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COUNCIL

Minutes of the meeting of the Council held on Wednesday, 17 May 2023 in the Council Chamber - Council Offices at 6.00 pm

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

Also in attendance: The Chief Executive, The S151 Officer, The Monitoring Officer
The Democratic Services Manager, the Democratic Services Officer
(Scrutiny)

1 OUTGOING CHAIRMAN'S COMMUNICATIONS AND ANNOUNCEMENTS

The Chairman opened the meeting by welcoming new and returning members and said that she hoped they would enjoy their time serving their constituents across the District.

She thanked her two nominated charities for attending the meeting – James Chaplain from Mancroft Advisory Project (MAP) and Hugo Stevenson from Priscilla Bacon Lodge.

Mr Stevenson gave a short presentation which showed the progression that had been made with the construction of the new Priscilla Bacon Lodge. He thanked the Chairman for her support throughout her year in office.

Mr Chaplain then thanked the Chairman for her support, not only in fundraising but also in spreading the word about MAP. He explained that MAP was a resource for young people aged 11 – 25 across Norfolk and offered advice and support on a huge range of issues.

The Chairman then invited both charities to come forward and receive a cheque for £1,125 each.

The Chairman then thanked Kaye Skinner who had provided administrative support

to her throughout her year in office. She presented her with a bouquet of flowers to show her appreciation.

The Chairman concluded by summarising recent civic events that she had attended, including:

- Visit from The Princess Royal at Happisburgh Lighthouse
29 March
- Philippa Miller Broadland Artist at the Museum of the Broads
15 April
- NEN District Scouts St Georges Day Celebration – 23 April
- Historic Houses Restoration Awards, Wolterton Hall – 26 April
- South Norfolk Chairman's Civic Reception, Bressingham Gardens, 11 May

She said that, in total, she had attended 33 civic events during her year in office and had thoroughly enjoyed her time as Chairman and as a councillor.

2 ELECTION OF CHAIRMAN

The Chairman invited nominations for a Councillor to hold office as Chairman of North Norfolk District Council, for the forthcoming Municipal Year.

Cllr W Fredericks nominated Cllr S Butikofer, this was seconded by Cllr T Adams.

There being no further nominations, it was

RESOLVED that

Cllr S Butikofer be elected as Chairman of the Council for the ensuing year.
Eleven members abstained.

The outgoing Chairman presented the Chairman's chain of office to the newly elected Chairman. The new Chairman then signed the declaration of office.

3 INCOMING CHAIRMAN'S COMMUNICATIONS

The Chairman thanked Members for supporting her. She then spoke about the former Chairman's commitment to the role and thanked her for her hard work. She invited her to come up and receive a gift and her Chairman's medal.

4 ELECTION OF VICE-CHAIRMAN

The Chairman invited nominations for Vice-Chairman of the Council.

Cllr C Cushing nominated Cllr Dr V Holliday. Cllr G Mancini-Boyle seconded the nomination and it was unanimously

RESOLVED

That Cllr Dr V Holliday be elected as Vice-Chairman of the Council for the ensuing year.

The Chairman presented the Vice-Chairman with their chain of office. The new Vice-Chairman then signed the declaration of office.

5 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs A Brown, E Coleman, P Neatherway and E Spagnola

6 TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS

None received.

7 ITEMS OF URGENT BUSINESS

None.

8 ELECTION OF THE LEADER OF THE COUNCIL

The Chairman invited nominations for Leader of the Council.

Cllr S Penfold proposed Cllr T Adams, this was seconded by Cllr J Toye. There being no further nominations it was put to the vote and

RESOLVED that

Cllr T Adams be elected as Leader of the Council.

11 members voted against.

9 ANNOUNCEMENTS FROM THE LEADER OF THE COUNCIL

The Leader began by congratulating the Chairman and Vice-Chairman on their election. He then thanked staff for their hard work in supporting the District Council election in early May. There were many challenges and along with other councillors, he was impressed by what was achieved.

The Leader then congratulated all members on their election to the Council, particularly the new members. He extended thanks to their families for supporting them during the campaign which could impact heavily on family life and commitments. He added that he hoped they were enjoying the extensive induction programme that had been provided, feedback had been very good so far.

The Leader said that over the next few weeks the focus would shift to developing the new Corporate Plan, which would be delivered during the Summer.

10 REPORT ON APPOINTMENT OF MEMBERS OF THE CABINET

The Leader informed Full Council of the following appointments to Cabinet:

Cllr Wendy Fredericks – Deputy Leader and Portfolio Holder for Housing and People Services, as well as Early Help Hub, Community Connectors and health elements

Cllr Lucy Shires – Portfolio Holder for Finance, Estates and Property Services

Cllr Andrew Brown – Portfolio Holder for Planning & Enforcement

Cllr Harry Blathwayt – Portfolio Holder for Coast

Cllr Adam Varley – Portfolio Holder for Climate Change & Net Zero

Cllr Callum Ringer – Portfolio Holder for IT & Environment and Waste Services

Cllr Paul Heinrich – Portfolio Holder for Sustainable Growth and Economic Development

Cllr Liz Withington – Portfolio Holder for Leisure and Community Outreach

11 REPORT ON APPOINTMENT OF THE LEADER OF THE OPPOSITION

Cllr Christopher Cushing informed Full Council that he had been nominated by his Group to be Leader of the Opposition. He congratulated the Chairman and Vice-Chairman on their new roles and thanked officers for their hard work during the election process.

12 TO ESTABLISH THE POLITICAL BALANCE OF THE COUNCIL AND THE ALLOCATION OF SEATS TO COMMITTEES, SUB-COMMITTEES, WORKING PARTIES & PANELS

The Chairman explained that following the District Council elections on 4th May 2023, the Council was required to review and approve 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. She advised members that the Group Leaders had agreed the proposed allocations.

Cllr Housden queried that there was no seat allocated to an Independent Group member on the Member Development Group. He asked if this could be considered. The Monitoring Officer advised that the calculations reflected in the matrix would not allow this as it would skew the allocated numbers.

It was proposed by Cllr T Adams, seconded by Cllr L Shires and

RESOLVED

1. That Council approves the political balance calculation as per section 3.1 of the report
2. That Council approves the allocation of seats to political groups as shown at Appendix A
3. That following the Annual Meeting of Council, any subsequent appointments to Committees be delegated to the Group Leaders.

13 APPOINTMENT OF MEMBERS AND SUBSTITUTES TO COMMITTEES, SUB-COMMITTEES, WORKING PARTIES AND

The Chairman invited the Group Leaders to comment on any proposed changes, if they wished.

Cllr A Fitch-Tillett said that she would act as a substitute on the North Norfolk Sustainable Communities Fund Grants Panel.

It was proposed by Cllr T Adams, Cllr L Withington and

RESOLVED

To appoint members and substitutes to Committees, sub-committees, Working Parties and Panels as follows:

APPOINTMENT OF MEMBERS ON COMMITTEES (May 2023)

Overview & Scrutiny Committee (12 seats)	Liberal Democrat (7)	Conservative (4)	Independent (1)
(politically balanced)	Jill Boyle	Christopher Cushing	Nigel Housden
	John Toye	Nigel Dixon	
	Garry Bull	Victoria Holliday	
	Peter Fisher	Liz Vickers	
	Martin Batey		
	Roy Macdonald		
	Saul Penfold		
Substitutes	Up to 7 subs	Up to 4 subs	1 sub
	<i>Emma Spagnola Phil Bailey Sarah Butikofer Emma Coleman</i>	<i>Tom FitzPatrick Gerard Mancini-Boyle Peter Neatherway Eric Vardy</i>	<i>Angie Fitch-Tillett</i>
Development Committee (14 seats)	Liberal Democrat (9)	Conservative (4)	Independent (1)
(politically balanced)	Paul Heinrich	Victoria Holliday	Angie Fitch-Tillett
<i>Must be trained to sit on the Committee</i>	Roy Macdonald	Gerard Mancini-Boyle	
	Andrew Brown	Peter Neatherway	
	Peter Fisher	Liz Vickers	
	Mike Hankins		
	John Toye		
	Martin Batey		
	Adam Varley		
	Kim Toye		
Substitutes	Unlimited subs	Unlimited subs	Unlimited subs
<i>Must be trained</i>	<i>Callum Ringer Garry Bull</i>	<i>Nigel Dixon Tom FitzPatrick</i>	<i>Nigel Housden Jeremy</i>

	<i>Phil Bailey Sarah Butikofer Jill Boyle Emma Spagnola Emma Coleman Tim Adams Wendy Fredericks</i>	<i>Luke Paterson Eric Vardy</i>	<i>Punchard</i>
Governance, Risk and Audit Committee (6 seats)	Liberal Democrat (4)	Conservative (2)	Independent (0)
(politically balanced)	John Toye	Christopher Cushing	
	Jill Boyle	Liz Vickers	
	Saul Penfold		
	Emma Spagnola		
Substitutes	Up to 4 subs	Up to 2 subs	
	<i>Garry Bull Richard Sims Peter Fisher Emma Coleman</i>	<i>Nigel Dixon Victoria Holliday</i>	
Employment & Appeals Committee (5 seats)	Liberal Democrat (3)	Conservative (1)	Independent (1)
(politically balanced)	Tim Adams	Christopher Cushing	Angie Fitch-Tillett
<i>Must be trained</i>	Jill Boyle		
	Wendy Fredericks		
Substitutes (10)	6 substitutes	2 substitutes	2 substitutes
<i>Must be trained</i>	<i>John Toye Andrew Brown Garry Bull Emma Spagnola Saul Penfold Callum Ringer</i>	<i>Nigel Dixon Gerard Mancini-Boyle</i>	<i>Jeremy Punchard</i>
Licensing Committee (15 seats)	Liberal Democrat (9)	Conservative (5)	Independent (1)
(politically balanced)	Peter Fisher	Kevin Bayes	Nigel Housden
<i>(no substitutes)</i>	Garry Bull	Tom FitzPatrick	

<i>Must be trained to sit on the Committee</i>	Richard Sims	Gerard Mancini-Boyle	
	Harry Blathwayt	Pauline Porter	
	Don Birch	Eric Vardy	
	Martin Batey		
	Liz Withington		
	Jill Boyle		
	Tim Adams		
Standards Committee (7 seats)	Liberal Democrats (4)	Conservative (2)	Independent (1)
(politically balanced)	Harry Blathwayt	Nigel Dixon	Angie Fitch-Tillett
	Lucy Shires	Pauline Porter	
	Garry Bull		
	Roy Macdonald		
Substitutes	Up to 4 subs	Up to 2 subs	1 sub
	<i>Andrew Brown Jill Boyle Emma Spagnola Adam Varley</i>	<i>Christopher Cushing Tom FitzPatrick</i>	
Joint Staff Consultative Committee (5 seats)	Liberal Democrats (3)	Conservative (2)	Independent (0)
(politically balanced)	Tim Adams	Christopher Cushing	
	Sarah Butikofer	Tom FitzPatrick	
	Andrew Brown		

APPOINTMENT OF MEMBERS ON WORKING PARTIES, FORUMS AND PANELS

Planning Policy and Built Heritage (12 seats) *Executive sub-committee	Liberal Democrat (8)	Conservative (3)	Independent (1)
(politically balanced)	Andrew Brown	Nigel Dixon	Jeremy Punchard
	Garry Bull	Victoria Holliday	

	Peter Fisher	Luke Paterson	
	Paul Heinrich		
	John Toye		
	Adam Varley		
	Martin Batey		
	Mike Hankins		
Substitutes	Up to 8 subs	Up to 3 subs	1 sub
	<i>Don Birch Callum Ringer Harry Blathwayt Garry Bull Liz Withington</i>	<i>Peter Neatherway Matthew Taylor Liz Vickers</i>	
Member Development Group (6 seats) no substitutes *Executive sub-committee	Liberal Democrat (4)	Conservative (2)	Independent (0)
(politically balanced)	Liz Withington	Matthew Taylor	
	John Toye	Pauline Porter	
	Lucy Shires		
Council Tax Support Working Party (5 seats) no substitutes *Executive sub-committee	Liberal Democrat (3)	Conservative (1)	Independent (1)
(politically balanced)	Tim Adams	Peter Neatherway	Angie Fitch-Tillett
	Jill Boyle		
	Peter Fisher		
Cabinet Working Party for Projects (5 seats) *Executive sub-committee	Liberal Democrat (3)	Conservative (2)	Independent (0)
(Politically balanced)	Tim Adams	Christopher Cushing	
	Wendy Fredericks	Nigel Dixon	
	Andrew Brown		

Substitutes:			
	<i>Adam Varley Paul Heinrich</i>		
NN Sustainable Communities Fund (7 seats) *Executive sub-committee	Liberal Democrat (4)	Conservative (2)	Independent (1)
(politically balanced)	Saul Penfold	Tom FitzPatrick	Nigel Housden
	Adam Varley	Victoria Holliday	
	Jill Boyle		
	Martin Batey		
Substitutes	Up to 4 subs	Up to 2 subs	1 sub
	<i>Andrew Brown Garry Bull Emma Coleman Emma Spagnola</i>	<i>Gerard Mancini-Boyle Pauline Porter</i>	
Constitution Working Party (5 seats)	Liberal Democrat (3)	Conservative (2)	Independent (0)
(politically balanced)	Adam Varley	Tom FitzPatrick	
	Lucy Shires	Eric Vardy	
	Martin Batey		
Substitutes	Up to 3 subs	Up to 2 subs	
		<i>Pauline Porter Liz Vickers</i>	

14 APPOINTMENT OF CHAIRMEN AND VICE-CHAIRMEN TO COMMITTEES

The Leader commented that there was more than one nomination for some positions and sought clarification on how to proceed.

The Democratic Services Manager advised members that Cllr Fitch-Tillett, Leader of the Independent Group, had put forward two nominations, one for Chairman of the Planning Policy & Built Heritage (PPBH) Working Party and one for Chairman of the Development Committee. She said that PPBH was a Cabinet Working Party and that Cabinet appointed the Chairman and had already submitted a nomination for this position, therefore a vote would not be required. If Cllr Fitch-Tillett wanted to proceed with a nomination for the Chairman of Development Committee, then a vote would be required. Cllr Fitch-Tillett said that as the Administration had already made a nomination, she would withdraw hers.

The Chairman advised that the vote would be taken en bloc and reminded members that the additional nominations listed in the agenda would not now be put to the vote.

Cllr S Penfold commented that the North Norfolk Sustainable Communities Fund was panel and not a committee. He wasn't sure why it was included under the appointments for committee chairmen.

It was proposed by Cllr T Adams, seconded by Cllr L Withington and

RESOLVED unanimously to appoint Chairmen and Vice-Chairmen as follows:

Committee	Chairman	Vice-Chairman
Overview & Scrutiny <i>(Chairman must be from the main opposition group)</i>	N Dixon	S Penfold
Development Committee	P Heinrich	R Macdonald
Planning Policy & Built Heritage Working Party	A Brown	G Bull
Licensing Committee (Regulatory & Premises)	P Fisher	G Bull
GRAC	J Toyne	J Boyle
Employment & Appeals Committee	T Adams	
Constitution Working Party	A Varley	L Shires

Standards Committee	G Bull	H Blathwayt
Joint Staff Consultative Committee <i>(usually the Leader)</i>	T Adams	S Butikofer
Member Development Group	L Withington	
NN Sustainable Communities Fund	S Penfold	M Batey
Cabinet Working Party for Projects <i>(usually a Cabinet member)</i>	T Adams	
Council Tax Support Working Party	J Boyle	P Fisher

15 APPOINTMENT OF MEMBERS TO OUTSIDE BODIES

The Leader, Cllr Adams said that the Council had recently been advised that the number of positions available on the Norfolk Rivers Internal Drainage Board (NRIDB) had been reduced from 5 to 3. This meant that there were now too many nominations. He said he wished to propose two nominees, Cllr Blathwayt and Cllr Ringer.

Cllr N Housden said that he was the only member with a ward in the Wensum area and it was important that it was represented on the NRIDB.

Cllr C Cushing said that it had been suggested that one approach would be to appoint a representative from each group. This would ensure full representation from across the Council. He said he would like to nominate Cllr K Bayes. The Chairman replied that there was not a requirement for the political balance to be reflected in appointments to outside bodies.

Cllr A Fitch-Tillett said that she supported the nomination of Cllr N Housden for the reasons outlined above. She agreed to withdraw her own nomination.

The Monitoring Officer advised that there were now four nominations for three places; Cllr H Blathwayt, Cllr C Ringer, Cllr K Bayes and Cllr N Housden. She said that members could only vote for 3. She would call each name in turn and the person with the least number of votes would be unsuccessful.

The Chairman asked for proposers and seconders for each nominee.

Cllr T Adams proposed Cllr H Blathwayt, this was seconded by Cllr W Fredericks
Cllr T Adams proposed Cllr C Ringer, this was seconded by Cllr L Shires
Cllr C Cushing proposed Cllr K Bayes, this was seconded by Cllr M Taylor
Cllr J Punchard proposed Cllr N Housden, this was seconded by Cllr A Fitch-Tillett

The Monitoring Officer then read out the names of each nominee in turn, with the following results:

Cllr H Blathwayt – 23 votes
Cllr C Ringer – 23 votes
Cllr K Bayes -14 votes
Cllr N Housden – unanimous

The Chairman declared that the following members were appointed to the Norfolk Rivers Internal Drainage Board; Cllr H Blathwayt, Cllr C Ringer and Cllr N Housden.

Cllr C Cushing said that there were a number of vacancies on the Broads Internal Drainage Board and he proposed Cllr L Paterson be appointed. The Chairman suggested that Cllr K Bayes may wish to be appointed to this too. Cllr Bayes agreed.

The Chairman said that the vote on the remaining appointments would now be taken en bloc.

It was proposed by Cllr P Heinrich, seconded by Cllr T Adams and

RESOLVED to

1. Approve Council appointments to Outside Bodies and Joint Committees as set out in Minutes Appendix A.
2. Note the Executive appointments to Outside Bodies and Joint Committees

16 EXCLUSION OF PRESS AND PUBLIC

17 PRIVATE BUSINESS

The meeting ended at Time Not Specified.

Chairman