

South Cambridgeshire District Council

Minutes of a meeting of the Cabinet held on
Monday, 6 September 2021 at 10.00 a.m.

Present: Councillor Bridget Smith (Leader of Council)

Councillors:	John Batchelor	Lead Cabinet Member for Housing
	Bill Handley	Lead Cabinet Member for Community Resilience, Health and Wellbeing
	Dr. Tumi Hawkins	Lead Cabinet Member for Planning Policy and Delivery
	Peter McDonald	Lead Cabinet Member for Business Recovery and Skills
	Brian Milnes	Lead Cabinet Member for Environmental Services and Licensing
	John Williams	Lead Cabinet Member for Finance

Officers in attendance in the Council Chamber for all or part of the meeting:

Anne Ainsworth	Chief Operating Officer
Aaron Clarke	Democratic Services Officer
Liz Watts	Chief Executive

Officers in attendance remotely for all or part of the meeting:

Peter Campbell	Head of Housing
Rebecca Dobson	Democratic Services Manager
Kathryn Hawkes	Programme Manager
Jon Hall	Commercial and Licensing Services Manager
Rachel Jackson	Principal Licensing Officer
Hana Loftus	Special Projects Officer
Peter Maddock	Head of Finance
Jonathan Malton	Cabinet Support Officer
Rory McKenna	Monitoring Officer

Councillor Anna Bradnam was in attendance in the Council Chamber.

Councillors Dr. Claire Daunton, Neil Gough (Deputy Leader), Judith Rippeth and Dr. Richard Williams were in attendance remotely.

1. **Announcements**

Councillor Bill Handley, Lead Cabinet Member for Community Resilience, Health and Wellbeing, was appointed Vice-Chair of the meeting.

2. **Apologies for Absence**

Councillors John Batchelor and Grenville Chamberlain sent apologies for absence.

3. **Declarations of Interest**

There were no declarations of interest.

4. Minutes of Previous Meeting

Cabinet **authorised** the Leader to sign, as a correct record, the Minutes of the meeting held on Friday, 30 July 2021.

5. Public Questions

The Cabinet received one question from the public.

a) From Dr. Douglas de Lacey

Girton is one of the villages already defined as a consent area. However, we have to fight a running battle with unlicensed traders, particularly those selling ice cream. Will Cabinet, if it agrees to designate the whole of the District, also take steps to provide the resources to enable our licensing team to crack down on rogue traders?

Councillor Brian Milnes, Lead Cabinet Member for Environmental Services and Licencing responded as follows.

Ensuring the whole district is covered by consent controls will ensure that all areas can be regulated consistently and effectively, so that street trading operators are clear as to what permissions they require before operating. The existing patchwork of regulated areas has certainly had the effect of confusing street traders as to where they can trade legally.

We can confirm that if the blanket policy is approved, the licensing team will implement a thorough communication strategy to ensure that all stakeholders are aware of what approvals are needed, prior to operators moving to a pitch. In addition, we can also confirm that resources are available within the licensing team to deal with 'rogue' traders going forward. The relatively recent restructure and recent recruitment of a principal licensing officer and support staff will enable effective regulation.

6. Issues arising from the Scrutiny and Overview Committee

The Leader invited the Vice-Chair of the Scrutiny and Overview Committee, Councillor Judith Rippeth, to introduce the report. Councillor Judith Rippeth thanked the Scrutiny and Governance Adviser for summarising the meeting held on Tuesday, 20 July 2021, relating to the following agenda items:

- The Local Government (Miscellaneous Provisions) Act 1982

Councillor Judith Rippeth thanked the Chief Operating Officer for allowing the Committee to review an early draft of the Re-set and Recovery Strategy.

The Leader thanked Councillor Judith Rippeth for her comments. She commended the Chief Operating Officer on the current progress of the strategy.

7. **Quarter One Performance Report**

Cabinet received the Quarter One Performance Report. Councillor Neil Gough, the Deputy Leader, introduced the report, noting the improved key performance indicators against the Council's Business Plan.

The Leader closed the item, thanked Officers across the Council for their work during the pandemic and Cabinet:

Noted the KPI results and comments at Appendix A and progress against Business Plan actions at Appendix B

8. **Local Government (Miscellaneous Provisions) Act 1982 - Street Trading**

Cabinet received the Local Government (Miscellaneous Provisions) Act 1982 – Street Trading. Councillor Brian Milnes, Lead Cabinet Member for Environmental Services, introduced the report, and discussed the increase of street traders during the coronavirus pandemic. It was noted that the policy brought to Cabinet was fairer and simpler for all street traders across the district.

Councillor Anna Bradnam welcomed the policy, and thanked the Officers for their work. She asked whether the Licencing Committee could assist with the workshops during the consultation period. The Lead Cabinet Member thanked Councillor Anna Bradnam for the offer and referred this action to the Officers within the Licencing team.

Councillor Dr. Richard Williams asked whether there would be an impact on charity and one-off traders. The Lead Cabinet Member ensured that traders that work within the legislation would have their costs reduced.

The Leader closed the discussion, and Cabinet:

Approved the adoption of the Local Government (Miscellaneous Provisions) Act 1982 ("The Act") for the whole of the South Cambridgeshire District, and designate all roads and streets within the District as Consent Streets (with the exception of the A11 and A14).

9. **South Cambridgeshire Community Safety Partnership (CSP) Action Plan**

Cabinet received the South Cambridgeshire CSP Action Plan. Councillor Bill Handley, Lead Cabinet Member for Community Resilience, Health and Wellbeing, introduced the annual plan. He highlighted the main points which focused on persistent anti-social behaviour. The Lead Member thanked Councillors Dr. Claire Daunton and Sally Ann Hart for their work on the action plan.

Councillor Dr. Claire Daunton said she would like to encourage local Members to be made aware of the CSP, in case of an increase in anti-social behaviour. The Lead Cabinet Member said he would see that this is actioned.

Councillor Dr. Tumi Hawkins, Lead Cabinet Member for Planning Policy and Delivery, also thanked the relevant Members, but requested the CSP Plan could be brought to the attention of the Parish Councils.

Councillor Anna Bradnam said she supported the report but requested that the funding for Domestic Homicide Reviews should continue to be provided by all the relevant organisations or by Central Government. Councillor Bill Handley thanked Councillor Anna Bradnam for her comments.

The Leader of the Council closed the discussion, thanked Members and Officers for their work in providing the completed plan, and Cabinet:

Agreed the content of the Action Plan for 2021/22 as set out in Appendix A, and the lead role the Council takes in its delivery and the resources committed to it.

10. **Little Shelford Village Design Guide Supplementary Planning Document (SPD)**

Cabinet received the Little Shelford Village Design Guide SPD. Councillor Dr. Tumi Hawkins introduced the item, thanking the Officers for a proactive guide, and noted the accessibility of the document would be amended before publication.

Councillor Brian Milnes, Lead Cabinet Member for Environmental Services and Licencing, was supportive of the project and thanked Officers for their work in providing the final draft.

The Leader thanked the Officers for producing the SPD, closed the discussion, and Cabinet:

- a) **Approved** the consultation draft Little Shelford Village Design Guide SPD, for Regulation 13 public consultation in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012 and in accordance with the consultation arrangements set out in the Consultation Statement accompanying the SPD; the consultation will be for a period of four weeks during the autumn and the setting of the dates of this consultation will be delegated to the Joint Director of Planning and Economic Development in liaison with the Lead Cabinet Member for Planning Policy and Delivery.
- b) **Delegated** authority to the Joint Director of Planning and Economic Development, in liaison with the Lead Cabinet Member for Planning Policy and Delivery to make editorial changes to the consultation draft SPD to comprise minor amendments and changes required to ensure accessibility.

11. **Corporate Fraud Strategy**

Cabinet received the Corporate Fraud Strategy. Councillor John Williams, Lead Cabinet Member for Finance, introduced the report, acknowledging the Council's

responsibility for ensuring risks associated with fraud and corruption were managed effectively across all parts of the organisation.

After a short discussion, the Leader of the Council closed the item, and Cabinet:

Adopted the Corporate Fraud Strategy; acknowledging the governing body's responsibility for ensuring that risks associated with fraud and corruption are managed effectively across all parts of the organisation.

12. Quarter One Financial Monitoring

Cabinet received the Quarter One Financial Monitoring for the 2021/22 General Fund Revenue and Capital accounts. Councillor John Williams, Lead Cabinet Member for Finance, introduced the item, mentioning the Council's role during the coronavirus pandemic and the resulting financial impact on the Council's planned income and expenditure.

Councillor Anna Bradnam said she was pleased with how the Council had worked with partner authorities during the increased rainfall during the winter of 2020 and 2021 and asked if the flood defence costs had been agreed with Cambridgeshire County Council. Councillor Brian Milnes, Lead Cabinet Member for Environmental Services and Licencing said the Council was continuing to work collaboratively with the County Council, and other relevant authorities.

The Leader closed the item, thanked Officers for their work during this unprecedented time, and Cabinet:

- a) **Acknowledged** the forecast 2021/22 revenue position against the approved revenue budget shown in Appendix B, the projected major variances with reasons for these variances at Appendices C1 and C2 and the action being taken to address the underlying issues.
- b) **Acknowledged** the latest Capital Programme 2021/22 position as shown in Appendix D.

13. Housing Revenue Account Outturn

The Cabinet received the Housing Revenue Account Outturn. Councillor John Williams, Lead Cabinet Member for Finance, introduced the report, and explained the effect the coronavirus pandemic on housing revenue.

After a short discussion, the Leader of the Council closed the item, and Cabinet:

- a) **Noted** the 2020/21 revenue outturn position and the net underspend in the year of £1.091 million, and the explanations provided for the variances compared to the approved 2020/21 revenue budget;
- b) **Noted** the overall reduction in the Housing Revenue Account balance as at 31 March 2021 to £4.639 million;
- c) **Recommended** to Council the Housing Revenue Account Revenue Budget Carry Forwards in the sum of £0.035 million, in relation to Consultancy costs.

- d) In relation to the Capital Programme:
 - (i) **Noted** the 2020/21 capital outturn of £15.987 million;
 - (ii) **Recommended** to Council the carry forwards to 2020/21 of £1.822 million in relation to HRA Housing improvements due mainly to slippage.
 - (iii) **Recommended** to Council carry forward amounts of £1.213 million to 2021/22 in relation to HRA housebuilding during 2020/21, due to slippage.
 - (iv) **Noted** that a full review of the Capital Programme will be submitted to Cabinet at its October 2021 meeting to include re-phasing of the existing programme and new Capital bids for the next budget cycle.

14. **General Fund Outturn**

The Cabinet received the General Fund Outturn. Councillor John Williams, Lead Cabinet Member for Finance, introduced the report. He thanked the Revenues and Benefits team for the high tax collection during the coronavirus pandemic and commended the work of the business support team for supporting businesses across the district.

The Leader of the Council closed the discussion, thanked the financial teams for their continued work during the pandemic, and Cabinet:

- a) **Acknowledged** the 2020/21 general fund revenue outturn position and the net underspend (after income from Taxation and Government Grants) in the year of £0.281 million and the explanations provided for the variances compared to the revised 2020/21 revenue budget;
- b) **Acknowledged** the consequent decrease in the General Fund as at 31 March 2021 of £1.994m to around £14.5m;
- c) In relation to the Capital Programme:
 - (v) **Noted** the 2020/21 capital outturn of £43,252 million;
 - (vi) **Recommended** to Council the carry forwards of £2.081 million in relation to General Fund capital projects due mainly to slippage.
 - (vii) **Recommended** to Council additional lending of £5.237 million in 2021/22 to enable Ermine Street housing to meet its target of 500 property purchases.
 - (viii) **Noted** that a full review of the Capital Programme will be submitted to Cabinet at its December 2021 meeting to include re-phasing of the existing programme and new Capital bids for the next budget cycle.

15. **Medium Term Financial Strategy**

Cabinet received the Medium Term Financial Plan. Councillor John Williams, Lead Cabinet Member for Finance introduced the report, updating the Cabinet on the Council's financial forecasts ahead of the budget in February 2022.

After a short discussion, the Leader of the Council closed the item, and Cabinet:

- a) **Acknowledged** the projected changes in service spending and the overall resources available to the Council over the medium term.

- b) **Recommended** to Full Council the refreshed Medium Term Financial Strategy at Appendix A and updated financial forecast at Appendix B.

**The Meeting ended at
11.11 a.m.**
