

# Council



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14 June 2022

A meeting of the **Council** of North Norfolk District Council will be held in the Council Chamber - Council Offices on **Wednesday, 22 June 2022 at 6.00 pm.**

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 must notify Democratic Services 24 hours in advance of the meeting. 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 will be live-streamed: <https://www.youtube.com/channel/UCsShJeAVZMS0kSWcz-yEzq>

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:** Mr T Adams, Ms P Bevan Jones, Mr D Birch, Mr H Blathwayt, Mr A Brown, Dr P Bütikofer, Mrs S Bütikofer, Mr C Cushing, Mr N Dixon, Mr P Fisher, Mrs A Fitch-Tillett, Mr T FitzPatrick, Mr V FitzPatrick, Mrs W Fredericks, Ms V Gay, Mrs P Grove-Jones, Mr G Hayman, Mr C Heinink, Mr P Heinrich, Dr V Holliday, Mr N Housden, Mr R Kershaw, Mr N Lloyd, Mr G Mancini-Boyle, Mr N Pearce, Mr S Penfold, Mrs G Perry-Warnes, Mr J Punchard, Mr J Rest, Mr E Seward, Miss L Shires, Mrs E Spagnola, Mrs J Stenton, Dr C Stockton, Mr M Taylor, Mr J Toye, Mr E Vardy, Mr A Varley, Ms L Withington and Mr A Yiasimi

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

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## A G E N D A

### 1. PRESENTATION BY THE PRISCILLA BACON HOSPICE

To receive a presentation from Hugo Stevenson of the Priscilla Bacon Hospice – one of the Chairman's nominated charities for 2022/23.

### 2. APOLOGIES FOR ABSENCE

To receive apologies for absence, if any.

### 3. MINUTES

1 - 18

To confirm the minutes of the Annual meeting of the Council held on 18<sup>th</sup> May 2022.

### 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. TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS

19 - 20

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. CHAIRMAN'S COMMUNICATIONS

To receive the Chairman's communications, if any.

### 7. LEADER'S ANNOUNCEMENTS

### 8. PUBLIC QUESTIONS AND STATEMENTS

To consider any questions or statements received from members of the public.

### 9. PORTFOLIO REPORTS

21 - 66

To receive reports from Cabinet Members on their portfolios.

*Members are reminded that they may ask questions of the Cabinet Member on their reports and portfolio areas but should note that it is not a debate.*

***No member may ask more than one question plus a supplementary question, unless the time taken by members' questions does not exceed 30 minutes in total, in which case, second questions will be taken in the order that they are received (Constitution, Chapter 2, part 2, section 12.2)***

***Questions will be taken in the order that they are received.***

Cabinet members (listed alphabetically)

Cllr T Adams (Leader / Executive Support)  
Cllr A Fitch-Tillett – Coast  
Cllr W Fredericks – Housing & Benefits  
Cllr V Gay – Leisure, Culture & Wellbeing  
Cllr R Kershaw – Sustainable Growth  
Cllr N Lloyd – Environment  
Cllr E Seward – Finance, Assets & Legal  
Cllr L Shires – Organisational Resources  
Cllr J Toye – Planning & Enforcement

**10. RECOMMENDATIONS FROM CABINET 06 JUNE 2022**

67 - 82

The following recommendations were made by Cabinet to Council at the meeting held on 6<sup>th</sup> June:

- a) Agenda item 14 - Cromer Pier Infrastructure Works

**RESOLVED to**

- Recommend to Full Council that a capital budget of £1,134,000 is approved to enable the works to be completed, to be funded from capital receipts

- b) 18 - Approval of Insurance Contract

**RESOLVED to**

1. Recommend to Full Council that additional budget provision is made for 2022/23 of £81.2k to be funded from the Delivery Plan Reserve if required at the year end.

**11. RECOMMENDATIONS FROM OVERVIEW & SCRUTINY COMMITTEE  
15 JUNE 2022 - O&S ANNUAL REPORT 2021/2022**

83 - 90

**Summary:** This report aims to provide the Council with an outline of the role of the Overview & Scrutiny Committee, and a summary of the work undertaken throughout the 2021-22 municipal years.

**Options considered:** N/a.

**Conclusions:** Throughout 2021-22, the Committee fulfilled its obligation to provide oversight of Council business and hold Cabinet to account. Whilst Covid-19 had a significant impact on the Committee's working practices, the Committee have adapted to remote and hybrid working and continued to deliver effective scrutiny.

**Recommendations:** 1. **It is recommended that Council notes the report, affirms the work of the Overview & Scrutiny Committee, and considers the following concerns raised within the report:**

- **Additional Committee substitutes required to adequately address the number of apologies given.**
- **Late submission of reports continues to cause volatility in the Work Programme.**
- **Too many 'last minute' requests to include items under Urgent Business which degrades both the quality of scrutiny and the opportunity to add maximum value to the process**

**Reasons for Recommendations:** To inform Council of the work of the Overview & Scrutiny Committee in 2021-22 and address concerns raised.

**Cabinet Member(s):** Ward(s) affected:  
N/a All

Contact Officer, telephone number and email:  
Matthew Stembrowicz  
Democratic Services & Governance Officer (Scrutiny)  
Email: [Matthew.Stembrowicz@north-norfolk.gov.uk](mailto:Matthew.Stembrowicz@north-norfolk.gov.uk) Tel: 01263 516047

**12. EXTENSION OF THE TEMPORARY INCREASE TO MILEAGE RATES, DUE TO THE SIGNIFICANT INCREASE IN FUEL COSTS. 91 - 96**

**Summary:** This report provides members with information in order to consider a medium term increase in mileage rates, due to the ongoing situation with respect to increased fuel costs. The medium term would be to the end of the 2022/2023 financial year.

**Options considered:**

- 1) To revert to the Council's mileage rates at 0.45p per mile for essential car users, and 0.52p per mile for casual users, therefore ending the

temporary increase.

- 2) The temporary increased mileage rate is 0.60 per mile. Allow the Chief Executive to have the accountability to operate the temporary increase for the remainder of the 2022/2023 financial year. The Chief Executive Officer would review the rate each month, and if circumstances dictate, have the flexibility to reduce the enhance rate reflecting any significant fall in petrol and diesel prices.

Conclusions: Recognising the significant increase in petrol and diesel prices since the end of February this year Full Council is asked to consider providing additional financial support to Officers undertaking work-related travel.

Recommendations: Full Council is recommended to agree Option 2 – to support the increased mileage rates for the remainder of the 2022/23 financial year, subject to monthly review by the Chief Executive, with the increased rates being removed if there is a significant reduction in fuel prices over that period.

Reasons for Recommendations: This is intended to provide some increased financial support to Officers working out in the district, maintaining outward facing services.

Cabinet Member(s) Cllr's Adams & Seward	Ward(s) affected N/A
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Contact Officer, telephone number and email:

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### 13. INTERIM SECTION 151 OFFICER ARRANGEMENTS

97 - 102

Summary: Section 151 of the Local Government Act 1972 requires the Council to designate a Chief Finance (Section 151) Officer. The Chief Finance Officer has a number of statutory duties and responsibilities relating to the proper administration of the Council's finances, assets and resources and be responsible for those arrangements including managing the relationship with the Council's Internal and External Audit functions, submission of Government returns.

Following the recent resignation of the officer who has fulfilled this role for the Council

since September 2016, it is necessary to designate a new officer to fulfil the Chief Finance Officer role for the authority on an interim basis until a permanent appointment of a new Director of Resources is made.

Options considered: The Council is required by legislation to designate a Chief Finance (S151) Officer and therefore needs to make an interim appointment pending recruitment of a new Director of Resources.

Conclusions: Council is required to appoint a Chief Finance Officer under Section 151 of the Local Government Act 1972. The appointment of the Chief Finance Officer is reserved to the Council and cannot be made by any other body.

**Recommendations: That Council:-**

- 1) Provides delegated authority to the Chief Executive in consultation with the three Group Leaders and Finance portfolio holder to make an interim appointment of a Chief Finance (Section 151) Officer with immediate effect pending recruitment of a new Director of Resources.**
- 2) Notes the need to establish an Employment and Appeals Panel to support the process of recruiting and appointing a new Director of Resources**

#### **14. QUESTIONS RECEIVED FROM MEMBERS**

None Received.

#### **15. OPPOSITION BUSINESS**

**Please note that the total time allotted for this item is 30 minutes – as set out in the Constitution, Chapter 2, paragraph 3.7(d)**

The following item of Opposition Business has been proposed by Cllr C Cushing, seconded by Cllr N Dixon:

On behalf of the residents and businesses of North Norfolk, this District Council notes the financial support provided by the Government over the last two years. Amongst a wide range of support schemes the following are examples of funding and grants that the Government has awarded

over this period:

1. **COVID Business Support Grants** - £126 million paid out to over 3,500 businesses.
2. The **COVID Furlough** scheme which amounted to many millions.
3. **Universal Credit Uplift** during the pandemic.
4. The **Housing Benefit Subsidy** for 2020/21 which totalled £21,085,852.
5. **Household Support Fund (HSF)** which allocated £115,899 from October 2021 – March 2022 to provide support for 342 vulnerable households most in need of support during last winter.
6. The **Council Tax Hardship Fund** for 2020/21 where the Government provided £723,834 of funding to NNDC allocate to applicants to help with the payment of their Council Tax during the pandemic. As at 31<sup>st</sup> March 2021, the council paid out £543,737 of this funding, leaving an underspend of £180,097.
7. This £180,034 was used to create **Discretionary Hardship & Support Grant** which is currently to help Council Tax payers in need.
8. **Norfolk Warm Homes Consortium** – NNDC is one of five districts that will receive a share of a £3.85 million grant to provide energy efficiency improvement works for homes occupied by low income households.
9. The **Energy Rebate Scheme** where the Government has provided funding for NNDC to give households whose primary residence is valued in Council Tax bands A – D a one-off Council Tax energy payment of £150.
10. The **Heritage Action Zone** grant of £3 million to renovate the centre of North Walsham.
11. The **Coastal Transition Accelerator Fund** where NNDC will receive an allocation from a £36 million fund to explore innovative approaches to adapting to the impacts of coastal erosion.

This is not an exclusive list but gives a clear indication of the Government's help and support.

The Conservative Opposition makes the following recommendations for the Liberal Democrat Administration:

- The Leader of the Council writes to the Chancellor of the Exchequer on behalf of the residents of North Norfolk to thank the Government for the considerable support it has given and continues to give the people and businesses of the District.
- A copy of the letter is sent to Duncan Baker, the Member of Parliament for North Norfolk, and Jerome Mayhew, the Member of Parliament for Broadland, so that they understand the gratitude of this Council.

**16. NOTICE(S) OF MOTION**

None Received.

**17. EXCLUSION OF PRESS AND PUBLIC**

To pass the following resolution – if necessary:

“That under Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting for the following item(s) of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph(s) \_ of Part 1 of Schedule 12A (as amended) to the Act.”

**18. PRIVATE BUSINESS**