

# NORTH HERTFORDSHIRE DISTRICT COUNCIL

## DECISION SHEET

Meeting of the Council held in the Council Chamber, District Council Offices, Gernon Road,  
Letchworth Garden City, SG6 3JF  
on Thursday, 27th February, 2025 at 7.30 pm

### 1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Lisa Nash, Steven Patmore, Sam Collins and Cathy Brownjohn.

### 2 MINUTES - 15 JANUARY AND 23 JANUARY 2025

**RESOLVED:** That the Minutes of the Meeting of the Committee held on 15 January and 23 January 2025 be approved as a true record of the proceedings and be signed by the Chair.

### 3 NOTIFICATION OF OTHER BUSINESS

There was no other business notified.

### 4 CHAIR'S ANNOUNCEMENTS

- (1) The Chair advised that, in accordance with Council Policy, the meeting would be recorded.
- (2) The Chair reminded Members that the Council had declared both a Climate Emergency and an Ecological Emergency. These are serious decisions, and mean that, as this was an emergency, all of us, Officers and Members had that in mind as we carried out our various roles and tasks for the benefit of our District.
- (3) The Chair drew attention to the item on the agenda front pages regarding Declarations of Interest and reminded Members that, in line with the Code of Conduct, any Declarations of Interest needed to be declared immediately prior to the item in question.
- (4) The Chair advised that the normal procedure rules in respect of debate and times to speak will apply.
- (5) The Chair advised that 4.8.23(a) of the Constitution did not apply to this meeting. A comfort break would be held at an appropriate time, should proceedings continue at length.
- (6) The Chair reminded the Committee about the upcoming Chair's Civic Event and Awards, being held on Friday 28 February 2025.

### 5 PUBLIC PARTICIPATION

There was no public participation at this meeting.

### 6 ITEMS REFERRED FROM OTHER COMMITTEES

The Chair advised that the item referred from Cabinet would be taken with the respective item on the agenda.

**7 COMMUNITY GOVERNANCE REVIEW - DRAFT PROPOSALS FOR PUBLIC CONSULTATION**

**RESOLVED:** That Council:

- (1) Noted the outcome of the first stage consultation.
- (2) Agreed the Draft Proposals for the Community Governance Review, launching a public consultation on these [note that the Final Recommendations will be considered at a future Council meeting, taking the results of the public consultation into account] to subject to the following amendments:

**i Letchworth:**

<b>Draft Proposals</b>	<p>(1) Create a new parish for Letchworth, served by a new Town Council, subject to engagement from local residents through the consultation, with wards to align to the district wards:</p> <p>Grange: 3                  Norton: 2                  South East: 3                  South West: 3                  Wilbury: 2</p> <p>(2) To ensure local people are aware of the proposal to establish a Town Council and the opportunities and implications of it, hard-copy leaflets should be produced with the Comms team and distributed to every household in Letchworth inviting them to respond to the consultation. The information will be entirely neutral, leaving the opportunity for local people to discuss and motivate the decision.</p>
------------------------	--

- ii. That the proposed number of councillors for parishes with fewer than 500 electors be reduced from 7 to 5.

- (3) Noted that hard-copy leaflets will be distributed to households in areas where external parish boundaries are proposed to be moved, new parish councils established, or new parish wards implemented.

**REASON FOR DECISIONS:** The Council is required to keep parish electoral arrangements under review. Following the Local Government Boundary Commission for England (LGBCE) review of district electoral arrangements (Council size and warding patterns), it is necessary to review parish arrangements across the district to bring them into alignment, ensure they remain fit for purpose, and to ensure they continue to reflect local needs. This report provides Draft Proposals following the first round of public consultation. Before Final Recommendations can be developed and considered, there must be a public consultation on the Draft Proposals, the responses to which will be taken into account in forming the Final Recommendations.

**8 LEADERSHIP TEAM AND SENIOR MANAGEMENT RESTRUCTURE**

**RESOLVED:** That Council:

- (1) Approved the ongoing additional budget of £112k per year for inclusion in the Budget 2025/26 (Revenue Budget and Investment Strategy).
- (2) Noted the proposed Leadership Team and Senior Management arrangements as set out in the report and the proposed timetable for the implementation of these arrangements.

**Thursday, 27th February, 2025**

- (3) Waived the constitutional requirements for the appoint of a Director, in this instance, and authorise the Head of Paid Service to offer the new role of Director - Regulatory to the current Service Director Housing and Environmental Health.
- (4) Authorised the Monitoring Officer and Chief Finance Officer to make the necessary amendments to the Council's Constitution (including the Contract Procurement Rules and Financial Regulations) and any consequential title changes to other Policy and Procedure documentation, to reflect the new Leadership Team and Senior Management arrangements.

**REASON FOR DECISIONS:** To ensure that the Council has a Leadership Team and Senior Management structure that is fit for purpose and is able to deliver the Council's priorities. The proposed structure also responds to one of the recommendations in the Corporate Peer Challenge report.

## **9 PAY POLICY STATEMENT 2025/26**

**RESOLVED:** That Council:

- (1) Approved the 2025/26 Pay Policy Statement attached at Appendix 1.
- (2) Delegated authority for revisions made in year to the Pay Policy Statement, to the Service Director - Resources, in consultation with the Leader of the Council. Revisions which might arise in the year include changes in structure, changes to employment benefits, subsequent pay awards agreed nationally and new legislative requirements.

**REASON FOR DECISIONS:** To comply with the requirements of Section 38 of the Localism Act 2011, Statutory Guidance issued under s40 and the Local Government Transparency Code 2015.

## **10 BUDGET 2025/26 (REVENUE BUDGET AND INVESTMENT STRATEGY)**

**RESOLVED:** That Council:

- (1) Noted the position on the Collection Fund and how it would be funded.
- (2) Noted the position relating to the General Fund balance and that due to the risks identified a minimum balance of £2.6 million was recommended.
- (3) Noted the revenue savings that were likely to be required in future years, combined with the Chief Finance Officer's section 25 report (Appendix D) which provided a commentary on the risks and reliability of estimates contained in the budget.
- (4) Approved the revenue savings and investments as detailed in Addendum Appendix B, as amended by additional proposals.
- (5) Approved the capital programme as detailed in Appendix C.
- (6) Approved a net expenditure budget of £22.914m, as detailed in Appendix E as amended.
- (7) Approved a Council Tax increase of 2.99%, which was in line with the provisions in the Medium Term Financial Strategy.
- (8) Approved the Investment Strategy as detailed in Appendix F.
- (9) Approved the adoption of the four clauses in relation to the Code of Practice on Treasury Management (as detailed in paragraphs 8.32 to 8.35).

- (10) Approved to increase Grant funding for Community Forums by £30,000 for 2025/26 only, in the light of the continued reduced support to local organisations from County Council Member Locality Budgets.
- (11) Approved to set aside a contingency budget of £40k in 2025/26 that will allow cost effective feasibility work to be carried out to further assess whether there are viable options for a Learner pool at Royston Leisure Centre.
- (12) Approved that once having spoken with residents, particularly in the rural communities, to add an additional Community Safety Officer post at a cost of £52,000 per year from 2025/26 onwards.

**REASONS FOR DECISIONS:**

- (1) To ensure that all relevant factors are considered in arriving at a budget (revenue and capital) and Council Tax level for 2025/26. To ensure that the budget is aligned to Council priorities for 2024-28 as set out in the Council Plan.
- (2) The Council's Investment Strategy is set to comply with relevant statutory guidance, including the CIPFA Prudential Code. The Strategy also sets out the Council's approach to risks in relation to the investment of surplus cash.

**11 COUNCIL TAX RESOLUTION 2025/26**

**RESOLVED:** That Council:

(1) Noted that at its meeting on 23 January 2025 the Council Tax Setting Committee confirmed the amount 50,836.30 as its Council Tax base for the year 2025/2026 in accordance with regulation 3 of the Local Authorities (Calculation of Council Tax Base) Regulations 2012 (the Regulations).

b) 50,836.30 being the amount calculated by the Council, in accordance with Regulation 3 of the Regulations, as its Council Tax base for the year.

c)

Parish/Town	Council Tax Base	Parish/Town	Council Tax Base
Ashwell	901.70	Knebworth	2,018.70
Barkway	438.90	Lilley	178.00
Barley	338.20	Offley	616.30
Bygrave	129.40	Pirton	702.50
Caldecote and Newnham	56.70	Preston	246.10
Clothall	86.90	Radwell	58.30
Codicote	1,711.30	Reed	160.60
Graveley	175.50	Royston	6,871.60
Great Ashby	2,012.10	Rushden and Wallington	212.10
Hinxworth	162.60	St Ippolyts	948.50
Holwell	160.20	St Pauls Walden	582.10
Ickleford	898.10	Sandon	247.50
Kelshall	80.90	Therfield	267.50
Kimpton	1,062.50	Weston	446.40
Kings Walden	425.00	Wymondley	431.20

Being the amounts calculated by the Council, in accordance with Regulation 6 of the Regulations, as the amounts of its Council Tax base for the year for dwellings in those parts of its area to which one or more special items relate.

- d) That it be noted that at this meeting on the 27 February 2025 the Council has calculated the Council Tax requirement for the Council's own purposes for 2025/26 (excluding Parish precepts) as £13,612,944. As detailed in 2.2 (e) below the sum of special items is £1,522,848 and hence the total Council Tax requirement (including Parish precepts) is £15,135,792.
- (2) That the following amounts be now calculated by the Council for 2025/2026 in accordance with Sections 31A, 31B and 34 to 36 of the Local Government and Finance Act 1992 (the Act):-

- a) £82,806,829 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2)(a) to (f) of the Act.
- b) £67,671,037 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) (a) to (d) of the Act.
- c) £15,135,792 being the amount by which the aggregate at (a) above exceeds the aggregate at (b) above, calculated by the Council, in accordance with Section 31A(4) of the Act, as its Council Tax requirement for the year.
- d) £297.74 being the amount at (c) above divided by the amount at 2.1(a) above calculated by the Council in accordance with Section 31B(1) as the basic amount of its Council Tax for the year.
- e) £1,522,848 being the aggregate amount of all special items referred to in Section 34(1) of the Act.
- f) £267.78 being the amount at (d) above less the result given by dividing the amount at (e) above by the amount at 2.1(a) above, calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no special item relates.
- g)

Parish/Town	Basic	Parish	Total
	£	Precept £	£
Ashwell	267.78	124.89	392.67
Barkway	267.78	98.28	366.06
Barley	267.78	99.24	367.02
Bygrave	267.78	71.95	339.73
Caldecote and Newnham	267.78	42.08	309.86
Clothall	267.78	21.59	289.37
Codicote	267.78	64.80	332.58
Graveley	267.78	57.94	325.72
Great Ashby	267.78	24.00	291.78
Hinxworth	267.78	68.75	336.53
Holwell	267.78	92.50	360.28
Ickleford	267.78	67.23	335.01

Thursday, 27th February, 2025

Kelshall	267.78	35.61	303.39
Kimpton	267.78	84.71	352.49
Kings Walden	267.78	90.75	358.53
Knebworth	267.78	95.29	363.07
Lilley	267.78	108.97	376.75
Offley	267.78	66.09	333.87
Pirton	267.78	95.61	363.39
Preston	267.78	68.10	335.88
Radwell	267.78	26.42	294.20
Reed	267.78	51.54	319.32
Royston	267.78	59.22	327.00
Rushden and Wallington	267.78	20.92	288.70
St Ippolyts	267.78	41.98	309.76
St Pauls Walden	267.78	86.79	354.57
Sandon	267.78	34.34	302.12
Therfield	267.78	37.38	305.16
Weston	267.78	51.52	319.30
Wymondley	267.78	100.53	368.31

being the amounts given by adding to the amount at 2.2(f) above the amounts of the special item or items relating to dwellings in those parts of the Council's area mentioned above divided in each case by the amount at 2.1(b) above, calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of its Council Tax for the year for dwellings in those parts of its area to which one or more special items relate.

h)

Parish/Town	Valuation Bands							
	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Ashwell	261.78	305.41	349.03	392.67	479.93	567.19	654.45	785.34
Baldock	178.52	208.27	238.03	267.78	327.29	386.79	446.30	535.56
Barkway	244.04	284.71	325.38	366.06	447.41	528.75	610.10	732.12
Barley	244.68	285.46	326.23	367.02	448.58	530.14	611.70	734.04
Bygrave	226.49	264.23	301.98	339.73	415.23	490.72	566.22	679.46
Caldecote and Newnham	206.57	241.00	275.42	309.86	378.72	447.57	516.43	619.72
Clothall	192.91	225.06	257.21	289.37	353.68	417.98	482.28	578.74
Codicote	221.72	258.67	295.62	332.58	406.49	480.39	554.30	665.16
Graveley	217.15	253.33	289.52	325.72	398.11	470.48	542.87	651.44
Great Ashby	194.52	226.94	259.35	291.78	356.62	421.46	486.30	583.56
Hexton	178.52	208.27	238.03	267.78	327.29	386.79	446.30	535.56
Hinxworth	224.35	261.74	299.13	336.53	411.32	486.10	560.88	673.06
Hitchin	178.52	208.27	238.03	267.78	327.29	386.79	446.30	535.56
Holwell	240.19	280.21	320.24	360.28	440.35	520.40	600.47	720.56
Ickleford	223.34	260.56	297.78	335.01	409.46	483.90	558.35	670.02
Kelshall	202.26	235.97	269.67	303.39	370.81	438.23	505.65	606.78
Kimpton	234.99	274.16	313.32	352.49	430.82	509.15	587.48	704.98
Kings Walden	239.02	278.85	318.69	358.53	438.21	517.87	597.55	717.06
Knebworth	242.05	282.38	322.72	363.07	443.76	524.43	605.12	726.14
Langley	178.52	208.27	238.03	267.78	327.29	386.79	446.30	535.56
Letchworth	178.52	208.27	238.03	267.78	327.29	386.79	446.30	535.56
Lilley	251.17	293.02	334.88	376.75	460.48	544.19	627.92	753.50
Nuthampstead	178.52	208.27	238.03	267.78	327.29	386.79	446.30	535.56
Offley	222.58	259.67	296.77	333.87	408.07	482.25	556.45	667.74
Pirton	242.26	282.63	323.01	363.39	444.15	524.89	605.65	726.78
Preston	223.92	261.24	298.55	335.88	410.52	485.16	559.80	671.76
Radwell	196.13	228.82	261.50	294.20	359.58	424.95	490.33	588.40
Reed	212.88	248.36	283.83	319.32	390.28	461.24	532.20	638.64
Royston	218.00	254.33	290.66	327.00	399.67	472.33	545.00	654.00
Rushden and Wallington	192.47	224.54	256.62	288.70	352.86	417.01	481.17	577.40
St Ippolyts	206.51	240.92	275.34	309.76	378.60	447.43	516.27	619.52

Thursday, 27th February, 2025

St Pauls Walden	236.38	275.77	315.17	354.57	433.37	512.15	590.95	709.14
Sandon	201.41	234.98	268.54	302.12	369.26	436.39	503.53	604.24
Therfield	203.44	237.34	271.25	305.16	372.98	440.78	508.60	610.32
Weston	212.87	248.34	283.82	319.30	390.26	461.21	532.17	638.60
Wymondley	245.54	286.46	327.38	368.31	450.16	532.00	613.85	736.62

being the amounts given by multiplying the amounts at 2.2(f) and 2.2(g) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council, in accordance with Section 36(l) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

- (3) Noted that for 2025/2026 Hertfordshire County Council and the Hertfordshire Police & Crime Commissioner has stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Act, for each of the categories of dwellings shown below:-

Precepting Authority	Valuation Bands							
	A £	B £	C £	D £	E £	F £	G £	H £
Hertfordshire County Council	1,179.91	1,376.57	1,573.22	1,769.87	2,163.17	2,556.48	2,949.78	3,539.74
Hertfordshire Police & Crime Commissioner	176.67	206.11	235.56	265.00	323.89	382.78	441.67	530.00

- (4) That, having calculated the aggregate in each case of the amounts at 2.2(h) and 2.3 above, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby sets out the following provisional amounts as the amounts of Council Tax for 2025/2026 for each of the categories of dwellings shown below:-

**List of parishes and tax at different bands (County, Care, Police, District and Parish)**

Parish/Town	Valuation Bands							
	A £	B £	C £	D £	E £	F £	G £	H £
Ashwell	1,618.36	1,888.09	2,157.81	2,427.54	2,966.99	3,506.45	4,045.90	4,855.08
Baldock	1,535.10	1,790.95	2,046.81	2,302.65	2,814.35	3,326.05	3,837.75	4,605.30
Barkway	1,600.62	1,867.39	2,134.16	2,400.93	2,934.47	3,468.01	4,001.55	4,801.86
Barley	1,601.26	1,868.14	2,135.01	2,401.89	2,935.64	3,469.40	4,003.15	4,803.78
Bygrave	1,583.07	1,846.91	2,110.76	2,374.60	2,902.29	3,429.98	3,957.67	4,749.20
Caldecote and Newnham	1,563.15	1,823.68	2,084.20	2,344.73	2,865.78	3,386.83	3,907.88	4,689.46
Clothall	1,549.49	1,807.74	2,065.99	2,324.24	2,840.74	3,357.24	3,873.73	4,648.48
Codicote	1,578.30	1,841.35	2,104.40	2,367.45	2,893.55	3,419.65	3,945.75	4,734.90
Graveley	1,573.73	1,836.01	2,098.30	2,360.59	2,885.17	3,409.74	3,934.32	4,721.18
Great Ashby	1,551.10	1,809.62	2,068.13	2,326.65	2,843.68	3,360.72	3,877.75	4,653.30
Hexton	1,535.10	1,790.95	2,046.81	2,302.65	2,814.35	3,326.05	3,837.75	4,605.30
Hinxworth	1,580.93	1,844.42	2,107.91	2,371.40	2,898.38	3,425.36	3,952.33	4,742.80
Hitchin	1,535.10	1,790.95	2,046.81	2,302.65	2,814.35	3,326.05	3,837.75	4,605.30
Holwell	1,596.77	1,862.89	2,129.02	2,395.15	2,927.41	3,459.66	3,991.92	4,790.30
Ickleford	1,579.92	1,843.24	2,106.56	2,369.88	2,896.52	3,423.16	3,949.80	4,739.76
Kelshall	1,558.84	1,818.65	2,078.45	2,338.26	2,857.87	3,377.49	3,897.10	4,676.52
Kimpton	1,591.57	1,856.84	2,122.10	2,387.36	2,917.88	3,448.41	3,978.93	4,774.72
Kings Walden	1,595.60	1,861.53	2,127.47	2,393.40	2,925.27	3,457.13	3,989.00	4,786.80
Knebworth	1,598.63	1,865.06	2,131.50	2,397.94	2,930.82	3,463.69	3,996.57	4,795.88
Langley	1,535.10	1,790.95	2,046.81	2,302.65	2,814.35	3,326.05	3,837.75	4,605.30
Letchworth	1,535.10	1,790.95	2,046.81	2,302.65	2,814.35	3,326.05	3,837.75	4,605.30
Lilley	1,607.75	1,875.70	2,143.66	2,411.62	2,947.54	3,483.45	4,019.37	4,823.24
Nuthampstead	1,535.10	1,790.95	2,046.81	2,302.65	2,814.35	3,326.05	3,837.75	4,605.30
Offley	1,579.16	1,842.35	2,105.55	2,368.74	2,895.13	3,421.51	3,947.90	4,737.48
Pirton	1,598.84	1,865.31	2,131.79	2,398.26	2,931.21	3,464.15	3,997.10	4,796.52
Preston	1,580.50	1,843.92	2,107.33	2,370.75	2,897.58	3,424.42	3,951.25	4,741.50
Radwell	1,552.71	1,811.50	2,070.28	2,329.07	2,846.64	3,364.21	3,881.78	4,658.14

Thursday, 27th February, 2025

Reed	1,569.46	1,831.04	2,092.61	2,354.19	2,877.34	3,400.50	3,923.65	4,708.38
Royston	1,574.58	1,837.01	2,099.44	2,361.87	2,886.73	3,411.59	3,936.45	4,723.74
Rushden and Wallington	1,549.05	1,807.22	2,065.40	2,323.57	2,839.92	3,356.27	3,872.62	4,647.14
St Ippolyts	1,563.09	1,823.60	2,084.12	2,344.63	2,865.66	3,386.69	3,907.72	4,689.26
St Pauls Walden	1,592.96	1,858.45	2,123.95	2,389.44	2,920.43	3,451.41	3,982.40	4,778.88
Sandon	1,557.99	1,817.66	2,077.32	2,336.99	2,856.32	3,375.65	3,894.98	4,673.98
Therfield	1,560.02	1,820.02	2,080.03	2,340.03	2,860.04	3,380.04	3,900.05	4,680.06
Weston	1,569.45	1,831.02	2,092.60	2,354.17	2,877.32	3,400.47	3,923.62	4,708.34
Wymondley	1,602.12	1,869.14	2,136.16	2,403.18	2,937.22	3,471.26	4,005.30	4,806.36

**REASONS FOR DECISIONS:**

- (1) The Council is required to set the Council Tax and to set the overall level of Council Tax for the following financial year, taking into account the precepts of all major and local precepting authorities.
- (2) The level of Council Tax Requirement has been considered necessary to meet the budgeting needs of the Council for 2025/26.

**12 QUESTIONS FROM MEMBERS**

There were no questions submitted by Members of the Council, in accordance with Standing Order 4.8.11 (b).

**13 NOTICE OF MOTIONS**

There were no motions received by Members of the Council, in accordance with Standing Order 4.8.12.