

# Cabinet



**Please contact:** Emma Denny

**Please email:** [emma.denny@north-norfolk.gov.uk](mailto:emma.denny@north-norfolk.gov.uk)

**Please Direct Dial on:** 01263 516010

Friday, 27 January 2023

A meeting of the **Cabinet** of North Norfolk District Council will be held in the Council Chamber - Council Offices on **Monday, 6 February 2023 at 10.00 am.**

At the discretion of the Chairman, a short break will be taken after the meeting has been running for approximately one and a half hours

Members of the public who wish to ask a question or speak on an agenda item are requested to arrive at least 15 minutes before the start of the meeting so that the Chairman can re-order the agenda if necessary.

Further information on the procedure for public speaking can be obtained from Democratic Services, Tel: 01263 516010, Email: [emma.denny@north-norfolk.gov.uk](mailto:emma.denny@north-norfolk.gov.uk). Please note that this meeting is livestreamed: <https://www.youtube.com/channel/UCsShJeAVZMS0kSWcz-WyEzq>

Anyone attending this meeting may take photographs, film or audio-record the proceedings and report on the meeting. Anyone wishing to do so should inform the Chairman. If you are a member of the public and you wish to speak on an item on the agenda, please be aware that you may be filmed or photographed.

**Emma Denny**  
**Democratic Services Manager**

**To:** Mrs W Fredericks, Mrs A Fitch-Tillett, Ms V Gay, Mr R Kershaw, Mr N Lloyd, Mr E Seward, Miss L Shires, Mr T Adams and Mr A Brown

All other Members of the Council for information.  
Members of the Management Team, appropriate Officers, Press and Public



**If you have any special requirements in order to attend this meeting, please let us know in advance**  
If you would like any document in large print, audio, Braille, alternative format or in a different language please contact us

**Chief Executive:** Steve Blatch  
Tel 01263 513811 Fax 01263 515042 Minicom 01263 516005  
Email [districtcouncil@north-norfolk.gov.uk](mailto:districtcouncil@north-norfolk.gov.uk) Web site [www.north-norfolk.gov.uk](http://www.north-norfolk.gov.uk)

## A G E N D A

### 1. TO RECEIVE APOLOGIES FOR ABSENCE

### 2. MINUTES

1 - 8

To approve, as a correct record, the minutes of the meeting of the Cabinet held on 3<sup>rd</sup> January 2023.

### 3. PUBLIC QUESTIONS AND STATEMENTS

To receive questions and statements from the public, if any.

### 4. ITEMS OF URGENT BUSINESS

To determine any other items of business which the Chairman decides should be considered as a matter of urgency pursuant to Section 100B(4)(b) of the Local Government Act 1972

### 5. DECLARATIONS OF INTEREST

9 - 14

Members are asked at this stage to declare any interests that they may have in any of the following items on the agenda. The Code of Conduct for Members requires that declarations include the nature of the interest and whether it is a disclosable pecuniary interest (see attached guidance and flowchart)

### 6. MEMBERS' QUESTIONS

To receive oral questions from Members, if any

### 7. RECOMMENDATIONS FROM CABINET WORKING PARTIES

Planning Policy & Built Heritage Working Party – 16<sup>th</sup> January / 30<sup>th</sup> January 2023

*Please note that the Working Party meeting was adjourned due to technical issues. The Cabinet member for Planning (and Chairman of the Working Party) will update members verbally at the Cabinet meeting.*

#### **Local Plan Submission: Proposed Modifications (Site Allocations)**

#### **Recommendation:**

1. To recommend to Cabinet that the appended Schedules of proposed modifications along with the Proposed Submission version of the Local Plan be submitted for independent examination.
2. To delegate minor amendments in the finalisation of the submission version & Schedules and associated documents to the Planning Policy Manager in conjunction with the Planning Policy Team Leader and the Portfolio Holder.

**8. RECOMMENDATIONS FROM OVERVIEW & SCRUTINY COMMITTEE** 15 - 16

The following recommendations were made to Cabinet by the Overview & Scrutiny Committee at the meeting held on 25<sup>th</sup> January:

11. MEDIUM TERM FINANCIAL STRATEGY 2024-27

RESOLVED

1. To recommend to Cabinet that financial modelling of inflationary costs of up to 5% for staff and fees be included in the report to identify potential risks.
2. To recommend to Cabinet that, in recognition of the increasing risks of deficits arising, robust savings and income generation contingency plans need to be developed soonest in FY 23/24 to ensure that financial risks can be adequately mitigated for 2024-25 and onwards

**9. DELEGATED DECISIONS - SEPTEMBER 2022 ONWARDS** 17 - 20

Summary: This report details the decisions taken by Senior Officers under delegated powers from September 2022 to January 2023

Options considered: Not applicable.

**Recommendations: To receive and note the report and the register of officer decisions taken under delegated powers.**

Reasons for Recommendations: The Constitution: Chapter 6, Part 5, sections 5.1 and 5.2 details the exercise of any power or function of the Council where waiting until a meeting of Council or a committee would disadvantage the Council. The Constitution requires that any exercise of such powers should be reported to the next meeting of Council, Cabinet or working party (as appropriate)  
Section 2.1 sets out the requirements regarding the reporting of conditional delegated decisions,

**LIST OF BACKGROUND PAPERS AS REQUIRED BY LAW**

*(Papers relied on to write the report, which do not contain exempt information and which are not published elsewhere)*

Delegated decision forms – as completed by the relevant officer
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Cabinet Member(s) All	Ward(s) affected All
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Contact Officer, telephone number and email:  
Emma Denny, Democratic Services Manager, 01263 516010

## 10. CAPITAL STRATEGY 2023 - 2024

21 - 30

Summary:	This report sets out the Council's Capital Strategy for the year 2023-24. It sets out the Council's approach to the deployment of capital resources in meeting the Council's overall aims and objectives while providing the strategic framework for the effective management and monitoring of the capital programme.
Options Considered:	This report must be prepared to ensure the Council complies with the CIPFA Treasury Management and Prudential Codes.
Conclusions:	The Council is required to approve a Capital Strategy to demonstrate compliance with the Codes and establishes the strategic framework for the management of the capital programme.
Recommendations:	<b>That Cabinet recommends to Full Council that;</b>  <b>(a) The Capital Strategy and Prudential Indicators for 2023-24 are approved.</b>
Reasons for Recommendation:	Approval by Council demonstrates compliance with the Codes and provides a framework within which to consider capital investment decisions.

### LIST OF BACKGROUND PAPERS AS REQUIRED BY LAW

*(Papers relied on to write the report, which do not contain exempt information, and which are not published elsewhere)*

None
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Cabinet Member(s)	Ward(s) affected: All
Contact Officer and email:	Tracy Stone <a href="mailto:tracy.stone@north-norfolk.gov.uk">tracy.stone@north-norfolk.gov.uk</a>

## 11. INVESTMENT STRATEGY 2023 - 2024

31 - 38

**Summary:** This report sets out details of the Council's investment activities and presents a strategy for the prudent investment of the Council's resources.

**Options Considered:** Alternative investment and debt options are continuously appraised by the Council's treasury advisors, Arlingclose and all appropriate options are included within this Strategy.

**Conclusions:** The preparation of this Strategy is necessary to comply with the guidance issued by the Department of Levelling Up, Housing & Communities (DLUHC).

**Recommendations:** **To recommend that the Council be asked to RESOLVE that The Investment Strategy is approved.**

**Reasons for Recommendation:** The Strategy provides the Council with a flexible investment strategy enabling it to respond to changing market conditions.

Cabinet Member(s) Cllr E Seward	Ward(s) affected: All
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Contact Officer, telephone number and email: Tina Stankley, [tina.stankley@north-norfolk.gov.uk](mailto:tina.stankley@north-norfolk.gov.uk)

## 12. TREASURY MANAGEMENT STRATEGY STATEMENT 2023 - 2024

39 - 60

**Summary:** This report sets out details of the Council's investment activities and presents a strategy for the prudent investment of the Council's resources.

**Options Considered:** Alternative investment and debt options are continuously appraised by the Council's treasury advisors, Arlingclose and all appropriate options are included within this Strategy.

**Conclusions:** The preparation of this Strategy is necessary to comply with the guidance issued by CIPFA

**Recommendations:** **To recommend that the Council be asked to RESOLVE that The Treasury Management Strategy is approved.**

Reasons for Recommendation: The Strategy provides the Council with a flexible investment strategy enabling it to respond to changing market conditions, and ensures the Council complies with CIPFA guidance.

Cabinet Member(s) Cllr E Seward	Ward(s) affected: All
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Contact Officer, and email: Tina Stankley, [Tina.Stankley@north-norfolk.gov.uk](mailto:Tina.Stankley@north-norfolk.gov.uk)

### 13. FEES & CHARGES 2023 – 2024

61 – 92

Summary: This is an updated report that recommends the fees and charges for the financial year 2023-24 that will come into effect from 1<sup>st</sup> April 2023. This has been updated to reflect additional increases following the savings review.

Options considered: Alternatives for the individual service fees and charges now being proposed will have been considered as part of the process in arriving at the fees presented within the report.

Conclusions: The fees and charges as recommended have been used to inform the income budgets for the 2023/24 budget.

Recommendations: **That Cabinet agree and recommend to Full Council:**  
a) **The fees and charges from 1 April 2023 as included in Appendix A.**  
b) **That Delegated Authority be given to the Section 151 Officer, in consultation with the Portfolio Holder for Finance and relevant Heads of Service, to agree those fees and charges not included within Appendix A as required, as outlined within the report**

Reasons for Recommendations: To approve the fees and charges as set out in the report that will have been used to support the 2023/24 budget process.

#### **LIST OF BACKGROUND PAPERS AS REQUIRED BY LAW**

*(Papers relied on to write the report, which do not contain exempt information and which are not published elsewhere)*

Current fees and charges
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Cabinet Member(s)	Ward(s) affected: All
Contact Officer, telephone number and email: James Moore, 01263 516430, <a href="mailto:James.Moore@north-norfolk.gov.uk">James.Moore@north-norfolk.gov.uk</a>	

**14. DRAFT MEDIUM TERM FINANCIAL STRATEGY 2023/2024 - 93 - 152  
2026/2027 INCLUDING BASE BUDGET PROJECTIONS 2023/ 2024**

Summary: To provide Members with the opportunity to discuss assumptions around Medium Term Financial Strategy and the impact on NNDC finances.

Options considered:

The Council is required by law to set a budget in advance of the financial year. The report to full Council will present options for budget setting with respect to Council Tax and other items.

Conclusions: The Council is required to agree a budget in advance of each financial year. This is done in February of each year at full Council, after meetings of Cabinet and Overview and Scrutiny. To aid the Committee, an early draft of the Medium-Term Financial Strategy (MTFS) is presented here for scrutiny and discussion.

Recommendations: **It is recommended that Cabinet agree and where necessary recommend to Full Council:**

- 1) **The 2023/24 revenue budget as outlined at appendix A;**
- 2) **The demand on the Collection Fund for 2023/24, subject to any amendments as a result of final precepts still to be received be:**
  - a. **£6,879,503 for District purposes**
  - b. **£2,800,000 (exact figure not yet available and subject to confirmation of the final precepts) for Parish/Town Precepts;**
- 3) **The statement of and movement on the reserves as detailed at appendix D;**
- 4) **The updated Capital Programme and financing for 2022/23 to 2026/27 as detailed at Appendix C;**
- 5) **The capital bids contained within**

Appendix C1, with delegated authority given to the Section 151 Officer in conjunction with the Portfolio Holder for Finance to decide on the most appropriate means of funding;

- 6) That Members note the current financial projections for the period to 2026/27 as shown in Appendix A;
- 7) That Members note the results of the consultation as shown in Appendix F.

Reasons for Recommendations: To recommend a balanced budget for 2023/24 for approval by Full Council.

**LIST OF BACKGROUND PAPERS AS REQUIRED BY LAW**

*(Papers relied on to write the report, which do not contain exempt information and which are not published elsewhere)*

<p>Budget Monitoring Reports 2022/23          Outturn Report 2021/22          Medium Term Financial Strategy 2023-26</p>
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Cabinet Member(s) Cllr Eric Seward	Ward(s) affected All
Contact Officer, telephone number and email:	Tina Stankley, Director of Resources and Section 151 Officer, <a href="mailto:tina.stankley@north-norfolk.gov.uk">tina.stankley@north-norfolk.gov.uk</a> 01263 516439

**15. EXCLUSION OF PRESS AND PUBLIC**

To pass the following resolution:  
 “That under Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting for the following item of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs \_of Part I of Schedule 12A (as amended) to the Act.”

**16. PRIVATE BUSINESS**