

# Council



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13 February 2024

A meeting of the **Council** of North Norfolk District Council will be held in the Council Chamber - Council Offices on **Wednesday, 21 February 2024 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 are requested to arrive at least 15 minutes before the start of the meeting. It will not always be possible to accommodate requests after that time. This is to allow time for the Committee Chair to rearrange the order of items on the agenda for the convenience of members of the public. 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).

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. This meeting is livestreamed: [NNDC eDemocracy - YouTube](#)

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

**To:** Cllr T Adams, Cllr P Bailey, Cllr M Batey, Cllr K Bayes, Cllr D Birch, Cllr H Blathwayt, Cllr J Boyle, Cllr A Brown, Cllr G Bull, Cllr S Bütikofer, Cllr C Cushing, Cllr N Dixon, Cllr P Fisher, Cllr A Fitch-Tillett, Cllr T FitzPatrick, Cllr W Fredericks, Cllr M Hankins, Cllr C Heinink, Cllr P Heinrich, Cllr V Holliday, Cllr N Housden, Cllr R Macdonald, Cllr G Mancini-Boyle, Cllr P Neatherway, Cllr L Paterson, Cllr S Penfold, Cllr P Porter, Cllr J Punchard, Cllr C Ringer, Cllr L Shires, Cllr R Sims, Cllr E Spagnola, Cllr M Taylor, Cllr J Toye, Cllr K Toye, Cllr E Vardy, Cllr A Varley, Cllr L Vickers and Cllr L Withington

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  
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## A G E N D A

**1. APOLOGIES FOR ABSENCE**

To receive apologies for absence, if any.

**2. MINUTES**

1 - 12

To confirm the minutes of the meeting of the Council held on 20 December 2023.

**3. TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS**

13 - 18

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)

**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. CHAIRMAN'S COMMUNICATIONS**

To receive the Chairman's communications.

**6. LEADER'S ANNOUNCEMENTS**

To receive announcements from the Leader.

**7. PUBLIC QUESTIONS AND STATEMENTS**

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

**8. PAY POLICY STATEMENT 2024 – 2025**

19 - 34

Summary: Section 38 of the Localism Act 2011 ("the Act") requires the Council to produce an annual pay policy statement ("the statement") for the start of each financial year. The attached statement is drawn up in compliance with the Act to cover the period 2024/2025. It is a legal requirement that Full Council formally signs off this statement and the responsibility cannot be devolved to any other person or committee.

Options considered: There are no options to consider as part of this paper.

Conclusions: The attached statement sets out current

remuneration arrangements for officers.

**Recommendations: To adopt the attached Pay Policy Statement and to publish the statement for 2024/2025 on the Council’s website.**

Reasons for Recommendations: To comply with the requirements of the Localism Act.

**9. NON-DOMESTIC (BUSINESS) RATES POLICY 2024-25** 35 - 64

Executive Summary	The Non-Domestic (Business) Rates Policy 2024-25 has been revised to reflect the new and extended schemes announced by government and includes guidelines as to how the schemes are to be implemented and the financial implications on the authority.
Options considered.	The policy is discretionary, so members can decide not to agree to the recommendations.
Consultation(s)	<p>The Government expects local authorities to use their discretionary relief powers to grant these reliefs.</p> <p>The Retail Hospitality and Leisure Relief, Supporting Small Business Relief, the scheme for local newspaper discount, scheme for low-carbon heat networks, Hardship Relief, Rural Rate Relief and Flood Relief. All of these (except the Hardship Policy) will be compensated in full for our loss of rates income because of these changes. This compensation will be paid by section 31 grant and calculated based on the returns that the council makes under the rates retention scheme.</p> <p>The Council’s Discretionary Rate Relief Policy has been revised to reflect these changes.</p>
<b>Recommendations</b>	<p><b>1. It is agreed by Full Council that the Revenues Manager continues to have delegated authority to make decisions up to the NNDC cost value of £4k as indicated in Appendix A.</b></p> <p><b>2. It is agreed by Full Council that the Revenues Manager has delegated authority to make Hardship Relief decisions up to the NNDC cost value of £4k as indicated in Appendix C.</b></p> <p><b>3. It is agreed by Full Council that the Rate Relief Policy is revised as indicated in Appendix A, B and C.</b></p>
Reasons for recommendations	The new policy will enable the Retail Hospitality and Leisure Relief, Supporting Small Business Relief, the scheme for local newspaper discount, scheme for low-carbon heat networks, Hardship Relief, Rural Rate Relief and Flood Relief to be awarded discretionary reliefs.

Background papers	<p>1. In the Budget on 22 November 2023 the Chancellor announced the Government would extend the award of 75% Retail, Hospitality and Leisure Relief for properties up to a cash limit of £110,000 per business for the 2024/25 financial year.</p> <p>2. In the Budget on 17 November 2022 the Chancellor announced a new Supporting Small Business (SSB) Relief scheme which will cap bill increases at £600 per year for any businesses that had a Rateable Value (RV) increase from 1 April 2023 caused by the revaluation and consequently lost Small Business Rates Relief or Rural Rate Relief.</p> <p>3. In the Spring Statement on 23 March 2022 the government announced it would bring forward to 1 April 2022 100% relief for low-carbon heat networks.</p> <p>4. On 27 January 2020, the Financial Secretary to the Treasury made a Written Ministerial Statement announcing additional business rates measures that will apply from 1 April 2020 including the extension of the £1,500 business rates discount for office space occupied by local newspapers that will apply for an additional 5 years until 31 March 2025. The scheme will be available to local newspapers that occupy office space. Under the scheme, eligible local newspaper businesses will continue to receive up to a £1,500 discount on their bill for the 2022/23 financial year.</p> <p>5. The 2016 Autumn Statement confirmed the doubling of rural rate relief available to eligible businesses from 50% to 100%. The Government subsequently set out their intention to amend the relevant primary legislation to require local authorities to grant 100% mandatory rural rate relief. Following the decision not to reintroduce the Local Government Finance Bill, for 2018/19 the Government expects local authorities to continue to use their discretionary relief powers to grant 100% rural rate relief to eligible ratepayers in 2022/23, as they have done previously. From 1 April 2024 the discretionary 50% rural rate relief top up has been replaced so local authorities can grant 100% mandatory rural rate relief instead.</p> <p>6. Under section 49 of the Local Government Act 1988 businesses can apply for Hardship Relief. This scheme has now been incorporated within this rate relief policy. The cost of this scheme is funded in accordance with the Non-Domestic Rates financial retention rules.</p> <p>7. Under the government's flood recovery framework, businesses can apply for Flood Relief. This scheme has now been incorporated within this rate relief policy. Businesses can receive a minimum of 3 months rate</p>
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	relief. The cost of this scheme is fully funded by government.
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<b>Wards affected</b>	All
<b>Cabinet member(s)</b>	Cllr Lucy Shires
<b>Contact Officer</b>	Sean Knight Revenues Manger <a href="mailto:Sean.Knight@north-norfolk.gov.uk">Sean.Knight@north-norfolk.gov.uk</a>

<b>Links to key documents:</b>	
Corporate Plan:	Strong Responsible & Accountable Council.
Medium Term Financial Strategy (MTFS)	The NNDR Discretionary Rate Reliefs approved by Members will be used for calculating the NNDR1 which feeds into the budget setting process and is part of the Medium-Term Finance Strategy.
Council Policies & Strategies	Budget Setting & Medium-Term Finance Strategy.

**10. RECOMMENDATIONS FROM CABINET 08 JANUARY 2024 AND 05 FEBRUARY 2024** 65 - 136

**1. Cabinet – 08 January 2024**

Agenda item 11 – Fees & Charges 2024 -2025

Resolved to recommend to Full Council:

- The fees and charges from 1<sup>st</sup> April 2024 as included in Appendix A.
- That delegated authority be given to the Section 151 Officer, in consultation with the Portfolio Holder for Finance and relevant Directors/Assistant Director to agree the fees and charges not included within Appendix A as required (outlined within the report).

**2. Cabinet 05 February 2024**

Agenda Item 10 – Treasury Management Strategy 2024 -2025

To recommend to Full Council that the Treasury Management Strategy 2024/25 is approved.

**11. RECOMMENDATIONS FROM THE OVERVIEW & SCRUTINY COMMITTEE 14 FEBRUARY 2024**

To consider any recommendations from the Overview & Scrutiny Committee meeting held on 14<sup>th</sup> February.

*Please note the Full Council agenda was published before the Overview*

*& Scrutiny Committee meeting took place. The Chairman will provide an oral update at the meeting.*

**12. BUDGET AND COUNCIL TAX 2024 – 2025**

137 - 334

Executive Summary	This report presents for approval the budget for 2024/25 and to make statutory calculations in accordance with the Local Government Finance Act 1992 to set the Council Tax for 2024/25. The report also includes the Chief Finance Officer's report on the robustness of the estimates and adequacy of reserves.
Options considered	It is a statutory requirement to set the budget each year, whilst there are options around the content of the budget presented for approval, the budget now recommended reflects the recommendations made by Cabinet at its meeting on 5 February 2024.
Consultation(s)	The proposed budget has been presented to the Overview and Scrutiny Committee for pre-scrutiny at its meeting on 24 January and again at its meeting for post-scrutiny at its meeting on 14 February. A business engagement event took place on 30 January and the businesses that attended were consulted about the proposed budget for 2024/25. Public consultation has also taken place on the Council's website and on all the Council's other social media platforms.
<b>Recommendations</b>	<p>That having considered the Chief Finance Officer's report on the robustness of the estimates and the adequacy of the proposed financial reserves, the following be approved:</p> <ol style="list-style-type: none"> <li>1) The 2024/25 revenue budget as outlined at Appendix A;</li> <li>2) The statement of identified savings as detailed in Appendix B,</li> <li>3) The statement of and movement in the reserves as detailed at Appendix C;</li> <li>4) The updated Capital Programme and financing for 2023/24 to 2027/28 as shown in Appendix D;</li> <li>5) The new capital bids recommended for approval as detailed at Appendix E;</li> <li>6) That Members note the current financial projections for the period 2025/26 to 2027/28 that form the Medium Term Financial Strategy and as detailed in paragraphs 3.10 to 3.14 and Appendix A.</li> <li>7) That Members note and consider the results of the</li> </ol>

	<p>Budget Consultation exercise which are contained in the paper circulated to Members and which will be included as an Appendix to the meeting's minutes when published.</p> <p>8) The Policy Framework for the Earmarked Reserves and the Optimum Level of the General Fund Reserve of £2.1m for 2024/25 to 2026/27 as detailed in paragraphs 3.35 to 3.72 and in Appendix G;</p> <p>9) The Local Council Tax Support Scheme (LCTS) for 2024/25 as set out in paragraphs 3.16 to 3.23;</p> <p>10) That Members undertake the Council Tax and statutory calculations set out at Appendix F, and set the Council Tax for 2024/25;</p> <p>11) The demand on the Collection Fund for 2024/25 is as follows:</p> <ul style="list-style-type: none"> <li>a. £6,995,942 for District purposes</li> <li>b. £3,129,194 for Parish/Town Precepts;</li> </ul> <p>This reflects the recommended Council Tax increase of £4.95 for the district element for a Band D equivalent property.</p> <p>To approve the 2024/25 budget for revenue and capital and to make the statutory calculations in respect of the 2024/25 Council Tax.</p>
Reasons for recommendations	It is a statutory requirement to set the budget each year. To enable the Council to set a balanced budget.
Background papers	Budget reports and briefings, precepts (NCC, Police and Parishes) Draft Revenue Budget Report for 2024/25 presented to Cabinet on 5 February 2024

Wards affected	All
Cabinet member(s)	All
Contact Officer	Tina Stankley Director of Resources and s151 Officer <a href="mailto:tina.stankley@north-norfolk.gov.uk">tina.stankley@north-norfolk.gov.uk</a>

<b>Links to key documents:</b>	
Corporate Plan:	Strong Responsible & Accountable Council.
Medium Term Financial Strategy (MTFS)	The setting of a balanced budget for 2024/25 provides the base position for reviewing the following years of the Medium-Term Finance Plan.
Council Policies & Strategies	Budget Setting & Medium-Term Finance Strategy

### 13. PORTFOLIO REPORTS

335 - 390

*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)***

To receive reports from Cabinet Members on their portfolios.

Cllr T Adams - Executive Support & Legal Services

Cllr H Blathwayt – Coast

Cllr A Brown – Planning & Enforcement

Cllr W Fredericks – Housing and People Services

Cllr P Heinrich – Sustainable Growth

Cllr C Ringer – IT, Environmental & Waste Services

Cllr L Shires – Finance, Estates & Assets

Cllr A Varley – Climate Change & Net Zero

Cllr L Withington – Community, Leisure & Outreach (Including Health & Wellbeing)

### 14. 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.”

### 15. PRIVATE BUSINESS