



Otorohanga District Council

# MINUTES

17 May 2016

**OTOROHANGA DISTRICT COUNCIL**

17 May 2016

Minutes of an Ordinary meeting of the Otorohanga District Council held in the Council Chambers, Maniapoto Street, Otorohanga on 17 May 2016 commencing at 10.02am.

**MINUTES**

Minutes are unconfirmed and subject to amendment at the next meeting of Council.

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## **PRESENT**

Mr MM Baxter (Mayor), Crs, RM Johnson, KC Phillips, DM Pilkington (Deputy Mayor), RJ Prescott, PD Tindle and AJ Williams.

## **IN ATTENDANCE**

Messrs DC Clibbery (Chief Executive), GD Bunn (Finance & Administration Manager), AR Loe (Environmental Services Manager), RH Brady (Engineering Manager) and CA Tutty (Governance Supervisor).

## **APOLOGY**

**Resolved** that the apology received from Councillor R Klos be sustained.

### **His Worship / Cr Prescott**

## **OPENING PRAYER**

Councillor Williams read the Opening Prayer

## **ITEMS TO BE CONSIDERED IN GENERAL BUSINESS**

The Governance Supervisor requested consideration be given to the Minutes of the Otorohanga Community Board meeting held on 21 April 2016.

**Resolved** that the Minutes of the Otorohanga Community Board meeting held on 21 April 2016 be considered in General Business which may require a resolution. .

### **Cr Pilkington / His Worship**

## **CONFIRMATION OF MINUTES – 19 April and 29 April 2016**

**Resolved** that the minutes of the meetings of the Otorohanga District Council held on 19 and 29 April 2016 as previously circulated, be approved as a true and correct record of those meetings.

### **Cr Phillips / His Worship**

With reference to the Minutes of the Council meeting held 19 April 2016, Councillor Pilkington referred members to the Otorohanga District Development Board item on page 11 and requested that the word “it’s” be amended to “Councils” in order to make the matter clearer.

Councillor Phillips referred to page 10 regarding the eastern side Council Tour and highlighted the fact that “Ngaroma” is spelt incorrectly.

## **OTOROHANGA COMMUNITY BOARD MINUTES – 21 APRIL 2016**

**Resolved** that the minutes of the meeting of the Otorohanga Community Board held on 21 April 2016 be received.

### **Cr Prescott / Cr Tindle**

Councillor Pilkington referred to the issue of Motorbikes being observed using the Mountain Bike track in the Bob Horsfall Reserve and said these could create a significant hazard which needs to be covered in the management of the area.

## REPORTS

### ITEM 301 – PROPOSED LEASING OF PART OF BOB HORSFALL RESERVE AND ASSOCIATED MATTERS

The Chief Executive presented a report informing members that the Otorohanga Community Board has proposed changes to arrangements in respect of the playing of Paintball in the Bob Horsfall Reserve to address perceived public safety risks. He said these changes are the withdrawal of the existing permission for public play of paintball, and the leasing of an area for this purpose to the Kiwiana Leisure Park.

Councillor Pilkington referred to the comment that it would also be helpful if the lease permitted the public to use the track through the lease area when paintball was not being played, but this would be at the Lessee's discretion. She queried whether this statement could be made a condition of the lease.

The Chief Executive replied he felt this would be a contradiction, as a lease gives an exclusive right of occupation.

Councillor Prescott reported it is proposed to carry out some improvement work on the parallel section of track on the ridge above the paintball area in order to make this easier for people to use rather than go through the gully.

**Resolved** that public notice given and submissions invited in respect of:

- a) The proposed withdrawal of the existing permission for the general public to play paintball within the area of the Bob Horsfall Reserve previously designated for this purpose; and*
- b) The proposed leasing of the designated area referred to above to a private party for the playing of paintball on a commercial basis.*

### **Cr Prescott / Cr Tindle**

### ITEM 302 REVISED DOG CONTROL FEES

The Chief Executive summarised a report advising that increases in Dog Control Fees are proposed in response to an increase in the cost of Councils Animal Control Contract. He advised that the proposed increase equates to approximately 25% of the current fees.

His Worship referred to the reaction from the general public who often have issues relating to this activity.

The Environmental Services Manager replied that the proposal will go through the public notification process. He said there has been no growth in the number of dogs however the cost of providing this service has increased, therefore there has been no opportunity to recuperate the increase.

The Chief Executive advised that there could also be a case of Community benefit to be considered.

Councillor Pilkington suggested that this could be a discussion item at the next funding review.

Councillor Phillips expressed the opinion that there could also be District wide benefit.

The Finance and Administration Manager advised that the dog control activity is currently funded 10% by the UAGC across the District. He said there are options available to charge across the Community as well.

Councillor Prescott expressed the opinion that the proposed increase could encourage people not to register their dogs. When asked what the current fees are in the neighboring Districts the Environmental Services Manager advised that Waitomo has lower fees but has a broader base on which to spread the costs over. He said this Council's dog numbers are lower and fairly static.

The Chief Executive advised that should Council wish to revisit the issue it would be desirable to record its intention to carry out a review at the next funding review.

The Finance and Administration Manager advised that the next funding review would be carried out towards the end of next year.

**Resolved that**

1) Annual registration fees (inclusive of GST at the prevailing rate) are revised as follows, effective from 1 July 2016:

Urban Dogs	\$155.00
Urban plus Neutered Dogs	\$122.00
Urban plus Special Owner Dogs	\$122.00
Rural Dogs	\$122.00
Special Owner plus Neutered Dogs	\$67.00
Rural plus Special Owner Dogs	\$67.00

2) Consideration be given during the next funding review to revisit the funding basis of the Animal Control account to reduce the financial burden on dog owners.

**Cr Prescott / Cr Johnson**

**ITEM 303 PLANNING REPORT – JANUARY – MARCH 2016**

The Environmental Services Manager summarised the report on Resource Consents granted under Delegated Authority for the period 1 January to 31 March 2016.

He said there has been a marked increase in this activity, particularly carrying out small subdivisions where property owners are subdividing off land around their houses.

**Resolved** that the Planning Report from January to March 2016 be received.

**His Worship / Cr Williams**

**ITEM 304 ADOPTION OF OTOROHANGA DISTRICT LOCAL ALCOHOL POLICY**

The Environmental Services Manager summarised a report informing members that the Otorohanga District Local Alcohol Policy has passed the final regulatory hurdle and now awaits formal adoption by Council and confirmation of commencement dates. He advised that it has taken the whole current term of this Council to arrive at this stage. He said Council is being asked to formally adopt the "reconsidered version".

The Environmental Services Manager advised that if Council adopts the recommendation then the LAP will take effect from today except those elements of the LAP that deal with maximum trading hours.

In reply to Councillor Pilkington the Environmental Services Manager confirmed that this reconsidered version has taken into account changes identified in the various appeals.

In reply to Councillor Phillips regarding any major structural changes the Environmental Services Manager advised that the main issue is that of the opening hours.

His Worship referred to the one way door policy which the Waipa District Council has adopted. The Environmental Services Manager replied that Council still has the option to include this when a license comes up for renewal however, it is just not compulsory.

**Resolved that**

1. The report from the Environmental Services Manager be received and,
2. Otorohanga District Council adopts the “reconsidered’ version of the provisional local alcohol policy (LAP) which was considered by and confirmed under order of the Alcohol Regulatory and Licencing Authority on 18 April 2016, with the LAP to have effect from today and,
3. Otorohanga District Council further resolves that those elements of the LAP that deal with maximum trading hours, specifically being sections 3.6, 4.6, 5.6 and 6.3 will have effect from 22 August 2016 and,
4. Public notices in the required form will be published advising of the adoption of the LAP and the date on which the sections of the LAP stating maximum trading hours come into force.

**Cr Pilkington / Cr Prescott**

**ITEM 305 ENVIRONMENTAL HEALTH OFFICER – LIQUOR LICENCING INSPECTORS REPORT – JANUARY – MARCH 2016**

The Environmental Services Manager summarised the Environmental Health Officer / Liquor Licensing Inspector report for the period January to March 2016.

The Environmental Services Manager advised that businesses where the food is pre wrapped will not need to comply however a register will be kept by Council of such businesses.

He said Council’s income will be reduced which will impact from the 2016 – 2017 year.

The Environmental Services Manager reported that some businesses, who traditionally were inspected by Council will appoint a third party or private verifier. He said other businesses which did not, or were not permitted to, register under the old regulations will now be required to.

The Environmental Services Manager advised that Council will still be the enforcement agency. In reply to Councillor Johnson, the Environmental Services Manager replied that the cost in obtaining these licenses will be based on a cost recovery model.

Councillor Johnson queried the impact of these licenses on the various Clubs. The Environmental Services Manager replied that there will be an exemption for some charities. Councillor Johnson suggested that the Environmental Health Officer have discussions with Council on the proposed licenses and how these will affect Community organisations.

Councillor Phillips referred to the part time engagement of the Environmental Health Officer and queried whether her costs could be spread further perhaps including the Waitomo District Council as well.

**Resolved** that the Environmental Health Office and Liquor Licensing Inspectors report for January to March 2016 be received.

**Cr Pilkington / Cr Johnson**

### **ITEM 306 ANIMAL CONTROL OFFICERS REPORT – JANUARY – MARCH 2016**

The Environmental Services Manager presented a report on Dog and Animal control activities in the District for the period January – March 2016.

He said he will introduce Otorohanga's Animal Control Services Contractor, Perry Griffin to members at the next appropriate time.

Councillor Phillips referred to the statistics included in the report and asked for one or two years previous data to be included, for comparison

**Resolved** that the Environmental Services Managers report on Dog and Animal Control for January – March 2016 be received.

#### **His Worship / Cr Phillips**

### **ITEM 307 DISTRICT BUILDING CONTROL OFFICERS REPORT FOR JANUARY – MARCH 2016**

The Environmental Services Manager summarised the District Building Control Officers report for the period January – March 2016.

**Resolved** that the District Building Control Officers report for the period January – March 2016 be received.

#### **Cr Tindle / Cr Williams**

#### **ENVIRONMENTAL SERVICES MANAGER**

The Environmental Services Manager left the meeting at 10.47am

### **ITEM 308 ROUTINE ENGINEERING REPORT**

Council's Contracts Engineer Maintenance Lew Pulman and Project Design Engineer Sharlene McGaughran attended the meeting. The Contracts Engineer presented that part of the report relating to Roading matters. He advised that in general, Councils roads are in good condition.

With reference to Contract 1013 – Hauturu Road slip remediation, Councillor Pilkington reported that the Contractor had carried out a fantastic job with the work required being extremely well done.

Councillor Pilkington reported that where Owhiro road comes off Harbour Road very nasty channels have formed going diagonally across the road, creating a very dangerous situation.

Councillor Johnson referred to the matter of roadside mowing and advised that it has been a very long time since areas along Otewa road appear to have been mown.

The Contracts Engineer replied that to date three roadside mowing rounds have been completed.

Councillor Johnson further requested that Council should discuss the matter of Yellow Bristle Grass growing on the roadside. The Contracts Engineer replied that staff have received a number of complaints regarding this grass and that Council is being blamed for spreading this through undertaking roadside mowing. He said spraying of the grass is undertaken on demand

His Worship queried what were the suggestions provided by those complaining? The Contracts Engineer replied that they did not have a solution to the problem.

Councillor Johnson queried whether Council needs to investigate how it is best to control road side vegetation.

The Contracts Engineer reported that discussion has been held with contractors Inframax, other Councils and spraying contractor Kerry Murphy.

His Worship asked should anything arise from these meetings that members be informed.

### **WATER AND COMMUNITY SERVICES**

Councils Services Manager Dave McKinley attended the meeting and presented that part of the Engineers report relating to Water and Community Services.

With regard to the Otorohanga Community Water Supply, members were informed that 932 new water meters have been installed out of a planned total of 1070.

The Engineering Manager reported that it is envisaged these remaining meters will be completed by 31 May 2016. Members were advised that there are around 30 properties which need to be dealt with on an individual basis.

Councillor Phillips reported that the Contractor is carrying out very tidy work and in an efficient manner.

The Chief Executive further advised that to date the installation has run very smoothly. He said as of 1 July 2016 Council intends to obtain readings three times during the year to enable a dummy invoice to be forwarded to residents for them to see how metering will identify their usage. He said as of July 2017 water meter consumption will be charged.

In reply to Councillor Pilkington, she was advised that there are currently no issues in relation to the Kawhia Storm Water System.

Councillor Pilkington was further advised that a burst water pipe within the Kawhia supply has been sorted. Discussion was then held on the trialing of UV treatment units, those that are individually located at a property owners house. The Engineering Manager reported that a trial of these units is about to commence.

Councillor Pilkington was informed that the landscape planting adjacent to the newly installed extension to the Kawhia Cemetery is underway.

**Resolved** that the routine Engineering Report be received.

### **His Worship / Cr Pilkington**

#### **ITEM 309 DRAFT MANAGEMENT ACCOUNTS FOR THE PERIOD ENDING 31 MARCH 2016**

Council's District Accountant Brendan O'Callaghan attended the meeting and presented the Draft Management Accounts for the period ending 31 March 2016.

He informed members that overall there is a net surplus to the end of March 2016 of \$4.40 million up on the full year budget of \$946K surplus. He said this is due to the following variances –

- 1) Both instalments of rates have been invoiced for the year, resulting in the income for the second instalment being recorded, but a quarter of the year costs are still to come.
- 2) Slight increases over year to date budget for employee benefit expenses, offset by a slight decrease against year to date budget for depreciation and more significant decreases against year to date budget for other expenses and finance costs.

With regard to the Land Transport account in particular footpath maintenance, Councillor Pilkington queried whether the figures were correct.



The Engineering Manager replied that it is proposed to hold over work until there is a considerable amount to be carried out.

Councillor Johnson referred to the Waipa Rural Water Supply account and the balance at the end of the period of \$111,227. The District Accountant advised that to date, only one water meter reading has been undertaken, this result is due to a timing issue.

### **OTOROHANGA REFUSE**

The Chief Executive reported that the Regional Council has required Council to engage an "expert" to investigate the potential gas emissions out of the old landfill tip adjacent to the Otorohanga College. He said a consultant had been engaged who had indicated no risks existed a cost of around \$9000.

His Worship extended thanks to the District Accountant and Staff for presenting a very tidy set of accounts.

**Resolved** that the Draft Management Accounts for the period ended 31 March 2016 be received.

### **His Worship / Cr Tindle**

#### **ITEM 310 UPGRADING MANGAWHERO BRIDGE TO HPMV STANDARDS – OTEWA ROAD**

The Engineering Manager summarised the Roading Managers report advising that during investigations of the suitability of bridges for High Productivity Motor Vehicle Approvals it has been discovered that the Mangawhero Bridge on Otewa Road was not constructed true to the original design, and is under capacity for normal class 1 trucks.

Councillor Phillips referred to the heavy vehicles using this bridge and reported that there is no sign of cracks developing. He queried whether this proposed work is necessary.

The Engineering Manager replied that currently the bridge does not meet the required standards.

**Resolved** that the Mangawhero Bridge at RP 0.56 Otewa Road is upgraded to meet the needs of High Productivity Motor Vehicles during the 2016/17 financial year, and that HPMV applications to use Otewa Road can be approved following completion of the upgrade.

### **Cr Johnson / Cr Tindle**

Councillor Phillips states that in his opinion the proposed work was unnecessary and accordingly did not vote on the recommendation.

### **ITEM 311 MATTERS REFERRED**

The Governance Supervisor took members through the Matters Referred.

### **COUNCIL TOUR – EASTERN SIDE**

Councillor Phillips advised that most current Councillors have visited the eastern side of the District and therefore suggested that the proposed tour be postponed until after a new Council is elected in October 2016.

All members agreed with Councillor Phillips comments

### **TEMPORARY ROAD CLOSURE – TARGA ROTORUA**

The Engineering Manager confirmed that condition number 7 of the Application for Temporary Road Closure, Targa Rotorua in particular to ensure all gates and entrance ways are to be taped and that all tape is to be removed thereafter, was carried out.

## **POSSUM CARCASSES**

Members were informed that the correct procedure for the disposal of Possum carcasses has been advised by the Regional Council, this information was forwarded to Councillor Klos.

## **COURIERING OF LIBRARY BOOKS**

The Finance and Administration Manager informed members that it is possible to courier books out to rural Residents. He said residents would select books online and request that the Library courier these out with a return courier bag. He said to make this transaction worthwhile, it would be desirable to place a minimum number of books to be couriered.

Councillor Pilkington expressed her opinion that it would be a user pays system.

The Finance and Administration Manager confirmed that the District Librarian will prepare a report on this matter for the next meeting of Council.

## **GENERAL**

### **RAKAUNUI MARAE**

Councillor Williams advised that she attended a meeting at the Rakaunui Marae last Saturday along with Councillor Pilkington.

Councillor Pilkington reported on her attendance with Trustees of the Rakaunui Marae. She said the matter of a neighboring Quarry was raised and she suggested that this be referred to the Regional Councillor, Mr Kneebone.

### **HEALTH AND SAFETY**

Councillor Williams referred to the issue of Health and Safety in the workplace and queried Councillors obligations under this. She referred in particular, to the level of reporting to Council. Councillor Williams was advised that Council's Health and Safety Officer will be reporting at least twice a year to Council.

His Worship expressed the opinion that this would be adequate.

The Engineering Manager confirmed that Council's Health and Safety Officer is currently working with other Council's on this matter.

Councillor Williams expressed the opinion that it is desirable for Councillors to have a knowledge on what is happening in this regard.

Members were informed of the possible pre-qualification of Contractors whereby they are assessed and qualified to carry out work for Council. Accordingly they are given a "tick" in respect of health and safety management before they approach Council.

The Chief Executive advised that this is a very inexpensive procedure and that a uniform assessment is placed across all Councils.

### **BEATTIE HOME**

Councillor Johnson reported that the driveway and carparking area at Beattie Home requires resurfacing in either hot mix or asphalt. He queried whether this work could be included within Council's work and whether there would be any discretionary funds available.

The Chief Executive suggested that Beattie Home approach Council's Contractor Inframax who may wish to make a contribution to the proposed works. He said it would be necessary for Beattie Home to identify the area.

The Engineering Manager undertook to facilitate a meeting of Beattie Home representatives to meet with Inframax.

### **FORTHCOMING LOCAL BODY ELECTIONS**

Councillor Tindle referred to the forthcoming Local Body Elections in October 2016 and queried whether Council has particular plans in place for the future of Otorohanga. He suggested that discussion should be held on this issue and something put in place for a new Council to pick up and continue on with.

His Worship agreed that discussion could be held on where Council is focused for the future. Councillor Tindle expressed the opinion that Council currently has good momentum therefore it would be desirable to complete its term knowing that things are in hand.

It was suggested that a workshop be held on this matter.

### **KIO KIO SCHOOL**

Councillor Phillips referred to a request from a Mrs Lorraine Fox on behalf of the Kio Kio School Board of Trustees seeking \$64,000 to upgrade the School Hall. Councillor Phillips advised that he has a meeting with Mrs Fox this Friday however, he questioned why would Council consider ratepayer funding for this project.

Councillor Phillips advised that there are currently two halls within the Kio Kio area, namely the original Kio Kio Hall located on Ellis Road and the School Hall. He said it is proposed that the School Hall become a sports hub as well.

The Finance and Administration Manager advised that Council currently owns the Kio Kio Hall.

Councillor Phillips had suggested that this be sold if it is not being used and that the School Hall then becomes the centre utilised by the Community.

The Finance and Administration Manager reported that the Kio Kio School currently has a wish list to enable the playing of a various number of sporting activities however a number of these could be deleted.

His Worship suggested that the Kio Kio Hall Committee be approached to ascertain how active they are and how well utilised the hall is.

### **KAWHIA COMMUNITY**

Councillor Pilkington reported on a recent walk around the Kawhia Community to identify various issues. She further advised that she joined the Otorohanga Community Board members on a recent tour of the Otorohanga Community.

Councillor Pilkington expressed thanks to Councils Finance and Administration Manager and Community Facilities Officer for their involvement in the erection of a boundary fence at the I Site.

### **OTOROHANGA DISTRICT DEVELOPMENT BOARD**

Councillor Pilkington informed members that a meeting of the Otorohanga District Development Board will be held tomorrow. Councillor Pilkington informed members that Mrs Jane Rutherford of Kawhia will be attending the Development Board meeting at 10.30am to report on the recent Kai Festival.

### **MINISTRY OF CIVIL DEFENCE AND EMERGENCY MANAGEMENT**

The Environmental Services Manager introduced Susanne Vowles to members followed by discussion on the role of Council in Civil Defence activities.

**DELOITTE**

The District Accountant reported that he along with Councillor Pilkington attended a recent rugby game in Hamilton compliments of Deloitte. He said this gave him the opportunity to meet the new Audit Manager.

**CENTRAL HAWKES BAY HIGH SCHOOL**

His Worship referred to a drivers licensing opportunity through the Central Hawkes Bay High School. This is a collaborative agreement between Mayors Taskforce, the High School and Massey University.

Councillor Pilkington said this model could be considered with a view for it being rolled out under Council's Youth Initiatives Program.

**MRS EDITH DOCKERY**

His Worship informed members that Mrs Edith Dockery of Kawhia, a former Chairperson of the Kawhia Community Board had a severe stroke a few days ago and is currently in the Waikato Hospital.

**BURNING OF TYRES**

His Worship referred to a recent tyre fire in Spain and suggested that the Regional Council be approached to see what can be done about the stockpiles of old tyres. He advised that Central Government requires information on what would work on a national level.

**MEETING CLOSED**

The meeting concluded at 12.20pm

**DATE:**