

Confirmed



Minutes of a Meeting of **Full Council** held in the **Deben Conference Room, East Suffolk House, Riduna Park, Melton** on **Tuesday 17 July 2018** at **7.00pm**

Members present:

C Hedgley (Chairman), J Bidwell, S Bird, S Bloomfield, C Blundell, M Bond, S Burroughes, P Coleman, A Cooper, M Deacon, P Dunnett, J Fisher, A Fryatt, S Gallant, S Geater, T Green, S Harvey, R Herring, G Holdcroft, C Hudson, M Jones, J Kelso, R Kerry, S Lawson, G Lynch, S Mower, M Newton, C Poulter.

Officers present:

S Baker (Chief Executive), K Cook (Democratic Services & Cabinet Business Manager), H Hanslip (Principal Planning Officer (Policy & Delivery)), C Hopkins (Marketing & Communications Officer), A Jarvis (Strategic Director), N Khan (Strategic Director), D Knight (Head of Customer Services), S Martin (Head of Internal Audit), H Slater (Head of Legal & Democratic Services & Monitoring Officer), S Taylor (Finance Manager (Compliance) & Deputy S151 Officer)).

After opening the meeting, the Chairman of the Council referred to the recent death of Councillor Raymond Catchpole. The Chairman, joined by all Members of the Council, expressed their condolences to Councillor Catchpole's family. The Chairman stated that he would call on the Leader of the Council, Councillor Herring, to speak on behalf of the Council; followed by Councillor Deacon, to speak on behalf of Opposition Members; and then the Chief Executive, to speak on behalf of Officers.

The Leader stated that he was deeply saddened to hear of the death of Councillor Catchpole, who was, he said, 73 years old and had battled with prostate cancer for 12 years; Councillor Catchpole had died peacefully at St Elizabeth Hospice on Saturday evening (14 July 2018).

The Leader stated that Councillor Catchpole was a valued Member of Suffolk Coastal; he was well-liked by fellow Councillors and staff alike at Suffolk Coastal, where he was famed for his diligence, supportive nature and good manners. In short, he was one of nature's gentleman. Councillor Catchpole was probably best known, Councillor Herring added, for his outstanding work as the Vice Chairman of the Planning Committee, where his careful, considered approach, complemented by his quiet sense of authority, helped massively when the Committee was considering complicated and sometimes controversial applications. It said a lot about Councillor Catchpole's quiet determination that he managed to contribute to this Council in such a full and active way, particularly when he was given three years to live when his cancer was first diagnosed over a decade ago. Councillor Catchpole obviously enjoyed his Council work; he never let cancer get the better of him, throwing himself wholeheartedly into Council work.

Councillor Herring stated that Councillor Catchpole cared deeply about his local community; in fact one of his main concerns and frustrations was that his illness meant he could not devote as much time and energy to his parish and district council work as he would have liked.

On a personal note, Councillor Herring added that he would miss Councillor Catchpole's support and quiet, understated sense of humour, as well as his professional attitude and the gravitas he brought to the role.

Councillor Catchpole was elected as a Ward Member for Wenhaston and Westleton in May 2015; he had previously been the Parish Clerk for Cookley and Walpole Parish Council, as well as Campsea Ashe Parish Council. One of Councillor Catchpole's first roles with the Council was as one of the judges for the District round of the Village of the Year Competition; he was Vice Chairman of the Planning Committee from June 2015 and was highly regarded by all of his fellow Councillors on the Planning Committee and undertook his duties, despite his ill health, with pride and commitment. He was also a member of the Sizewell C Task Group and the Enabling Communities Task Group. Councillor Catchpole was also temporarily appointed to Walberswick Parish Council, by Full Council, in early 2016 and so helped to ensure the Parish Council was quorate and able to transact its business.

Originally from Lowestoft, Councillor Catchpole had lived in Sibton for the last 30 years; a retired property developer, he was a highly respected expert on Feng Shui, which he became interested in after working in Hong Kong; he was one of the founders, as well as the Chairman, of the UK's Feng Shui Society.

In conclusion, the Leader stated that there would be no funeral service for Councillor Catchpole, as he left his body to the University of Cambridge, for medical research. However, an event would be held to allow his family and friends to celebrate his life. In conclusion, Councillor Herring stated that it was with great sadness that he had spoken on Councillor Catchpole's death; he would be greatly missed by all.

Councillor Deacon stated that, after becoming a member of the Council's Planning Committee, some three years ago, he had come to know Councillor Catchpole more; he was, he stated, a true gentleman. Councillor Deacon referred to Catchpole's deep understanding of Planning Policies and he said that he would be missed enormously by the Planning Committee, which always appreciated his input. Councillor Deacon referred to a recent Planning Committee site visit in Felixstowe, which Councillor Catchpole had attended, despite his illness; he was, he said, a very courageous man. In conclusion, Councillor Deacon stated that it was a great honour for him to have known and worked with Councillor Catchpole; he would be missed by all.

The Chief Executive, on behalf of officers, stated that Councillor Catchpole was a delight to work with; he was challenging, but always polite, he seemed, the Chief Executive stated, to have an affinity with officers. In summary, Councillor Catchpole was a true gentleman.

Council stood silent in Councillor Catchpole's memory

1. Apologies for Absence

Apologies for absence were received from Councillor Block, Councillor Dean, Councillor Haworth-Culf, Councillor McCallum, Councillor Mulcahy, Councillor Savage, Councillor Smith, Councillor Whiting and Councillor Yeo.

2. Declarations of Interest

Councillor Blundell declared a Local Non Pecuniary Interest, in respect of agenda item 7, Martlesham Neighbourhood Plan, as a member of Martlesham Parish Council.

Councillor Kelso declared a Local Non Pecuniary Interest, in respect of agenda item 7, Martlesham Neighbourhood Plan, as a member of Martlesham Parish Council.

3. Minutes

RESOLVED

- (a) That the Minutes of the Simultaneous Meetings of Suffolk Coastal District Council and Waveney District Council held on 30 April 2018 be confirmed as a correct record and signed by the Chairman.
- (b) That the Minutes of the Meeting held on 24 May 2018 be confirmed as a correct record and signed by the Chairman.

4. Announcements

There were no announcements.

5. Written Questions

There were no written questions.

6. Notices of Motion

There were no Notices of Motion.

At this point, following a recommendation by the Chairman, it was

RESOLVED

That the agenda be re-ordered to bring forward agenda items 9 (Audited Statement of Accounts 2017/18) and 10 (Annual Governance Statement 2017/18).

9. Audited Statement of Accounts 2017/18

Council received report **CL 17/18** by the Cabinet Member with responsibility for Resources, who reported that the Accounts and Audit Regulations 2015 required the Council's Chief Finance Officer to sign the accounts by no later than 31 May following the end of the financial year, which was one month earlier than previous years. Even with the tighter deadline, the Financial Services Team managed to produce two sets of accounts, one for Suffolk Coastal District Council and one for Waveney District Council, by the new deadline.

The external auditors were, Councillor Lawson reported, now required to issue their audit opinion by 31 July, which was two months earlier than previous years and this was being managed by the Financial Services Team.

The Council, once again, had successfully delivered its services within its challenging approved budget, ending the year, not only having achieved its planned savings of £2.821m, but also being able to generate a surplus of £1.389m, leaving the Council in a strong financial position. The surplus of £1.389m had been added to the Council's earmarked reserve, with £718k being transferred to the In-Year Savings Earmarked Reserve to help with future budget gap savings and £193k being added to the Carry Forward Requests Earmarked Reserve. The General Fund Balance as at 31 March 2018 was £4m.

Councillor Lawson stated that although the audit work had not yet been concluded, it was anticipated that the Council would achieve, once again, an unqualified Value for Money opinion for the year and an unqualified audit opinion on the 2017/18 Statement of Accounts. Any changes resulting from the final stages of the audit would be reported to the Audit and Governance Committee on 24 July 2018 for approval. In conclusion, Councillor Lawson thanked the Finance Team for all of its work.

There being no questions or matters raised for debate, it was proposed, seconded and unanimously

RESOLVED

- (1) That, having reviewed the Statement of Accounts for 2017/18, the outturn position be noted.
- (2) That delegated authority be granted to the Audit and Governance Committee to approve the Statement of Accounts for 2017/18 at its meeting on 24 July 2018.

10. Annual Governance Statement 2017/18

Council received report **CL 18/18** by the Cabinet Member with responsibility for Resources, who reported that the Accounts and Audit Regulations 2015 required each council to produce and approve an Annual Governance Statement by 31 July each year. The Annual Governance Statement embraced the seven core principles as set out in the CIPFA framework: Delivering Good Governance in Local Government, which made the Annual Governance Statement a key document that helped provide assurance to Members and other stakeholders as to how the governance of the Council was conducted. Councillor Lawson stated that the seven core principles could be found in section 3.3 of the Annual Governance Statement and Appendix A of the Annual Governance Statement detailed the supporting principles. Section 4 of the Annual Governance Statement was the Review of Effectiveness of its governance framework. Paragraph 4.29 detailed the areas of control weakness the Head of Internal Audit wished to highlight, which were Contract Management; Asset Management; and Health and Safety Duties from Partner Organisations. Section 5 of the Annual Governance Statement detailed the significant governance issues to be addressed during 2018/19, which were the three items just mentioned.

In conclusion, Councillor Lawson stated that, at the time of writing his report, the Annual Governance Statement for 2017/18 was still subject to audit and could change, but any changes made in the final stages of the audit would be presented to the Audit and Governance Committee on 24 July 2018 for approval.

There being no questions or matters raised for debate, it was proposed, seconded and unanimously

RESOLVED

That the findings of the internal review of effectiveness within the Annual Governance Statement be noted and that delegated authority be granted to the Audit and

Governance Committee to approve the Annual Governance Statement at its meeting on 24 July 2018.

7. Martlesham Neighbourhood Plan

Council received report **CL 15/18** by the Cabinet Member with responsibility for Planning, the purpose of which was to “Make” the Martlesham Neighbourhood Plan part of the Development Plan for the area in light of the referendum result held on 24 May 2018 and legal considerations.

The Cabinet Member with responsibility for Planning emphasised that the Plan did not propose any additional housing for Martlesham, but it did have many clear aspirations.

Councillor Blundell, one of the Ward Members for Martlesham, stated that the Neighbourhood Plan area originally applied for in 2014 included the whole of the Martlesham parish. Following discussion and consultation, this area was rejected. A smaller area was approved which excluded the strategic employment site at Adastral Park and the residential properties in the north of the parish which related more closely to the wider Woodbridge town area. The revised neighbourhood area was designated by Suffolk Coastal District Council in May 2015. Councillor Blundell referred to the enormous amount of work that had been undertaken to produce the Plan; and he gave his thanks for this; in conclusion Councillor Blundell referred to the passion of the people involved in producing the Plan.

There being no questions or matters raised for debate, it was proposed, seconded and unanimously

RESOLVED

- (1) That the Martlesham Neighbourhood Plan (referendum version) be “Made” part of the statutory Development Plan for the Martlesham Neighbourhood Area, subject to an amendment to Appendix 3 – Suffolk Coastal Local Plan Saved Policies being superseded, of the Plan to include policies AP51 General Employment Area and AP216 Martlesham Heath which have been omitted in error.
- (2) That in making the Martlesham Neighbourhood Plan (referendum version), the following saved policies AP28 Areas to be Protected from Development are superseded insofar as they relate to the neighbourhood plan area:

- AP13 Special Landscape Areas
- AP28 Areas to be Protected from Development
- AP212 Ipswich Fringe: Open character of land between Settlements
- AP213 Sandy Lane Martlesham
- AP214 Ipswich Road/Sandy Lane Martlesham
- AP51 General Employment Area
- AP216 Ipswich Fringe: Martlesham Heath Industrial Estate

be noted.

8. Wenhaston with Mells Neighbourhood Plan

Council received report **CL 16/18** by the Cabinet Member with responsibility for Planning, the purpose of which was to “Make” the Wenhaston with Mells Neighbourhood Plan part of the Development Plan for the area in light of the referendum result held on 24 May 2018 and legal considerations.

The Cabinet Member with responsibility for Planning reminded Members that this area, of course, had fallen within Councillor Catchpole’s ward. In referring to the Plan, Councillor Fryatt emphasised that no housing was proposed; however the Plan concentrated very much on environmental and green issues; local people were very keen to have light pollution controlled.

There being no questions or matters raised for debate, it was proposed, seconded and unanimously

RESOLVED

- (1) That the Wenhaston with Mells Neighbourhood Plan (referendum version) be “Made” part of the statutory Development Plan for the Wenhaston with Mells Neighbourhood Area.
- (2) That in “Making” the Wenhaston with Mells Neighbourhood Plan (referendum version), saved policy AP28 Areas to be Protected from Development is superseded insofar as it relates to the neighbourhood plan area be noted.

11. Extension of the Term of Appointment of the Independent Persons

Council received report **CL 19/18** by the Leader of the Council, which stated that at Council meetings on 24 May 2012 and 28 July 2016 Independent Persons were appointed to meet the requirements of the Localism Act 2011. It was reported at a further meeting of the Council on 25 May 2017 that one of the Independent Persons had retired and moved abroad, therefore an additional Independent Person, Mr Urey, was appointed. The term of office of Mr Urey was the same as Dr Peck’s, for consistency. Approval was sought to extend the term of office of the current Independent Persons, namely Dr Peck and Mr Urey, from July 2018 until this Council ceases to exist on 1 April 2019.

There being no questions or matters raised for debate, it was proposed, seconded and unanimously

RESOLVED

That the terms of office of Dr Peck and Mr Urey be extended from July 2018, until Suffolk Coastal District Council ceases to exist on 1 April 2019.

That Council pays an annual allowance of £300 to the Independent Persons, and pays a fee of £50 for each investigation report that the Independent Person considers on behalf of the Council.

12. Cabinet Members’ and Outside Bodies Representatives’ Reports

Council received report **CL 20/18**.

The Chairman stated that the 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 Herring, Leader of the Council

Councillor Herring highlighted the key issues within his published report. In addition, he referred to the recent Local Government Conference, and in particular the presentation made by Rishi Sunak, the Minister for Local Government who, he said, had enthused everybody. Councillor Herring stated that this year, for the first time, the East Suffolk Councils had a stand at the conference, which showcased the plans to create a new Council for east Suffolk; he thanked all sponsors of the stand together with all Members, of both Suffolk Coastal and Waveney, together with supporting officers.

At this point Members viewed a short film 'Ten Years in the Making' which highlighted that 2018 marked a decade of successful, cutting edge partnership working in east Suffolk, culminating in Suffolk Coastal and Waveney District Councils making history by creating one 'super' Council delivering the best possible services for local people.

Councillor Fryatt, Cabinet Member with responsibility for Planning

Councillor Fryatt highlighted the key issues within his published report and encouraged as many Members as possible to attend the briefing session on 18 July 2018 at 5.30 pm.

Councillor Burroughes, Ward Member for Peasenhall and Yoxford, referred to the reference to "Suffolk Design". He stated that, previously builders, generally, stated that additional design led to additional cost; he asked if this was still the case. Councillor Fryatt responded stating that this was a Suffolk-wide initiative; he was very keen to promote environment and setting, which he considered to be very important.

Councillor Kerry, Cabinet Member with responsibility for Housing

There was nothing to add to the published report.

Councillor Poulter, Cabinet Member with responsibility for the Green Environment

There was nothing to add to the published report.

Councillor Gallant, Cabinet Member with responsibility for Community Health

Councillor Gallant highlighted the key issues within his published report and stated that all reports presented to the Licensing Committee on 23 July 2018 had been approved.

Councillor TJ Haworth-Culf, Cabinet Member with responsibility for Customers, Communities and Leisure

In the absence of the Cabinet Member with responsibility for Customers, Communities and Leisure, the Leader highlighted the key issues within the published report, stating that due to

the importance of the Deben Leisure Centre re-development, the communications plan was supported by a comprehensive digital communications drive to not only raise awareness of the re-opening but to support efforts by the Council's leisure partner to generate memberships. This was the first time that Suffolk Coastal had undertaken such a digital communications drive and it worked with Rendlesham based, Bruizer Film to make a range of digital content to enable a comprehensive digital communications campaign. Leisure partners, Pulse and Places for People, contributed to the cost of the filming. The Leader was pleased to report that this approach had been successful; the cost of the paid Facebook campaign had totalled £125.39 and had achieved over 20,000 views during the campaign duration. The Facebook campaign reach was targeted on Woodbridge and surrounding areas and the Leisure Centre Project Team had confirmed that memberships were also ahead of schedule.

At this point, Members viewed the short films, and gave their applause for the approach taken.

The Leader of the Council advised Members that the Head of Customer Services, Darren Knight, had been successful in gaining promotion at another Authority; he would therefore be leaving East Suffolk. The Leader stated that Mr Knight had brought new ideas and innovation to East Suffolk, and he thanked him for that. In conclusion, Councillor Herring stated Mr Knight had made a huge contribution to East Suffolk.

Councillor Burroughes echoed the words of the Leader, referring to the excellent work undertaken by Mr Knight; he said that he had very much enjoyed the workshops that he had attended with Mr Knight.

Councillor Burroughes referred to the short films and asked if there was a rough guide as to how they translated into customers. The Head of Customer Services responded, referring to Facebook, and describing how the area could be selected, together with the radius and then the demographics. Facebook would then identify all the accounts that the content could reach. As a result of this Deben Leisure Centre memberships were increased, leading to a commercial benefit, as part of a wider communications plan.

The Cabinet Member with responsibility for Economic Development commended Councillor Haworth-Culf for her work.

Councillor Gallant – Community Safety Partnership

Councillor Gallant highlighted the key issues within the published report.

Councillor Coleman – Suffolk County Council's Health Scrutiny Committee

There was nothing to add to the published report.

Councillor Block - Suffolk Flood Risk Management Scrutiny Committee

There was nothing to add to the published report.

The Meeting concluded at 8.13 pm.