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# Council



<b>Title</b>	<b>Agenda</b>
<b>Date</b>	<b>Tuesday 19 December 2023</b>
<b>Time</b>	<b>7.00 pm</b>
<b>Venue</b>	<b>Conference Chamber West Suffolk House</b> Western Way Bury St Edmunds
<b>Membership</b>	<b>All Councillors</b>  You are hereby summoned to attend a meeting of the Council to transact the business on the agenda set out below.   <b>Ian Gallin</b> <b>Chief Executive</b> <b>11 December 2023</b>
<b>Interests – declaration and restriction on participation</b>	Members are reminded of their responsibility to declare any disclosable pecuniary interest, other registerable or non-registerable interest which they have in any item of business on the agenda, <b>no later than when that item is reached</b> and, when appropriate, to leave the meeting prior to discussion and voting on the item.
<b>Quorum</b>	One third of the Council (22 members)
<b>Committee administrator</b>	<b>Claire Skoyles</b> Democratic Services Officer <b>Telephone</b> 01284 757176 <b>Email</b> <a href="mailto:democratic.services@westsuffolk.gov.uk">democratic.services@westsuffolk.gov.uk</a>

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<b>Venue</b>	Conference Chamber, West Suffolk House, Bury St Edmunds IP33 3YU
<b>Contact information</b>	Telephone: 01284 757176 Email: <a href="mailto:democratic.services@westsuffolk.gov.uk">democratic.services@westsuffolk.gov.uk</a> Website: <a href="http://www.westsuffolk.gov.uk">www.westsuffolk.gov.uk</a>
<b>Access to agenda and reports before the meeting</b>	<p>The agenda and reports will be available to view at least five clear days before the meeting on our website.</p> <p>It is intended that the meeting will be livestreamed. The link to join the livestream broadcast will be made available on the Council's website prior to the meeting.</p>
<b>Attendance at meetings</b>	<p>This meeting is being held in person in order to comply with the Local Government Act 1972. We may be required to restrict the number of members of the public able to attend in accordance with the room capacity. If you consider it is necessary for you to attend, please inform Democratic Services in advance of the meeting.</p> <p>As a local authority, we have a corporate and social responsibility for the safety of our staff, our councillors and visiting members of the public. We therefore request that you exercise personal responsibility and do not attend the meeting if you feel at all unwell.</p> <p>West Suffolk Council continues to promote good hygiene practices with hand sanitiser and wipes being available in the meeting room. Attendees are also able to wear face coverings, should they wish to.</p>
<b>Public participation</b>	<p>Members of the public who live or work in the district may put questions or make statements on items on the agenda to members of the Cabinet or any committee. A total of 30 minutes will be set aside for this with each person limited to asking one question or making one statement within a maximum time allocation of five minutes (subject to the Chair's discretion). 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.</p> <p>The Constitution allows that a person who wishes to speak must register no later than midday on the Friday before the meeting is scheduled to take place.</p> <p>See section 6.8 of the <a href="#">Council Procedure Rules</a> of the Constitution regarding the scope of questions/statements that may be asked/made.</p>

<b>Accessibility</b>	If you have any difficulties in accessing the meeting, the agenda and accompanying reports, including for reasons of a disability or a protected characteristic, please contact Democratic Services at the earliest opportunity using the contact details provided above in order that we may assist you.
<b>Recording of meetings</b>	<p>The 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).</p> <p>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.</p>
<b>Personal information</b>	<p>Any personal information processed by West Suffolk 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: <a href="https://www.westsuffolk.gov.uk/Council/Data_and_information/howweuseinformation.cfm">https://www.westsuffolk.gov.uk/Council/Data_and_information/howweuseinformation.cfm</a> or call Customer Services: 01284 763233 and ask to speak to the Information Governance Officer.</p>

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# Agenda

## Procedural matters

	<b>Pages</b>
<b>1. Minutes</b>	<b>1 - 18</b>
To confirm the minutes of the meeting held on 26 September 2023 (copy attached).	
<b>2. Chair's announcements</b>	<b>19 - 22</b>
To receive announcements (if any) from the Chair.	
A list of civic events/engagements attended by the Chair and Vice-Chair since the last ordinary meeting of Council held on 26 September 2023 are <b>attached</b> .	
<b>3. Apologies for absence</b>	
To receive announcements (if any) from the officer advising the Chair (including apologies for absence).	
<b>4. Declarations of interests</b>	
Members are reminded of their responsibility to declare any disclosable pecuniary interest, other registerable or non-registerable interest which they have in any item of business on the agenda, <b>no later than when that item is reached</b> and, when appropriate, to leave the meeting prior to discussion and voting on the item.	

## Part 1 – public

In accordance with Council Procedure Rule 2.3 of the Constitution, the Chair has agreed the following items will be considered in a different order to that set out in Council Procedure Rule 2.2.

### **5. Public participation**

**Council Procedure Rules Section 6.** Members of the public who live or work in the district may put questions or make statements on items on the agenda to members of the Cabinet or any committee.

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

Each person may ask **one** question or make **one** statement only. A total of **five minutes will be allowed for the question to be put and answered or the statement made**. If a question is raised, one supplementary question will be allowed provided that

it **arises directly from the reply and the overall time limit of five minutes is not exceeded** (subject to the Chair's discretion).

The member to whom the question is directed may refer it to another member or may choose to give a written response. If a statement is made, then the Chair may allow the Leader of the Council, or other member to whom they refer the matter, a right of reply.

The Constitution allows that a person who wishes to speak must register **by no later than midday Friday 15 December 2023**.

See section 6.8 of the [Council Procedure Rules](#) of the Constitution regarding the scope of questions/statements that may be asked/made.

## **6. Leader's statement**

**23 - 28**

Paper number: **COU/WS/23/018**

**Council Procedure Rules 8.1 to 8.3.** The Leader will submit a report (the Leader's Statement) summarising important developments and activities since the preceding meeting of the Council.

The Leader will introduce the statement and members may ask the Leader questions:

- a. On the Leader's statement
- b. On any Council matter

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.

The Chair may use their discretion to extend or reduce the time allowed if they feel it appropriate.

## **7. West Suffolk Council Strategic Priorities and Medium Term Financial Strategy 2024 to 2028**

**29 - 70**

Report number: **COU/WS/23/019**

## **8. Referrals report of recommendations from Cabinet**

**71 - 88**

Report number: **COU/WS/23/020**

### **Part One**

#### **A. Referrals from Cabinet: 14 November 2023**

There are no referrals emanating from meeting of Cabinet held on 14 November 2023.

**B. Referrals from Cabinet: 5 December 2023**

1. Treasury Management Report - September 2023  
**Portfolio holder:** Councillor Diane Hind
2. West Suffolk Local Plan Publication (Regulation 19) Consultation and Submission  
**(Report number: COU/WS/23/021)**  
**Portfolio holder:** Councillor Jim Thorndyke

*(See separate supplement packs for Appendix A which contains the proposed West Suffolk Local Plan Submission 2024 documents themselves – available to view electronically on the Council’s website [here](#). Paper copies available upon request.)*

**Part Two**

3. Local Council Tax Reduction Scheme 2024 to 2025  
**Portfolio holder:** Councillor Diane Hind
4. Council tax base for tax setting purposes 2024 to 2025  
**Portfolio holder:** Councillor Diane Hind

**9. Report of the Independent Remuneration Panel: Members' Allowances Scheme** **89 - 122**

Report number: **COU/WS/23/022**

**10. Polling district and polling place review** **123 - 142**

Report number: **COU/WS/23/023**

**11. Use of Chief Executive's urgency powers**

Under Part 3, Section 5, Scheme of Delegation to Officers, paragraph 14 of the Council’s Constitution, it states:

*‘Where, in the opinion of the Chief Executive, by reason of limitation of time or urgency, a decision is required on any matter, after such consultation as they consider necessary (or as is required by the Council’s Budget and Policy Framework Procedure Rules in Part 4 of the Constitution), they shall have power to make a decision provided that any such decision shall be reported to the next meeting of the Cabinet, appropriate Committee or Council.....’*

On 11 December 2023, the Chief Executive exercised his urgency powers to make some changes to the Council Procedure Rules contained in Part 4 of the Constitution.

These amendments relate to the:

- Order of business on Council agendas so that public participation is considered before the Leader's statement
- procedure rules regarding public participation
- procedure rules regarding questions to the Leader on the presentation of the Leader's statement

These changes have been reflected in the Council Procedure Rules, which can be found in the Constitution [here](#)

The Chair and Vice Chair of the Council, Leader of the Council and Group Leaders were consulted on this matter prior to the decision being made, and all expressed their support for it.

**Recommendation:**

In accordance with the Constitution, Council is requested to **note** the use of the Chief Executive's urgency powers in respect of making the decision outlined above.

**12. Any other urgent business**

To consider any business, which by reason of special circumstances, should in the opinion of the Chair be considered at the meeting as a matter of urgency.

**Part 2 – exempt**

None