

CABINET

Minutes of the meeting of the Cabinet held on Monday 29 October 2018 at the Council Offices, Holt Road, Cromer at 10.00 am

Members Present:

Mrs S Arnold	Miss B Palmer
Mr D Baker	Mr R Price
Mr N Dixon	
Mr J Lee (Chairman)	

Also attending:

Mrs A Claussen-Reynolds	Mr N Pearce
Mrs A Fitch-Tillett	Mr J Rest
Mr T FitzPatrick	Mr R Reynolds
Mr V FitzPatrick	Mr E Seward
Mrs P Grove-Jones	Mr R Shepherd
Mr B Hannah	Mr B Smith
Mr S Hester	Ms K Ward
Mr M Knowles	

Officers in Attendance:

The Heads of Paid Service, the Monitoring Officer, the Head of Finance and Asset Management, the Estates & Asset Strategy Manager, the Communications & PR Manager, and the Policy & Performance Manager

Press: Not present

The Leader opened that meeting by saying that it was with great sadness that he had to inform Members and staff of the recent death of Councillor Wyndham Northam. Councillor Northam who was 89 years old, gave a lifetime to public service. He served a total of 15 years for the Mundesley ward on the District Council, including seven years on the Cabinet. He brought a great deal of expertise to the Council working on his finance portfolio.

He was a Norfolk County Councillor for a total of 12 years and its Chairman in 2008-9, finishing in 2017, and a member of Mundesley Parish Council (its Chairman in 1997/98). He also had previous local government service as a member of Mountain Ash Urban District Council in Wales from 1959 to 1972 (its Chairman in 1965).

Cllr Northam was very proud of his service in the Royal Navy from 1945 to 1954, specialising in radar and communications, and he worked as a station master and traffic controller for British Rail from 1954 to 1963. From then until 1992, he was a member of a major finance house, specialising in administration and credit control. Despite living in Norfolk for many years, he never forgot his Welsh roots, remaining a passionate rugby fan.

Cllr Northam is survived by his wife Sylvia and their son James.

Members and staff then stood for one minutes' silence.

64. APOLOGIES FOR ABSENCE

Apologies were received from Cllr H Cox.

65. MINUTES

The minutes of the meeting held on 1st October 2018 were approved as a correct record and signed by the Chairman.

66. PUBLIC QUESTIONS

None.

67. ITEMS OF URGENT BUSINESS

None

68. DECLARATIONS OF INTEREST

None

69. MEMBERS QUESTIONS

No questions were submitted prior to the meeting but the Chairman confirmed that Members could ask questions as each item arose.

70. OVERVIEW & SCRUTINY COMMITTEE MATTERS

The Chairman of the Overview and Scrutiny Committee, Cllr K Ward, informed Cabinet that the Committee had supported the recommendations for the Medium Term Financial Strategy.

71. RECOMMENDATIONS FROM PLANNING POLICY & BUILT HERITAGE WORKING PARTY

Cllr S Arnold, Portfolio Holder for Planning Policy, introduced this item. She outlined the recommendations before members and urged them to accept them.

It was proposed by Cllr S Arnold, seconded by Cllr R Price and

RESOLVED

Local Plan – Landscape Character Assessment and Landscape Sensitivity Assessment Studies

1. To accept and publish the Landscape Character Assessment and Landscape Sensitivity Assessment Studies as a source of evidence to support the emerging Local Plan for North Norfolk to cover the period 2016-2036.
2. That both documents are subject to a minimum six-week public consultation period alongside the new Local Plan with a view to adopting both as formal supplementary planning documents (SPDs)

Neighbourhood Planning Update – Corpusty and Saxthorpe examination

That delegated powers are given to the Planning Portfolio Holder in conjunction with the Planning Manager to modify the Corpusty & Saxthorpe Neighbourhood

Plan and allow it to proceed to referendum subject to agreeance with the modifications contained in the examiner's report.

72. BUDGET MONITORING REPORT 2018/19 – PERIOD 6

Cllr D Baker, Portfolio Holder for Finance, introduced this item. He explained that the report covered the period until the end of September 2018 for both the revenue account and the capital programme. At present there was a forecast underspend of £160,307 on the revenue account. Cllr Baker reminded Members that with six months left in the financial year, the Council was in a strong financial position. He then spoke about the release of £607,000 from the Capital Projects Reserves to fund the works to the Cromer office roof. Cabinet was also being asked to consider the winter opening of the public convenience facilities at West Runton and Cart Gap.

The Leader invited Members to speak.

Cllr S Bütikofer said that she welcomed the winter opening of the toilet facilities but she felt it should have happened earlier as it was not expensive.

It was proposed by Cllr D Baker, seconded by Cllr R Price and

RESOLVED to

- 1) Note the contents of the report and the current budget monitoring position;
- 2) Agree to the release of £607,000 from the Capital Projects Reserve to fund the required works to the Cromer office roof with the contract being awarded to the preferred supplier.
- 3) To consider the winter opening of the public convenience facilities at West Runton and Cart Gap as detailed within the body of the main report.

Reason for the decision:

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

58. MEDIUM TERM FINANCIAL STRATEGY

Cllr D Baker introduced this item. He explained that the report presented an updated Medium Term Financial Strategy (MTFS) for the period 2019/20 to 2022/23. It set out how both the external financial changes and internal budget pressures would impact on the overall financial position of the Council for the next four years. It also updated the Council's financial projections for the medium term. Cllr Baker explained that this would be the last MTFS to be based on the current Corporate Plan, with a new Corporate Plan to be produced following the District elections in May 2019.

Cllr Baker drew Members' attention to the section of the report outlining how the Council could close the budget gap now that there was a shift towards utilising local resources. With a projected deficit of £2.1m in 2022/23 there would need to be more focus on frontline growth, including property investment and asset commercialisation, digital transformation and business rates growth.

Cllr Baker concluded by saying that the Council was in a good financial position and healthy reserves provided resilience.

It was proposed by Cllr R Price, seconded by Cllr N Dixon and

RESOLVED to note

- a) The current financial forecast for the period 2019/20 to 2022/23;
- b) The current capital funding forecasts;

Reasons for the decision:

To refresh the Medium Term Financial Strategy in line with the Corporate Plan and to inform the detailed budget work for 2019/20.

59. ADVICE AND INFORMATION CONTRACT EXTENSION

Cllr B Palmer, Portfolio Holder for Community Engagement, introduced this item. She explained that the report sought approval to extend the current Advice and Information contract with Mid Norfolk Citizens Advice and the joint funding agreement with Norfolk County Council for a further 15 months, expiring on 31 March 2020.

The Leader invited Members to speak:

Cllr A Claussen-Reynolds made reference to an issue that she had dealt with on behalf of a constituent. Trading Standards had suggested she contact the Citizens Advice Bureau which just reiterated what she had already been told by Trading Standards. Cllr Claussen-Reynolds said that she had been very disappointed by the standard of advice given and felt that it did not indicate that the CAB staff were highly trained.

The Head of Paid Service (SB) replied that the issue should be raised with the contract manager. He said that the CAB contract was soundly managed following a significant restructure. He acknowledged that there may be some shortcomings but said he could not comment on individual cases. Cllr Claussen-Reynolds said that she would like a written response outlining the level of training provided to CAB staff.

It was proposed by Cllr B Plamer, seconded by Cllr S Arnold and

RESOLVED

1. Suspends Contract Standing Orders using exemption Rule 9 (f) to allow the extension of the current contract with Mid Norfolk Citizens Advice until 31 March 2020.
2. Approves an extension of the Council's partnership agreement with Norfolk County Council to pool funding for the provision of a generic advice and information service across the district until 31 March 2020.

Reasons for the decision:

To ensure that residents across North Norfolk continue to benefit from the provision of a quality and accessible information and advice service

60. RECYCLING CONTRACT VARIATION

The Leader, Cllr J Lee, introduced this item in the absence of the Portfolio Holder, Cllr Cox. He explained that the contract involving the Waste Collection Authorities, Norfolk County Council and NEWS Ltd that processed dry recyclables entered dispute in 2014 relating to the amount of non-recyclable material being collected in recycling bins and being delivered for sorting and the extra costs involved in removing and treating this excess waste. All parties had now negotiated a mutually acceptable variation to the contract that resolved the dispute. A Deed of Variation formalised the position, ensuring the best interests of the Council, maximising its recycling tonnage without the

risk of rejected loads at the Materials Recycling Facility, thereby securing the best level of income possible through recycling credits and materials value.

The Leader invited Members to speak:

- a) Cllr N Lloyd commented that the extra cost could have been avoided if the Council had addressed the problem of the wrong waste in the wrong bin. He asked what was being done to improve recycling rates. The Head of Paid Service (NB) said that it was a joint venture and that the Council was in partnership with 7 other districts. He acknowledged that contamination rates were higher than anticipated and this had led to an increase in costs. This had already been budgeted for and the signing of the deed legalised this. He went on to say that there was an ongoing promotion and advertising campaign but only so much could be achieved as changing behaviour was very challenging.
- b) Cllr P Grove-Jones said that there was a huge variation in recycling across the country. Different coloured bins could be very confusing for tourists on holiday and often recycling was put into the general waste bin.
- c) Cllr S Bütikofer asked what quota of contaminated waste going to the recycling facility came from NNDC. She added that following Cllr Grove-Jones comment, was there any work being undertaken to educate second home owners regarding waste disposal. The Head of Paid Service (NB) confirmed that work was being done regarding holiday and second homes for the summer of 2019. Regarding the first question, he said that all districts had undertaken a 9 month period of auditing all of the trucks. Since then there had been regular but less frequent audits based on what was 'tipped' versus the contamination rate. He said that some key issues were being addressed such as removing contaminated items rather than 'ditching' the whole load.
- d) Cllr S Arnold asked whether there had been any successful prosecutions for littering and if there was anything that could be done when a householder received repeated red tags on their bins for contamination. The Head of Paid Service (NB) replied that he was not aware of any prosecutions for contamination of bins. Food establishments had been charged for a whole load rather than face prosecution and regular offenders would be contacted by the Environmental Health team to try and address the issue. In response to a further question from Cllr Arnold asking if any work was being done with schools to educate youngsters on recycling, the Head of Paid Service (NB) replied that some work was being done and the Environmental Health team would respond to any requests to visit schools.
- e) Cllr A Fitch-Tillett said that the Council should write to the Government and urge them to work with manufacturers to ensure more packaging was recyclable. In particular the use of black plastic trays should be discouraged. The Head of Paid Service (NB) replied that a National Waste Strategy was coming forward which would include a charging mechanism for contamination.
- f) Cllr P Grove-Jones said that she recently read that there were proposals that food waste could be used as pig swill again. The Head of Paid Service (NB) said that he was not aware of this but that he would have concerns due to the spread of foot and mouth disease.

Cllr K Ward, Chairman of Overview & Scrutiny Committee, reminded Members that the Committee was undertaking a rapid review of waste recycling within the next few weeks.

It was proposed by Cllr J Lee, seconded by Cllr R Price and

RESOLVED to

Agree to the proposed Deed Variation to the contract between the Council and NEWS Ltd and that officers proceed to implement the decision at the earliest available opportunity.

Reason for the decision:

The Deed of Variation offers a reasonable settlement of a contract dispute which ensures the continued delivery of the contracted services.

61. REVIEW OF POLLING DISTRICT AND PLACES 2018

The Leader, Cllr J Lee, introduced this item. He explained that Section 17 of The Electoral Registration & Administration Act 2013 required local authorities to undertake periodic reviews of polling districts and polling places in their areas every five years. The next compulsory review needed to be undertaken in the 16-month period from 1st October 2018 (by end of January 2020). It was therefore proposed that the new arrangements be implemented with effect from the Electoral Registers published from 1st March 2019 and any new polling stations used from the elections to be held on 2nd May 2019 and thereafter.

The Leader invited Members to speak:

1. Cllr N Dixon referred to the consultation taking place during November to December. He was concerned that some parish councils may not meet during this period and he wondered whether this had been taken into account at all. The Head of Paid Service (SB) said that it was impossible to have an understanding of the meeting cycles of all 121 parish councils. He acknowledged that some only met quarterly and that they may struggle to meet the statutory deadlines. For those parishes where revisions were proposed, they would be contacted once Cabinet had agreed to the consultation timetable to ensure they were aware of the process. Information would also be added to the website.
2. Cllr P Grove-Jones asked whether she would be consulted as both a town and district councillor. She also sought clarification on how many people would be expected to go to the Poppy Centre in Stalham and how many to the Town Hall. The Head of Paid Service (SB) replied that Stalham was the largest polling district in the district with 2300 electors. Where there was more than 1500 electors then an additional polling station should be added or the polling place should be divide. The consultation would clarify residents' preferred approach.
3. Cllr A Claussen-Reynolds queried when the data for TBCs would be available. The Head of Paid Service (SB) replied that it would be available from 1st December when the register was finished.

62. EXCLUSION OF PRESS AND PUBLIC

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 3 of Part I of Schedule 12A (as amended) to the Act.

63. PRIVATE BUSINESS

None

The meeting ended at 10.25 am.

Chairman