

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK

CABINET DECISION SHEET

Decision Sheet from the Meeting of the Cabinet held on Tuesday, 3rd November, 2015 at 5.30 pm in the Committee Suite, King's Court, Chapel Street, King's Lynn

PRESENT: Councillor A Beales (Vice-Chairman in the Chair)

Councillors R Blunt, A Lawrence, B Long, Mrs E Nockolds and D Pope

Apologies for absence were received from Councillors N Daubney and Lord Howard

1 **MINUTES**

RESOLVED: That the Minutes of the Meeting held on 6 October 2015 were approved as a correct record and signed by the Chairman.

2 **URGENT BUSINESS**

None

3 **DECLARATIONS OF INTEREST**

None

4 **CHAIRMAN'S CORRESPONDENCE**

None

5 **MEMBERS PRESENT UNDER STANDING ORDER 34**

None

6 **CALLED IN MATTERS**

None

7 **FORWARD DECISIONS**

The Forward Decision list was noted. Councillor Long requested that a report be brought to Cabinet on the charging policy for parking and charging of electric cars which he considered cut across a number of portfolios, his own Councillor Pope's and Councillor Daubney's.

Councillor Beales undertook to speak to the Leader about including an item.

8 **MATTERS REFERRED TO CABINET FROM OTHER BODIES**

i) Audit and Risk Committee - 27 October 2015

The following recommendation was taken into account during consideration of the item on the agenda:

AR61: Mid Year Treasury Report

RESOLVED: The Panel support the recommendation to Cabinet as follows:

Cabinet is asked to note the report and the treasury activity.

ii) Resources and Performance Panel – 27 October 2015

The following recommendation was taken into account during consideration of the item on the agenda:

RP70 Cabinet Report: Customer Services and Channel Shift

RESOLVED: The Panel supported the recommendations as set out in the Cabinet report, together with the following additional recommendation:

Members wished to receive assurance that adequate consultation and communications arrangements would be put in place prior to implementation in April 2016.

iii) Joint Regeneration & Development and Environment and Community Panels – 28 October 2015

The following recommendations were taken into account during consideration of the items on the agenda:

RD&EC76: Cabinet Report - Review Of Hackney Carriage And Private Hire Licensing Fees

RESOLVED:

(i) That an update on the ability for private hire operators to sub contract to another local authority operator be provided to the Panel in 12 months time.

(ii) That the Regeneration and Development & Environment and Community Panel support the recommendations to Cabinet as follows:

1. The Council approves the new fee structure for drivers of hackney carriages and private hire vehicles;
2. The Council approves the new fee structure for private hire operators.
3. The Council approves the new fee structure for vehicles and other sundry matters attached in the fee structure.

RD&EC77 Cabinet Report - Gambling Act Policies

RESOLVED: That the Regeneration and Development & Environment and Community Panel supported the recommendation to Cabinet as set out below:

That the Council be invited to adopt the Statement of Principles in accordance with the requirements of the Gambling Act 2005.

RD&EC78 Cabinet Report - Licensing Act Policies

RESOLVED: That the Regeneration and Development & Environment and Community Panel support the recommendations to Cabinet as set out below:

That the Council be invited to adopt the revised Statement of Licensing Policy in accordance with the requirements of the Licensing Act 2003.

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CUSTOMER SERVICES AND CHANNEL SHIFT

RECOMMENDED: That the following be agreed:

- 1) the withdrawal of a drop in service for enquiries at Kings Court and to offer pre-booked appointments to customers who are unable to resolve their enquiry by telephone or online
- 2) the reduction of the opening days at the Downham Market Office to 2 days per week (Monday and Friday)
- 3) the reduction of the opening days at the Hunstanton Office to 2 days per week (Tuesday and Thursday)
- 4) that adequate consultation and communications arrangements be put in place prior to implementation in April 2016.

Reason for Decision

To manage the demand for council services more effectively, provide an improved service for customers and ensure that resources are directed at the customers who, for a variety of reasons, may require a more personal service.

Recommendation 4 is to ensure the concerns of the Resources and Performance Panel are taken into account.

10 **TREASURY MANAGEMENT - MID YEAR REPORT**

RESOLVED: That the report and the treasury activity be noted.

Reason For Decision

The Council must make a Mid -Year Review of its Treasury operation, as part of the CIPFA code of Practice

11 **LICENSING ACT 2003 - STATEMENT OF LICENSING POLICY**

RECOMMENDED: That the revised Statement of Licensing Policy be adopted in accordance with the requirements of the Licensing Act 2003.

Reason for Decision

It is a statutory requirement that the Council adopts a Statement of Licensing Policy and review and publish that policy each five year period.

12 **GAMBLING ACT - REVIEW OF POLICIES**

RECOMMENDED: That the Council be invited to adopt the Statement of Principles in accordance with the requirements of the Gambling Act 2005.

Reason for Decision

It is a Statutory requirement that the Council adopts a Statement of Principles

13 **REVIEW OF HACKNEY CARRIAGE AND PRIVATE HIRE LICENSING FEES**

RECOMMENDED: 1) That the new fee structure for drivers of hackney carriages and private hire vehicles be approved;

2) That the new fee structure for private hire operators be approved.

3) That the new fee structure for vehicles and other sundry matters attached in the fee structure set out in the report be approved.

Reason for Decision

The Council has to set reasonable fees based on cost recovery for the service provided.

14 **RESIDENTIAL CARAVAN SITE LICENSING**

RECOMMENDED: 1) That the report be noted and the approach to dealing with, and enforcement associated with residential caravan sites be endorsed.

2) That the amendments to the standard residential caravan site licence conditions be approved.

3) That the adoption of the proposed Fees Policy to commence on the 1st April 2016 be agreed.

4) That the Chief Executive, in consultation with the Portfolio Holder with responsibility for Housing and Community be given delegated authority to make minor amendments to the standard conditions to ensure it complies with legislative requirements, Government Guidance and caselaw.

Reason for Decision

To ensure residential caravan site licence conditions are updated, appropriately enforced and to ensure that the licensing function is appropriately funded.

15 **POLLING DISTRICT AND POLLING PLACE REVIEW**

RECOMMENDED: That the Polling District and Polling Place Review Schedule attached to the agenda be adopted

Reason for Decision

To ensure that the Council meets its statutory obligations in reviewing the Polling Places.

The meeting closed at 6.40 pm