

## **BABERGH DISTRICT COUNCIL**

Minutes of the meeting of the **BABERGH CABINET** held in the King Edmund Chamber - Endeavour House, 8 Russell Road, Ipswich on Thursday, 12 March 2020

### **PRESENT:**

Councillor: John Ward (Chair)

Councillors:	Jan Osborne	Derek Davis
	Clive Arthey	David Busby
	Michael Holt	Elisabeth Malvisi
	Lee Parker	

### **In attendance:**

Councillor(s): Alastair McCraw  
Adrian Osborne

Officers:

- Chief Executive (AC)
- Monitoring Officer (EY)
- Assistant Director – Housing (GF)
- Assistant Director – Customer Services, Digital Transformation and Improvement (SW)
- Assistant Director – Sustainable Communities (TB)
- Assistant Director – Environment and Commercial Partnerships (CC)
- Professional Lead – Key Sites and Infrastructure (CT)
- Corporate Manager – Finance and Commissioning and Procurement (ME)
- Governance Officer (CP)

### **228 APOLOGIES FOR ABSENCE**

None received.

### **229 DECLARATION OF INTERESTS BY COUNCILLORS**

Councillor Lee Parker declared a local non-pecuniary interest in respect of item 11 – BCa/19/44 Community Infrastructure Levy (CIL) – CIL Expenditure Business Plan March 2020 – in his capacity as a trustee of Newton Green Trust.

### **230 BCA/19/40 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 11 FEBRUARY 2020**

It was **RESOLVED:-**

**That the minutes of the meeting held on 11 February 2020 be signed as a true record.**

**231 TO RECEIVE NOTIFICATION OF PETITIONS IN ACCORDANCE WITH THE COUNCIL'S PETITION SCHEME**

There were no petitions received.

**232 QUESTIONS BY COUNCILLORS**

There were no questions received.

**233 MATTERS REFERRED BY THE OVERVIEW AND SCRUTINY OR JOINT AUDIT AND STANDARDS COMMITTEES**

There were no matters referred.

**234 FORTHCOMING DECISIONS LIST**

The Forthcoming Decisions List was noted.

A discussion took place regarding current arrangements for attending meetings and whether these would change due to Covid-19 and potential social distancing arrangements. Members were advised that current legislation dictates that Members could not attend meetings remotely. Urgent decisions could however be taken by the Chief Executive under delegated authority. It was confirmed that briefings could take place virtually.

**235 BCA/19/41 GENERAL FUND FINANCIAL MONITORING 2019/20 - QUARTER 3**

The Cabinet Member for Finance introduced the report and moved the recommendations which were for noting. Members were reminded that the data for Quarter 2 was circulated but not debated due to cancelled meetings during the pre-election period. Councillor Ward highlighted the major variances detailed in the report. The recommendations were seconded by Councillor Malvisi.

In response to a query from Councillor Arthey regarding the implications of a reduction in the base rate, the Corporate Manager for Finance and Commissioning and Procurement advised that a reduction in this rate would provide a benefit to the Council's short-term borrowing arrangements.

Councillor Busby queried the effect which Covid-19 could have on the budget and asked if any amendments could be made to overcome any anticipated increase in costs. The Assistant Director for Environment and Commercial Partnerships advised that plans were in place to map potential income losses due to loss of staff through sickness.

Councillor Davis asked what measures were in place to assist people who may have difficulties in funding Council Tax payments due to Covid-19, particularly unemployed residents. The Assistant Director for Environment and Commercial Partnerships advised Members that information had recently been released regarding benefits available for self-employed individuals.

By a unanimous vote

**It was RESOLVED:-**

- 1.1 That, subject to any further budget variations that arise during the rest of the financial year, the surplus funds of £613k, referred to in section 5.8 of the report, be noted;
- 1.2 That, subject to any further variations that arise in business rates funding during the rest of the financial year, the shortfall in funds of £719k, referred to in section 5.9 of the report, be noted;
- 1.3 That, the forecast position for the 2019/20 Capital Programme, referred to in Appendix E and section 5.19 of the report, be noted.

**Reason for Decision:** To ensure that Members are kept informed of the current budgetary position for both General Fund Revenue and Capital.

**236 BCA/19/42 HOUSING REVENUE ACCOUNT FINANCIAL MONITORING 2019/20 QUARTER 3**

Report BCa/19/42 was introduced by the Cabinet Member for Finance who moved the recommendations. This was seconded by Councillor Osborne.

Councillor Busby queried why planned maintenance works were 10% over budget and asked how often a review of planned maintenance works was undertaken. In response the Assistant Director for Housing advised that two stock condition surveyors had been employed to carry out assessments of the conditions of the housing stock to ensure a funded planned maintenance programme could be put in place. Members were also advised that a restructure of the team had been carried out with additional asbestos and fire risk assessment surveyors being employed to reduce dependency on external contractors.

By a unanimous vote

**It was RESOLVED:-**

- 1.1 The potential or likely variations in relation to the HRA both Revenue and Capital compared to the Budget be noted.
- 1.2 That, subject to any further budget variations that arise during the rest of the financial year, the in-year shortfall in funds of £320k, referred to in section 5.6 of the report, be noted.
- 1.3 The revised 2019/20 Capital Programme referred to in Appendix A and section 5.9 of the report be noted.

**Reason for Decision:** To ensure that Members are kept informed of the current budgetary position for both the HRA Revenue and Capital Budgets.

**237 BCA/19/43 QUARTER THREE PERFORMANCE OUTCOME REPORTING**

The Cabinet Member for Customers, Digital Transformation and Improvement introduced the report and thanked Cabinet Members and Assistant Directors for their continued support in reviewing the information captured to ensure it was in line with the Councils corporate outputs. Councillor Parker advised that work was underway to review the performance measure for Communities to ensure they were in line with the current strategy.

Councillor Davis commented on the improving results and highlighted the reduction in sickness absence. Councillor Davis went on to compliment the Customer Service team for their work, with particular reference to the work undertaken in Shotley, and congratulated Councillor Parker, the Assistant Director for Customers, Digital Transformation and Improvement, and the Customers Services team.

In response to a query from Councillor Busby regarding the decrease in the number of members of the public streaming online meetings, the Assistant Director for Law and Governance advised that due to the pre-election period in quarter 3 there were fewer meetings available to watch which accounts for the lower figures.

By a unanimous vote

**It was RESOLVED:-**

**That the performance report and the performance outcome information tabled at Appendices A to I of the report be agreed as reflecting Babergh District Council's performance for Oct - Dec 2019.**

**Reason for Decision:** To provide assurance that the Council is meeting its performance objectives.

**238 BCA/19/44 COMMUNITY INFRASTRUCTURE LEVY (CIL) - CIL EXPENDITURE BUSINESS PLAN MARCH 2020**

The Cabinet Member for Planning introduced the report and provided Members with details of the Community Infrastructure Levy (CIL) bids contained in the report. Councillor Arthey moved the recommendations.

In response to a query from Councillor Ward, the Professional Lead for Key Sites and Infrastructure confirmed that the correct figure for the bid from East Bergholt was £14,333, as detailed in the recommendation.

Councillor Holt commented that Members should be ensuring that parishes were aware of the available funding and assist them in understanding the application procedures.

With regard to bid B19-15 Lavenham, it was confirmed that the money applied for was for funding of the car park and electric vehicle charging points and not the environmental clear up from the sites previous use as a gas works.

The recommendations were seconded by Councillor Busby.

By a unanimous vote

**It was RESOLVED:-**

- 1.1 That the CIL Expenditure Business Plan (March 2020) and accompanying technical assessments of the CIL Bids forming Appendices A and B of the report be approved. This includes decisions on valid Bids approved and noted by Cabinet as follows:-

**Decisions for Cabinet to make: Local Infrastructure Fund**

<b>CIL Bid, Location and Infrastructure Proposed</b>	<b>Amount of CIL Bid and total cost of the Infrastructure</b>	<b>Cabinet Decision</b>
B19-10 EAST BERGHOLT Constable Memorial Hall	Amount of CIL Bid £14,333 Total cost of works £50,000	It was resolved that the Bid for £14,333 be approved.
B/19-16 COCKFIELD Great Green Provision of leisure and community facilities	Amount of CIL Bid £25,000 Total Cost £68,647.20 (including VAT)	It was resolved that the Bid for £25,000 be approved.

**Decisions for Cabinet to make: Ringfenced funds (Lavenham – part only) and Local Infrastructure Funds (part only) (Lavenham)**

<b>CIL Bid, Location and Infrastructure Proposed</b>	<b>Amount of CIL Bid and total cost of the Infrastructure</b>	<b>Cabinet Decision</b>
B19-15 LAVENHAM Water Street	Amount of CIL Bid £190,000 Total Cost £238,000 excluding VAT	It was resolved that the Bid for £190,000  Part to be taken from the ringfenced funds for Lavenham – £32,447.97  Part to be taken from the Local

		infrastructure Funds - £157,552.03 be approved
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**Delegated Decision for Cabinet to note: Ringfenced funds (Capel)**

<b>CIL Bid, Location and Infrastructure Proposed</b>	<b>Amount of CIL Bid and total cost of the Infrastructure</b>	<b>Delegated Decision</b>
B19-17 CAPEL ST MARY Thorney Road Erection of bus shelter	Amount of CIL Bid £8,000 Total cost of works £8,000	It was resolved that the decision taken to approve the CIL Bid for £8,000 be noted by Cabinet.

- 1.2 That Cabinet noted and endorsed the CIL Business Plan which included the position reached on all undetermined/outstanding Bids together with the up to date position in respect of approved CIL Bids from Rounds 1, 2 and 3.**

**Reason for Decision:** Community Infrastructure Levy (CIL) monies have been collected since the implementation of CIL on the 11<sup>th</sup> April 2016. The CIL Expenditure Framework originally adopted in April 2018 and reviewed with amendments adopted on the 18<sup>th</sup> March 2019 requires the production of a CIL Business Plan for each District which contains decisions for Cabinet to make or note on CIL Bids for CIL expenditure.

These decisions relating to the expenditure of CIL monies form one of the ways in which necessary infrastructure supporting growth is delivered.

**239 BCA/19/45 JOINT AREA PARKING MANAGEMENT PLAN**

Report BCa/19/45 Joint Area Parking Management Plan was introduced by the Cabinet Member for Environment and the recommendations were moved for approval.

Councillor Ward advised Members that this plan had been previously deferred to resolve Members concerns over implementation of Civil Parking Enforcement (CPE) and following additional briefings the council was now in a position to move forward with the plan.

Councillor Holt expressed concern over the lack of information regarding

implementation of parking in the plan and commented that the information provided to all Members had lacked any fine detail. Councillor Davis commented that he too shared these concerns and raised a query over the Governments' announcement of potentially banning parking on pavements, and how this would be covered by the policy. Councillor Malvisi commented that she believed this would fall under CPE and not the Joint Area Parking Management Plan and advised that she would speak to the Assistant Director for Environment and Commercial Partnerships regarding issuing a communication to Members providing details of CPE.

In response to a query from Councillor Osborne over residential parking permits the Assistant Director for Environment and Commercial Partnerships advised that the Council would look to support any amendments in parking restrictions proposed by the communities.

The Assistant Director for Environment and Commercial Partnerships advised Members that a central government consultation would be taking place regarding parking on pavements and that the results of this would be shared with Members once released.

Councillor McCraw, Chair of Overview and Scrutiny Committee, asked for clarity on how the plan and toolkit would be practically enforced and the measures in place for this process. The Assistant Director for Environment and Commercial Partnerships provided an explanation of on-street and off-street parking and the differing responsibilities of Babergh District Council and Suffolk County Council. Members were advised that new traffic regulation orders and parking permits were the responsibility of Suffolk County Council (SCC). Proposals for amendments identified by communities would be put out to consultation with District Councillors by SCC.

Councillor Holt again commented that the engagement with Members, Town and Parish Councils had been poor. In response Councillor Ward advised that there were plans in place to issue press releases.

The recommendations were seconded by Councillor Busby.

By a unanimous vote

**It was RESOLVED:-**

**That the final content of the Babergh and Mid Suffolk Joint Area Parking Management Plan following a stakeholder consultation process undertaken February - May 2019 was approved.**

**Reason for Decision:** The Council is required to have a parking policy and to demonstrate that they have reviewed the content. Suffolk County Councils Parking Management Strategy which forms part of the application to the DfT for the granting of CPE powers for the remaining majority of Suffolk requires the district and boroughs to develop Area Parking Plans.

The business of the meeting was concluded at 10:58am.

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Chair (and date)