

Council



Please contact: Democratic Services

Please email: Democratic.Services@north-norfolk.gov.uk

Please Direct Dial on: 01263 516010

16th July 2024

A meeting of the **Council** of North Norfolk District Council will be held in the Council Chamber - Council Offices on **Wednesday, 24 July 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:Democratic.Services@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 live-streamed: [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 S Bütikofer, Cllr C Cushing, Cllr N Dixon, Cllr P Fisher, Cllr A Fitch-Tillett, Cllr T FitzPatrick, Cllr A Fletcher, 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

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

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A G E N D A

1. **APOLOGIES FOR ABSENCE**

To receive apologies for absence, if any.

2. **MINUTES**

1 - 6

To confirm the minutes of the Annual General Meeting of the Council held on 15 May 2024.

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

7 - 12

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, if any.

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. **APPOINTMENTS TO COMMITTEES, SUB-COMMITTEES, PANELS, FORUMS AND OUTSIDE BODIES**

The Council has been advised that, following a change to the terms of reference for the Norfolk Community Safety Scrutiny Sub Panel, the representatives must be the same as those appointed to the Norfolk Police & Crime Panel and they must both be drawn from the ruling group.

The Leader has therefore confirmed that the following appointments will be made to both bodies:

Cllr J Toye to be the main representative and Cllr S Butikofer to be the substitute.

9. PORTFOLIO REPORTS

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 C Ringer – IT, Environmental & Waste Services
- Cllr L Shires – Finance, Estates & Assets
- Cllr J Toye – Sustainable Growth
- Cllr A Varley – Climate Change & Net Zero
- Cllr L Withington – Community, Leisure & Outreach (Including Health & Wellbeing)

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)

10. REVIEW OF POLITICAL BALANCE AND ALLOCATION OF SEATS TO COMMITTEES, SUB-COMMITTEES, WORKING PARTIES AND PANELS (67 – 74)

Executive Summary	Following a change to the membership of the political groups at North Norfolk District Council, the Council is required to review the allocation of seats on committees, sub committees and working parties to reflect the political balance of the Council, in accordance with Section 15 of the Local Government and Housing Act 1989 and regulations made thereunder.
Options considered	This is a statutory report and Full Council is required to approve any change to the political balance. Alternative options are therefore not presented.
Consultation(s)	Following a change in the political balance it is necessary to review the allocation of seats on committees, sub-committees, working parties and panels.

Recommendations	<ol style="list-style-type: none"> 1. That Council approves the revised political balance calculation as per section 2.6 of this report 2. That Council approves the allocation of seats to political groups as shown at Appendix A, noting that there is no change to the previous allocation agreed at the AGM on 15th May 2024.
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Wards affected	All
Contact Officer	Emma Denny, Democratic Services Manager, emma.denny@north-norfolk.gov.uk ,

11. RECOMMENDATIONS FROM CABINET 08 JULY 2024

75 - 210

The following recommendations to Full Council were made by Cabinet at the meeting held on 8th July:

Please note that the Overview and Scrutiny Committee meeting took place after the Full Council agenda was published. The Chairman will provide a verbal update at the meeting of any recommendations made in relation to any of the items listed below.

1. Cabinet Agenda Item 10: Outturn Report 2023 – 2024

RESOLVED to recommend the following to Full Council:

- a) The provisional outturn position for the General Fund revenue account for 2023/24 (as shown in Appendix A);
 - b) The transfers to and from reserves as detailed within the report (and Appendix C) along with the corresponding updates to the 2024/25 budget;
 - c) The deficit of £0.937m relating to service overspends be funded from the General Reserve (£0.737m) and the Treasury Management Reserve (£0.200m);
 - d) The balance on the General Reserve of £2.148m
 - e) The surplus of £2.1m relating to retained business rates be transferred to the Business Rates Reserve;
 - f) The financing of the 2023/24 capital programme as detailed within the report and at Appendix D.
 - g) The updated capital programme for 2024/25 to 2026/27 and scheme financing as outlined within the report and detailed at Appendix E;
 - h) The roll-forward requests as shown in paragraph 5.5.
- i) Approval of additional funding to cover capital project overspends of £0.429k as detailed in paragraph 6.7.

2. Cabinet Agenda Item 11: Treasury Outturn Report 2023 – 2024

RESOLVED to recommend the Treasury Outturn Position to Full Council, (subject to amendment following clarification of figures in Table 1 and Table 2 in Appendix A)

3. Cabinet Agenda Item 12: Debt Recovery 2023 – 2024

RESOLVED to recommend to Full Council that it

1. approves the annual report which details the Council's write-offs, in accordance with the Council's Debt Write-Off Policy and performance in relation to revenues collection.
2. approves the suggested change to the delegated authority as shown in appendix 2 for write offs (increase team leaders' authorisation levels from £4k to £5k which is line with other authorisations).
4. Cabinet Agenda Item 13: Housing Benefit Debt Recovery Report – 1st April 2023 to 31st March 2024

RESOLVED to recommend that Full Council approves the annual report detailing Housing Benefit Overpayment debt recovery in accordance with the Council's Debt Recovery Policy, Write-off Policy and Housing Benefit Overpayment Recovery Policy.

12. RECOMMENDATIONS FROM THE OVERVIEW & SCRUTINY COMMITTEE 17 JULY 2024

To consider any further recommendations from the Overview & Scrutiny Committee meeting held on 17th July.

13. RECOMMENDATIONS FROM GOVERNANCE, RISK & AUDIT COMMITTEE 26TH MARCH 2024

Following approval by Cabinet at the meeting held on 8th July, Full Council is recommended to approve the following recommendations from the Governance, Risk & Audit Committee (meeting of 26th March 2024):

1. Anti Money Laundering Policy

That Full Council **approves** the anti-money laundering policy.

2. Counter-fraud, Corruption and Bribery Policy

That Full Council **approves** the Counter Fraud, Corruption and Bribery policy, as amended.

The policies are included in the Governance, Risk & Audit Committee Agenda of 26th March 2024: [Home | Agenda for Governance, Risk and Audit Committee on Tuesday, 26th March, 2024, 2.00 pm \(north-norfolk.gov.uk\)](https://www.norfolk.gov.uk/Agenda-for-Governance-Risk-and-Audit-Committee-on-Tuesday-26th-March-2024-2.00-pm)

14. QUESTIONS RECEIVED FROM MEMBERS

None Received.

15. OPPOSITION BUSINESS

None Received.

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