

Minutes of a Meeting of **Full Council** held in the **Deben Conference Room, East Suffolk House, Riduna Park, Melton** on **Thursday 27 September 2018** at **7.00pm**

Members present:

N Yeo (Chairman), J Bidwell, S Bird, C Blundell, S Burroughes, M Deacon, D Dean, J Fisher, A Fryatt, S Gallant, S Geater, M Gower, S Harvey, T-J Haworth-Culf, C Hedgley (Vice Chairman), R Herring, G Holdcroft, M Jones, J Kelso, R Kerry, S Lawson, G Lynch, S Mower, P Mulcahy, M Newton, C Poulter, A Smith, R Whiting

Officers present:

K Abbott (Democratic Services Business Manager), S Baker (Chief Executive Officer), P Gore (Head of Environmental Services and Port Health), A Jarvis (Strategic Director), S Martin (Head of Internal Audit), M Sims (Food and Safety Manager), H Slater (Head of Legal and Democratic Services/Monitoring Officer), S Taylor (Interim Chief Finance Officer)

1. Apologies for Absence

Apologies for absence were received from Councillor Amoss, Councillor Block, Councillor Bloomfield, Councillor Coleman, Councillor Cooper, Councillor Green, Councillor Hudson, Councillor McCallum and Councillor Savage.

2. Declarations of Interest

There were no Declarations of Interest.

3. Minutes

RESOLVED

That the Minutes of the Meeting held on 17 July 2018 be confirmed as a correct record and signed by the Chairman.

4. Announcements

The Chairman welcomed Councillor Michael Gower, the new Ward Member for Wenhaston and Westleton, to his first meeting of Full Council since his election earlier in the month.

The Leader of the Council was saddened to report that Mr Cliff Cocker, a former District Councillor for the Woodbridge Seckford Ward, had passed away on 12 September 2018 aged 88 years. The Leader of the Council described Mr Cocker as a very sincere man, with a good knowledge of local affairs who had been held in high regard by his colleagues. Mr Cocker had held the office of Chairman of the Council in 2007/8 and, as a Woodbridge Town Councillor, had also been Mayor of Woodbridge in 1999/2000.

Full Council stood silent for one minute in memory of Mr Cocker.

The Cabinet Member with responsibility for Housing announced that the Universal Credit Full Service would be introduced in Leiston, Woodbridge and Felixstowe Job Centres in October 2018; all postcodes within Suffolk Coastal would then have transitioned to the Universal Credit Full Service. The Cabinet Member highlighted the Member Briefing on this matter to be held on the evening of 17 October 2018.

The Cabinet Member with responsibility for Community Health announced that Mrs Caroline Evans, Licensing Services Manager, would be retiring shortly. The Cabinet Member commended Mrs Evans for her strong organisational skills, competence, professionalism and her tireless work across both Councils. The Cabinet Member also commented that Mrs Evans' competent and friendly approach to her duties had earned her the confidence and respect of Members, the public and those in the licensing trade.

The Chief Executive, with reference to the Leader of the Council's earlier remarks about the late Mr Cocker, wished to record the condolences of all Council Officers who had known and worked with Mr Cocker in the past. The Chief Executive described Mr Cocker as a true gentleman and said it had been a pleasure to work with him.

5. Written Questions

There were no Written Questions.

6. Notices of Motion

There were no Notices of Motion.

7. Appointment of an Interim Chief Finance Officer for Suffolk Coastal District Council

Council received report **CL 21/18** by the Leader of the Council. In introducing the report, the Leader of the Council stated that Local Authorities were required to have in place certain statutory officers and one of these was a Chief Finance Officer (Section 151 Officer) to undertake a range of financial responsibilities. The report recommended the appointment of an Interim Chief Finance Officer, following the resignation of the current post-holder, to undertake the financial duties required under Section 151 of the Local Government Act 1972; it further recommended that the interim arrangement remain in place until a permanent appointment was made and the new post-holder in place.

The Leader of the Council said it was recommended that Mr Simon Taylor, currently the Finance Manager (Compliance) and Deputy Section 151 Officer, be appointed as the Interim Chief Finance Officer and Interim Section 151 Officer. The Leader of the Council said Mr Taylor would make an excellent interim appointment pending the appointment of a permanent Chief Finance Officer. Subject to the recommended appointment being approved, it was noted that Mrs Lorraine Rogers would continue to act as Deputy Section 151 Officer.

There being no questions or matters raised for debate, the Chairman moved to the recommendation. It was proposed by the Leader of the Council, seconded by the Cabinet Member with responsibility for Resources and unanimously

RESOLVED

That Mr Simon Taylor, Finance Manager (Compliance), be appointed as Interim Chief Finance Officer and Interim Section 151 Officer for Suffolk Coastal District Council and that this arrangement remain in place until a permanent appointment was made to the post of Chief Finance Officer.

8. East Suffolk Food and Health and Safety Service Plan 2018/19

Council received report **CL 22/18** by the Cabinet Member with responsibility for Community Health. The report presented the Food and Health and Safety Service Plan for 2018/19 in the format prescribed by the Food Standards Agency in its Framework Agreement and as required by the Health and Safety Executive in the National Local Authority Enforcement Code. The Service Plan for 2018/19, which had also been reviewed by the Council's Scrutiny Committee and Cabinet, was before Council for a further review of performance against 2017/18 targets, any variance from the Plan and to identify any areas for improvement. In introducing the Service Plan, the Cabinet Member thanked the Head of Environmental Services & Port Health, and his team of Officers, for the quality and excellence of their work.

The Cabinet Member highlighted the launch of the *Take Out, Eat Well* healthier food award scheme in September 2018; the first award under the Scheme had been to a fish and chip shop in Felixstowe. He also referred to meetings with various senior civil servants from DEFRA, the Food Safety Agency and the Department for Exiting the EU which had all provided opportunities to promote the importance of imported food controls and to influence decisions on effective border controls post-Brexit. The Cabinet Member further stated that additional demands had faced the Service during the last year. These had included the need to respond to incidents such as the occurrence of paralytic shellfish poisoning which had sadly resulted in the death of pet dogs which had consumed contaminated shellfish washed up on the shoreline.

A short video on the *Take Out, Eat Well* food award scheme was presented to Council.

The Chairman invited questions.

Councillor Burroughes asked if the *Take Out, Eat Well* healthier food award scheme would incorporate pizza outlets. The Cabinet Member confirmed that pizza outlets would be included in the scheme with such businesses encouraged, for example, to reduce levels of cheese, reduce the fat content of cheese, and to offer smaller sized pizzas etc. Councillor Burroughes also asked if the Council was supporting residents to prepare healthier meals, at home, using fresh ingredients. The Cabinet Member referred to the work of the Health and Well-being Board which promoted healthy eating and living options.

There being no further questions or matters raised for debate, the Chairman moved to the recommendations.

It was proposed by the Cabinet Member for Community Health, seconded by the Cabinet Member for Customers, Communities and Leisure, and unanimously

RESOLVED

- (1) That Full Council had noted the Food Safety and Health and Safety performance against the Service Plan for 2017/18; and
- (2) That Full Council adopted the Service Plan for 2018/19.

9. Treasury Management Out-turn Report 2017/18 and Mid-Year Report for 2018-19

Council received report **CL 23/18** by the Cabinet Member with responsibility for Resources. The report provided the required annual review of the performance of the treasury management function including Prudential Indicators in 2017/18 and incorporated a mid-year review of 2018/19.

In introducing the report, the Cabinet Member referred to the report's summary of 2017/18 which stated that investments had totalled £54.1m as at 31 March 2018 (*£44m being short-term investments, £2.34m of long term investments and £7.7m being liquidity investments (cash at bank)*); that interest received during the year had totalled £278k; that the Council had maintained its policy of investing short term rather than long term due to market conditions; that there had been no external borrowing; and, that the Council had operated within its approved Prudential Indicators Limits for 2017/18. The Cabinet Member further referred to the report's summary of 2018/19, to date, which stated that investments had totalled £65.39m as at 31 July 2018; that interest received to 31 July 2018 had totalled £82.57k; and, that the Council had, to date, operated within both its approved Prudential Indicator Limits and its prescribed treasury management policy.

The Cabinet Member concluded by commending the hard work of Mrs Homira Javadi, and her team of Officers, which had helped to secure a strong financial position for the Council.

There being no questions or matters raised for debate, the Chairman moved to the recommendations. It was proposed by the Cabinet Member for Resources, seconded by Councillor Lynch and unanimously

RESOLVED

- (1) That Full Council approved the Annual Report on the Council's Treasury Management activity for 2017/18 incorporating the Mid-year review for 2018/19.
- (2) That Full Council noted the Prudential Indicators Outturn position for 2017/18 in Appendix A of report CL 23/18.
- (3) That Full Council noted and approved the Lloyds Set Off agreement as detailed at paragraphs 14.2 and 14.3 of report CL 23/18.

10. 100% Business Rate Retention Pilot – Place Based Funding

Council received report **CL 24/18** by the Leader of the Council. The report referred to the earlier invitation, issued by the DCLG, to local authorities in England to pilot 100% Business Rates retention in 2018/19; Suffolk had responded to this invitation and the pilot had been led by the East Suffolk councils. The report also detailed how over 180 councils, forming 23 pools, had

submitted bids, ten of which had been successful, including that from Suffolk. The pilot had resulted in over £30m of retained business rate income for Suffolk (of which, £2.5m for Suffolk Coastal and £1.1m for Waveney) which was £10.5m more than the previous 50% pooling system.

In introducing the report, the Leader of the Council referred to the Suffolk pilot's focus on 'inclusive growth' – i.e. economic growth distributed across society to create opportunities for all - and which proposed a place-based approach to the allocation of additional business rate income. He added that this approach had introduced a more collaborative working arrangement between the County Council and the District and Borough Councils and recognised that local Councils could offer greater solutions to local issues. The Leader of the Council highlighted the list of district projects which had been put into the programme having met the scheme's objectives (at Appendix A to the report). All the projects had been benchmarked against the principles agreed by the participants in the Suffolk pilot; each project was a stand-alone piece of work and, as such, required a robust business case to be submitted and approved. Similarly, if a project was delivered under-budget or funded from another source, the potential budget allocation from the pilot's funds could be reallocated to another project on the list.

There being no questions or matters raised for debate, the Chairman moved to the recommendations. It was proposed by the Leader of the Council, seconded by the Cabinet Member for Economic Development and unanimously

RESOLVED

- (1) That Full Council noted the potential income of £3.6m of additional funding for projects through the 100% Business Rate Retention pilot (£1.1m for Waveney and £2.5m for Suffolk Coastal);
- (2) That Full Council noted and approved the list of district projects that had been put into the programme (Appendix A to CL 24/18) and which had met the scheme's objectives, on the proviso that each project would be brought forward with a robust business case to the relevant Committee (if not already subject to an approved business case);
- (3) That, in the unlikely event of Suffolk County Council and this Council not reaching an agreement which would result in a 20% reduction in the anticipated place-based allocation, Full Council agreed projects be carried out using the Council's own funding, where possible, subject to that project's approved business plan.

11. Annual Review of the Code of Corporate Governance

Council received report **CL 25/18** by the Cabinet Member with responsibility for Resources. The report referred to the latest CIPFA/SOLACE 2016 publication entitled *Delivering Good Governance in Local Government* which recommended an annual review of the Code of Corporate Governance.

In introducing the report, the Cabinet Member said the Code of Corporate Governance was last reviewed in September 2017. He added that the main body of the Code remained unchanged but with the evidence attached refreshed to capture current frameworks and processes in operation. The refreshed list was attached as Appendix A to the report for Council's consideration. The Cabinet Member also highlighted the seven core principles, fundamental to the Code, and as detailed at paragraph 1.7 of the report. The revised Code had also been

reviewed by the Audit and Governance Committee at its July 2018 meeting and in accordance with its terms of reference.

There being no questions or matters raised for debate, the Chairman moved to the recommendation. It was proposed by the Cabinet Member for Resources, seconded by Councillor Lynch and unanimously

RESOLVED

That the revised Code of Corporate Governance at Appendix A to the report CL 25/18 be adopted by Full Council

12. Cabinet Members' and Outside Bodies Representatives' Reports

Council received report **CL 26/18**.

The Chairman stated that the published reports would be taken as read, unless Cabinet Members or Outside Bodies representatives wished to provide further updates. The Chairman also invited Council to question Cabinet Members and Outside Bodies representatives on their reports.

Councillor Holdcroft, Cabinet Member for Economic Development

With reference to the update within the report on Transport East, Councillor Holdcroft advised that it had proposed the building of a lower Thames tunnel crossing; there were concerns that this project might be underway at the same time as the Sizewell C project and he undertook to report back to Council on discussions to ensure a fully joined-up approach.

Councillor Holdcroft also referred to the East Suffolk Business Festival which would begin on Monday 29 October and end on Friday 9 November; the Festival aimed to raise the profile of the East Suffolk business community and sought to connect all of the business support and training agents.

With regard to Sizewell C, Council was informed that, ahead of the expected Stage 3 Consultation in the new year, lobbying had commenced.

In conclusion, Councillor Holdcroft was very pleased to advise that Woodbridge's Thoroughfare had been short-listed for this year's Great British High Street Awards; judging would take place on 28 September 2018 and he asked Members to please indicate their support through the public vote.

Councillor Fryatt, Cabinet Member for Planning

Councillor Fryatt informed Council of two recent awards received from the recent Royal Town Planning Institute's East of England Awards – the first was an Award for Planning Excellence awarded to the Council for the Brightwell Lakes (Adastral Park) project and the second was the award for Young Planner of the Year awarded to Mr Ben Woolnough, Major Projects Adviser.

Councillor Fryatt also outlined the sequence of formal Committee meetings which the draft Local Plan would now be required to progress through – Scrutiny Committee (27 November 2018), Cabinet (2 January 2019) and Full Council on 3 January 2019.

With regard to the update on the revised National Planning Policy Framework (NPPF) within the report, Councillor Deacon asked if the results of the comprehensive consultation would be made available on the Council’s website. Councillor Fryatt said the consultation responses were still being analysed but he confirmed they would be made available on the website in due course.

Councillor Poulter, Cabinet Member for the Green Environment

With regard to the update on the Latitude Festival within the report, Councillor Smith asked for an indication of the charges which the Council applied to the event. Councillor Poulter confirmed that a licensing fee, in excess of £12,000, was applied.

Councillor Blundell raised an individual query about new green waste bins; Councillor Poulter asked him to provide her with full details of the case outside of the meeting so that she might seek the appropriate response to the individual circumstances.

Councillor Gallant, Cabinet Member for Community Health

Councillor Gallant referred Council to the information on ‘County Lines’ within the community safety update section of his published report. He added that a draft action plan for the two Councils was being prepared for submission to the next meeting of the East Community Safety Partnership for adoption.

Councillor Holdcroft and Councillor Smith – Felixstowe Forward

The key issues within the published report, specifically the Felixstowe and Resort Business Improvement District, were highlighted.

Councillor Holdcroft and Councillor Haworth-Culf – Leiston Together

The key issues within the published report were highlighted.

Councillor Cooper – Association of Suffolk Museums

There was nothing to add to the published report.

Councillor Cooper – Leiston, Saxmundham and District Citizens’ Advice

There was nothing to add to the published report.

Councillor Savage – Felixstowe and District Citizens’ Advice

There was nothing to add to the published report.

The Meeting concluded at 8.02pm