

**BOROUGH COUNCIL OF KING'S LYNN AND WEST NORFOLK**

**CABINET DECISION SHEET**

**Decision Sheet from the Meeting of the Cabinet held on  
Tuesday, 1 July 2014 at 5.30pm in the Committee Suite, King's Court,  
Chapel Street, King's Lynn**

**PRESENT:** Councillor N J Daubney (Chairman).  
Councillors A Beales, Lord Howard, A Lawrence, B Long,  
Mrs E Nockolds, D Pope and Mrs V M Spikings.

1. **MINUTES**

**RESOLVED:** The Minutes of the Meeting held on 11 June 2014 were approved as a correct record and signed by the Chairman.

2. **URGENT BUSINESS**

There was no urgent business.

3. **DECLARATIONS OF INTEREST**

None

4. **CHAIRMAN'S CORRESPONDENCE**

None.

5. **MEMBERS PRESENT PURSUANT TO STANDING ORDER 34**

Councillor D J Collis attended for item 9. 7) A Boards.

6. **CALLED IN MATTERS**

None

7. **FORWARD DECISIONS LIST**

The forward decision list was noted.

8. **MATTERS REFERRED TO CABINET FROM COUNCIL BODIES**

i) **Resources and Performance Panel: 24 June 2014**

The Panel made the following recommendations to Cabinet, which were dealt with when Cabinet considered the reports on the agenda:

RP24: Cabinet Report: Business Rates And Council Tax Amendments In Flooding Reliefs

RESOLVED: That the Panel support the recommendations to Cabinet as follows:

1. Cabinet recommend to Council to extend the council tax discount for properties adversely affected by flooding from three months to an indefinite time in line with Central Government guidance.
2. Cabinet recommend to Council to agree in advance to an amended business rates discount if Central Government subsequently amend their guidance.

ii) **Regeneration, Environment and Community Panel – 25 June 2014**

The Panel made the following recommendations to Cabinet, which were dealt with when Cabinet considered the reports on the agenda:

REC21: Cabinet Report – Residential Caravan Site Licensing

RESOLVED: That the Regeneration, Environment and Community Panel support the recommendation to Cabinet as follows:

Members approve the external consultation in respect to the proposed review and amendment of site licence conditions for residential sites across the Borough.

REC22: Cabinet Report – A Boards Enforcement

RESOLVED: That the Regeneration, Environment and Community Panel make the following recommendations to Cabinet:

(i) That Cabinet approve the guidelines as detailed in the attached Appendix 2 and delegate authority to the Executive Director, Commercial Services in consultation with the Portfolio Holders for ICT, Leisure and Public Space and Housing and Community to amend the guidelines as required.

**(ii) That Cabinet implement a £50 charge for the licence to cover a period of three years.**

9. **REPORTS**

<p>1) Award of the Honorary Freedom of the Borough: No 42F (King's Lynn) Sqn, Air Training Corps (page 9)</p>	<p><b>RECOMMENDED:</b> 1) That an Extraordinary Meeting of the Council be held prior to the Council meeting on 25 September 2014 in order to approve the award of the Honorary of Freedom of the Borough to the No 42F (King's Lynn) Sqn Air Training Corps, under s249 of the Local Government Act 1972, in recognition of the eminent services that the Corps has given to the Borough over the last 75 years.</p> <p>2) That the common seal of the Council be affixed to a certificate to be presented to Corps at a formal ceremony at The Town Hall on the evening of 2 October 2014 at a cost of approximately £2,000 which will be met from the Corporate Events Budget.</p> <p><b>Reason for Decision</b> To recognise the No 42 (King's Lynn) Sqn Air Training Corps and the service they have given to the Borough over the last 75 years.</p>
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<p>2) Benefits and Revenues Fraud Policy – Introduction of Civil Penalties for Council Tax (page 15)</p>	<p><b>RECOMMENDED:</b> 1) That the proposal for the use of Civil Penalties for Council Tax only be approved.  2) That the proposal for the use of Prosecution and a sanction of a Simple Caution, for Council Tax and Business Rates be approved.  3) That the inclusion of the investigation of Council Tax and Business Rates fraud be noted.</p> <p><b>Reason for Decision</b>  To include the use of Civil Penalties for Council Tax within the existing Benefits &amp; Revenues Fraud Policy when a person fails to supply information requested, knowingly supplies inaccurate information, or fails without reasonable excuse to notify that relevant circumstances have changed, which affect the Council Tax account. To include the use of Prosecution and a sanction of a Simple Caution within the Benefits &amp; Revenues Fraud Policy.</p>
<p>3) Delegation of Approval of the Council Taxbase to the S151 Officer in consultation with the Council Leader (page 26)</p>	<p><b>RECOMMENDED:</b> That delegated authority be granted to the Council’s s151 Officer in consultation with the Council Leader to approve the annual Council Tax Base for the Borough.</p> <p><b>Reason for Decision</b>  To allow sufficient time for the Council Tax Support scheme and Council Tax Discount resolutions to be prepared and taken through the Cabinet and Council process and to delegate a purely administrative item to the s151 Officer in consultation with the Council Leader.</p>
<p>4) Business Rates and Council Tax – Amendments to Flooding Reliefs (page 29)</p>	<p><b>RECOMMENDED:</b> That the council tax discount be extended for properties adversely affected by flooding from three months to an indefinite time in line with Central Government guidance.</p> <p><b>Reason for Decision</b>  To allow the amended flood relief to be awarded to qualifying council tax payers.</p>

<p>5) Annual Treasury Report 2012/13 (page 32)</p>	<p><b>RESOLVED:</b> 1) That the actual 2013/2014 prudential and treasury indicators in this report be approved, and the report be noted. 2) That the amendment to the strategy for 2014/2015 be approved.</p> <p><b>Reason for the Decision</b></p> <p>The Council must make an annual review of its Treasury operation for the previous year, as part of the CIPFA code of Practice</p>
<p>6) Residential Caravan Site Licensing (page 51)</p>	<p><b>RESOLVED:</b> That the external consultation in respect to the proposed review and amendment of site licence conditions for residential sites across the Borough be approved.</p> <p><b>Reason for Decision</b></p> <p>To ensure residential caravan site licence conditions are refreshed to meet current requirements.</p>
<p>7) "A" Boards Enforcement (page 71)</p>	<p><b>RESOLVED:</b> That the guidelines as detailed in the attached Appendix 2, (with the amendment to the fees to £25 per annum) be approved, and authority be delegated to the Executive Director, Commercial Services in consultation with the Portfolio Holders for ICT, Leisure &amp; Public Space and Housing &amp; Community to make minor amendments to the guidelines as required.</p> <p><b>Reason for Decision</b></p> <p>To allow effective management of A board signage in the town centre pedestrian areas. The fee is set at that level to reflect Member's concern for the cost of the Licence, but set annually to ensure that the checks on the public liability insurance are carried out each year.</p>
<p>8) Local Government and Public Involvement in Health Act 2007 – Requests for Variations of Number of Parish Councillors (page 86)</p>	<p><b>RECOMMENDED:</b> That those variations within the Council's scale be approved as follows:</p> <p>Burnham Market – to 9 Councillors Shouldham – to 8 Councillors</p>

	<p>Welney – to 8 Councillors.</p> <p><b>Reason for Decision</b> To ensure that the Council meets its statutory obligation, whilst maintaining the scale previously set by the Council</p>
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**The Meeting closed at 6.28 pm**