

## North York Moors National Park Authority

Public Minutes of the meeting held at The Old Vicarage, Helmsley on Monday 1 February 2016.

### Present:

Ena Dent, Michael Dick, David Jeffels, Christopher Massey, Ted Sanderson, Andrew Scott, Jeremy Walker, Andy Breckon (Independent Member).

### Apologies:

Jim Bailey, Malcolm Bowes, Caroline Patmore,

### Officers in Attendance:

Andy Wilson (Chief Executive), Irene Brannon (Director of Corporate Services), Chris France (Director of Planning), David Renwick (Director of Conservation), Richard Gunton (Director of Park Services), Paul Fellows (Head of Strategic Policy), Ian Nicholls (Assistant Director of Corporate Services), Richard Smith (Authority Solicitor), Tom Stephenson (External Funding Officer), Vanessa Burgess (Committees Officer), Karen Iveson (NYCC, s151 Officer), Lisa Dixon (Monitoring Officer), Rob Walker (Auditor, KPMG)

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### Copies of All Documents Considered Are In The Minute Book

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Jeremy Walker, Chair of FRASC, welcomed everyone to the meeting, in particular Irene Brannon, Director of Corporate Services who had recently returned to work after a bout of illness.

### 01/16 Minutes

**Resolved:**

That the public minutes of the meeting held on 23 November 20145, having been printed and circulated, be taken as read and be confirmed and signed by the Chair as a correct record.

### 02/16 Members Interests

Members were reminded of their responsibility to declare any personal and prejudicial interests relating to any agenda item prior to its consideration.

### 03/16 Exclusion of the Public

Jeremy Walker advised members that Item 15, Complaints and Compliments, would be discussed at an earlier point in the meeting, directly after Item 8 on the agenda.

**Resolved:**

That the public be excluded from the meeting during consideration of each of the items of business shown in column 1 of the following table on the grounds that each involves the likely disclosure of exempt information as defined in the paragraph of Part 1 Schedule 12A to the Local Government Act 1972 specified in column 2:-

Item No on the Agenda	Paragraph No
14	1,2,3,4
15	1,2,3,4
16	1,2,3,4
17	1,2,3,4

04/16 **Finance Update**

Considered:

The report of the Director of Corporate Services.

Irene Brannon, provided members with a finance update, covering the period 1 April 2015 to 31 Dec 2015.

Members asked about the following:

- Underspend
- Car park revenue and possible future options re: short stay parking charges
- Damaged traffic counter at the Hole of Horcum
- Presentation issues with finance report
- Outturn figures
- Grant Settlement information

Irene Brannon informed members that the car park charges had yet to be increased, the increase would take place in April 2016. Growing visitor numbers this year, were responsible for a reported increase in revenue.

Andy Wilson, Chief Executive informed members that their suggestions regarding short stay charges would be looked at as part of the Business Plan.

The damaged traffic counter at the Hole of Horcum was to be investigated, to see if it could be repaired.

The Chair informed members that the presentation of issues surrounding finance reports, were to be looked at by Officers and Members. Any member who was interested, wished to help/attend the meeting should inform the Chair.

The Chief Executive advised members on circumstances which had led to the current underspend, including grant money issues relating to the Countryside Stewardship Scheme and management capacity to do certain jobs.

The Chief Executive shared the good news with members regarding the Authority's grant settlement from Defra and gave members a copy of the letter from Rory Stewart, which updated them on the position re: National Parks going forward for the next four years.

**Action:** Coast Area Ranger to investigate the possibility of repairing the damaged traffic counter at the Hole of Horcum.

**Action:** Officers to look at short stay car park charges as part of Business Plan work.

**Resolved:** Members noted the current financial position and noted the highlighted virements at **Appendix 4**.

## 05/16 Treasury Management and Prudential Code

Considered:

The report of the Treasurer.

Karen Iveson, s151 Officer, NYCC, informed members that interest rates remained low making the current climate challenging.

Members asked about the following:

- Possibility of using reserves to lend to other authorities
- Whether investments had to be low risk only

Karen Iveson informed members that lending reserves, was an option, possibly in areas such as pension funds and that investment risks would be properly assessed/checked beforehand.

**Action:** Karen Iveson agreed to update members further on this subject at the next FRASC meeting.

**Resolved:** Members recommended to the Authority at its meeting on 21 March 2016 to:

- (i) approve the Annual Treasury Management Strategy for 2016/17 as detailed in the **Appendix**, including the Prudential Indicators set out in Section 3, and the Minimum Revenue Provision policy set out in Section 9 of that Strategy.
- (ii) adopt the Annual Investment Strategy agreed by the County Council for 2016/17.
- (iii) approve the affordable borrowing limit of £603.3k for 2016/17, under section 3(i) of the Local Government Act 2003 as set out in Paragraph 3 (iv) of the **Appendix**.
- (iv) confirm the delegation to the Treasurer, as agreed in previous years, for the following matters:-
  - (a) any need to effect changes between the separate agreed limits for borrowing and other long term liabilities (such as finance leases) in accordance with option appraisal, value for money or other relevant factors. This applies to the Prudential Indicators in paragraph 3(iv) and 3(v) of the **Appendix**.
  - (b) decisions to borrow from the PWLB and money markets at the most advantageous rate, as set out in Paragraph 6.3 of the **Appendix**.

## 06/16 **Budget Estimate**

Considered:

The report of the Chief Executive, s151 Officer and the Director of Corporate Services.

Andy Wilson, Chief Executive thanked Karen Iveson and her NYCC colleagues for standing in for Irene Brannon. The members also voiced their thanks.

Irene Brannon, Director of Corporate Services informed members that the increase in grant settlement equated to £70k per annum.

Members commented on:

- s106 income
- whether new local plan work etc was included in the updated budget
- amounts to be transferred into reserves
- possibility of investing funds elsewhere

Irene Brannon advised members that the s106 figure was £50k higher, but so was the expenditure, thus a nil return. Irene confirmed that the updated budget did include local plan work etc.

The Chief Executive highlighted to members that the amount the Authority needed to take from reserves kept declining. He advised members that it was for them to decide as part of the Business Plan work, where/how funds might be invested.

**Resolved:** Members noted the proposals for the budget 2016/17 and contents of the report, and approved the work to date including the allocation of reserves in section 5.

**As agreed at the start of the meeting, the committee went into private session at this point, to discuss item 15 – Complaints and Compliments Update**

## 07/16 **Complaints and Compliments Update**

The Committees Officer updated Members on the details of the complaints and compliments received by the Authority in Quarter 3 of 2015/16.

The Director of Planning, Chris France updated members on a specific planning complaint relating to incorrect verbal advice given in relation to a planning permission query. After discussions between Officers and Members, members agreed to authorise the payment of £852.30p to cover a proportion of the works. Members thanked the Director of Planning for the update. Independent Member, Andy Breckon, highlighted the compliments received.

**Resolved:** That the findings of the Officers and the action taken in those cases where the complaint was found to be substantiated be noted and confirmed. Members authorised payment in relation to a specific planning complaint

**Committee returned to public session**

## 08/16 **Business Plan 2016/17**

Considered:

The report of the Senior Management Team.

Andy Wilson, Chief Executive, informed members that Defra and other organisations had been very encouraging about the Authority's Apprenticeship work and were keen that the Authority share its expertise/knowledge in this area beyond the Park. This may require additional resources.

Members commented on the following:

- Approach to CCG's/Health Authorities for RoW funding
- Use Business Plan as a basis for periodic reporting
- RoW agreements with NYCC and Redcar and Cleveland BC
- Need to improve presentation, need for consistent headings across reports
- Possibility of Redcar & Cleveland BC using grant funding to pay for local ROW work to be carried out by NYMNP staff

### **David Jeffels left the meeting at 11.20am**

Richard Gunton, Director of Park Services, informed members that the NP was already in talks with CCG's and Health and Wellbeing depts. and Public Health England to discuss ways the NP could be further used to benefit health.

Richard Gunton informed members that the current RoW agreement was working well and asked members to approve renewal as detailed in Recommendation 9.2, but with slightly amended wording to that shown in the report. Amendment to read:

**on the same terms as the agreement currently in place with NYCC, to take effect from 1 April 2016.**

**Resolved:** Members commented on the content of the report and appendices and approved the proposals subject to their amendments and further work prior to submission for approval at the Authority meeting on 21 March 2016.

Members approved the signing of Public Rights of Way Delegation Agreements with both North Yorkshire County Council and Redcar and Cleveland Borough Council, on the same terms as the agreement currently in place, with NYCC to take effect from 1 April 2016. Members request that Officers continue to actively review and pursue desirable amendments to the terms and conditions with the parties.

## 09/16 **Annual Standards and Ethical Review**

Considered:

The report of the Assistant Director of Corporate Services

Ian Nicholls, Assistant Director of Corporate Services provided members with the annual review of the Authority's performance on Standards and Ethical issues.

Members commented on the following:

- Planning performance, be useful for the review to include other targets in addition to planning appeals decisions
- Regular opportunities for members to receive governance training
- Report a little disjointed, reconsider report content for next year

Chris France, Director of Planning informed members that planning performance information is provided at planning committee on a quarterly basis.

Ian Nicholls, noted members comments regarding the content of the report.

Members re-iterated their authorisation for payment in relation to the planning complaint set out in paragraph 3.4 of the report and previously discussed in private session under item 15.

Andy Breckon, Independent member, commended members on their performance during a very difficult year.

**Resolved:** Members noted the contents of the report, authorised payment in relation to the complaint as set out in paragraph 3.4 and made suggestions for further work on standards issues and the potential content of the annual governance statement.

## 10/16 External Funding

Considered:

The report of the External Funding Officer

Tom Stephenson, External Funding Officer, updated members on 4 areas of funding work, currently in the pipeline:

- Coastal Communities team
- HLF – Rye and Turtle Doves project
- TEL – Education element, Ross Foundation
- ESK – Phase II

Members commented on the following:

- Turtle Doves project, good for engaging the public
- Increasing visitor numbers to some coastal areas, difficult due to lack of parking
- Confidence in staff capacity to undertake work if projects progress
- Good piece of work, but need to continue to improve presentation elements

Andy Wilson, Chief Executive advised members that this work was still in its early stages, work in progress.

Tom Stephenson, External Funding Officer told members that he would continue to work to get the dataset correct.

**Resolved:** Members approved the contents of the report, the current work being done to secure external funding and the future approach outlined to developing and prioritising projects.

11/16 **Health and Safety Update**

Considered:

The report of the Assistant Director of Corporate Services

Ian Nicholls, Assistant Director of Corporate Services updated members on H&S issues, a regular standing item now on FRASC agenda.

Members queried the mechanisms for reporting near misses and also requested better cross referencing with the Authority's Business Plan.

Ian Nicholls informed members that near misses were systematically reported via H&S meetings and recorded in the meeting notes. Ian also informed members that two reported near misses this year had resulted in changes to procedures/actions and that H&S was also discussed in team meetings, H&S Bulletins and report forms.

**Resolved:** Members noted the progress made on the Health and Safety action plan for 2015/16, and approved and made comments on the proposed plan for 2016/17

12/16 **Risk Management Strategy Update**

Considered:

The report of the Director of Corporate Services

Members queried the stated "no financial implications" mentioned in the report.

Irene Brannon assured members that there were no additional charges, this work was part of the service provided by NYCC.

The Auditor, Rob Walker, from KPMG, advised that the risk register was an important document and a good way to offer members assurance.

Members considered it a useful document for scrutiny purposes too.

**Resolved:** Members approved the contents of the report and the appendices.

..... (Chair)  
6 June 2016

**Public Summary of Items considered "in private"  
at the meeting of the Finance, Risk, Audit and Standards Committee  
on 1 February 2016**

**Private Minutes**

Members agreed that the private minutes of the meeting held on 23 November 2015, having been printed and circulated, be taken as read and be confirmed and signed by the Chair as a correct record.

**Update on the Visitor Centre Business Plans and Working Group Meetings**

Michael Graham, Assistant Director of Park Services updated members on the work of the Visitor Centre Working Group and presented members with a draft 'Vision and Plan for Sutton Bank' for discussion.

The report focused on three main elements:

- Enhancing what's already on offer
- Attracting more visitors
- Increasing income

Michael Graham informed members that the Moors Centre had not been included in the report as it was hoped that some investment would take place at the Moors Centre anyway, if the TEL project was successful.

Members spoke of the importance of having a long term plan for the Sutton Bank Centre and asked for further clarification on possible additional cycle routes.

After further discussion, members noted and approved the report.

**Financial Service Provision (verbal update)**

Andy Wilson, Chief Executive, updated Members on the situation regarding the Authority's Financial Service provision. After discussions, members agreed that the Authority seek to finalise a new contract with NYCC.