



---

## MINUTES

**Meeting:** **Audit Resources & Performance Committee**

**Date:** Friday 4 March 2016 at 10.00 am

**Venue:** The Board Room, Aldern House, Baslow Road, Bakewell

**Chair:** Cllr A McCloy

**Present:** Cllr C Furness, Mrs P Anderson, Mr Z Hamid, Ms S Leckie,  
Cllr Mrs L C Roberts and Cllr D Williams

Cllr D Chapman attended to observe and speak but not vote.

**Apologies for absence:** Mrs F Beatty, Cllr A R Favell, Cllr D Greenhalgh, Cllr Mrs G Heath,  
Cllr S Marshall-Clarke, Cllr C McLaren, Mrs E Sayer, Cllr Mrs N Turner,  
Cllr F J Walton and Mr P Ancell.

### **8/16 CHAIR'S ANNOUNCEMENTS**

The Chair welcomed Simon Malcolm, Director of Commercial Development and Outreach to his first meeting of the Committee.

### **9/16 MINUTES OF PREVIOUS MEETING HELD ON 22 JANUARY 2016**

The minutes of the last meeting of the Audit, Resources and Performance Committee held on 22 January 2016 were approved as a correct record.

### **10/16 PUBLIC PARTICIPATION**

The Chair reported that two members of the public had given notice to speak under the public participation at meetings scheme.

### **11/16 MEMBERS DECLARATIONS OF INTEREST**

#### Item 10

It was noted that Cllr A McCloy had received a letter from Dr Peter Owens.

#### Item 12

It was noted that Cllr A McCloy had received a letter from Mr Alan Slater on behalf of the Castleton Chamber of Trade which he had asked to be circulated to all Members of the Committee.

---

**12/16 EXTERNAL AUDIT - 2015/16 AUDIT PLAN (A1362/RMM)**

The Committee received the 2015/16 External Audit Plan received from our external auditors, KPMG, setting out details of the audit and the key objectives.

John Cornett, Director and Katy Scott, Assistant Manager from KPMG attended the meeting to present the Plan and answer any questions. In presenting the Plan the Committee were asked to note the differences from previous years, particularly the requirement to carry out a more detailed analysis of the Annual Governance Statement before concluding the Value for Money assessment. It was noted that this work would require an additional fee of around £2,500, the actual amount would be subject to approval from Public Sector Appointments Limited.

The recommendation was moved, seconded, put to the vote and carried

**RESOLVED:**

**That the 2015/16 External Audit Plan be noted and acknowledged.**

**13/16 INTERNAL AUDIT REPORT BLOCK 2, 2015/16 (A1362/7/PN)**

The Committee considered a report setting out the internal auditors' recommendations for the second block of the 2015/16 audit and the agreed actions for consideration. The areas of activity considered in the report were:

- Risk Management
- Budget Management
- Complaints
- Grants (Outwards)
- Information Governance

Ian Morton from the Internal Auditors, Veritas, was present at the meeting to answer any questions relating to the audit report or process.

The recommendation was moved, seconded put to the vote and carried.

**RESOLVED:**

**To receive the internal audit reports for the four areas covered under Block 2 for 2015/16 (in Appendices 1 – 4 of the report) and also for the follow up report (Appendix 5 of the report); and the agreed actions considered.**

Ms Suzanne Leckie arrived at 10.15 am during consideration of this item.

**14/16 EXEMPT INFORMATION S100(A) LOCAL GOVERNMENT ACT 1972**

**RESOLVED:**

**That the public be excluded from the meeting during consideration of Agenda Item No. 9 to avoid the disclosure of Exempt Information under S100 (A) (4) Local Government Act 1972, Schedule 12A, Paragraph 7 "Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime."**

## **PART B**

### **SUMMARY**

The committee determined the following item, full details of which are in the exempt minutes:

15/14 Internal Audit Report Block 2, 2015/16 (A1362/7/PN)

## **PART A**

### **16/16 LOCAL GOVERNMENT OMBUDSMAN COMPLAINT (C355/JRS)**

The Committee considered a report setting out the findings of the Micro-Scrutiny Panel appointed by the Committee following consideration of a report from the Local Government Ombudsman at the meeting held on 6 November 2015. At that meeting the Committee had agreed that a micro-scrutiny review on neighbourhood notifications for planning applications was appropriate to consider the lessons to be learned from this case and looking in more detail at the process.

It was noted that the Chair of the Planning Committee would be asked to monitor the implementation of the recommendations and their impact.

The officer recommendations were moved, seconded, put to the vote and carried.

### **RESOLVED:**

- 1. To note and adopt findings of the report and recommendations, as follows:**
  - i. Planning officers to make a written log of all site visits and include photos.**
  - ii. Planning officers to erect the yellow site notices and consider the best position for this.**
  - iii. Planning officers to take a photo of the yellow site notice when erected.**
  - iv. Planning officers to consider if any neighbouring properties need to be notified by letter and deliver these whilst on site or ensure admin staff send letter on return to office.**
  - v. Administrative support staff to be given discretion to widen the 10m area if appropriate when preparing neighbour notifications.**
  - vi. Planning officers need to recognise they are the backstop and use their judgement on site.**
  - vii. Planning officers reports on applications (delegated and Planning Committee) need to be clear and concise with regard to neighbour notification and impact on neighbouring properties.**
- 2. To thank the Members of the Panel for their engagement in the micro-scrutiny process.**

The meeting was adjourned at 10.50 for a short break and reconvened at 11.00

---

**17/16 PROPOSED TRAFFIC REGULATION ORDER AT DERBY LANE (A76227/SAS)**

The Committee considered a report providing details on the outcome of consultation with statutory consultees under Regulation 4 of the National Park Authorities' Traffic Orders (Procedure) (England) Regulations 2007 for the proposed future management of the Derby Lane route.

It was noted that some Members of the Committee had visited the site on the previous date. Notes of the meeting were tabled at the meeting.

Additional correspondence from a consultee, Peak and Derbyshire User Group, was reported, raising objection to the proposal and copies of photographs of the route from Spring 2015 were circulated.

On the basis of the consultation, available evidence and the information in the report, it was recommended that the Authority should proceed to publication of its proposals for a permanent traffic regulation order (TRO) on this route.

Mrs Susan Woods spoken under the public participation at meetings scheme on behalf of the Peak District Green Lanes Alliance.

The recommendation was moved, seconded, put to the vote and carried.

**RESOLVED:**

**To publish notice of proposals for a Permanent Traffic Regulation Order under Section 22 BB(2)(a) Road Traffic Regulation Act 1984 that will have the effect of prohibiting use by mechanically propelled vehicles at any time on Derby Lane.**

**18/16 CASTLETON VISITOR CENTRE REMODELLING AND IMPROVEMENT PROPOSALS (A.214 /SB)**

The Committee considered a report providing an update on proposals for a significant remodelling and improvement of Castleton Visitor Centre and asked for approval of a capital project to take the proposals forward to support the delivery of key purposes and full cost recovery targets as part of the corporate strategy.

The Visitor Services Manager and the Corporate Property Manager were present to introduce the report and answer questions.

During the discussion Members highlighted the need for the planning application to draw out how the proposals would provide an unmet need for accessible facilities within the village that were not available within the existing businesses.

The recommendation was moved, seconded, put to the vote and carried.

**RESOLVED:**

- 1. To approve a capital project of up to £330,000 financed from borrowing.**
- 2. To authorise the let of contracts up to a maximum of £330,000 for a scheme to remodel and refurbish Castleton Visitor Centre internally.**

The meeting adjourned from 12.10pm to 12.15pm following consideration of this item.

---

**19/16 BROSTERFIELD CARAVAN AND CAMPING SITE, FOLOW - PROPOSED SUBMISSION OF REVISED PLANNING APPLICATION (P4484/TRS)**

The Chief Executive introduced the item and with support from the Property Manager was available to answer questions. The Committee were asked to consider the options for submitting a revised planning application for Brosterfield Caravan and Camping Site following further community consultation during 2015.

Mr Simon Wills spoke under the public participation at meetings scheme on behalf of the parish of Foolow.

The recommendation was moved, seconded, put to the vote and carried.

**RESOLVED:**

**To note the Part A report.**

**20/16 EXEMPT INFORMATION S100(A) LOCAL GOVERNMENT ACT 1972**

**RESOLVED:**

**To exclude the public be from the meeting during consideration of Agenda Item No. 12 to avoid the disclosure of Exempt Information under S100 (A) (4) Local Government Act 1972, Schedule 12A, Paragraph 3 (Information relating to financial or business affairs) as the report refers to a proposal and valuation which impact on the Authority's financial and business affairs. In these circumstances the public interest in maintaining the exemptions outweighs the public interest in disclosing the information.**

**PART B**

**SUMMARY**

The committee determined the following item, full details of which are in the exempt minutes:

21/14 Brosterfield Caravan and Camping Site, Foolow - Proposed Submission of Revised Planning Application (P4484/TRS)

The meeting ended at 12:45pm