE BOROUGH COUNCIL

MINUTES OF THE EXECUTIVE BOARD

15 FEBRUARY 2021

Present: Councillor D Wright in the Chair

Councillors Bell, Deakin, Gosling, D Humphreys, H Phillips, Reilly, Rose, Simpson and Symonds.

An apology for absence was received from Councillor Farrell (Substitute Cllr H Phillips).

Councillors D Clews, Jarvis, Jenns, Lees and Smith were also in attendance.

29 **Declarations of Personal or Prejudicial Interest**

None were declared at the meeting.

30 **Minutes of the Executive Board held on 23 November 2020**

The minutes of the meeting of the Board held on 23 November 2020, copies having been circulated, were approved as a correct record and signed by the Chairman.

31 **Local Transport Plan**

The Chief Executive reported on a consultation being carried out by Warwickshire County Council on an initial stage of preparing an update of the Local Transport Plan.

Resolved:

That the Borough Council supports the initial work on the LTP4 and that the local issues, as set out in paragraph 6.1 of the reports of the Chief Executive, should be taken into account in the production of the LTP.

32 External Auditors' Report

The Corporate Director – Resources informed Members of the External Auditors' report on the 2018/19 Financial Statements to those charged with governance.

Recommended:

- a That subject to the revision of cash, investment and earmarked reserve figures to reflect those at January and March 2021 in Note 41 – Going Concern, the amended statements attached at Appendix A to the report of the Corporate Director – Resources be approved; and**
- b That the External Auditors' report be noted.**

33 The Capital Strategy

The Corporate Director - Resources updated the Capital Strategy approved by the Council in February 2020.

Recommended:

That the Capital Strategy, as attached at Appendix A to the report of the Corporate Director – Resources, be approved.

34 The Proposed 3 Year Capital Programme 2021/22 to 2023/24

Management Team put forward proposals for the Three Year Capital Programme and outlined the availability of capital resources and the options to meet any shortfalls.

Resolved:

- a That the Revised Capital Programme for 2020/21, as set out in Appendix A to the report of Management Team, be adopted;**
- b That the 3 Year Capital Programme for the period 2021/22 to 2023/24, as set out in Appendix B to the report of Management Team be adopted; and**

(The Chief Executive has subsequently received a notice signed by Councillors Deakin, Gosling, H Phillips and Rose) under Standing Order No 30(1)(b) (Minority Report) with regard to the decision of the Board on this matter and it is therefore referred to Council for confirmation.)

Recommended:

- c That the prudential indicators, set out in Section 9 of the report of Management Team, be approved.**

35 General Fund Revenue Estimates 2021/22

The Corporate Director – Resources reported on the revised budget for 2020/21 and gave an estimate of expenditure for 2021/22, together with forward commitments for 2022/23, 2023/24 and 2024/25.

Resolved:

- a That the revised budget for 2020/21 be accepted; and**
- b That the Estimates of Expenditure for 2021/22, as submitted in the report of the Corporate Director – Resources, be approved for inclusion in the overall budget considered in a later agenda item.**

36 General Fund Revenue Estimates 2021/22 and Setting the Council Tax 2021/22

The Corporate Director – Resources set out the proposed General Fund Revenue Estimate for 2021/22 and the options available when setting the 2021/22 Council Tax for the Borough in the context of the Authority's Settlement Funding Assessment, and the effect on General Fund balances.

Recommended:

- a That the savings of £705,640, as detailed in Appendix H to the report of the Corporate Director – Resources, be approved;**
- b That the revised estimate for the year 2020/21 and the revenue estimates for 2021/22, including the use of earmarked reserves, as detailed in Appendix N of the report of the Corporate Director – Resources, be approved;**
- c That the Council Tax base for 2021/22, as set out in Appendix G to the report of the Corporate Director – Resources be noted;**
- d That a Council Tax increase of £5 for 2021/22 be approved;**
- e That the Corporate Director – Resources' comments on the minimum acceptable level of general reserves be noted;**

- f That the manpower estimates for the year 2021/22, as set out in Appendix L of the report of the Corporate Director – Resources, be approved; and**
- g That a Council Tax resolution be prepared for consideration by the Council, using the recommendations agreed by this Board.**

37 Financial Statements 2019/20

The Corporate Director – Resources reported that the Financial Statements for 2019/20 had been completed and highlighted the position on the General Fund and Housing Revenue Account, compared with the estimated position previously reported.

Resolved:

That, subject to audit, the 2019/20 financial statements be approved.

38 Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April – December 2020

The Chief Executive informed Members of the progress with the achievement of the Corporate Plan and Performance Indicator targets relevant to the Executive Board for April to December 2020.

Recommended:

That the progress with the achievement of the Corporate Plan and Performance Indicator targets relevant to the Executive Board for April to December 2020 be noted.

39 Trading Company

The Chief Executive and Corporate Director – Resources provided information in relation to the establishment and registration of a Local Authority Trading Company.

Resolved:

- a That the establishment and registration of a wholly owned subsidiary Trading Company be approved;**
- b That the proposed Executive directors be endorsed and**
That the Leader of the Council, Chair of Resources Board and Leader of the Opposition be appointed as Non-Executive Directors;

- c That the proposed Articles of Association for the company, as attached as Appendix A to the report of the Chief Executive and Corporate Director – Resources, be approved; and**
- d That the Chief Executive be given delegated authority to finalise any further details needed to set up the trading company.**

(The Chief Executive has subsequently received a notice signed by Councillors Deakin, Gosling, H Phillips and Rose) under Standing Order No 30(1)(b) (Minority Report) with regard to the decision of the Board on this matter and it is therefore referred to Council for confirmation.)

40 Pay Policy Statement 2021/22

The Corporate Director – Resources reported on the requirement under Section 38 of the Localism Act 2011 (the 2011 Act) for Councils to have and to publish a Pay Policy Statement, agreed by full Council, which would be subject to review at least annually. Details of the purpose for and the areas to be covered in the Pay Policy Statement were given.

Recommended:

That the Pay Policy Statement 2021/22, as attached as Appendix A to the report of the Corporate Director – Resources, be adopted.

41 Minutes of the Safer Communities Sub-Committee held on 16 November 2020.

The minutes of the Safer Communities Sub-Committee held on 16 November 2020 were received and noted.

42 Exclusion of the Public and Press

Resolved:

That under Section 100a(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following items of business, on the grounds that they involve the likely disclosure of exempt information as defined by Schedule 12A to the Act.

43 Confidential Extract of the Minutes of the Executive Board held on 23 November 2020

The confidential extract of the minutes of the meeting of the Board held on 23 November 2020, copies having been circulated, were approved as a correct record and signed by the Chairman.

44 Sub-Regional Materials Recycling Facility

The Corporate Director - Streetscape and the Corporate Director – Resources updated the Board on the progress made with the Sub-Regional Materials Recycling Facility and sought approval for the additional capital financing required.

Resolved:

- a That approval is given for the addition of capital financing as set out in the report of the Corporate Director - Streetscape and the Corporate Director – Resources; and**
- b That authority is delegated to the Corporate Director – Streetscape, the Corporate Director – Resources and the Solicitor to the Council (in consultation with the Leader of the Council, Leader of the Opposition and Chairs of Resources Board and Community & Environment Board) to finalise and agree the detailed terms of the transaction including the loan identified in the report.**

(The Chief Executive has subsequently received a notice signed by Councillors Deakin, Gosling, H Phillips and Rose) under Standing Order No 30(1)(b) (Minority Report) with regard to the decision of the Board on this matter and it is therefore referred to Council for confirmation.)

David Wright
CHAIRMAN

Minute 36 of Executive Board

Meeting of the Council

24 February 2021

Report of the Corporate Director - Resources

General Fund Revenue Estimates 2021/22 and Setting the Council Tax 2021/22

1 Summary

- 1.1 The purpose of this report is to enable the Council to calculate and set the Council Tax for 2021/22.

Recommendation

- a To approve the formal Council Tax resolution at Appendix A; and**
b To approve the updated strategy set out in paragraph 8.1.1.

2 Background

- 2.1 The Local Government Finance Act 1992 requires the billing authority to calculate a Council Tax requirement for the year.
- 2.2 Since the meeting of the Executive Board the precept levels of other precepting bodies have been received. These are detailed below.

3 Town & Parish Councils

- 3.1 The Town and Parish Council Precepts for 2021/22 are detailed in Appendix B and total £1,092,834.26. The increase in the average Band D Council Tax for Town and Parish Councils is 1.57% and results in an average Band D Council Tax figure of £51.86 for 2021/22.

4 Warwickshire County Council

- 4.1 Warwickshire County Council has set a precept of £32,312,696.56. This results in a Band D Council Tax of £1,533.51.

5 Warwickshire Police Authority

- 5.1 The Police and Crime Commissioner for Warwickshire has set a precept of £5,330,133.02 for 2021/22. This results in a Band D Council Tax of £252.96.

6 Conclusions

- 6.1 The recommendations of the Executive Board, including the £5.00 increase in Council Tax, are set out in the formal Council Tax Resolution in Appendix A.
- 6.2 If the formal Council Tax Resolution at Appendix A is approved, the total Band D Council Tax will be as follows:

	2020/21 £	2021/22 £	Increase %
North Warwickshire Borough Council	212.30	217.30	2.36
Warwickshire County Council	1,488.87	1,533.51	2.99
Warwickshire Police Authority	237.97	252.96	6.30
Sub-Total	1,939.14	2,003.77	3.33
Town and Parish Council (average)	51.06	51.86	1.57
Total	1,990.20	2,055.63	3.29

7 Restrictions on Voting

- 7.1 Under Section 106 of the Local Government Finance Act 1992, a Member is not entitled to vote on any decision which affects the budget, if at the time of the decision they owe council tax which has been outstanding for two months or more.
- 7.2 In these circumstances, the Member affected needs to disclose the fact that Section 106 applies to them. The Member is still able to speak on budget matters, but is not entitled to vote. Failure to comply with Section 106 is a criminal offence.

8 Report Implications

8.1 Financial Implications

8.1.1 The Financial Strategy includes the Council Tax recommendation in Appendix A. This is summarised in the table below.

	2020/21 Revised £000	2021/22 Estimate £000	2022/23 Estimate £000	2023/24 Estimate £000	2024/25 Estimate £000
Board Requirements	9,878	9,733	9,832	10,230	10,402
Covid-19 Grants	-	(441)	-	-	-
Use of Earmarked Reserves	(441)	(300)	-	-	-
Investment Income	(200)	(80)	(110)	(150)	(250)
Financing Adjustment	(792)	(714)	(607)	(514)	(438)
Earmarked Reserve – Contribution from HRA	(50)	(50)	(50)	(40)	-
NDR - Baseline	(1,922)	(1,931)	(1,950)	(1,980)	(2,010)
NDR – Additional rates	(500)	(500)	(500)	(500)	(500)
New Homes Bonus	(738)	(578)	(208)	-	-
Collection Fund (Surplus) / Deficit	(98)	9	7	(17)	(37)
Net Expenditure	5,137	5,148	6,414	7,029	7,167
Council Tax	(4,466)	(4,579)	(4,731)	(4,910)	(5,093)
Use of / (Contribution to) Balances	671	569	1,683	2,119	2,074
Requirement to reduce expenditure – 22/23	-	-	(1,500)	(1,500)	(1,500)
Requirement to reduce expenditure – 23/24	-	-	-	(600)	(600)
Adjusted Use of / (Contribution to) Balances	671	569	183	19	(26)
Level of Balances	2,182	1,613	1,430	1,411	1,437

8.2 Safer Communities Implications

8.2.1 The Council provides services and takes part in initiatives that work to improve Crime and Disorder levels within the Borough, and provision is included within the budgets for this.

8.3 Environment and Sustainability Implications

8.3.1 The Financial Strategy is linked to the delivery of targets and actions identified in the Corporate Plan and service plans. Continuing the budget strategy will allow the Council to manage its expected shortfall in resources without disruption of these targets and without disrupting essential services. Progress against both performance and financial targets are reported regularly to Service Boards.

8.3.2 Parts of the corporate and service plans directly support the sustainability agenda, for example, recycling and the green space strategy.

8.4 Equality Implications

8.4.1 Equality Assessments should be undertaken when making financial decisions to determine what the adverse impact on individuals or communities will be.

The Contact Officer for this report is Sue Garner (719374).

Background Papers

Local Government Act 1972 Section 100D, as substituted by the Local Government Act, 2000 Section 97

Background Paper No	Author	Nature of Background Paper	Date
General Fund Revenue Estimates 2021/22 and Setting the Council Tax 2021/22	NWBC	Report to Executive Board	15 Feb 2021
Financial Strategy 2020/25	NWBC	Report to Executive Board	21 Sept 2020

GENERAL FUND REVENUE ESTIMATES 2021/22 AND SETTING THE COUNCIL TAX 2021/22

The Council is recommended to resolve as follows:

- a That the savings of £705,640 be approved (Appendix D);
- b That the revised revenue estimate for 2020/21 and the revenue estimate for 2021/22 be approved (Appendix E);
- c That a Band D Council Tax increase of £5 for 2021/22 be approved;
- d That the Corporate Director - Resource's comments on the minimum acceptable level of general reserves be noted (Appendix F);
- e That the manpower estimate for the year 2021/22 be approved (Appendix G);
- f1 That it be noted that in January 2021, the Council calculated the Council Tax Base for 2021/22:
 - a for the whole Council area as 21,071.07 (item T in the formula in section 31B of the Local Government Finance Act 1992, as amended [the "Act"]); and
 - b for dwellings in those parts of its area to which a Parish precept relates as in the attached Appendix B.
- f2 That the Council Tax Requirement for the Council's own purposes for 2021/22 (excluding Parish precepts) is £4,578,740;
- f3 That the following amounts be calculated by the Council for the year 2021/22, in accordance with Sections 31 to 36 of the Act:-
 - a £56,857,854.26 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils,
 - b £51,186,280.00 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act,
 - c £5,671,574.26 being the amount by which the aggregate at f3(a) above exceeds the aggregate of f3(b) above, calculated by the Council, in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year (item R in the formula in section 31B of the Act),
 - d £269.16 being the amount at f3(c) above (Item R), all divided by Item T (f1(a) above), calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year (including Parish Councils),
 - e £1,092,834.26 being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act (as per the attached Appendix B).
 - f £217.30 being the amount of f3(d) above, less the result given by dividing the amount at f3(e) above by Item T (f1(a) above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish precept relates.

- f4 To note that for 2021/22, Warwickshire County Council and the Office of the Police and Crime Commissioner for Warwickshire have issued precepts to the Council, in accordance with Section 40 of the Local Government Finance Act 1992 for each of category of dwellings in the Council's area as indicated in the table below.
- f5 That the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the aggregate amounts shown in the table below as the amounts of Council Tax for 2021/22 for each part of its area and for each of the categories of dwellings.

Precepting Authority	Valuation Bands							
	A £	B £	C £	D £	E £	F £	G £	H £
North Warwickshire BC	144.87	169.01	193.16	217.30	265.59	313.88	362.17	434.60
Warwickshire CC	925.36	1,079.59	1,233.81	1,388.04	1,696.49	2,004.95	2,313.40	2,776.08
Warwickshire CC – Adult Social care	96.98	113.14	129.31	145.47	177.80	210.12	242.45	290.94
Warwickshire Police Auth.	168.64	196.75	224.85	252.96	309.17	365.39	421.60	505.92
Aggregate of Council Tax Requirements	1,335.85	1,558.49	1,781.13	2,003.77	2,449.05	2,894.34	3,339.62	4,007.54

- f6 The Council has determined that its relevant basic amount of Council Tax for 2021/22 is not excessive, in accordance with the principles approved under section 52ZB of the Local Government Finance Act 1992.

COUNCIL TAX AMOUNTS 2021/22

APPENDIX B

Area Name	A	B	C	A	B	C
	Precept £	2020/21 Taxbase*	Band D £	Precept £	2021/22 Taxbase*	Band D £
<u>Parishes</u>						
Ansley	28,500.00	697.99	40.83	28,370.00	731.14	38.80
Arley	25,000.00	849.10	29.44	25,000.00	848.75	29.46
Astley	1,430.00	77.26	18.51	1,430.00	78.06	18.32
Atherstone	145,447.00	2,705.54	53.76	147,529.00	2,705.85	54.52
Austrey	15,575.00	440.16	35.38	15,756.00	469.18	33.58
Baddesley Ensor	64,000.00	513.08	124.74	63,028.00	505.28	124.74
Baxterley	11,900.00	128.62	92.52	12,050.00	129.59	92.99
Bentley/ Merevale	800.00	47.39	16.88	800.00	48.51	16.49
Caldecote	0.00	82.12	-	0.00	82.18	-
Coleshill	250,718.38	2,487.08	100.81	250,718.38	2,473.46	101.36
Corley	18,250.00	336.54	54.23	18,250.00	339.64	53.73
Curdworth	36,200.00	476.41	75.98	36,200.00	471.44	76.79
Dordon	26,516.00	857.53	30.92	29,963.00	859.26	34.87
Fillongley	22,000.00	653.25	33.68	22,000.00	658.02	33.43
Great Packington	0.00	56.56	-	0.00	55.51	-
Grendon	19,060.00	639.80	29.79	19,536.50	675.46	28.92
Hartshill	101,037.57	1,072.89	94.17	101,037.58	1,061.53	95.18
Kingsbury	34,971.00	2,379.26	14.70	36,020.00	2,355.07	15.29
Lea Marston	12,100.00	143.84	84.12	12,000.00	140.28	85.54
Little Packington	0.00	18.98	-	0.00	17.68	-
Mancetter	29,840.00	673.14	44.33	30,000.00	665.56	45.07
Maxstoke	7,000.00	117.73	59.46	7,350.00	113.92	64.52
Middleton	12,750.00	320.63	39.77	13,132.00	319.17	41.14
Nether Whitacre	18,500.00	494.68	37.40	18,500.00	491.90	37.61
Newton Regis/ Seckington	10,900.00	233.72	46.64	10,900.00	229.55	47.48
Over Whitacre	2,500.00	193.06	12.95	2,500.00	187.80	13.31
Polesworth	89,936.00	2,633.17	34.16	95,000.00	2,659.21	35.72
Shustoke	13,478.00	216.32	62.31	13,478.00	219.68	61.35
Shuttington	7,000.00	154.44	45.33	7,000.00	157.45	44.46
Water Orton	67,078.00	1,273.90	52.66	73,785.80	1,258.09	58.65
Wishaw	1,500.00	60.75	24.69	1,500.00	62.85	23.87
Total Precept	1,073,986.95	21,034.94	51.06	1,092,834.26	21,071.07	51.86

COUNCIL TAX CHARGES BY PRECEPTING AUTHORITY

Area Name	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9
	£	£	£	£	£	£	£	£
North Warwickshire Borough Council (including average Parish charge)	179.44	209.35	239.25	269.16	328.97	388.79	448.60	538.32
North Warwickshire Borough Council (excluding Parishes)	144.87	169.01	193.16	217.30	265.59	313.88	362.17	434.60
Warwickshire County Council WCC - Adult Social Care Precept	925.36 96.98	1,079.59 113.14	1,233.81 129.31	1,388.04 145.47	1,696.49 177.80	2,004.95 210.12	2,313.40 242.45	2,776.08 290.94
Warwickshire Police Authority	168.64	196.75	224.85	252.96	309.17	365.39	421.60	505.92
Parishes								
Ansley	25.87	30.18	34.49	38.80	47.42	56.04	64.67	77.60
Arley	19.64	22.91	26.19	29.46	36.01	42.55	49.10	58.92
Astley	12.21	14.25	16.28	18.32	22.39	26.46	30.53	36.64
Atherstone	36.35	42.40	48.46	54.52	66.64	78.75	90.87	109.04
Austrey	22.39	26.12	29.85	33.58	41.04	48.50	55.97	67.16
Baddesley Ensor	83.16	97.02	110.88	124.74	152.46	180.18	207.90	249.48
Baxterley	61.99	72.33	82.66	92.99	113.65	134.32	154.98	185.98
Bentley/ Merevale	10.99	12.83	14.66	16.49	20.15	23.82	27.48	32.98
Caldecote	-	-	-	-	-	-	-	-
Coleshill	67.57	78.84	90.10	101.36	123.88	146.41	168.93	202.72
Corley	35.82	41.79	47.76	53.73	65.67	77.61	89.55	107.46
Curdworth	51.19	59.73	68.26	76.79	93.85	110.92	127.98	153.58
Dordon	23.25	27.12	31.00	34.87	42.62	50.37	58.12	69.74
Fillongley	22.29	26.00	29.72	33.43	40.86	48.29	55.72	66.86
Great Packington	-	-	-	-	-	-	-	-
Grendon	19.28	22.49	25.71	28.92	35.35	41.77	48.20	57.84
Hartshill	63.45	74.03	84.60	95.18	116.33	137.48	158.63	190.36
Kingsbury	10.19	11.89	13.59	15.29	18.69	22.09	25.48	30.58
Lea Marston	57.03	66.53	76.04	85.54	104.55	123.56	142.57	171.08
Little Packington	-	-	-	-	-	-	-	-
Mancetter	30.05	35.05	40.06	45.07	55.09	65.10	75.12	90.14
Maxstoke	43.01	50.18	57.35	64.52	78.86	93.20	107.53	129.04
Middleton	27.43	32.00	36.57	41.14	50.28	59.42	68.57	82.28
Nether Whitacre	25.07	29.25	33.43	37.61	45.97	54.33	62.68	75.22
Newton Regis/ Seckington	31.65	36.93	42.20	47.48	58.03	68.58	79.13	94.96
Over Whitacre	8.87	10.35	11.83	13.31	16.27	19.23	22.18	26.62
Polesworth	23.81	27.78	31.75	35.72	43.66	51.60	59.53	71.44
Shustoke	40.90	47.72	54.53	61.35	74.98	88.62	102.25	122.70
Shuttington	29.64	34.58	39.52	44.46	54.34	64.22	74.10	88.92
Water Orton	39.10	45.62	52.13	58.65	71.68	84.72	97.75	117.30
Wishaw	15.91	18.57	21.22	23.87	29.17	34.48	39.78	47.74

SAVINGS/ADDITIONAL INCOME INCLUDED IN 2021/2022 FIGURES

Board	Description	2021/2022 £
C & E	Reduction in business rates	2,120
C & E	Reduction in car lump sum allowances	1,240
Resources Recharged	Reduction in lease car lump sum allowances	7,010
Resources Recharged	Reduction in subsistence	50
Resources Recharged	Reduction in Disclosure and Barring Service checks	1,750
Resources Recharged	Reduction in journals and newspapers	1,050
Resources Recharged	Reduction in books	540
Resources Recharged	Reduction in business rates	4,940
Resources Recharged	Increase in Rent Income from Council House	7,200
Resources Recharged	Reduction in car lump sum allowances	1,240
Resources Recharged	Reduction in essential travel allowances	1,240
Resources Recharged	Reduction in Housing Assessment Officer hours	7,040
Resources Recharged	Rationalisation of two part time Accountancy Assistant posts	2,560
Resources Recharged	Reduction in provisions	200
Resources Remaining	Cost of Democratic Services - Reduction in hire of premises	530
Resources Remaining	Cost of Democratic Services - Reduction in telephone costs	2,340
Resources Remaining	Reduction in corporate subscriptions	180
Resources Remaining	Reduction in electricity costs	410
Resources Remaining	Reduction in business rates	8,740
Resources Remaining	Reduction in water and sewerage costs	800
Resources Remaining	Increase in Rent Income from Industrial Units	26,670
P&D	Reduction in Advertising, promotions and publicity	4,850
Resources Recharged	Senior Management Changes	93,500
Resources Recharged	Central Administration Unit	90,000
Resources Remaining	Borough Care Service	355,210
Resources Recharged	Changes to Reception Service	84,230
	Overall Total	705,640

SUMMARY OF REVENUE REQUIREMENTS

Revised Gross Expenditure 2020/21	Revised Gross Income 2020/21	Revised Net Expenditure 2020/21		Gross Expenditure 2021/22	Gross Income 2021/22	Net Expenditure 2021/22
£	£	£		£	£	£
9,507,060.00	3,776,760.00	5,730,300.00	Community and Environment	9,139,680.00	2,928,850.00	6,210,830.00
972,160.00	639,360.00	332,800.00	Planning and Development	999,850.00	715,150.00	284,700.00
150,270.00	99,760.00	50,510.00	Licensing	155,260.00	113,290.00	41,970.00
15,476,270.00	12,397,390.00	3,078,880.00	Resources	14,395,260.00	11,954,610.00	2,440,650.00
680,990.00	220.00	680,770.00	Executive	752,830.00	3,280.00	749,550.00
12,820,390.00	12,820,390.00	-	Council Housing	15,263,160.00	15,263,160.00	-
4,590.00	-	4,590.00	Contingencies	4,660.00	-	4,660.00
-	-	-	Covid-19 Grants	-	441,420.00	(441,420.00)
(441,970.00)	-	(441,970.00)	Use of Earmarked Reserves	(300,000.00)	-	(300,000.00)
-	200,000.00	(200,000.00)	Interest on Balances	-	80,000.00	(80,000.00)
-	841,690.00	(841,690.00)	Financing Adjustment	-	763,150.00	(763,150.00)
-	17,266,880.00	(17,266,880.00)	Business Rates	-	17,276,490.00	(17,276,490.00)
15,345,210.00	-	15,345,210.00	Business Rates - Tariff	15,345,210.00	-	15,345,210.00
-	500,000.00	(500,000.00)	Additional Business Rates	-	500,000.00	(500,000.00)
-	738,480.00	(738,480.00)	New Homes Bonus	-	577,680.00	(577,680.00)
-	97,570.00	(97,570.00)	Surplus/Deficit on Collection Fund - CT	9,110.00	-	9,110.00
54,514,970.00	49,378,500.00	5,136,470.00		55,765,020.00	50,617,080.00	5,147,940.00
-	670,750.00	(670,750.00)	Use of Balances	-	569,200.00	(569,200.00)
54,514,970.00	50,049,250.00	4,465,720.00		55,765,020.00	51,186,280.00	4,578,740.00
1,073,986.95	-	1,073,986.95	Special Items - Parish Precepts	1,092,834.26	-	1,092,834.26
55,588,956.95	50,049,250.00	5,539,706.95		56,857,854.26	51,186,280.00	5,671,574.26

STATEMENT FROM THE CORPORATE DIRECTOR - RESOURCES

The Local Government Act 2003 requires the Chief Financial Officer to report on the robustness of the revenue estimates made for the budget calculations and the adequacy of the proposed financial reserves.

The information used in the preparation of the budget put forward for Members' approval tonight within the revenue budget resolution has undergone extensive and detailed analysis by;

- The Council's Management Team
- Directors and Budget holders within their areas of responsibility
- The Boards of the Council
- The Corporate Director – Resources and staff within Management Accounts

The revenue estimates have been prepared within the guidelines established by the 2020 - 2025 Budget Strategy, approved by the Executive Board at its meeting in September 2020.

I am therefore convinced that the revenue estimates that are put forward for approval have been prepared upon realistic assumptions of Council service requirements and represent a robust budget.

Only identified reductions in expenditure have been included within the 2021/22 budget proposal being considered. In the event that some are not achieved, due to unexpected circumstances, the Council has sufficient reserves to cover any immediate budget shortfall and manage its financial position. A robust approach will need to be taken to continue reducing expenditure to meet the shortfall in resources over the remainder of the Medium Term Financial Strategy, to enable the Council to continue to manage its financial position. Where possible, budget reductions should be found and included in the budget as early as possible, as this has a beneficial impact on the level of balances available.

As part of the overall process, a comprehensive risk assessment has been undertaken of the Council's financial position and it has been determined that the Council's minimum general reserve provision of £1.4 million is appropriate for the Council. The budgetary requirement set out for 2021/22 and the forecasts for the subsequent three years, will keep the level of reserves above this minimum level.

Therefore, I am of the view that the budget proposed for 2021/22 does provide for an adequate level of reserves, and this will be maintained over the Medium Term, provided the Council adheres to its approved Medium Term Financial Strategy and deliver the required reductions in net expenditure.

MANPOWER BUDGET

The Board estimates contain the effect of the following changes in employee numbers.

	2020/21 Estimate (original) FTE	2021/22 Estimate FTE
Monthly Paid	343	345
Total	<hr/> 343 <hr/>	<hr/> 345 <hr/>

Agenda Item No 7

Council

24 February 2021

**Report of the
Chief Executive**

Exclusion of the Public and Press

Recommendation to the Board

To consider whether, in accordance with Section 100A(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following items of business, on the grounds that they involve the likely disclosure of exempt information as defined by Schedule 12A to the Act.

Agenda Item No 8

Extract from Planning and Development Board minutes – 7 December 2020

Paragraph 6 – By reason of the need to consider the making of an order.

Agenda Item No 9

Extract from Special Sub-Group minutes – 12 January 2021

Paragraph 1 – Information relating to an individual.

Agenda Item No 10

Extract from Community and Environment Board minutes – 18 January 2021

Paragraph 3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information).

Agenda Item No 11

Extract from Resources Board minutes – 25 January 2021

Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information).

Agenda Item No 12

Extract from Licensing Committee minutes – 26 January 2021

Paragraph 5 - Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.

Agenda Item No 13

Extract from Executive Board minutes – 15 February 2021

Paragraph 3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information).

In relation to each item listed above members should only exclude the public if the public interest in doing so outweighs the public interest in disclosing the information, giving their reasons in each case as to why that is the case.

The Contact Officer for this report is Clive Tobin (719251).