

Please note :  
It is planned that this meeting will be audio recorded



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8 July 2014

To : The Mayor and Members of Melton Borough Council

Dear Sir or Madam

You are summoned to a **MEETING OF THE COUNCIL** to be held at Parkside, Station Approach, Burton Street, Melton Mowbray, LE13 1GH on **Wednesday 16 July 2014 at 6.30 p.m.**

Yours faithfully

Lynn Aisbett  
Chief Executive

## AGENDA

| Item No. | Item   |
|----------|--|
| 1.       | <b>APOLOGIES FOR ABSENCE</b>   |
| 2.       | <b>MINUTES</b><br>(a) To confirm the minutes of the meeting held on 30 April 2014<br>(b) To confirm the minutes of the Annual Meeting held on 14 May 2014  |
| 3.       | <b>DECLARATIONS OF INTEREST</b><br>Members to declare any interest as appropriate in respect of items to be considered at this meeting   |
| 4.       | <b>MAYOR'S ANNOUNCEMENTS</b><br>Including an update on the activities of the Young Mayor   |
| 5.       | <b>LEADER'S ANNOUNCEMENTS</b>  |
| 6.       | <b>PUBLIC QUESTION TIME</b><br>The Leader and Chairmen of Policy Committees to answer any questions from the public of which notice has been given in accordance with Council Procedure Rule 9 of the Constitution.<br><br>There are no questions received |

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| 7.       | <p><b>PETITIONS</b></p> <p>In accordance with Procedure Rule 24.1, the Chief Executive shall report the receipt of a petition to the next meeting of the Council where there shall be debate or comment thereon.</p> <p>There are no petitions received</p>  |
| 8.       | <p><b>RECOMMENDATIONS AND REPORTS FROM COMMITTEES</b></p> <p>The Council to consider the following recommendations for approval:</p>   |
| 8(a)     | <p><b><u>Governance Committee: 2 April 2014 – Minute G10: Review of Corporate Counter Fraud Strategy</u></b></p> <p><b>RESOLVED</b> that the revised Corporate Counter-Fraud Strategy be approved and referred to the Full Council for adoption in the Constitution.</p> <p><i>(The relevant report and Strategy are re-circulated with this agenda.)</i></p> <p><i>Note: this item was deferred from Full Council on 30 April 2014</i></p>  |
| 8(b)     | <p><b><u>Governance Committee: 23 June 2014 – Minute G10: Member Code of Conduct Governance Sub-Committee 2 (Hearing Procedure)</u></b></p> <p><b>RESOLVED</b> that the Member Code of Conduct Governance Sub Committee 2 (Hearing Stage) Procedure be agreed for referral to the Full Council for approval and inclusion in the Council's Constitution subject to the following three amendments :-</p> <ul style="list-style-type: none"> <li>• The introduction should include how the Chairperson is elected</li> <li>• Item 5.5 be amended to include the procedure to adjourn</li> <li>• Item 5.6 be amended to read 'The meeting may be adjourned prior to the decision being made'</li> </ul> <p><i>(The relevant report and Hearing Procedure are re-circulated with this agenda)</i></p> |
| 8(c)     | <p><b><u>Governance Committee: 23 June 2014 – Minute G12: Payment for Parish Representatives when dealing with Parish Councillor Complaints</u></b></p> <p><b>RESOLVED</b> that it be recommended to the Full Council that the Welland Independent Remuneration Panel be requested to consider an allowance for the Parish Representatives when they are involved in a Governance Sub Committee Meeting.</p> <p><i>(The relevant report is re-circulated with this agenda.)</i></p>  |
| 8(d)     | <p><b><u>Governance Committee: 23 June 2014 – Minute G13: Constitution Updates 2014-15</u></b></p> <p><b>RESOLVED</b> the following be considered for adoption and inclusion in the Council's Constitution :-</p> <p><i>(The relevant report and appendix are re-circulated with this agenda.)</i></p>   |

| Item No. | Item   |
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| (i)      | <p data-bbox="331 185 496 219"><b><u>QUORACY</u></b></p> <p data-bbox="331 259 1461 400">The Procedure Rule relating to quoracy be amended as shown in red below so that the rule reflects the position with the Governance Sub Committees and refer the same to the Council for adoption and inclusion in the Council's Constitution :-</p> <p data-bbox="331 459 563 492">7. QUORUM</p> <p data-bbox="331 528 1461 745">7.1 The quorum of a Council meeting will be at least half of the whole number of members. During any meeting if the Mayor counts the number of members present and declares there is not a quorum present, then the meeting will adjourn immediately. Remaining business will be considered at a time and date fixed by the Mayor. If he/she does not fix a date, the remaining business will be considered at the next ordinary meeting.</p> <p data-bbox="331 781 1461 922">7.2 <i>In respect of committees and sub-committees quoracy be a minimum of 4 members or 25% of the whole number of members, whichever is the greater except in the case of the Governance Sub Committees 1 and 2 which are quorate with 3 Members.</i></p> |
| (ii)     | <p data-bbox="331 981 740 1014"><b><u>SCHEME OF DELEGATION</u></b></p> <p data-bbox="331 1055 1461 1160">The Scheme of Delegation to the Head of Regulatory Services be amended at items 48 and 49 as set out in Appendix A and refer the same to the Council for adoption and inclusion in the Council's Constitution.</p>  |
| 8(e)     | <p data-bbox="331 1205 1206 1279"><b><u>Policy, Finance &amp; Administration Committee : 1 July 2014</u></b><br/><b><u>Minute P8 - Discretionary Pension Policies</u></b></p> <p data-bbox="331 1319 1461 1424"><b><u>RESOLVED</u></b> that the Head of Communications in consultation with the Head of Central Services be given delegated authority to agree application of the Discretionary powers as detailed in 5.2 below.</p> <p data-bbox="331 1464 1461 1606"><i>(5.2 The financial implications in each instance will be considered individually and the discretion will only be allowed where it is in the best financial interests of the Council and agreed by the Head of Communications in consultation with the Head of Central Services.)</i></p> <p data-bbox="331 1646 1094 1680"><i>(The relevant report is re-circulated with this agenda.)</i></p>   |

| Item No.  | Item  |  |               |                    |             |   |             |           |                                 |  |   |  |                                   |  |  |           |  |
|---|---|--|---------------|--------------------|-------------|---|-------------|-----------|---------------------------------|--|---|--|-----------------------------------|--|--|-----------|--|
| 9.  | <p><b>QUESTIONS FROM MEMBERS</b></p> <p>(a) The Chairmen of Committees to answer any questions upon items of reports of Committees when those items are being received or under consideration by the Council in accordance with Council Procedure Rule 10.1 of the Constitution :-</p> <table data-bbox="341 421 1423 748"> <tr> <td data-bbox="341 421 1219 454">Policy, Finance &amp; Administration Committee</td> <td data-bbox="1219 421 1423 454">16 April 2014</td> </tr> <tr> <td data-bbox="341 454 1219 488">Planning Committee</td> <td data-bbox="1219 454 1423 488">29 May 2014</td> </tr> <tr> <td data-bbox="341 488 1219 562">Rural, Economic &amp; Environmental Affairs Committee</td> <td data-bbox="1219 488 1423 521">4 June 2014</td> </tr> <tr> <td data-bbox="181 562 312 595">To Follow</td> <td data-bbox="341 562 1423 595">Planning Committee 12 June 2014</td> </tr> <tr> <td data-bbox="181 595 312 629"></td> <td data-bbox="341 595 1423 629">Community &amp; Social Affairs Committee 18 June 2014</td> </tr> <tr> <td data-bbox="181 629 312 663"></td> <td data-bbox="341 629 1423 674">Governance Committee 23 June 2014</td> </tr> <tr> <td data-bbox="181 663 312 696"></td> <td data-bbox="341 663 1423 707">Ad Hoc Planning Committee 26 June 2014</td> </tr> <tr> <td data-bbox="181 696 312 730">To Follow</td> <td data-bbox="341 696 1423 748">Policy, Finance &amp; Administration Committee 1 July 2014</td> </tr> </table> <p>(b) The Mayor, the Leader and the Chairmen of Committees to answer any questions on any matters in relation to which the Council has powers or duties or which affect the Borough of which due notice has been given in accordance with Council Procedure Rule 10.5.</p> <p>There are no questions received under Procedure Rule 10.5(a)</p> | Policy, Finance & Administration Committee | 16 April 2014 | Planning Committee | 29 May 2014 | Rural, Economic & Environmental Affairs Committee | 4 June 2014 | To Follow | Planning Committee 12 June 2014 |  | Community & Social Affairs Committee 18 June 2014 |  | Governance Committee 23 June 2014 |  | Ad Hoc Planning Committee 26 June 2014 | To Follow | Policy, Finance & Administration Committee 1 July 2014 |
| Policy, Finance & Administration Committee        | 16 April 2014   |  |               |                    |             |   |             |           |                                 |  |   |  |                                   |  |  |           |  |
| Planning Committee                                | 29 May 2014   |  |               |                    |             |   |             |           |                                 |  |   |  |                                   |  |  |           |  |
| Rural, Economic & Environmental Affairs Committee | 4 June 2014   |  |               |                    |             |   |             |           |                                 |  |   |  |                                   |  |  |           |  |
| To Follow   | Planning Committee 12 June 2014   |  |               |                    |             |   |             |           |                                 |  |   |  |                                   |  |  |           |  |
|   | Community & Social Affairs Committee 18 June 2014   |  |               |                    |             |   |             |           |                                 |  |   |  |                                   |  |  |           |  |
|   | Governance Committee 23 June 2014   |  |               |                    |             |   |             |           |                                 |  |   |  |                                   |  |  |           |  |
|   | Ad Hoc Planning Committee 26 June 2014  |  |               |                    |             |   |             |           |                                 |  |   |  |                                   |  |  |           |  |
| To Follow   | Policy, Finance & Administration Committee 1 July 2014  |  |               |                    |             |   |             |           |                                 |  |   |  |                                   |  |  |           |  |
| 10.   | <p><b>MOTIONS ON NOTICE</b></p> <p>There are none received in accordance with Procedure Rule 11.1</p>   |  |               |                    |             |   |             |           |                                 |  |   |  |                                   |  |  |           |  |
| 11.   | <p><b>MELTON LOCAL PLAN - SUSTAINABILITY APPRAISAL SCOPING REPORT</b></p> <p>The Head of Regulatory Services to submit a report to seek approval of the recommendation of the Melton Local Plan Working Group for the consultation of the Melton Local Plan Sustainability Appraisal Scoping Report.</p>  |  |               |                    |             |   |             |           |                                 |  |   |  |                                   |  |  |           |  |
| 12.   | <p><b>MELTON LOCAL PLAN : STRATEGIC HOUSING MARKET ASSESSMENT</b></p> <p>The Head of Regulatory Services to submit a report to introduce the findings of the SHMA report and seek its approval as technical evidence to inform the Local Plan</p>   |  |               |                    |             |   |             |           |                                 |  |   |  |                                   |  |  |           |  |
| 13.   | <p><b>ANNUAL REPORT ON THE TREASURY MANAGEMENT ACTIVITIES AND ACTUAL PRUDENTIAL INDICATORS 2013-14</b></p> <p>The Head of Central Services to submit a report which provides a summary of the Treasury activities in 2013-14 and covers the actual position on the Prudential Indicators in accordance with the Prudential Code</p>   |  |               |                    |             |   |             |           |                                 |  |   |  |                                   |  |  |           |  |

# Advice on Members' Interests

## **COUNCIL MEETINGS - COMMITTEE MINUTES : DECLARATION OF INTERESTS**

Interests need not be declared at Full Council in relation to Committee Minutes which do not become the subject of debate at Full Council (ie. Minutes referred to solely on a page by page basis when working through the Minutes of each Committee.)

An interest must be declared at Full Council as soon as it becomes apparent that a relevant Committee Minute is to be debated – this applies even if an interest has been declared at Committee and is recorded in the Minutes of that Committee.

## **PERSONAL AND NON-PECUNIARY INTERESTS**

If the issue being discussed affects you, your family or a close associate more than other people in the area, you have a personal and non pecuniary interest. You also have a personal interest if the issue relates to an interest you must register under paragraph 9 of the Members' Code of Conduct.

**You must state that you have a personal and non-pecuniary interest and the nature of your interest.** You may stay, take part and vote in the meeting.

## **PERSONAL AND PECUNIARY INTERESTS**

If a member of the public, who knows all the relevant facts, would view your personal interest in the issue being discussed to be so great that it is likely to prejudice your judgement of the public interest and it affects your or the other person or bodies' financial position or relates to any approval, consent, licence, permission or registration then **you must state that you have a pecuniary interest, the nature of the interest and you must leave the room\***. You must not seek improperly to influence a decision on that matter unless you have previously obtained a dispensation from the Authority's Governance Committee.

## **DISCLOSABLE PECUNIARY INTERESTS AND OTHER INTERESTS**

**If you are present at any meeting of the Council and you have a disclosable pecuniary interest in any matter to be considered or being considered at the meeting, if the interest is not already registered, you must disclose the interest to the meeting. You must not participate in the discussion or the vote and you must leave the room.**

You may not attend a meeting or stay in the room as either an Observer Councillor or \*Ward Councillor or as a member of the public if you have a pecuniary or disclosable pecuniary interest\*.

## **BIAS**

If you have been involved in an issue in such a manner or to such an extent that the public are likely to perceive you to be biased in your judgement of the public interest (bias) then you should not take part in the decision-making process; you should leave the room. **You should state that your position in this matter prohibits you from taking part.** You may request permission of the Chair to address the meeting prior to leaving the room. The Chair will need to assess whether you have a useful contribution to make or whether complying with this request would prejudice the proceedings. A personal, pecuniary or disclosable pecuniary interest will take precedence over bias.

In each case above, you should make your declaration at the beginning of the meeting or as soon as you are aware of the issue being discussed.\*

\*There are some exceptions – please refer to paragraphs 13(2) and 13(3) of the Code of Conduct.