

Minutes of a meeting of the **Council** held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on **Thursday 22 February 2018** at **7.00pm** when there were present:

Mr D C Ward – Chairman		
Mr A D Adams	Mr C Harrison	Mr G K Nurden
Mrs C H Bannock	Mr D G Harrison	Mr G Peck
Mr D Buck	Miss J R Keeler	Mr A J Proctor
Mr P H Carrick	Mr R J Knowles	Mr S Riley
Mr S M Clancy	Mr T W Landamore	Mrs B H Rix
Mrs J K Copplestone	Miss S Lawn	Mr N C Shaw
Mr J J Emsell	Mrs J Leggett	Mr M D Snowling MBE
Mr G Everett	Mr K G Leggett MBE	Mr V B Tapp
Mr J F Fisher	Mr I J Mackie	Mrs K A Vincent,
Mr R R Foulger	Mrs T M Mancini-Boyle	Mr S A Vincent
Mr R F Grady		

Also in attendance were the Chief Executive, the Deputy Chief Executive, the Head of Democratic Services & Monitoring Officer, the Head of Finance and Revenue Services and the Committee Officer (DM).

Members of the Press were also in attendance.

## **89 TRIBUTE TO MR JACK SADLER**

Council stood for a minute's silence for Mr Jack Sadler, a long standing co-opted member of the Standards Committee and a regular attender at a number of Council meetings. He had also been a long serving member of Spixworth Parish Council, a member/vice-president of the Executive of the Norfolk Association of Local Councils and Chairman of the Norwich Airport Consultative Committee. The Head of Democratic Services and Monitoring Officer paid a personal tribute to Mr Sadler who would be very much missed.

## **90 DECLARATIONS OF INTEREST UNDER PROCEDURAL RULE NO 8**

<b>Member</b>	<b>Minute No &amp; Heading</b>	<b>Nature of Interest</b>
Mr Adams, Mr Clancy, Mr Fisher, Mr D Harrison, Mr Mackie, Mr Peck, Mr Proctor, Mrs Vincent	102 - Police and Fire Collaboration - Request from the Norfolk Police and Crime Commissioner	Local choice, non- pecuniary interest – Norfolk County Councillor

## **91 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Mr I Graham, Mrs S C Gurney, Mrs L H Hemsall, Mr A M Mallett, Mr I N Moncur, Mr F O'Neill, Mr V Ray-

Mortlock, Mr D Roper, Mr J M Ward, Mr F Whymark and Mr D B Willmott.

**92 MINUTES**

The Minutes of the meeting held on 19 December 2017 were confirmed as a correct record and signed by the Chairman.

**93 ANNOUNCEMENTS**

Members noted the civic engagements undertaken by the Chairman and Vice-Chairman of the Council since the last meeting.

The Vice-Chairman commented that the Annual Town and Parish Councils meeting in its amended format had been well received. She also stated that, in her capacity as Champion for Young People, she had visited Rackheath Youth Club.

The Leader (Mr Proctor) reported on the recent launch by the Community Sports Foundation of “The Nest” – its multi-purpose sport/leisure/training community facility in Horsford, which would be of huge benefit for Broadland and the Greater Norwich area. Phase one of the project was fully funded and now underway with funding appeals continuing for phase two.

The Leader commented that Sarah Boughen was attending her last Council meeting as she was leaving the Council and he wished her well in her new job.

With regard to the issue of contamination of recycling materials, the Portfolio Holder for Environmental Excellence (Mr Fisher) reported on the launch of the Norfolk-wide campaign to raise public awareness that nappies could not be recycled.

**94 QUESTIONS FROM THE PUBLIC**

It was noted that there had been no questions received from the public.

**95 PUBLIC SPEAKING**

The following representation was made:

Ms B Tye – Unison Branch Secretary and employee of Broadland District Council for 17 years.

Ms Tye referred to the allowance of 2% in the budget for the annual staff pay award and stated that Unison were asking for this to be increased to 3% in line with the price index. The public sector pay cap of 1% had been lifted and there was flexibility to increase the pay award. The 2% offer, in real terms, continued to represent a cut in pay. She went on to highlight how the cost of many services was set to rise this year, council tax, utilities, phone charges, insurances etc, and the effect of this on families. She made reference to the Council's increasing levels of reserves and asked for consideration to be given to rewarding the Council's valued staff with a 3% increase.

## **96 OVERVIEW AND SCRUTINY COMMITTEE**

The Minutes of the Overview and Scrutiny Committee meetings held on 4 January, 16 January and 30 January 2018 were received.

## **97 CABINET**

The Minutes of the Cabinet meetings held on 9 January and 6 February 2018 were received.

*9 January 2018*

Minute no: 112 – Budget and Medium Term Financial Plan 2018-2021 (see Minute 98 below)

*6 February 2018*

Minute no: 124 – Treasury Management Strategy 2018/19

The Portfolio Holder for Finance (Mrs T Mancini-Boyle) advised Members that the Strategy had been amended to incorporate changes arising from the Chartered Institute of Public Finance and Accountancy's Revised Treasury Management Code of Practice.

### **RESOLVED**

to adopt the Annual Investment Strategy 2018/19 (attached at Appendix 1 to the signed copy of these Minutes).

Minute no: 125 – Joint Five Year Infrastructure Investment Plan

The Portfolio Holder for Planning (Mr Vincent) invited Members to agree the Plan which was brought to Members annually for approval of the priorities for infrastructure spending.

**RESOLVED**

to agree the Joint Five Year Infrastructure Investment Plan in general, (attached at Appendix 2 to the signed copy of these Minutes) and the 2018/19 projects proposed, for consideration by the next meeting of the Greater Norwich Growth Board, with the first year of the Infrastructure Investment Plan to be considered as the Annual Growth Programme for 2018/19.

Minute no: 126 – Norfolk Strategic Planning Framework

The Portfolio Holder for Planning invited Members to approve the Framework which set out guidelines for strategic planning matters across the County and beyond.

**RESOLVED**

to approve the Norfolk Strategic Planning Framework (attached at Appendix 3 to the signed copy of these Minutes) subject to the listing of the Agreements within the Executive Summary of the document and to the Council's continued involvement in the Norfolk Strategic Planning Forum.

**98 BUDGET AND MEDIUM TERM FINANCIAL PLAN 2018 – 2021 AND COUNCIL TAX RESOLUTION 2018/19**

Members considered the budget recommendations from the Cabinet meeting on 9 January 2018 (Minute No: 112 – Budget and Medium Term Financial Plan 2018 – 2021 refers) together with the reports of the Head of Finance and Revenue Services on the updates to the recommendations and on the Council Tax Resolution for 2018/19.

The Capital Programme had been amended to cover the bridge repairs in 2018/19 that were identified at the January Cabinet meeting as requiring urgent repair and Cabinet was inviting Council to approve the revised 2018-19 budget and associated Medium Term Financial Plan, as amended.

The Portfolio Holder for Finance informed Members that, continuing on from last year, because of the ongoing uncertainty of funding, the decision had been taken to keep the projection of the Medium Term Financial Plan to three years. The plan moving forward was not set in stone and would be altered in accordance with any changes in circumstances.

The Government's funding settlement for 2018/19 had been released in December; however, as Broadland had submitted an efficiency plan in 2016, and this had been accepted, this also included a provisional settlement for

2019/20. Although the figures could change, they were consistent with previous predictions. Revenue support grant reduced to zero in 2020/21. The predicted level of business rates that the Council was due to retain in 2018/19 had been set at £2.766m. The predicted level for New Home Bonus for future years reflected a prudent estimate of risk of the scheme's reforms. No amounts had been entered after October 2018 as the Council moved to a national baseline for housing growth. No New Home Bonus would be paid up to this baseline, therefore, any growth above this would result in a bonus in the true sense of the word.

Inflation had been included in the budget at the Bank of England CPI rates. As these were also predictions, they were subject to change. Staff salary increases had, in previous years, been built in at 1% plus 1% PRP. For the first time since 2013, the Local Government Employers recommended an increase above the 1% pay cap. Therefore a flat 2% was recommended across the board for staff.

Although improving, there was still pressure on the Council due to business rates appeals. The full impact of the 2017 revaluation was as yet still unknown. This had been allowed for in previous years, setting money aside, and it was therefore recommended to do the same with the £752K grant received in 2017/2018. These monies could then be reallocated if not utilised.

Previously a fund had been set up to transfer money annually to cover bridge maintenance. However it had been identified that some major works were urgently required over and above the usual maintenance and this had been built into the capital programme and pulled from capital receipts resulting in these monies expiring quicker. Ongoing further work would be accurately costed going forward allowing arrangements to be made to fund the work.

Indications were, at this stage, that the predicted 2017/18 draw on reserves of £680k would be less than expected. The final figure would however not be known until the accounts were closed. As usual this indicated that good financial management operated throughout the Council with every officer taking on their share of responsibility for this. Nevertheless, it was clear that, with all of the current pressures, a draw was required for the Council to operate "business as usual". A brief consultation had been conducted with residents regarding an increase in council tax. At the time of preparing the report, the results were 55% strongly agree and 37% agree there should be an increase. There had been no negative responses. It was therefore recommended that an increase to Council Tax of £4.99 rounded up to £5 pa on a band D property was prudent. This would enable the continuation of the first class services residents enjoyed including further rollout of the food waste collection. With a rate of 53%, Broadland was the top district in Norfolk for recycling again.

In late 2017, Norfolk had put in a bid to pilot the 100% business rate retention scheme. Unfortunately this bid had been unsuccessful. This might change

when the phase 2 announcement was made. The Government was indicating that a move to 100% or 75% business rate retention would be in operation by 2020/21 with existing grant rolled in. The fairer funding review would also take place in this period although there would be winners and losers as a result.

The current capital programme was funded from the capital receipts from the Local Authority Mortgage Scheme. Any future large projects might require working with partners and utilising some of Broadland's healthy reserves. This was evidenced recently as the Council had received £160K from central government to pursue a new housing development in Great Plumstead through Broadland Growth Ltd. This followed from the success of the Carrowbreck Development which had won 7 National awards. Business propositions would be considered on a case by case basis. Broadland continued to be a forward thinking Council whilst making considered decisions taking account of any risks involved.

The effect of collaboration with South Norfolk had not been included at this fledgling stage. The objectives, however, apart from potential efficiencies were clear: bigger, better infrastructure, encouraging new business and employment opportunities, and encouraging new housing to come to Broadland. These foundations, along with the ethos of Broadland, put the community at the heart of all the Council did.

The Portfolio Holder stated that she was confident that the Council would agree that this - as would be expected – was a prudent budget in the face of continued uncertainty. Nothing had been taken for granted and any eventualities had been allowed for where possible when preparing it. This ensured, as ever, that the Council was not left in a vulnerable position.

Finally, the Portfolio Holder thanked Jill Penn and her whole team for the support that she and every Member and resident received consistently throughout the year. Collection rates remained extremely high and business rate transition reliefs administered quickly after revaluations to relieve any possible hardships. Accounts continued to meet the deadline of bringing the date forward for the preparation of the annual accounts and Benefits staff consistently dealt with changes in regulation yet continued to meet deadlines for dealing with claims.

The Portfolio Holder invited Council to support the recommendations in the Cabinet Minutes and in the reports of the Head of Finance and Revenue Services.

A Member acknowledged that the budget was a prudent one and echoed the comments made about the hard work of the Council's staff. They also noted the results of the public consultation which raised no negative response to a rise in council tax. With a view to recognising the role of staff in continuing to deliver high standard services and, having regard to the comments of Unison

earlier in the meeting and the fact that staff had been restricted to a 1% increase for a number of years, they felt unable to support the budget unless a 3% increase for staff was incorporated.

The Leader of the Council expressed his appreciation of the staff and commented that over recent years staff had received a 1% cost of living increase as well as a 1% allowance for PRP. The 2% allowance for 2018/19 would be a flat rate increase for all staff and the issue of PRP for 2018/19 would be deliberated by Cabinet in April. He went on to endorse the comments of the Portfolio Holder for Finance, highlighting that the focus was one of continued delivery of high quality services to all Broadland residents and that a small rise in council tax would ensure this could continue. A small draw would be needed from reserves but, as in previous years, this was likely to be less than the projected level which was a reflection of the Council's prudence. Reserves continued to be used strategically and would reduce over the years to facilitate continued investment in services.

Members then voted on the recommendations contained within the Cabinet Minutes and within the reports of the Head of Finance and Revenue Services on the Budget and Medium Term Financial Plan 2018 – 2021 and the Council Tax Resolution for 2018/19.

In accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, which set out the requirement for a recorded vote to be taken on all budget and council tax setting matters, a recorded vote was taken as follows:

### FOR THE RECOMMENDATIONS – 28

Mr A D Adams	Mr R F Grady	Mrs T M Mancini-Boyle
Mrs C H Bannock	Mr C Harrison	Mr G K Nurden
Mr D Buck	Miss J R Keeler	Mr G Peck
Mr P H Carrick	Mr R J Knowles	Mr A J Proctor
Mr S M Clancy	Mr T W Landamore	Mr N C Shaw
Mrs J K Copplestone	Miss S Lawn	Mr M D Snowling MBE
Mr J J Emsell	Mrs J Leggett	Mrs K A Vincent
Mr G Everett	Mr K G Leggett MBE	Mr S A Vincent
Mr J F Fisher	Mr I J Mackie	Mr D C Ward
Mr R R Foulger		

### AGAINST THE RECOMMENDATIONS – 3

Mr D G Harrison	Mr S Riley	Mrs B H Rix
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### ABSTENTIONS – 1

Mr V B Tapp

**RESOLVED**

to support the recommendations from Cabinet to approve the revised 2018-19 budget and associated Medium Term Financial Plan, as amended to cover bridge repairs in 2018/19, and to support

- (1) the amendments to be included in the Budget for 2018/19 (attached at Appendix 4 to the signed copy of these Minutes);
- (2) proposed changes in discretionary fees and charges (attached at Appendix 5 to the signed copy of these Minutes);
- (3) the capital programme for 2018/19 to 2020/21, as amended (attached at Appendix 6 to the signed copy of these Minutes);
- (4) a £5.00 Council Tax rise for 2018/19 and no rise in Band D Council Tax for the year 2019/20 only, but to allow for an increase in Special Expenses of £5.00 in that year (option 2 attached at Appendix 7 to the signed copy of these Minutes);
- (5) the General Reserves draw for 2018 to 2021 (attached at Appendix 8 to the signed copy of these Minutes).

It was also

**RESOLVED**

to

- (6) note that on 11 December 2017 the Council calculated
  - (a) the Council Tax Base 2018/19 for the whole Council area as 45,735 (Item T in the formula in Section 31B(3) of the Local Government Finance Act, as amended (the “Act”)) and;
  - (b) the dwellings in those parts of its area to which a Parish precept relates as set out in Appendix 9 to the signed copy of these Minutes;
- (7) confirm that the Council Tax requirement for the Council’s own purposes for 2018/19 (excluding Town and Parish Precepts and special expenses) is £5,540,300;
- (8) calculate the following sums for the year 2018/19 in accordance with Sections 31 to 36 of the Act:



- (a) £44,512,400 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A (2) of the Act taking into account all precepts issued to it by Town and Parish Councils. This includes the amount that the Council estimates will be transferred in the year from its Collection Fund to its General Fund reserve in accordance with Section 97 (3) of the Local Government Finance Act 1988;
- (b) £35,418,100 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act (including a Council Tax deficit of £14,400 and a Business Rates deficit of £94,600);
- (c) £9,094,300 being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council, in accordance with Section 31A (4) of the Act as its Council Tax requirement for the year. (Item R in the formula in Section 31A (4) of the Act);
- (d) £198.85 being the amount at 3(c) above (Item R), divided by Item T (2 above), calculated by the authority in accordance with Section 31B (1) of the Act as the basic amount of its Council Tax for the year (including Parish Precepts);
- (e) £3,533,950 being the aggregate amount of all its special items (including Parish precepts) referred to in Section 34(1) of the Act (attached at Appendices 10 and 11 to the signed copy of these Minutes);
- (f) £121.14 being the amount at 3(d) above less the result given by dividing the amount collected from local taxation at 3(e) above by Item T (2 above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no special item relates.

## **99 LICENSING AND REGULATORY COMMITTEE**

The non-exempt Minutes of the Licensing and Regulatory Committee meeting held on 12 December 2017 were received.

## **100 AUDIT COMMITTEE**

The Minutes of the Audit Committee meeting held on 11 January 2018 were received.

**101 PLANNING COMMITTEE**

The decisions of the Planning Committee meetings held on 13 December 2017 and 31 January 2018 were received.

**102 POLICE AND FIRE COLLABORATION - REQUEST FROM THE NORFOLK POLICE AND CRIME COMMISSIONER**

Members considered a request from the Norfolk Police and Crime Commissioner for the Council's views on the options for extending Police and Fire collaboration in the County and the case for change. The options were set out in the report of the independent consultants included with the agenda papers.

The Leader commented that there appeared to be a range of views on the proposals and that ultimately it was a matter for the County Council to determine.

**RESOLVED**

to advise the Police and Crime Commissioner that this Council declines to make a formal comment on the proposal and that it is a matter for the County Council to determine.

**103 CYCLE OF MEETINGS**

Members considered the proposed timetable of meetings for 2018/19 as set out in the report.

**RESOLVED**

to approve the timetable as submitted and attached at Appendix 12 to the signed copy of these Minutes.

**104 QUESTIONS FROM MEMBERS**

It was noted that no questions had been received from Members in accordance with Procedural Rule 12.4.

**105 MOTIONS**

No Motions had been received in accordance with Procedural Rule 13.

**106 CHANGES TO COMMITTEES / OUTSIDE ORGANISATIONS**

No changes were proposed.

**107 EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED**

to exclude the Press and public from the meeting for the remaining business because otherwise, information which was exempt information by virtue of Paragraph 3 of Part I of Schedule 12A of the Local Government Act 1972, would be disclosed to them.

*The Press and the public then left the meeting.*

**108 OVERVIEW AND SCRUTINY COMMITTEE**

The exempt Minutes of the Overview and Scrutiny Committee meeting held on 4 January 2018 were received.

In response to a concern raised by a Member that consideration of this matter by the Committee in the absence of the Press and the public gave the impression that the Council was not being as open and transparent as it should be, the Chief Executive commented that the matter was exempt as it involved information relating to financial and business affairs and had therefore been dealt with in accordance with the regulations.

**109 CABINET**

The exempt Minutes of the Cabinet meetings held on 9 January and 6 February 2018 were received.

*The meeting closed at 7:40pm*