
Council

OPEN MINUTES

Minutes of a meeting of Council held in the Council Chambers, 126-148 Oxford St, Levin, on Wednesday 10 June 2020 at 4.00 pm.

PRESENT

Mayor	Mr B P Wanden
Deputy Mayor	Mrs J F G Mason
Councillors	Mr D A Allan
	Mr W E R Bishop
	Mr R J Brannigan
	Mr T N Isaacs
	Mr S J R Jennings
	Mrs V M Kaye-Simmons
	Mr R R Ketu
	Mrs C B Mitchell
	Ms P Tukapua

IN ATTENDANCE

Reporting Officer	Mr D M Clapperton	(Chief Executive)
	Mrs N Brady	(Deputy Chief Executive)
	Mr D Law	(Chief Financial Officer)
	Mr D McCorkindale	(Group Manager – Customer & Regulatory)
	Mr K Peel	(Group Manager – Infrastructure Operations)
	Mr B Maguire	(Group Manager – Infrastructure Development)
	Mrs L Slade	(Group Manager – People & Culture)
	Mrs L Winiata	(Community Wellbeing & Engagement Manager)
	Mr C Pollock	(Community & Social Development Manager)
	Ms L Leyland	(Consents Manager)
	Mrs V Miller	(Compliance Manager)
	Mr N Hirini	(Community Development Advisor)
	Ms M Rogerson	(Community Development Advisor)
	Ms S Hori Te Pa	(EA to CE and Mayor)
	Mrs K J Corkill	(Meeting Secretary)

ALSO IN ATTENDANCE

Ms S Nielsen (Accompanying Cr Ketu)

MEDIA IN ATTENDANCE

Ms R Moore (“Manawatū Standard”)

PUBLIC IN ATTENDANCE

There were five members of the public in attendance at the commencement of the meeting, including Dr Colquhoun and Ms Murray and Ms Merson.

The meeting commenced with a karakia (Cr Ketu).

1 Apologies

There were no apologies.

2 Public Participation

None requested.

3 Late Items

There were no late items.

4 Declaration of Interest

A query was raised with regard to Report 8.3, Electra Trust 2020 Trustee Elections and a possible conflict of interest for Elected Members because of close connections with some of the candidates. Mayor Wanden responded that it was his interpretation there would not be a conflict of interest because a Member's interest was not being advantaged in any way.

5 Confirmation of Minutes

With it noted that there were no In Committee minutes for 6 May 2020 for confirmation, it was moved:

MOVED by Cr Allan, seconded Cr Bishop:

THAT the minutes of the meeting of the Council held on Wednesday, 6 May 2020, be confirmed as a true and correct record.

CARRIED

MOVED by Cr Allan, seconded Cr Brannigan:

THAT the minutes of the meeting of the Council held on Wednesday, 3 June 2020, be confirmed as a true and correct record.

CARRIED

6 Announcements

Youth Health

Dr Glen Colquhoun from Horowhenua Youth Health Services, (accompanied by Nurse Michelle Murray and Carey Merson, Receptionist), spoke about his work as a GP providing primary care to young people between the ages of 10-24 in the Horowhenua and about the positives and negatives of a role he had been doing for nine years. To support his comments, he provided a handout to Elected Members setting out some of his thoughts about youth health in Horowhenua and the development of a comprehensive youth health plan that he would like to promote to meet the needs of local young people.

Mayor Wanden thanked Dr Colquhoun for his comments, for the work he was doing and was seeking to do, which Council would endeavour to support.

Foxton Community Board Update

Reporting on behalf of the Foxton Community Board, Mr Roache commented:

- the Board was looking forward to resuming face to face meetings. During lockdown they had engaged in various Zoom meetings with Council Officers and Board Members and they were resuming regular meetings with the Foxton Beach Progressive Association.
- Board Members would be attending the Palmerston North City Council (PNCC) Waste Water Monitoring Group on-line meeting to discuss their resource consent compliance status. The meeting had previously been scheduled for April, but had been postponed due to COVID-19.
- the Board had been encouraged to attend the 'Nature Calls' consultation meeting on PNCC's future treatment and discharge which would be held at Te Takeretanga o Kura-hau-pō on Monday 22 June. A notice of the meeting had been sent to the Foxton Beach Progressive Association recommending they encourage their members to attend.
- the Board was looking forward to going out to the community for their input and endorsement of the Reserves Investment Plan.

7 Proceedings of Committees

7.1 Proceedings of the Emergency Committee 7 May 2020

Purpose

To present to the Council the minutes of the Emergency Committee meeting held on 7 May 2020.

Mayor Wanden noted that this report had pre-empted an announcement by the Minister and requested its contents be kept as low key as possible until an official announcement was forthcoming.

MOVED by Mayor Wanden, seconded Deputy Mayor Mason:

THAT Report 20/181 Proceedings of the Emergency Committee held on 7 May 2020 be received.

THAT the Council receives the minutes of the Emergency Committee meeting held on 7 May 2020.

CARRIED

7.2 Proceedings of the Community Wellbeing Committee 12 May 2020

Purpose

To present to the Council the minutes of the Community Wellbeing Committee meeting held on 12 May 2020.

MOVED by Cr Kaye-Simmons, seconded Deputy Mayor Mason:

THAT Report 20/180 Proceedings of the Community Wellbeing Committee 12 May 2020 be received.

THAT the Council receives the minutes of the Community Wellbeing Committee meeting held on 12 May 2020.

CARRIED

Having recently attended a get-together of a number of Community Wellbeing groups from various areas in the region where the different structures used by the groups had been considered, Cr Kaye-Simmons commented that the model used by

Horowhenua was well regarded and many were going to emulate what Horowhenua was doing.

7.3 Proceedings of the Foxton Community Board 25 May 2020

Purpose

To present to the Council the minutes of the Foxton Community Board meeting held on 25 May 2020.

MOVED by Cr Brannigan, seconded Cr Allan:

THAT Report 20/213 Proceedings of the Foxton Community Board 25 May 2020 be received.

THAT the Council receives the minutes of the Foxton Community Board meeting held on 25 May 2020.

CARRIED

7.4 Proceedings of the Community Funding & Recognition Committee 26 May 2020

Purpose

To present to the Council the minutes of the Community Funding and Recognition Committee meeting held on 26 May 2020.

MOVED by Cr Tukapua, seconded Cr Jennings:

THAT Report 20/212 Proceedings of the Community Funding & Recognition Committee 26 May 2020 be received.

THAT the Council receives the minutes of the Community Funding and Recognition Committee meeting held on 26 May 2020.

THAT this matter of decision is recognised as not significant in terms of S76 of the Local Government Act.

CARRIED

Cr Tukapua commented that the Committee had been very thorough when it came to setting the criteria to ensure that everything had been considered, including providing room to move where more support might be needed, to meet the needs of the community.

MOVED by Cr Isaacs, seconded Cr Jennings:

THAT as recommended by the Community Funding and Recognition Committee, the Horowhenua District Council ratifies the Community Development Grant Criteria for 2020/2021, with the following amendments:

- *the Grant will now be called the Horowhenua Community Support Grant,*
- *the grant to be available in 4 x 2 monthly rounds beginning in August 2020.*
- *Criteria, as outlined below, to be adopted;*
 1. *Reduced social isolation and/or increased connectedness of people within the community.*
 2. *Increased participation in communities and social connectedness through collaborating organisations and people working together to achieve a common purpose.*
 3. *Improved health and general wellbeing of vulnerable sections of our community.*
 4. *Local people, particularly those who are vulnerable, lonely or isolated, are able to access services and activities that meet their needs.*

5. *To support community groups with fixed operating costs that can demonstrate a loss of at least 30% of income (compared to 2019) due to COVID 19.*
6. *To build organisational capacity to respond to increased demand for services and/or building future resilience.*

CARRIED

Mr Clapperton directed Members' attention to a further resolution from the Community Funding & Recognition Committee Minutes in relation to the remaining funding for 2019/2020 which also needed Council's consideration.

MOVED by Cr Jennings, seconded Cr Tukapua:

THAT as recommended by the Community Funding & Recognition Committee, the unclaimed and unallocated 2019/2020 community funding amount of \$15,723.13 be transferred to the 2020/2021 Community Support Grant Budget.

CARRIED

7.5 Proceedings of the Finance, Audit & Risk Committee 27 May 2020

Purpose

To present to the Council the minutes of the Finance, Audit & Risk Committee meeting held on 27 May 2020.

MOVED by Cr Bishop, seconded Cr Kaye-Simmons:

THAT Report 20/182 Proceedings of the Finance, Audit & Risk Committee 27 May 2020 be received.

THAT the Council receives the minutes of the Finance, Audit & Risk Committee meeting held on 27 May 2020.

THAT this matter or decision is recognised as not significant in terms of s76 of the Local Government Act 2002.

CARRIED

MOVED by Cr Brannigan, seconded Cr Allan:

THAT as recommended by the Finance, Audit & Risk Committee, the Horowhenua District Council, as a shareholder of the Local Government Funding Agency, votes in favour of amending the Net Debt / Total Revenue covenant as proposed, at the LGFA Special General Meeting to be held on 30 June 2020.

CARRIED

8 Executive

8.1 Monitoring Report to 10 June 2020

Purpose

To present to Council the updated monitoring report covering requested actions from previous meetings of Council.

MOVED by Deputy Mayor Mason, seconded Cr Kaye-Simmons:

THAT Report 20/49 Monitoring Report to 10 June 2020 be received.

THAT this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.

CARRIED

Page 40 20/116 – Delegations Register – Update (Chief Executive's Delegated Authority)
This would be included in the next Finance, Audit & Risk Agenda.

Page 41 20/164 – Draft Rates Postponement Policy
Whilst the Policy had not been included in today's Agenda, it was intended to bring it to Council before the end of June.

Page 42 20/91 – Draft Water Supply Bylaw 2020
Mr Clapperton said he would make enquiries and provide an update on this item.

8.2 Chief Executive's Report to 10 June 2020

Purpose

For the Chief Executive to update Councillors, or seek endorsement on, a number of matters being dealt with.

MOVED by Cr Isaacs, seconded Cr Allan:

THAT Report 20/163 Chief Executive's Report to 10 June 2020 be received.

THAT these matters or decisions be recognised as not significant in terms of s76 of the Local Government Act 2002.

CARRIED

3.1 Civic Financial Services 2020 Annual General Meeting

MOVED by Deputy Mayor Mason, seconded Cr Bishop:

THAT the Horowhenua District Council appoints the Mayor to be its proxy to vote on its behalf at the Civic Financial Services 2020 Annual General Meeting.

CARRIED

MOVED by Cr Allan, seconded Cr Kaye-Simmons:

THAT the Horowhenua District Council supports the nominations of Basil Morrison and Anthony Gray as directors of Civic Financial Services.

CARRIED

MOVED by Mayor Wanden, seconded Cr Allan:

THAT the Horowhenua District Council does not support the resolutions submitted by the Christchurch City Council.

CARRIED

3.2 Acceptance of Late Submissions Policy

Following discussion, and with it agreed that 4.2 (iv) was not required and would be removed, it was:

MOVED by Cr Allan, seconded Cr Mitchell:

THAT the Horowhenua District Council adopts the updated Acceptance of Late Submissions Policy.

CARRIED

8.3 Electra Trust 2020 Trustee Elections

Purpose

To decide Council's two candidates for the Electra Trust Election 2020.

MOVED by Cr Isaacs, seconded Cr Kaye-Simmons:

THAT Report 20/178 Electra Trust 2020 Trustee Elections be received.

THAT this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.

CARRIED

MOVED by Cr Isaacs, seconded Cr Kaye-Simmons:

THAT the Horowhenua District Council proceeds with exercising its voting rights for the Electra Trust 2020 Trustee Elections.

CARRIED

MOVED by Cr Jennings, seconded Cr Bishop:

THAT the Horowhenua District Council votes for Brendan Duffy and Neil MacKay in the 2020 Electra Trust elections.

CARRIED

9 Customer and Regulatory Services

9.1 Adoption of Fees and Charges 2020/2021 Food Act Premises and Resource Consenting (Planning)

Purpose

To seek a resolution of Council to adopt fees and charges in respect of Food Act Premises and Resource Consenting for the 2020/2021 year.

MOVED by Cr Allan, seconded Cr Jennings:

THAT Report 20/204 Adoption of Fees and Charges 2020/2021 Food Act Premises and Resource Consenting (Planning) be received.

THAT this matter or decision is recognised as not significant in terms of S76 of the Local Government Act.

CARRIED

MOVED by Cr Tukapua, seconded Cr Isaacs:

THAT the following Schedule of Fees and Charges (Food Act Premises) and (Resource Consenting (Planning)) be adopted as operative fees and charges for the 2020/21 year, effective 1 July 2020:

Food Act Premises Schedule of Fees and Charges 2020/2021

Description	Proposed fee 20/21	
<i>Registering a Food Control Plan that is based on a MPI template</i>	<i>\$250.00 fixed fee</i>	
<i>Registering a business under a national programme</i>	<i>\$250.00 fixed fee</i>	
<i>Renewing the registration of a Food Control Plan that is based on a MPI template</i>	<i>\$200.00 fixed fee</i>	
<i>Renewing the registration of a business operating under a national programme</i>	<i>\$200.00 fixed fee</i>	
<i>Amendment to registration</i>	<i>Charged at hourly rate of \$150.00 per hour</i>	

Verification of a Food Control Plan that is based on an MPI template	\$150.00 fixed fee (for up to 1 hour) then additional time charged at \$150.00 per hour	
Verification of a National Programme	\$150.00 fixed fee (for up to 1 hour) then additional time charged at \$150.00 per hour	
Compliance and Monitoring	Charged at hourly rate of \$150.00 per hour	
Charges for travel outside of Horowhenua District *Applicable where a verifier is required to travel outside of the Horowhenua District to verify a template Food Control Plan or a National Programme business.	Cost + 20%	

Resource Consenting (Planning) Schedule of Fees and Charges 2020/2021

Description	Fee/Charge 2019/20	Proposed Fee/Charge 2020/21	
Consent Applications			
Processing Fee	\$155.00 per hour	\$155.00 per hour	
10 Day Land Use Consents	\$1,000.00 fee	\$1,000.00 fee	
Land Use Consent (non-notified)	\$1,000.00 deposit	\$1,000.00 deposit	
Subdivision Consents (non-notified)	\$1,200.00 deposit	\$1,200.00 deposit	
Digital Capture Levy (applies to hard copy consent applications only)	\$200.00 fee	\$200.00 fee	
Other Applications	Fee/Charge 2019/20	Proposed Fee/Charge 2020/21	
Bond Administration	\$200.00 fee	\$200.00 fee	
s125 Extension of Time	\$750.00 fee	\$750.00 fee	
s221 Preparation of Consent Notice	\$210.00 fee	\$210.00 fee	
S223 Approval of Land Transfer Plan	\$150.00 fee	\$150.00 fee	
Processing Fee	\$155.00 per hour	\$155.00 per hour	
Certificate of Compliance	\$600.00 deposit	\$600.00 deposit	
Existing Use Certificate	\$600.00 deposit	\$600.00 deposit	
s127 Application	\$600.00 deposit	\$600.00 deposit	
s221 Consent Notice Amendment and/or cancellation	\$600.00 deposit	\$600.00 deposit	
s224(c) or (f) Application	\$400.00 deposit	\$400.00 deposit	
Outline Plan approval or waiver	\$600.00 deposit	\$600.00 deposit	
Any other application or certificate under the RMA	\$205.00 deposit	\$205.00 deposit	
Any other application under provisions of LGA 1974 not repealed	\$500.00 deposit	\$500.00 deposit	
Boundary Activities	\$350.00 fixed fee	\$350.00 fixed fee	

<i>Marginal or Temporary Activities</i>	<i>\$500.00 deposit</i>	<i>\$500.00 deposit</i>	
Notification & Hearing Costs	Fee/Charge 2019/20	Proposed Fee/Charge 2020/21	
<i>Limited Notification</i>	<i>\$1,115.00 deposit</i>	<i>\$1,115.00 deposit</i>	
<i>Full Notification</i>	<i>\$2,230.00 deposit</i>	<i>\$2,230.00 deposit</i>	
<i>Hearing Costs – Council Hearings Committee</i>	<i>\$3,200.00 deposit based on 6 hour hearing</i>	<i>\$3,200.00 deposit based on 6 hour hearing</i>	
<i>Commissioner Costs</i>	<i>At cost</i>	<i>At cost</i>	
<i>s357 Lodgement of Objection & Assessment</i>	<i>\$550.00 deposit</i>	<i>\$550.00 deposit</i>	
Miscellaneous Matters	Fee/Charge 2019/20	Proposed Fee/Charge 2020/21	
<i>Consultant s42A planning reports</i>	<i>Cost + 20%</i>	<i>Cost + 20%</i>	
<i>Specialist Reports</i>	<i>Cost + 20%</i>	<i>Cost + 20%</i>	
<i>Mileage</i>	<i>AA rate applicable</i>	<i>AA rate applicable</i>	
<i>Disbursements</i>	<i>Cost + 20%</i>	<i>Cost + 20%</i>	
<i>Pre-Hearing Meetings</i>	<i>Cost + 20%</i>	<i>Cost + 20%</i>	
<i>Consent Monitoring & review of reports</i>	<i>\$155.00 per hour</i>	<i>\$155.00 per hour</i>	

CARRIED

10 Strategy and Development

10.1 Heritage Incentive (Consent Fee Waiver/Reimbursement Fund) Review

Purpose

The purpose of this report is to provide information to enable Council to make a decision on the review of the Heritage Incentive (Consent Fee Waiver/ Reimbursement Fund) and whether or not it wishes to retain the Heritage Incentive Fund.

Mrs Huria and Mr McCorkindale joined the table to speak to the report and respond to any queries.

MOVED by Cr Tukapua, seconded Cr Jennings:

THAT Report 20/207 Heritage Incentive (Consent Fee Waiver/ Reimbursement Fund) Review be received.

THAT this matter or decision is recognised as not significant in terms of S76 of the Local Government Act.

CARRIED

Raised in discussion was the uptake of the Fund to date and whether the assistance sought had been for heritage restoration or waiver/reimbursement of resource consent fees. Also discussed was the possible impact on the restoration/retention of heritage buildings if some assistance was not available to building owners. Because of the current circumstances, and with the proposed recommendation being for the Fund not to be lost but to be considered as part of the Long Term Plan process, it was:

MOVED by Cr Bishop, seconded Cr Isaacs:

THAT Council discontinue the Heritage Incentive (Consent Fee Waiver / Reimbursement) Fund for the 2020/21 financial year and that the continuation of this fund be reconsidered by Council as part of preparing the Long Term Plan 2021-2041.

CARRIED

The meeting closed with a karakia (Cr Tukapua).

5.12 pm

There being no further business, the Chairperson declared the meeting closed.

CONFIRMED AS A TRUE AND CORRECT RECORD
AT A MEETING OF COUNCIL HELD ON

DATE:.....

CHAIRPERSON:.....