

# Council



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18 February 2020

A meeting of the **Council** of North Norfolk District Council will be held in the Council Chamber - Council Offices, Holt Road, Cromer, NR27 9EN on **Wednesday, 26 February 2020 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.

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

**To:** Mr T Adams, Mr D Baker, 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, Mr N Housden, Mr R Kershaw, Mr N Lloyd, Mr G Mancini-Boyle, Mrs M Millership, 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 J Toye, Mr A Varley, Ms K Ward, Ms L Withington and Mr A Yiasimi

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

**Heads of Paid Service:** Nick Baker and Steve Blatch  
**Tel** 01263 513811 **Fax** 01263 515042 **Minicom** 01263 516005  
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## A G E N D A

### 1. PRAYER

Led by Reverend Andrew Jones, Rector, the Trunch Group of Parishes.

### 2. PRESENTATION TO MARK THE COMPLETION OF THE SANDSCAPING PROJECT

To receive a commemorative plate from Paul Hesk, Regional Manager, Van Oord UK, to mark the successful completion of the Sandscaping Project.

### 3. CHAIRMAN'S COMMUNICATIONS

To receive the Chairman's communications, if any.

### 4. LEADER'S ANNOUNCEMENTS

To receive announcements from the Leader, if any.

### 5. TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS

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.

### 6. APOLOGIES FOR ABSENCE

To receive apologies for absence, if any.

### 7. MINUTES

1 - 16

To confirm the minutes of the meeting of the Council held on 17<sup>th</sup> December 2019 and the minutes of the Extraordinary meeting held on 15 January 2020.

### 8. 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.

### 9. PUBLIC QUESTIONS/STATEMENTS

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

### 10. BUDGET & COUNCIL TAX 2020-2021

17 - 48

Summary: This report presents for approval the budget for 2020/21 and to make statutory calculations in accordance with the Local Government Finance Act 1992 to set the Council Tax for 2020/21. The

report also includes the Chief Financial 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 3 February 2020.

Conclusions:

It is the opinion of the Council's Chief Financial Officer that the budget for 2020/21 has been set within a robust framework and the impact of this resolution will maintain an adequate level of financial reserves held by the Council.

Recommendations:

That having considered the Chief Financial Officer's report on the robustness of the estimates and the adequacy of the proposed financial reserves, the following be approved:

- 1) The 2020/21 revenue budget as outlined at Appendix A within this report;
- 2) The surplus of £2,379,266 be transferred to the Delivery Plan Reserve;
- 3) An additional £50,000 to be released from the Communities Reserve to support the North Norfolk Sustainable Communities Fund;
- 4) An additional £33,000 to be released from the Communities Reserve to support the Community Transport Fund;
- 5) The transfer of £150,000 from the Environmental Health Reserve to the newly created Environment Reserve;
- 6) A sum of £9,000 is released from the General Fund Reserve to fund the purchase of beach wheelchairs;
- 7) The statement of and movement on the reserves as detailed at Appendix C within this report;
- 8) The updated Capital Programme and financing for 2019/20 to 2022/23 (as detailed at Appendix E1 within the 2020/21 Budget Report - February 2020 Cabinet Agenda);
- 9) The new capital bids recommended for approval (as detailed within appendix E2 within the 2020/21 Budget Report - February 2020 Cabinet Agenda);
- 10) That Members note the current financial projections for the period 2021/22 to 2023/24;
- 11) The Policy Framework for the Earmarked

- Reserves and the Optimum Level of the General Reserve 2020/21 to 2023/24 (Appendix B within this report);
- 12) That Members undertake the Council Tax and statutory calculations set out at section 4, and set the Council Tax for 2020/21;
  - 13) The demand on the Collection Fund for 2020/21 is as follows:
    - a. £6,305,671 for District purposes
    - b. £2,520,143 for Parish/Town Precepts;

This reflects the recommended Council Tax increase of £4.95 for the District element for an average Band D property;
  - 14) It is recommended to Full Council that the Rate Relief Policy is revised to include these new reliefs as set out at section 4.10 and;
  - 15) It is recommended that the Council continues with the current Local Council Tax Support (LCTS) scheme for 2020/21 as outlined within the 2020/21 Budget Report - February 2020 Cabinet Agenda whereby those of working age previously entitled to 100% maximum council tax benefit are required to pay a minimum of 8.5% of their council tax liability.

Reasons for Recommendations: To approve the 2020/21 budget for revenue and capital and to make the statutory calculations in respect of the 2020/21 Council Tax.

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

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

Budget reports and briefings, precepts (NCC, Police and Parishes)

Cabinet Member(s): All      Ward(s) affected: All  
 Contact Officer, telephone number and email:  
 Duncan Ellis, 01263 516330, [duncan.ellis@north-norfolk.gov.uk](mailto:duncan.ellis@north-norfolk.gov.uk)

### **11. RECOMMENDATIONS FROM CABINET 03 FEBRUARY 2020**

49 - 88

#### **a) Agenda item 7: Executive / Scrutiny Protocol**

To recommend that Council receives the Executive / Scrutiny Protocol and agrees to its inclusion within the Constitution.

#### **b) Agenda item 09: Capital Strategy 2020/21**

**Recommendation to Council**

That the Capital Strategy and Prudential Indicators for 2020/21 are approved.

**RECOMMENDATIONS FROM THE OVERVIEW & SCRUTINY COMMITTEE 12 FEBRUARY 2020**

The Overview & Scrutiny Committee supported the recommendations.

**c) Agenda item 10: Investment Strategy 2020/21**

**Recommendation to Council:**

To approve the Investment Strategy 2020/21

**RECOMMENDATIONS FROM THE OVERVIEW & SCRUTINY COMMITTEE 12 FEBRUARY 2020**

The Overview & Scrutiny Committee supported the recommendations.

**d) Agenda Item 11: Treasury Management Strategy Statement 2019/2020**

**Recommendation to Council:**

To RESOLVE that The Treasury Management Strategy Statement is approved.

**RECOMMENDATIONS FROM THE OVERVIEW & SCRUTINY COMMITTEE 12 FEBRUARY 2020**

The Overview & Scrutiny Committee supported the recommendations.

**12. RECOMMENDATIONS FROM THE OVERVIEW & SCRUTINY COMMITTEE 12 FEBRUARY 2020**

There were no further recommendations from the Overview & Scrutiny Committee meeting held on 12 February 2020.

**13. PAY POLICY STATEMENT 2020/21**

89 - 100

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 2019/20. 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 2020/21 on the Council's website.**

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

Cabinet Member(s) Cllr S Bütikofer  
Ward Member(s) All

**14. REPORT OF THE INDEPENDENT REMUNERATION PANEL 2020** 101 - 110

Summary: The purpose of this report is to recommend to Council the allowances and expenses to be paid to Members to take effect from May 2020. In accordance with the requirements of the Local Authorities (Members' Allowances) (England) Regulations 2003, the Council set up an Independent Remuneration Panel as agreed at the meeting of Council held on 17 December 2019. The terms of reference for the Panel were also agreed at the December meeting of Council.

Conclusions: The Council is required to observe, as part of the legislation, the following; 'before an authority makes or amends a scheme, it shall have regard to the recommendations made in relation to it by an independent remuneration panel'. The findings and recommendations of the Panel are detailed in this report.

**Recommendations:** That Members consider the recommendations of the Independent Remuneration Panel, adopt a scheme of allowances and amend the Constitution accordingly. Specifically, it is recommended that:

- a) the Basic Allowance should increase to £5,750 pa (to include £180 Broadband Allowance);
- b) the Scheme should remain index linked to officers' pay awards
- c) the broadband allowance should be included in the Basic Allowance (see Recommendation a)
- d) the Special Responsibility Allowance (SRA) for the Leader of the Council should remain calculated by way of a multiplier of x2 the basic allowance;
- e) the SRA for Cabinet Members with Portfolio should remain calculated by way of a multiplier of x1.33 the basic allowance;

- f) the SRA for Chairmen of Committees of the Council (except Development Committee and Standards Committee) should remain calculated by way of a multiplier of x0.67 the basic allowance;
- g) the SRA for the Chairman of Development Committee to remain at x0.75 of the basic allowance, with the SRA for the Vice-chairman of Development Committee remaining at x0.25 of the basic allowance.
- h) the SRA for the Chairman of Standards Committee should be removed due to the infrequency of meetings and replaced with a per meeting payment of 2% of the Basic Allowance
- i) a new payment for Chairmen of Working Parties to be introduced on a per meeting basis of 2% of the Basic Allowance
- j) a new SRA of x0.25 the basic allowance for the Vice-Chairman of the Council be introduced to reflect the workload and demands of the role.
- k) the SRA for the Leaders of the opposition group should be calculated by way of a multiplier of x3% of the basic allowance times number of members in the group;
- l) payment of 2% of the basic allowance per meeting attended should be made to co-opted members of committees.
- m) the carers' allowance should remain at £10 per hour wage for child care and £20 per hour wage for specialist care (per carer).
- n) the existing travelling expenses scheme should be maintained, and it should be subject to amendment in accordance with prevailing national agreements;
- o) the subsistence expenses scheme should remain the same with the allowance for lunch at £8.00 and the allowance for dinner at £20. Breakfast will only be payable when an overnight stay is required
- p) the changes proposed by the Panel are not backdated, but should take effect from the beginning of the municipal year, in May 2020;

Cabinet member(s):

All

Contact Officer:

Ward(s) affected:

All

Emma Denny, Democratic Services Manager

[Emma.denny@north-norfolk.gov.uk](mailto:Emma.denny@north-norfolk.gov.uk)

**15. TEMPORARY APPOINTMENTS TO WITTON & RIDLINGTON PARISH COUNCIL 111 - 114**

This report recommends that temporary appointments are made by the District Council to Witton and Ridlington Parish Council to ensure that the Parish Council is able to lawfully function until such time as the requisite number of vacancies are filled.

**Recommendations:**

That Council:-

- i) Proposes that District Councillor Clive Stockton (local ward member) and County Councillor Eric Seward (local county councillor) plus one other district councillor be appointed to serve as temporary members of Witton & Ridlington Parish Council until such a time that an election or co-option can be held and those elected or co-opted have taken up office.
- ii) That the Norfolk Association of Local Councils be contacted and asked to provide advice and interim clerking support to the Parish Council pending recruitment of a permanent Clerk.
- iii) The Monitoring Officer be authorised to make the necessary order to give effect to the temporary appointments.

Cabinet Member: Cllr S Butikofer

Wards affected: Bacton

Contact Officer: Rob Henry, Electoral Services Officer,  
rob.henry@north-norfolk.gov.uk

**16. PORTFOLIO REPORTS 115 - 140**

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.*

**17. QUESTIONS RECEIVED FROM MEMBERS**

None Received.

**18. OPPOSITION BUSINESS**

None Received.

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

None Received.

**20. 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.”

**21. PRIVATE BUSINESS**