



22 May 2024

**To: Each Member of the Council**

Dear Member

**MEETING OF ANTRIM AND NEWTOWNABBAY BOROUGH COUNCIL**

A meeting of Antrim and Newtownabbey Borough Council will be held in the **Council Chamber, Mossley Mill** on **Tuesday 28 May 2024** at **6.30 pm**.

You are requested to attend.

Yours sincerely

A handwritten signature in black ink, appearing to read "Richard Baker".

Richard Baker, GM MSc  
**Chief Executive, Antrim & Newtownabbey Borough Council**

**For any queries please contact Member Services:**

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## AGENDA

- 1 Bible Reading and Prayer (In accordance with Standing Orders, Members are not required to attend for this part of the meeting and, following this part of the meeting, Members outside the Chamber will be called to the meeting).
- 2 Apologies
- 3 Declarations of Interest
- 4 To take as read and confirm the minutes of the proceedings of the Council Meeting of Antrim and Newtownabbey Borough Council held on Monday 29 April 2024, a copy of which is **enclosed**.
- 5 To approve the minutes of the proceedings of the Operation Committee Meeting of Tuesday 7 May 2024, a copy of which is **enclosed**.
- 6 To approve the minutes of the proceedings of the Policy and Governance Committee Meeting of Wednesday 8 May, a copy of which is **enclosed**.
- 7 To approve the minutes of the proceedings of the Community Planning Committee Meeting of Monday 13 May 2024, a copy of which is **enclosed**.
- 8(a) To take as read and confirm the Part 1 of the minutes of the proceedings of the Planning Committee Meeting held on Monday 20 May 2024, a copy of which is **enclosed**.
- 8(b) To approve Part 2 of the minutes of the proceedings of the Planning Committee Meeting held on Monday 20 May 2024, a copy of which is **enclosed**.
- 9 ITEMS FOR DECISION
  - 9.1 Schedule of Meetings of Antrim and Newtownabbey Borough Council
  - 9.2 Scheme of Allowances Payable to Councillors 2024-25
  - 9.3 Application for Grant of an Occasional Entertainments Licence – Breaker Breaker Truck Show, 48a Moira Road, Crumlin, BT29 4JL
  - 9.4 Dual Language Street Sign Application Update
  - 9.5 Governance Review
  - 9.6 Review of Standing Orders
- 10 ITEMS FOR NOTING

- 10.1 Budget Report – Quarter 4 April 2023 to March 2024
- 10.2 Derry City and Strabane District Council Motion - Waiting Times for Autism Assessments

11 ITEMS IN COMMITTEE

- 11.1 Supply and Delivery of Biomass Fuels to Council Sites
- 11.2 Hire of Marquees, Stretch Tents and Associated Items

## 9 ITEMS FOR DECISION

### 9.1 G/MSMO/031 SCHEDULE OF MEETINGS OF ANTRIM AND NEWTOWNABBEY BOROUGH COUNCIL

#### 1. Purpose

**The purpose of this report is to recommend to Members the approval of the revised Schedule of Meetings for the period 1 June – 31 December 2024.**

#### 2. Introduction

Following the decision at the April Council meeting to introduce a new Economic Development Committee and change the name of the Community Planning Committee, a revised schedule of meetings has been prepared for the period 1 June – 31 December 2024.

#### 3. Previous Decision of Council

Members agreed the Schedule of Meetings for the period 1 January to 31 December 2024 at the Policy and Governance meeting in September 2023.

#### 4. Revised Schedule

The following revised Schedule of dates for Council and Committee meetings are proposed for the period 1 June – 31 December 2024.

**Meetings marked in red are held at Antrim Civic Centre, while those in black are held at Mossley Mill. All meetings commence at 6.30 pm with the exception of Planning Committee which will start at 6 pm.**

*(Changes to the previously agreed schedule are highlighted in yellow)*

<b>Council / Committee Meetings</b>	<b>Date of Meeting</b>
Annual Council Meeting	Monday 3 June 2024
<b>Operations Committee</b>	<b>Monday 10 June 2024</b>
<b>Policy &amp; Governance Committee</b>	<b>Tuesday 11 June 2024</b>
Community Development Committee	Wednesday 12 June 2024*
Economic Development Committee**	Thursday 13 June 2024*
Planning Committee	Monday 17 June 2024
<b>Audit and Risk Committee</b>	<b>Tuesday 18 June 2024</b>
Council Meeting	Monday 24 June 2024
Planning Committee	Monday 22 July 2024
Council Meeting	Monday 29 July 2024
Planning Committee	Monday 19 August 2024
Council Meeting	Tuesday 27 August 2024*

Operations Committee	Monday 2 September 2024
Policy & Governance Committee	Tuesday 3 September 2024
Community Development Committee	Monday 09 September 2024
Economic Development Committee**	Tuesday 10 September 2024
Planning Committee	Monday 16 September 2024
Audit and Risk Committee	Tuesday 17 September 2024
Council Meeting	Monday 30 September 2024
Operations Committee	Monday 7 October 2024
Policy & Governance Committee	Tuesday 8 October 2024
Community Development Committee	Monday 14 October 2024
Planning Committee	Monday 21 October 2024
Council Meeting	Monday 28 October 2024
Operations Committee	Monday 4 November 2024
Policy & Governance Committee	Tuesday 5 November 2024
Community Development Committee	Monday 11 November 2024
Economic Development Committee**	Tuesday 12 November 2024
Planning Committee	Monday 18 November 2024
Council Meeting	Monday 25 November 2024
Operations Committee	Monday 2 December 2024
Policy & Governance Committee	Tuesday 3 December 2024
Community Development Committee	Wednesday 4 December 2024*
Planning Committee	Monday 9 December 2024*
Audit and Risk Committee	Tuesday 10 December 2024*
Council Meeting	Monday 16 December 2024*

\* Denotes change of date due to bank/public holiday/annual meeting.

\*\*Economic Development Committee to meet every other month or more frequently as required.

## 5. Recommendation

**It is recommended that the revised Schedule of Meetings for the period 1 June – 31 December 2024 be approved.**

Prepared by: Liz Johnston, Deputy Director of Governance

Approved by: Sandra Cole, Director of Finance and Governance

## 9.2 G/MSMO/1 SCHEME OF ALLOWANCES PAYABLE TO COUNCILLORS 2024-25

### 1. Purpose

**The purpose of this report is to recommend to Members that the revised Scheme of Allowances Payable to Councillors 2024-25 be approved.**

### 2. Introduction

Members are reminded that the Council is required under the Local Government (Payments to Councillors) Regulations (Northern Ireland) 2019 to make a scheme for the payment of allowances to Councillors and Committee Members in respect of each year.

### 3. Previous Decision of Council

Following approval at April's Council meeting, to establish a new Economic Development Committee, the Scheme of Allowances has now been revised (**enclosed**) to incorporate the Special Responsibility Allowances for the Chair and Vice Chair of the new committee.

These new allowances are applicable from 1 June 2024.

All other allowances remain the same as those contained in the previous version of the Scheme of Allowances.

Any future notifications from the Department for Communities in relation to changes to the allowances payable for the 2024-25 financial year shall be reported to Members for their approval.

### 4. Recommendation

**It is recommended that the Scheme of Allowances Payable to Councillors for 2024-25 be agreed.**

Prepared by: Richard Murray, Head of Finance

Agreed By: John Balmer, Deputy Director of Finance

Approved by: Sandra Cole, Director of Finance and Governance

**9.3 EL/190 APPLICATION FOR GRANT OF AN OCCASIONAL ENTERTAINMENTS LICENCE – BREAKER BREAKER TRUCK SHOW, 48A MOIRA ROAD, CRUMLIN, BT29 4JL**

**1. Purpose**

**The purpose of the report is to seek Members' approval for an Occasional Entertainments Licence for the Breaker Breaker Truck Show, 48a Moira Road, Crumlin, B29 4JL.**

**2. Introduction**

An application has been received for the grant of an Entertainments Licence (occasional licence) for the following area.

<b>Licensee</b>	<b>Location of Premises</b>	<b>Type(s)and hours of entertainment</b>	<b>File Number</b>	<b>New Application or Renewal</b>
<b>Ms Leanne Lyons</b>	48a Moira Road, Crumlin	Singing, Music, Dancing or Entertainment of a like kind  Number of persons No greater than 2000	EL190	Renewal

In line with the Council Protocol for the hearing of Entertainments Licence applications, approved in December 2016, the application must be considered at a full meeting of the Council.

The Council can decide the following:

- i. Grant the licence
- ii. Grant the licence with specific additional terms, conditions and restrictions
- iii. Refuse the licence
- iv. Defer an application for further consideration or to obtain further information.

If the Council makes a decision against an Officer's recommendation, then members must state their reasons for doing so. In such circumstances, a recorded vote will be taken.

**3. Main Report**

An application has been received for the renewal of an Entertainments Licence for the above event. Members are asked to note that this event has been held annually at the same venue since 2019 and that there have been no previous issues or concerns regarding this event.

The operating hours for the event as detailed below:

Saturday 6 July 2024 10:00 hrs – 16:00 hrs

Following a review of the Entertainment Licence policy, Council approval is now required in advance of granting the licence on an annual basis.

#### 4. Summary

Ms. Lyons has submitted an application for an occasional entertainments licence for the event "Breaker Breaker Truck Show" at 48a Moira Road, Crumlin, BT29 4JL. As per the Council protocol for reviewing entertainments license applications, a decision by Members is required regarding the approval of the licence.

#### 5. Recommendation

**It is recommended that an Entertainments Licence (Occasional Licence) is granted to the applicant, Ms Lyons for an event – Breaker Breaker Truck Show, 48a Moira Road, Crumlin, BT29 4JL with the following conditions;**

- a) that all relevant licensing requirements are met**
- b) that statutory consultees have no objections to approval**
- c) no objections are received following the statutory consultation period**

Prepared by: Kelly Squance, Environmental Health Officer

Agreed by: Colin Kelly, Head of Environmental Health and Wellbeing

Approved by: Michael Laverty, Director of Sustainability



## 9.4 CCS/EDP/025 DUAL LANGUAGE STREET SIGN APPLICATION UPDATE

### 1. Purpose

**The purpose of this report is to recommend that the Dual Language Street Sign applications at Stage 1 be approved and Stage 2 be noted and Stage 3 be approved.**

Members are reminded that in accordance with the Dual Language Street Sign Policy, adopted by Council on 30 May 2022 (**enclosed**), the following update outlines the current status of applications received.

### 2. Application Status

#### STAGE 1: PETITION VERIFICATION

Two applications have been received at Stage 1, requesting signage to be erected in Irish for the following area:

1. BAWNMORE DRIVE, NEWTOWNABBAY, BT36 7GD
2. LONGLANDS COURT, NEWTOWNABBAY, BT36 7LY

The occupiers signing the petition have been evidenced by their listing on the current Electoral Register and meet the one third threshold as required within the approved Policy.

#### STAGE 2: RESIDENTS CANVASS

Two applications have progressed to Stage 2:

1. HOLLYBROOK ROAD, NEWTOWNABBAY, BT36 4ZT
2. ST JOSEPH'S COURT, CRUMLIN, BT29 4WG

Canvass letters have been issued to residents for response by 5 June 2024, the outcome of which will be reported to Council in June 2024.

#### STAGE 3: STREET SIGN INSTALLATION

One application has progressed to Stage 3:

1. MILL ROAD, NEWTOWNABBAY, BT36 7BA

The occupiers of the above street have been canvassed and the threshold of two thirds or more in favour of the erection of a second language street sign has been met as required within the approved Policy. A map and outline costings are **enclosed** at Appendix One and Two.

### 3. Recommendation

**It is recommended that the Dual Language Street Sign applications at Stage 1 Bawnmore Drive and Longlands Court be approved, and the applications at**

**Stage 2 Hollybrook Road and St Joseph's Court be noted and the application at Stage 3 Mill Road be approved.**

Prepared by: Ellen Boyd, Accessibility and Inclusion Officer

Approved by: Helen Hall, Director of Corporate Strategy

## 9.5 G-LEG-38-118 GOVERNANCE REVIEW

### 1. Purpose

**Members are reminded that at last month's Council meeting Members agreed the recommendations following a review by Officers in relation to the purpose, structure and Terms of Reference (ToR) of the Council's Committees, Sub-committees and Working Groups, aligned to the organisational structure and services of the Council.**

**The purpose of this report is to provide Members with further recommendations for consideration associated with the review.**

**The recommendations in this report follow on from the main purpose of the above mentioned review to ensure that the Council's Governance arrangements help to deliver the best services for our citizens by seeking to improve and refine decision-making processes.**

### 2. Legal position

The legal basis for the review and the recommendations in this report is to ensure that the functions of the Council are being discharged in accordance with Parts 4 and 5 of the Local Government Act (Northern Ireland) 2014 which provides Councils with the power to discharge some of their functions via a committee structure.

### 3. Review areas

#### 1. Licences

All new Entertainment Licence and Amusement Permit applications are brought direct to Council for decision.

Renewal and transfer of Licences and Permits are dealt with by Officers under the Councils Scheme of Delegation, except where there has been a request to make oral representations or there are objections to the application, in that case the application will be brought direct to Council for decision.

#### 2. Dual Language Street Signs

As per the Council's Dual Language Street Sign Policy all applications under the Policy are also brought direct to Council for decision.

### 4. Recommendations

The following are recommendations for Members' consideration:

- a) As Entertainment Licences and Amusement Permits fall under the remit of the Director of Sustainability and Operations, the licence and permit applications which are required to be brought to Council are now

brought to the Operations Committee for consideration. The recommendation of the Operations Committee in relation to the licence and permit matters will still have to be ratified by Council. The relevant Policies be amended accordingly to reflect this.

- b) As the Dual Language Street Sign Policy falls under the remit of the Director of Organisation Development, all applications under the Policy be brought to the Policy and Governance Committee for consideration. The recommendation of the Policy and Governance Committee in respect of such applications will have to be ratified by Council. The Policy be amended accordingly to reflect this.

**Recommendation**

**Members approve recommendations (a) and (b) above.**

Prepared by: Paul Casey, Borough Lawyer & Head of Legal Services

Approved by: Richard Baker, Chief Executive

## 9.6 G-LEG-44 REVIEW OF STANDING ORDERS

### 1. Purpose

**The purpose of this report is to update Members on the review of Standing Orders by the Standing Order Working Group.**

### 2. Introduction

At the December 2023 Policy and Governance Committee Members resolved to establish a Working Group to review the Council's current Standing Orders, membership being the Mayor, Deputy Mayor, Party Group Leaders or their nominees, and Officers.

The aim of the Working Group was, on a task and finish principle, to make recommendations for the revision of the Council's Standing Orders to make them relevant to the current modern governance arrangements.

### 3. Recommendations

The following are the recommended changes (highlighted in grey) to Standing Orders for Members consideration (a full copy of Standing Orders with the changes highlighted are **enclosed**):

#### **a) Standing Order 1: Time and place of meetings**

The meetings of the Council shall be held at 6.30pm, with the exception of Planning Committee meetings which shall be held at 6pm, and may alternate between the Council Chamber at Mossley Mill and the Round Tower at Antrim Civic Centre.

#### **b) Standing Order 7: Notice and Summons of Meetings**

Except in the case of business required by statute or, where in the opinion of the Chairperson at the meeting the business should be considered by the meeting as a matter of urgency, any other relevant business (AORB) cannot be considered at Full Council meetings or for Part One of the Planning Committee meetings but may be considered at all other Committee, Part Two of the Planning Committee, and sub-Committee meetings.

It is preferable that details of any other relevant business (AORB) be submitted in writing to Member Services by 12 noon one working day before the Committee meeting.

Any matter under AORB that seeks to commit the Council to expenditure will not, subject to the decision of the Committee, be considered at the meeting and shall instead stand deferred to the next Committee meeting for Officers to bring a report.

#### **c) Standing Order 11: Quorum**

The quorum for Council, Committee and Sub Committee meetings ~~be~~ is half ~~one quarter~~ of the whole number of Members of the Council, Committee and Sub Committee ~~except for the Planning Committee where the quorum will be six members.~~

**d) Standing Order 12: Admission to meetings**

At all times during which a Meeting of the Council is open to the public, the Council shall, so far as is practicable, cause to be made available to duly accredited ~~reporters representatives of newspapers,~~ attending for the purpose of reporting proceedings at the meeting, reasonable ~~seating facilities, and or reasonable alternative arrangements,~~ for taking reports of these proceedings.

**e) Standing Order 16: Deputations**

Any resource or expenditure implications for the Council associated with the Deputation cannot be dealt with at the same meeting at which the Deputation is made unless another report is on the agenda associated with the Deputation.

**f) Standing Order 17: Order of Business**

Subject to any statutory requirements to the contrary, the order of business at every meeting of the Council shall be as follows:

- a) apologies;
- b) declaration of Members interests;
- c) confirmation of the Minutes of the last stated Meeting and all adjourned meetings and special meetings held since the last stated Meeting;
- d) adoption of the minutes of the proceedings of any committees and consideration of reports, if any, from such committees;
- e) presentations or deputations;
- f) reports on decisions/recommendations subject to the reconsideration procedure;
- g) business required by statute to be transacted at the Meeting;
- h) reports of officers, public bodies, agencies etc., if any, may be considered and such orders given thereon as may be deemed necessary;
- i) ~~consideration of motions of which due notice has been given, in the order in which they have been received;~~
- j) ~~Matters in-committee.~~

**g) Standing Order 22: Motions**

Every motion shall be relevant to ~~some~~ matters:

- a) in relation to which the Council:
  - i) has power or duties;
  - ii) is not prevented from taking action on by other legislation; ~~and~~
- b) which directly affects the local government district or its residents; and
- c) for which the Council is legally competent.

### On notice

Notice of every motion, other than a motion which under Standing Order 22.3 may be moved without notice, shall be given in writing, signed by the Member or Members of the Council giving the notice, to the Clerk Chief Executive not later than at least seven clear days before the next Meeting of the Council. The motion must be clear in meaning, and the Member or Members who signed the notice of motion have discussed, if relevant, any resource and expenditure implications of the motion with the relevant Director prior to submitting it, otherwise it shall be rejected by the Chief Executive until such time as it is resubmitted in accordance with all of the forgoing clear language, and not later than seven clear days before the meeting.

A motion shall be rejected by the Chief Executive if the wording or nature of the motion is considered unlawful, or improper, and not in compliance with Standing Order 22.1.

### Without notice

The following motions may be moved without notice (subject to not having expenditure or resource implications which have not been previously agreed by the Council).

### Notice of amendments to the Mayor

All proposed Amendments to motions be provided to Member Services by 12 noon, ~~at the latest, one working on the day before of~~ the Council meeting. These should be provided in writing and include the name of the proposer(s) and seconder(s). Both the Motion and the proposed Amendments will be provided to the Mayor in advance of the meeting. This is only to assist the Mayor and the Amendments to Motions would not be read out at the Council meeting or circulated to other Members. This would not prevent new Amendments to be made at the Council meeting. The normal process for proposing an Amendment to a Motion would be unaffected.

## **h) Standing Order 26: Voting**

### Show of hands Voting Procedure

~~Unless a recorded vote is demanded under Standing Order 26.5, the Chairperson will take the vote, by a show of hands, or if there is no dissent, by the affirmation of the meeting.~~

Unless a recorded voted is demanded under Standing Order 26.5, for Council and Committee meetings the Chairperson will ask each Member in attendance to indicate their vote, or if there is no dissent, by the affirmation of the meeting. Unless a recorded vote is asked for the Members name will not be recorded alongside the vote and only the numbers of those who voted will be recorded in the minutes.

## Recorded vote

When a recorded vote is requested, the Chairperson will ask each Member ballot papers will be issued to Members to register their vote how they wish to vote and the outcome of the vote will be confirmed and recorded in the minutes. This procedure only applies to meetings of the full Council, a recorded vote at a Committee meeting will be recorded by means of a show of hands.

### **i) APPENDIX 1 - Definitions**

“meeting” unless specifically specified, means Full Council, Committee, sub-Committee meetings, in person and remote (hybrid);

“sub-Committee” – any reference to Committee also applies to sub-Committee.

## **Recommendation**

**It is recommended that Members approve recommendations (a) to (i) above.**

Prepared by: Paul Casey, Borough Lawyer & Head of Legal Services

Approved by: Richard Baker, Chief Executive



## 10 ITEMS FOR NOTING

### 10.1 FI/FIN/4 BUDGET REPORT – QUARTER 4 APRIL 2023 TO MARCH 2024

#### 1. Purpose

**The purpose of this report is to provide financial performance information at quarter four (April 2023 – March 2024) for the Chief Executive's section.**

#### 2. Introduction

As agreed at the August Council meeting, quarterly budget reports will be presented to the relevant Committee or Working Group. All financial reports will be available to all Members.

#### 3. Summary

As at period 12 – quarter 4, the Chief Executive's budget has a £262k favourable variance. This is generally attributable to underspends to date on Contributions to Specified Bodies, vacant posts and additional income received to cover legal and staff costs incurred on a judicial review.

The budget report for Period 12 does not include adjustments required to arrive at the final financial position of the Council for the 2023/24 financial year. These adjustments include final accruals of expenditure incurred and grants and debts invoiced after 31 March 2024, contributions to or from reserves, and prepayments of expenditure and income.

Budget reports for the Chief Executive's section for Quarter 4 – April 2023 to March 2024 are **enclosed** for Members' information.

#### 4. Recommendation

**It is recommended that the report be noted.**

Prepared by: Richard Murray, Head of Finance

Agreed by: John Balmer, Deputy Director of Finance

Approved by: Sandra Cole, Director of Finance & Governance

## 10.2 G/MSMO/14 DERRY CITY AND STRABANE DISTRICT COUNCIL MOTION - WAITING TIMES FOR AUTISM ASSESSMENTS

### 1. Purpose

**The purpose of this report is to advise Members that correspondence has been received from Derry City and Strabane District Council in relation to its' Motion regarding waiting times for autism assessments.**

### 2. Introduction

Members are advised that correspondence (enclosed) has been received from Derry City and Strabane District Council regarding a Motion passed by that Council. The Motion is in relation to their acknowledgement of unacceptable waiting times for autism assessments in Northern Ireland causing hardship and developmental delays.

### 3. Key Points

Derry City and Strabane District Council has resolved to formally write to the Minister of Education and the Minister for Health to urgently develop and present a comprehensive business case outlining specific, actionable strategies to address and resolve the backlog including a detailed analysis of its impacts, clear reduction targets, proposed measures for ongoing assessments, and the necessary financial and staffing resources.

Derry City and Strabane District Council seeks collaboration from all Northern Ireland Councils to support the motion, pledging to facilitate and support the development of the business case and associated action plan.

### 4. Recommendation

**It is recommended that the correspondence from Derry City and Strabane District Council be noted.**

Prepared by: Member Services

Agreed by: Liz Johnston, Deputy Director of Governance

Approved by: Richard Baker, Chief Executive