

# Cabinet



NORTH  
NORFOLK  
DISTRICT  
COUNCIL

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Friday, 23 October 2020

A meeting of the **Cabinet** of North Norfolk District Council will be held remotely via Zoom on **Monday, 2 November 2020 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

## **PUBLIC ATTENDANCE AND PUBLIC SPEAKING – COVID-19**

*Please note that due to the Covid-19 restrictions, meetings of cabinet will be held remotely via Zoom video conferencing and live streamed on YouTube.*

*Public speaking:* If you wish to speak on an agenda item, please email [emma.denny@northnorfolk.gov.uk](mailto:emma.denny@northnorfolk.gov.uk) no later than 5.00 pm on the Thursday before the meeting and include a copy of your statement. You will have the opportunity to make your statement by video link but in the event that this is not possible, or if you would prefer, your statement will be read out by an officer.

This meeting will be broadcast live to YouTube and will be capable of repeated viewing. The entirety of the meeting will be filmed except for confidential or exempt items. If you attend the meeting and make a representation you will be deemed to have consented to being filmed and that the images and sound recordings could be used for webcasting/ training purposes.

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

**To:** Mrs S Bütkofer, Mrs A Fitch-Tillett, Ms V Gay, Mr G Hayman, Mr R Kershaw, Mr N Lloyd, Mr E Seward, Miss L Shires and Mr J Toye

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. TO RECEIVE APOLOGIES FOR ABSENCE

### 2. MINUTES

1 - 4

To approve, as a correct record, the minutes of the meeting of the Cabinet held on 05 October 2020.

### 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

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. MEMBERS' QUESTIONS

To receive oral questions from Members, if any

### 7. OVERVIEW & SCRUTINY MATTERS

To consider any matters referred to the Cabinet by the Overview & Scrutiny Committee for reconsideration by the Cabinet in accordance with the Overview and Scrutiny Procedure Rules.

The following recommendation was made to cabinet at the meeting of the Overview and Scrutiny Committee on 14<sup>th</sup> October 2020:

#### ITEM 10: DELIVERY PLAN - RE-PRIORITISATION DUE TO COVID

#### **RESOLVED**

- 1. To recommend to Cabinet that consideration is given to resuming the Environmental Forum meetings remotely, or by any other appropriate means, to maintain public engagement and support in the climate change agenda and the environmental actions of the Delivery Plan.**

### 8. RECOMMENDATIONS FROM CABINET WORKING PARTIES

#### PLANNING POLICY & BUILT HERITAGE WORKING PARTY – 12 OCTOBER 2020 RECOMMENDATIONS TO CABINET

LOCAL PLAN DRAFT POLICIES SD11: COASTAL EROSION, SD12: COASTAL ADAPTATION AND ENV3: HERITAGE & UNDEVELOPED

## COAST

### RECOMMENDED

**That the revised Policies SD11, SD12 and ENV3 be endorsed and responsibility for drafting such an approach, including that of finalising the associated policies, be delegated to the Planning Policy Manager and Coastal Manager.**

## THE GLAVEN VALLEY CONSERVATION AREA APPRAISALS & MANAGEMENT PLANS 2020

### RECOMMENDED

1. **That Cabinet approve the draft Conservation Area Appraisals for Baconsthorpe, Glandford, Hempstead, Holt and Letheringsett for public consultation.**
2. **That following consultation, the amended appraisals be brought back to the Planning Policy & Built Heritage Working Party for consideration and subsequent adoption by Cabinet.**

## 9. BUDGET MONITORING 2020/21 PERIOD 6

5 - 46

### Summary:

This report summarises the budget monitoring position for the revenue account, capital programme and reserves statement to the end of September 2020. The report also provides an update on the financial impact of Covid-19 on the Council's Financial position.

### Options considered:

Not applicable.

### Conclusions:

The overall position at the end of September 2020 shows an £1,392,232 underspend for the current financial year on the revenue account, this is however currently expected to deliver a full year overspend of £421,435 which, as per the previous COVID update, is to be funded from reserves if required.

### Recommendations:

**It is recommended that Cabinet:**

- 1) **note the contents of the report and the current budget monitoring position;**
- 2) **recommend to Full Council the release of £247,083 capital receipts to increase the coastal adaption fund; reinvesting proceeds previously received from the sale of land.**

Reasons for To update Members on the current budget  
Recommendations: monitoring position for the Council.

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

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

System budget monitoring reports

Cabinet Member(s) Ward(s) affected  
Cllr Eric Seward

Contact Officer, telephone number and email:  
Duncan Ellis, 01263 516330, [Duncan.ellis@north-norfolk.gov.uk](mailto:Duncan.ellis@north-norfolk.gov.uk)

## **10. TREASURY HALF YEAR UPDATE 2020/21**

47 - 58

**Summary:** This report sets out the Treasury Management activities actually undertaken during the first half of the 2020/21 Financial Year compared with the Treasury Management Strategy for the year.

**Options Considered:** This report must be prepared to ensure the Council complies with the CIPFA Treasury Management and Prudential Codes.

**Conclusions:** Treasury activities for the half year have been carried out in accordance with the CIPFA Code and the Council's Treasury Strategy.

**Recommendations:**

- 1. That the Council be asked to RESOLVE that The Treasury Management Half Yearly Report 2020/21 is approved.**
- 2. That the Council be asked to APPROVE changes to the Counterparty Limits.**

Reasons for Approval by Council demonstrates compliance with  
Recommendation: the Codes.

Cabinet Member(s) Ward(s) affected: All  
Eric Seward

Contact Officer, telephone number and email: Lucy Hume, 01263 516246,  
[lucy.hume@north-norfolk.gov.uk](mailto:lucy.hume@north-norfolk.gov.uk)

**Summary:**

This report sets out alternative options for the level of council tax discounts which Full Council will resolve shall apply to classes of dwelling for the financial year 2021/22.

The determinations are made by the Council under sections 11A and 11B, and of the Local Government Finance Act 1992, subsequent enabling powers and Regulations made under the Act.

**Options considered:**

The recommendations take advantage of the reforms included in the Local Government Finance Act 2012 as amended to generate additional revenue.

**Conclusions:**

The legislation provides local authorities with the power to make changes to the level of council tax discount in relation to classes of property. The Council has to approve its determinations for each financial year. The calculation of the tax base for 2021/22 will be made on the assumption that the determinations recommended below will apply.

**Recommendations:**

Members recommend that Full Council shall resolve that under section 11A of the Local Government Finance Act 1992, and in accordance with the provisions of the Local Government Finance Act 2012 and other enabling powers one of the following applies:

*Recommendation 1*

- (a) The discounts for the year 2021/22 and beyond are set at the levels indicated in the table at paragraph 2.1.
- (b) The premium for long term empty properties (those that have been empty for a consecutive period longer than 24 months) is continued at 100% of the Council Tax charge for that dwelling
- (c) The premium for long term empty properties (those that have been empty for a consecutive period longer than 60

- months) is continued at 200% of the Council Tax charge for that dwelling
- (d) The premium for long term empty properties (those that have been empty for a consecutive period longer than 120 months) is set at 300% of the Council Tax charge for that dwelling
  - (e) To continue to award a local discount of 100% for eligible cases of care leavers under section 13A of the Local Government Finance Act 1992 (as amended).
  - (f) That an exception to the levy charges may be made by the Section 151 Officer in conjunction with the Portfolio holder for Finance, on advice of the Revenues Manager in the circumstances laid out in section 3.6 of this report.

*Recommendation 2*

- (a) those dwellings that are specifically identified under regulation 6 of the Council Tax (Prescribed Classes of Dwellings)(England) Regulations 2003 will retain the 50% discount and;
- (b) those dwellings described or geographically defined at Appendix A which in the reasonable opinion of the Head of Finance and Asset Management are judged not to be structurally capable of occupation all year round and were built before the restrictions of seasonal usage were introduced by the Town and Country Planning Act 1947, will be entitled to a 35% discount.

Reasons for  
Recommendations:

In accordance with the relevant legislation these determinations shall be published in at least one newspaper circulating in North Norfolk before the end of the period of 21 days beginning with the date of the determinations.

To set appropriate council tax discounts which will apply in 2021/22 in accordance with the legal requirements and to raise additional council tax revenue.

Cabinet Member(s)                    Ward(s) affected  
Eric Seward                            All

Contact Officer, telephone number and email:  
Lucy Hume, 01263 516246, [lucy.hume@north-norfolk.gov.uk](mailto:lucy.hume@north-norfolk.gov.uk)

## **12. LEASE OF COMMERCIAL PREMISES**

75 - 80

**Summary:** The report seeks approval from Cabinet to the proposed leasing of premises.

**Options considered:** The alternative option would be not to approve the proposed lease. This would not be a recommended course of action as the property is held as an investment for income generation and the terms proposed are in accordance with the commercial property market.

**Conclusions:** The proposed lease represents a market rent and terms along with meeting the requirements of the Asset Management Plan and Council's Corporate Plan and Priorities.

**Recommendations:** A resolution for Cabinet is sought to approve the lease terms as detailed in the exempt Appendix.

Reasons for  
Recommendations: The total value of the lease would be a key decision.

Cabinet Member: Eric Seward  
Wards Affected: North Walsham

Contact Officer, telephone number and email:  
Renata Garfoot, Asset Strategy Manager. Tel: 01263 516086  
Email: Renata.garfoot@north-norfolk.gov.uk

### **13. 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 2 & 3 of Part I of Schedule 12A (as amended) to the Act."

## **14. PRIVATE BUSINESS**