

Shadow Council



Title:	Agenda
Date:	Tuesday 18 December 2018
Time:	6.30 pm
Venue:	Conference Chamber West Suffolk House Western Way Bury St Edmunds IP33 3YU
Membership:	All Councillors You are hereby summoned to attend a meeting of the Shadow Council to transact the business on the agenda set out below.  Ian Gallin Chief Executive 10 December 2018
Interests – Declaration and Restriction on Participation:	Members are reminded of their responsibility to declare any disclosable pecuniary interest not entered in the Authority's register or local non pecuniary interest which they have in any item of business on the agenda (subject to the exception for sensitive information) and to leave the meeting prior to discussion and voting on an item in which they have a disclosable pecuniary interest.
Quorum	Twenty four Members
Committee administrator:	Helen Hardinge Democratic Services Officer Tel: 01284 719363 Email: helen.hardinge@westsuffolk.gov.uk

Public Information



Venue:	West Suffolk House Western Way Bury St Edmunds Suffolk IP33 3YU	Tel: 01284 757176 Email: democratic.services@westsuffolk.gov.uk Web: www.westsuffolk.gov.uk
Access to agenda and reports before the meeting:	Copies of the agenda and reports are open for public inspection at the above and following address: District Offices College Heath Road Mildenhall Bury St Edmunds Suffolk IP28 7EY at least five clear days before the meeting. They are also available to view on our website.	
Attendance at meetings:	The West Suffolk Shadow Council actively welcomes members of the public and the press to attend its meetings and holds as many of its meetings as possible in public.	
Public participation:	Members of the public may ask questions of Members of the Shadow Executive (Cabinet) at ordinary meetings of the Shadow Council. 30 minutes will be set aside for persons in the public gallery who live or work in the West Suffolk area to ask questions about the work of the Shadow Council. 30 minutes will also be set aside for questions at extraordinary meetings of the Council, but must be limited to the business to be transacted at that meeting. A person who wishes to speak must register at least fifteen minutes before the time the meeting is scheduled to start. This can be done online by sending the request to democratic.services@westsuffolk.gov.uk or telephoning 01284 757176 or in person by telling the committee administrator present at the meeting. Written questions, detailing the full question to be asked, may be submitted by members of the public to the Interim Monitoring Officer no later than 10.00 am on the previous working day to the meeting of the Council. Email: democratic.services@westsuffolk.gov.uk Phone: 01284 757162	
Disabled access:	The public gallery is on the first floor and is accessible via stairs. There is not a lift but disabled seating is available at the back of the Council Chamber on the ground floor. Please see the Committee Administrator who will be able to help you.	
Induction loop:	An Induction loop operates to enhance sound for anyone wearing a hearing aid or using a transmitter.	
Recording of meetings:	The Shadow Council may record this meeting and permits members of the public and media to record or broadcast it as well (when the media and public are not lawfully excluded). Any member of the public who attends a meeting and objects to being filmed should advise the Committee Administrator who will instruct that they are not included in the filming.	
Personal Information	Any personal information processed by Forest Heath District Council or St Edmundsbury Borough Council arising from a request to speak at a public meeting under the Localism Act 2011, will be protected in accordance with the Data Protection Act 2018. For more information on how we do this and your rights in regards to your personal information and how to access it, visit our website: https://www.westsuffolk.gov.uk/Council/Data_and_information/howweuseinformation.cfm or call Customer Services: 01284 763233 and ask to speak to the Data Protection Officer.	

Agenda

Procedural Matters

Page No

1. Minutes

1 - 6

To confirm the minutes of the meeting held on 20 November 2018 (copy attached).

2. Chairman's Announcements

3. Apologies for Absence

To receive announcements (if any) from the officer advising the Chairman (including apologies for absence)

4. Declarations of Interests

Members are reminded of their responsibility to declare any pecuniary or local non pecuniary interest which they have in any item of business on the agenda **no later than when that item is reached** and, when appropriate, to leave the meeting prior to discussion and voting on the item.

Part 1 - Public

5. Leader's Statement

7 - 8

Paper No: **COU/SA/18/014**

(Shadow Council Procedure Rules 8.1 – 8.3) The Leader will provide a written statement summarising important developments and activities since the preceding meeting of the Shadow Council where these have arisen. These developments and activities will solely relate to the development of the Shadow Council, and matters related to the future West Suffolk Council.

Members may ask the Leader questions on the content of both his introductory remarks and the written statement itself.

A total of 30 minutes will be allowed for questions and responses. There will be a limit of five minutes for each question to be asked and answered. A supplementary question arising from the reply may be asked so long as the five minute limit is not exceeded.

6. Election of the Leader of the Shadow Council

The Chairman will call for nominations for the election of Leader of the Shadow Council, and this item of business will be determined by the normal voting process.

7. Election of the Deputy Leader of the Shadow Council

The Chairman will call for nominations for the election of Deputy Leader of the Shadow Council, and this item of business will be determined by the normal voting process.

8. Public Participation

(Shadow Council Procedure Rules Section 6) Members of the public who live or work in the West Suffolk area are invited to put one question of not more than five minutes duration about the work of the Shadow Council to members of the Shadow Executive. A person who wishes to speak must register at least fifteen minutes before the time the meeting is scheduled to start.*

(Note: The maximum time to be set aside for this item is 30 minutes, but if all questions are dealt with sooner, or if there are no questions, the Shadow Council will proceed to the next business.

*Each person may ask **one** question only. A total of **five minutes will be allowed for the question to be put and answered.** One further question will be allowed arising directly from the reply, **provided that the original time limit of five minutes is not exceeded.***

Written questions may be submitted by members of the public to the Interim Monitoring Officer **no later than 10.00 am on Monday 17 December 2018.** The written notification should **detail the full question** to be asked at the meeting of the Council.)*

**For further information, see Public Information Sheet attached to this agenda.*

9. Referrals Report of Recommendations from the Shadow Executive (Cabinet)

9 - 10

Report No: **COU/SA/18/015**

(A) Referral from Shadow Executive (Cabinet): 27 November 2018

1. Council Tax Base for Tax Setting Purposes 2019/2020

Shadow Executive (Cabinet) Members:

Councillors Stephen Edwards and Ian Houlder

10. Urgent Questions on Notice

The Shadow Council will consider any urgent questions on notice that were notified to the Interim Monitoring Officer by 11am on the day of the meeting.

Part 2 – Exempt

NONE

Shadow Council



Minutes of a meeting of the **Shadow Council** held on
Tuesday 20 November 2018 at **6.30 pm** at the **Conference Chamber,**
West Suffolk House, Western Way, Bury St Edmunds IP33 3YU

Present: **Councillors**

Chair Sarah Stamp
Vice Chair Brian Harvey

Ruth Allen	John Griffiths	Alaric Pugh
John Bloodworth	Diane Hind	Joanna Rayner
David Bowman	Beccy Hopfensperger	Karen Richardson
Ruth Bowman J.P.	Paul Hopfensperger	David Roach
Sarah Broughton	Ian Houlder	Barry Robbins
Carol Bull	Victor Lukaniuk	Nigel Roman
John Burns	Margaret Marks	Richard Rout
Rona Burt	Louise Marston	Reg Silvester
Louis Busuttil	Christine Mason	Andrew Smith
Mike Chester	Elaine McManus	Andrew Speed
Max Clarke	Jane Midwood	Clive Springett
Terry Clements	Sara Mildmay-White	Lance Stanbury
Simon Cole	Robin Millar	Peter Stevens
Roger Dicker	David Nettleton	Peter Thompson
Andy Drummond	Robert Nobbs	Jim Thorndyke
Stephen Edwards	Colin Noble	Julia Wakelam
Mary Evans	David Palmer	Frank Warby
Robert Everitt	Robin Pilley	Patricia Warby
Susan Glossop	Clive Pollington	James Waters

40. **Minutes**

The minutes of the meeting held on 25 September 2018 were confirmed as a correct record and signed by the Chair.

41. **Chairman's Announcements**

No announcements were made by the Chair on this occasion.

42. **Apologies for Absence**

Apologies for absence were received from Councillors Anderson, Barker, Beckwith, Simon Brown, Tony Brown, Chung, Fox and Ridgwell.

Councillors Appleby, Crooks, Hailstone, Lynch and Williams were also unable to attend the meeting.

43. **Declarations of Interests**

Members' declarations of interest are recorded under the item to which the declaration relates.

44. **Leader's Statement (Paper No: COU/SA/18/012)**

Councillor John Griffiths, Leader of the Shadow Council, presented his Statement, as contained in Paper No: COU/SA/18/012.

In his introductory remarks, Councillor Griffiths stated that it had been an honour and privilege to have been elected Leader of the Shadow Council since its inception in May 2018 and that it was his intention to nominate in the near future the current Deputy Leader, Councillor James Waters to lead the Shadow Council for the remainder of the 2018/2019 year.

Councillor Griffiths reiterated that through working with central and other government organisations, partners and potential investors, he was proud of the ambitions and aspirations the existing Forest Heath District and St Edmundsbury Borough Councils were currently achieving and aiming to achieve, whilst continuing to deliver excellent services for West Suffolk's residents.

Although challenges needed to be overcome, Councillor Griffiths was confident that the Councils were in an excellent position as they headed towards the creation of West Suffolk Council in fewer than 150 days.

In response to a question regarding the proposed introduction of Civil Parking Enforcement, Members were informed that the Consequential Orders enabled provision of these impending powers to be transferred to the new West Suffolk Council.

45. **Public Participation**

The following question was put and answered during this item:

Mr Martyn Taylor, Chairman of the Bury Society in Bury St Edmunds, asked a question in connection with Agenda Item 7, *Civic Leadership Review*. He expressed concern that the formation of West Suffolk Council would deprive Bury St Edmunds of its mayor and whether the newly created Council would ask Haverhill and Newmarket to cease having town mayors if it opted to have a mayor. Should these two towns continue to have mayors, Mr Taylor felt it was appropriate for Bury St Edmunds Town Council to also have a mayor, which had ceased in 2006 when it reverted to having a chairman, due, in his view, to confusion with the Mayor of St Edmundsbury.

In response, Councillor Ruth Bowman, one of the Shadow Executive Members responsible for Future Governance, stated that the Civic Leadership Review report (the main attachment to Report No: COU/SA/18/013) had identified

that many residents had been confused, and often believed that the Mayor of St Edmundsbury was Mayor of Bury St Edmunds town. The second recommendation shown in Report No: COU/SA/18/013, and as read out by Councillor Bowman, sought to address the concern that had been raised by Mr Taylor and this would be considered by Members for approval later in the meeting.

In order to meet people's expectations regarding civic leadership, there remained the option for Bury St Edmunds Town Council to have a mayor regardless of the option West Suffolk Council chose to continue. Subject to approval, the Shadow/West Suffolk Council would actively work with towns and parishes to support local arrangements within the district. It was not however, in the gift of the Shadow/West Suffolk Council to request a town (such as Haverhill or Newmarket as specifically mentioned by Mr Taylor) to cease having a mayor; each location had the right and responsibility to set up arrangements that their residents most valued.

Mr Taylor was asked whether he would like to ask a supplementary question arising directly from the reply. He made a statement asking Council not to lose sight of the historical borough status of Bury St Edmunds and that the town should have a mayor, either from West Suffolk Council or Bury St Edmunds Town Council.

46. Civic Leadership Review (Report No: COU/SA/18/013)

The Shadow Council considered Report No: COU/SA/18/013, which presented the outcome of the review of civic leadership across St Edmundsbury Borough Council (SEBC) and Forest Heath District Council (FHDC) in preparation for the introduction of West Suffolk Council in April 2019.

The Chair firstly thanked the Civic Leadership Working Group and officers for their work on the civic leadership review, which had culminated in the production of the comprehensive Civic Leadership Review Report that was attached to Report No: COU/SA/18/013, together with its 15 appendices.

Currently the civic leadership function for FHDC was carried out by a chairman and for SEBC, it was undertaken by a mayor. With the creation of the new West Suffolk Council on 1 April 2019, there was an opportunity to redefine the arrangements for civic leadership in order to support West Suffolk Council's ambitions to drive growth and prosperity in local communities. The new arrangements needed to look to the future while recognising and building on the traditions of the past.

There were three main areas that needed to be considered when defining the new role for civic leadership for West Suffolk Council:

- Requirements of the role;
- The priorities for the civic leader; and
- Format for how the role would be delivered.

The main Civic Leadership Review Report had addressed these elements, utilising a range of information gathering; and interpretation of findings and ascertaining common themes, all of which had been worked through by the

Civic Leadership Working Group and summarised in the covering report (COU/SA/18/013).

Councillor Carol Bull, one of the Shadow Executive Members with the responsibility for Future Governance, drew relevant issues to the attention of the Shadow Council, including providing further detail on the proposed ambassadorial role of the new civic leader for West Suffolk Council and the key considerations required for the new role. This included working more closely with town and parish councils across West Suffolk to develop and support civic leadership at a local level, which may involve the possibility of town councils such as Bury St Edmunds, should they so wish, to create new town mayors. Councillor Bull also explained the significant amount of work that had been undertaken to form the review and how it was carried out; and that:

- legally from 1 April 2019, the status of the new council would be a district with a chairman;
- councillors had the option to change this and could decide to apply for borough status which allowed for a mayor or chairman; and
- should Members resolve to proceed with applying for borough status, the decision to apply to the Privy Council for this purpose would require a two-thirds majority vote in favour at a specially convened Council meeting.

Councillor Bull proceeded to move the recommendations contained within report, but with the following amendment to Recommendation (3) to remove reference to suspend Council Procedure Rules for enabling a two-thirds majority vote to be required on whether to proceed with convening a special meeting for the purpose of deciding whether to apply for borough status:

(3) *takes a vote on whether the Shadow Council should convene a special meeting for the purpose of deciding whether to apply for borough status and to suspend paragraph 13.1 of the Council Procedure Rules for this vote, so that it may only be passed should a two thirds majority of those present and voting at the meeting wish the Shadow Council to apply for borough status.*

The motion was duly seconded by Councillor Ruth Bowman, the other Shadow Executive Member for Future Governance. Councillor Bowman reiterated the issues highlighted by Councillor Bull and also thanked the Civic Leadership Working Group and officers for their help and support in shaping the comprehensive review, and to members of the public that had engaged in the process, which had helped develop a new civic leadership role for West Suffolk Council.

A detailed discussion was held with some Members supporting the convening of a special meeting to apply for borough status, reasoning that should the West Suffolk town councils wish to create new town mayors (where applicable), this would disadvantage those residents located in the rural wards; the cost to create a new town mayor could be significant to the respective town council; and the amount of money raised for local charities

by the existing SEBC Mayor was historically far higher than that raised by the FHDC Chairman and therefore if West Suffolk Council were to have a chairman, this could impact on fundraising received by local charities and organisations. Several Members reflected on the historical association of Bury St Edmunds with its Mayor.

Other Members considered the existing SEBC Mayor was very Bury St Edmunds-centric and whilst residents in rural and Haverhill wards benefitted from the presence of the Mayor on occasions, visits to these localities were far fewer than attendance at events in Bury St Edmunds. A mayor of Bury St Edmunds Town Council, if the Town Council so wished, was therefore considered by some Members to be more appropriate, with West Suffolk Council creating a new civic leader through the role of chairman.

A discussion was then held on whether the decision should be taken at this meeting on whether to proceed with the Shadow Council convening a special meeting for the purpose of applying to the Privy Council for borough status. Councillor Peter Stevens then proposed the following amendment to Recommendation (3) that:

The new West Suffolk Council, once created, should convene a special meeting for the purpose of deciding whether to apply for borough status.

He considered that it should be the decision of the West Suffolk Council, which would comprise newly elected Members, to decide the future status of the Council and not Members of the Shadow Council, which comprised existing Members of FHDC and SEBC, some of whom would not be standing or be re-elected. Therefore, it was not considered appropriate to make such a decision at this time on the future status of the new West Suffolk Council.

This amendment was duly seconded by Councillor Terry Clements, which led to a debate held on the amendment. The majority of Members considered it to be a sensible approach and felt that the new Council would be better qualified to make the decision on its status, should it wish to bring the matter forward for debate. Many Members felt that the Shadow Council should be pragmatic and should not fetter the judgement of West Suffolk Council, with some reasoning that other business of the Shadow Council and the existing FHDC and SEBC councils required far greater and important decision making than this matter.

Other Members considered that should the matter be referred to the new Council to decide, and if the decision making resulted in applying to the Privy Council for borough status, a significant amount of time would have been lost in reaching that point.

A vote was taken on the amendment, which was duly carried, and therefore formed part of the substantive motion.

A discussion was held on the substantive motion, as amended, with several Members calling for Bury St Edmunds Town Council to now consider the possibility of having a town mayor for Bury St Edmunds. Councillor Bull stated that initial discussions had already been held with town clerk regarding this matter.

Upon the motion being put to the vote, it was

RESOLVED:

That:

- (1) the proposed requirements and priorities for the role of the future civic leader be agreed, as set out in section 18.2 and 18.3 of the Civic Leadership Review report attached to Report No: COU/SA/18/013 , and the writing of a new protocol encompassing these elements be delegated to the Assistant Director (HR, Legal and Democratic Services);
- (2) it be agreed to work more closely with town and parish councils by:
 - (a) engaging with all town and parish councils to seek further ways of supporting them with civic leadership at a local level;
 - (b) exploring with Bury St Edmunds Town Council possible options for them to lead on town centred ceremonial duties; and
- (3) the new West Suffolk Council, once created, should convene a special meeting for the purpose of deciding whether to apply for borough status.

47. Urgent Questions on Notice

No urgent questions on notice had been received.

The meeting concluded at 7.50 pm

Signed by:

Chairman

Shadow Council



Title:	Leader's Statement	
Paper No:	COU/SA/18/014	
Paper to and date:	Shadow Council	18 December 2018
Documents attached:	None	

Merry Christmas

There's just over 100 days until the new West Suffolk Council is created, and the first few months of 2019 will undoubtedly be busy to ensure the Council can hit the ground running on 1 April. But before that, I hope you all will get some time to relax and enjoy things with family and friends over Christmas. I know many of us in this room, and our Officers and staff, will be busy over the festive period and much of that will be delivering the high quality services as usual for our residents throughout Forest Heath and St Edmundsbury.

Christmas is also perhaps a time for reflection and, looking back at 2018 I think we can be rightly proud of the transformation and pace of change that we have achieved as Forest Heath, St Edmundsbury and now the West Suffolk Shadow Authority. I would like to thank you all and our staff who have made this possible and wish everyone a Merry Christmas.

We have been on a very significant journey which was forged by a strong partnership between the two West Suffolk councils. Councillor Waters and I have always seen this as a partnership, and I am sure this will continue, working together, after tonight's meeting.

Building blocks

Tonight we will be discussing the Council Tax base for the West Suffolk Council. This is one of the many building blocks that we need to put in place so we are ready to create the new Council in April. In the next 100 days we still have much to discuss, including setting the first West Suffolk Council budget, agreeing the new council's constitution, setting up a committee structure and agreeing the polling districts for the elections in May. Those new building blocks that we will discuss early next year have very firm foundations, with the great cross party and council work that has gone on through the Future Governance Steering Group, Overview & Scrutiny and Performance & Audit.

The West Suffolk Council way

One of the priorities for us and the new West Suffolk Council is to be even better able to support business, attract investment and manage growth. Already we have seen this in action. We have been engaging with businesses from across West Suffolk to discuss their ambitions for growth ahead of the formation of the new council next year. We worked with Suffolk Chamber of Commerce to deliver a successful Building for Business engagement event at Newmarket's Rowley Mile Racecourse. West Suffolk is the home of many vibrant and pioneering businesses competing across a wide range of industries and this event not only helped us explain our vision but also understand the ambitions of local business. This means rather than just keeping the status quo, we have the best way of delivering, working in partnership with business, to ensure we aid the growth of businesses, skills development, new jobs – and our economy and future prosperity. We are already seeing the benefits of creating the new West Suffolk Council and our businesses and communities are seeing how it can benefit them.

Happy New Year

Looking forward to 2019 and the New Year, there are both challenges and opportunities that lay ahead for West Suffolk. There is still much to do, not to mention an election but there are great possibilities to build on the work we have already done for the future prosperity of the whole of West Suffolk and our economy, and for better outcomes in every way for our communities. I look forward to welcoming you all back in 2019 and to the successful creation of a new Council for West Suffolk. Merry Christmas and a Happy New Year to you all.

Councillor John Griffiths
Leader of the West Suffolk Shadow Council

Shadow Council



Title of Report:	Referrals Report of Recommendations from the Shadow Executive (Cabinet)	
Report No:	COU/SA/18/015	
Report to and date:	Shadow Council	18 December 2018
Documents attached:	None	

(A) Referral from Shadow Executive (Cabinet): 27 November 2018

1. Council Tax Base for Tax Setting Purposes: 2019/2020

Shadow Executive (Cabinet)

Members:

Cllrs Stephen Edwards and Ian Houlder

[Report No:](#)

[EXC/SA/18/018](#)

[Appendix 1](#)

[Appendix 2](#)

[Appendix 3](#)

[Appendix 4](#)

RECOMMENDED: That

- (1) the tax base for 2019/2020, for the whole of West Suffolk is 55,056.11 equivalent Band D dwellings, and for each of the predecessor areas is: Forest Heath 18,313.11 and St Edmundsbury 36,743.00, as detailed in paragraph 1.4.3 of Report No: EXC/SA/18/018; and***
- (2) the tax base for 2019/2020 for the different parts of its area, as defined by parish or special expense area boundaries, are as shown in Appendices 3 and 4 to Report No: EXC/SA/18/018.***

Continued overleaf.....

1. **Council Tax Base**

- 1.1 The council tax base is the total taxable value at a point in time of all the domestic properties in the council's area. It is a yearly calculation and represents the estimated number of chargeable dwellings after allowing for exemptions and discounts, projected changes in the property base and after applying an estimated collection rate.
- 1.2 The total taxable value referred to above is arrived at by each dwelling being placed in one of eight valuation bands (A – H) by the Valuation Office, with a statutorily set fraction then being applied in order to convert it to a 'band D equivalent' figure. These band D equivalent numbers are then aggregated at a district wide level and are also sub totalled for parishes. This calculation has to be done by the council responsible for sending the bills out and collecting the council tax ('the billing authority'). In two tier areas, district councils fulfil this function.
- 1.3 The council tax base is used in the calculation of council tax. Each authority divides the total council tax income it needs to meet its budget requirement by the tax base of its area to arrive at its band D council tax. The same fractions referred to in the previous paragraph are then used to work out the council tax for properties in each of the other bands.
- 1.4 Orders have been laid allowing West Suffolk to harmonise the council tax of Forest Heath and St Edmundsbury over a period not exceeding seven years. Because of this, it is necessary to calculate tax base figures for both areas currently covered by Forest Heath District Council and St Edmundsbury Borough Council (the "predecessor areas").
- 1.5 The band D properties figures as at 1 October 2018 is 18,749.2 for Forest Heath and 37,354.8 for St Edmundsbury which is 55,056.11 for the whole West Suffolk district. This is an increase of 348.67 for Forest Heath and 252.05 for St Edmundsbury on the previous year, and is therefore 600.71 for the whole West Suffolk district.
- 1.6 The calculations applied to reach these figures are detailed in Report No: EXC/SA/18/018. Members may view the full detailed report and its appendices on the Council's website via the above links or may request a paper copy from Democratic Services.

2. **Precept Payment Arrangements for 2019/2020**

- 2.1 In line with the delegated authority to administer the Council's financial affairs as outlined in the Constitution, the arrangements for the scheduling of the precept payments for 2019/2020, will be determined by the Assistant Director (Resources and Performance) (Chief Financial Officer).
- 2.2 It is expected that the payments schedule for all parish and town councils in West Suffolk will be full payment of the precepts by 30 April 2019. These will be in accordance with Appendices 3 and 4 attached to Report No: EXC/SA/18/018.