

**BRECKLAND COUNCIL**

**At a Meeting of the**

**COUNCIL**

**Held on Thursday, 27 February 2020 at 10.00 am in the  
Anglia Room, The Conference Suite, Elizabeth House, Dereham**

**PRESENT**

Mrs L.S. Turner (Chairman)	Mr P.J. Duigan
Mr R. F. W. Brame (Vice-Chairman)	Mr F. Eagle
Mr S Askew	Mr K.S. Gilbert
Mr R. Atterwill	Mr P.J. Hewett
Mr S.G. Bambridge	Mr T. J. Jermy
Mr T. Birt	Mr R.G. Kybird
Mr W.P. Borrett	Mr I. Martin
Councillor C. Bowes	Mr K. Martin
Mr M. P. Brindle	Mrs L.H. Monument
Miss H. Bushell	Mr P. Morton
Mr T. R. Carter	Mr M. S. Robinson
Councillor M. Chapman-Allen	Mr I. Sherwood
Mr S. H. Chapman-Allen	Mrs S. E. Suggitt
Mr E. Colman	Miss T. Taylor
Mr P.D. Claussen	Mr S. Terry
Mr J.P. Cowen	Mrs A. M. Webb
Mrs H Crane	Mr D. Wickerson
Mrs V. Dale	Mr N.C. Wilkin
Mrs S. Dowling	Mr P. S. Wilkinson
Mr R.W. Duffield	

**In Attendance**

Christine Marshall	- Executive Director Commercialisation (S151 Officer)
Mark Stinson	- Executive Manager Governance (Deputy Monitoring Officer)
Julie Britton	- Democratic Services Officer
Anna Graves	- Chief Executive
Maxine O'Mahony	- Executive Director of Strategy & Governance (Monitoring Officer)
Alison Chubbock	- Chief Accountant (Deputy Section 151 Officer) (BDC)
Susie Richardson	- HR Manager

**Collection for Priscilla Bacon Hospice**

Following a collection for Priscilla Bacon Hospice on behalf of Councillor Keith Martin's daughter, Amanda who sadly lost her battle with cancer in 2019, and a short speech by the Chairman, the meeting commenced.

**Point of Order**

Before the meeting started, Councillor Birt raised a Point of Order in respect of not receiving the exempt reports for agenda items 22 and 23 of the agenda within the legal time frame. Mark Stinson, the Executive Manager for Governance advised that the lack of information provided to an individual Member did not

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invalidate the proceedings. He would; however, follow up his concern.

**19/20 APOLOGIES (AGENDA ITEM 1)**

Apologies for absence were received from Councillors Ashby, Clarke, Grey, Harvey, James, Kiddell, Kiddle-Morris, Nairn, Nunn and Oliver.

Councillor Borrett left part way through the meeting to attend to other business.

**20/20 MINUTES (AGENDA ITEM 2)**

The Minutes of the meeting held on 23 January 2020 were confirmed as a correct record and signed by the Chairman.

**21/20 DECLARATION OF INTERESTS (AGENDA ITEM 3)**

None declared.

**22/20 CHAIRMAN'S ANNOUNCEMENTS (AGENDA ITEM 4)**

Guidance from Public Health England in respect of the Coronavirus was read aloud and Members were informed of the steps that Breckland Council was taking.

The Chairman mentioned her community afternoon tea event taking place on 24 April 2020 and urged those Members who had not put forward any nominees from their Ward to do so.

**23/20 LEADER'S ANNOUNCEMENTS (AGENDA ITEM 5)**

Firstly, Councillor Sam Chapman-Allen, the Leader of the Council acknowledged the success of the recent Town & Parish Forum and thanked the 49 District, Parish and Town colleagues representing approximately 20 communities who had attended. It had been an informative evening where all attendees had been provided with an update on all the successes of the Council during the previous year as well as setting out what the Council was looking to achieve in the future. Breckland Council was thanked for the great work it was doing to help its residents and businesses. The Leader hoped that even more Town & Parish Council colleagues would be encouraged to attend next year.

In terms of the finances, there would be challenges ahead, with uncertainty around Fairer Funding and Business Rates Retention. Whilst the Council was in a strong position due to its decisions in the past, there was no doubt that difficult choices would need to be made if funding was reduced as already predicted for future years. Further details was set out in the budget papers within this agenda.

He felt that as the financial year 2019-20 drew to a close it was important to reflect on what had been achieved or set in motion throughout the year. It was also important to look forward as a Council on what it needed to achieve in the coming year to ensure that it continued to deliver to Breckland's residents.

The key highlights of 2019-20 were reported as follows:

Breckland Council was the only Local Authority in Norfolk that had an adopted Local Plan.

It had declared a Climate Emergency in September 2019 and was working to

deliver an Environment and Climate Strategy in late spring of 2020.

The Council had invested £60k in the installation of Automatic Number Plate Recognition (ANPR) technology in Breckland to support Norfolk Constabulary to detect, deter and disrupt criminal activity in the District particularly county lines.

It had been successful in securing £14.1 million in Housing Infrastructure Funding which would help unlock the power issues that were inhibiting the development of the Thetford Enterprise Park and 5,000 new homes at Kings Fleet also in the Greater Thetford area.

The Council had secured £3.5 million in funding from the New Anglia Local Enterprise Partnership and the Norfolk Business Rates Pool to expand the current electricity supply capacity at the Snetterton Employment Area with a view to supporting substantial industrial business growth.

It had signed a memorandum of understanding with the Flagship Group and Norfolk County Council to work together to deliver a meaningful change for the future direction of the Abbey Estate in Thetford. It had also made a commitment to an ongoing dialogue with the local community to understand what mattered most to residents and other estates in the town.

The Council had restructured its existing Market Town Initiative and committed to further funding for another three years to the sum of £750k over that period, and would commit to giving £50k per annum out of this to each of the five market towns.

Swaffham had been successful in getting through to the final stages of the Future High Street Heritage Action Zone funding process. It had submitted a final bid for £350k from English Heritage and had match funded £100k itself. The purpose of the bid was to make improvements to the Conservation Area in the market place and was looking at public realm with a view to utilising the market place and the Buttercross as a focal point for events and activities.

The Council, working in partnership with North Norfolk District Council and Kings Lynn and West Norfolk Borough Council, had retendered its' waste contract with a view to making significant savings. The contract had now been awarded and represented the largest contract of its type in the East of England (circa £250 million across the three councils).

It had successfully delivered three complex elections (District & Parish, European Parliamentary and UK Parliamentary); two of which had been required at very short notice.

It had successfully secured government funding to establish a rough sleepers' engagement service.

The Council's Garden Waste Service was high performing and continued to grow and provide additional income to the Council.

It was making great strides in tackling environmental crime particularly fly tipping and was the best performing Council in Norfolk.

There had been a significant shift in customer satisfaction with the planning &

building control service.

Breckland lottery was continuing to go from strength to strength with more organisations and communities benefiting from the money it raised.

In response to the nationally recognised challenge around social mobility, the Council had funded and recruited two Skills Officers who were effectively engaging with High Schools across the district and connecting them with local businesses to provide better opportunities for young people leaving schools. Breckland was the only Council in Norfolk to take this approach.

The Council had jointly funded the 'Tripstart' programme with the Department of Work & Pensions (DWP) which was providing skills around using transport for unemployed people where this was a barrier and had enabled a number of people to move closer to the job market.

Breckland's Dog Warden service had been awarded a Gold Stray Dog Footprint in the 2019 RSPCA's Community 'PawPrints' Awards which recognised and celebrated good practice by rewarding those organisations exceeding basic and statutory service requirements with the aim of achieving higher animal welfare standards, particularly in terms of dealing with stray dogs. This was the fifth year in a row that the service had achieved this level of award.

The Council had continued to support the armed forces through its commitment to the Armed Forces Covenant. £30,000 in funding had been committed to support celebrations for VE/VJ day and the Battle of Britain across the district.

As far as the key focus for 2020-21 was concerned:

The Council would be commissioning a partner to conduct a series of socio-economic studies across each of Breckland's five market towns. The expected outputs of this exercise would be a delivery plan that would enable the Council to work in a more co-ordinated way with key delivery partners like the County Council or Health to make significant improvements to the towns while drawing down capital and revenue investment from their programmes of activities. Dereham would be piloted as the first town to go through this process.

Subject to decisions made at this meeting, the Council would be looking to invest £1 million from its Inclusive Growth Reserve to look at addressing the impacts of vulnerability across the district. As this could cover a very wide area the Council had decided that a targeted approach, focusing on tackling county lines, safeguarding and modern slavery, reducing the impact of domestic abuse, tackling social isolation and reducing the impact of poor mental health, would be its main priorities at present.

The Council was working to deliver an Environment and Climate Strategy in late spring of this year. This would be focusing on what was within Breckland's gift to address; so it would be looking at reducing the Council's own carbon footprint and environmental impact, how it used its statutory powers and duties to influence others around this agenda, and how it engaged with communities to change their behaviours.

Again, subject to decisions made at this meeting, the Council would be making further commitment to support its market towns and their rural hinterlands by allocating £50,000 per town each year for the next three years through a refocused

Market Town Initiative.

The Council would continue to ensure that Breckland grew in a sustained way by bringing forward sites like the Snetterton Employment Area, Thetford Enterprise Park, and the sustainable urban extensions at Attleborough and Thetford. It would continue to champion and unlock issues around utilities and infrastructure enabling improvements to the A47 and A11 to come forward and reaping the benefits of the Cambridge-Norwich Tech Corridor for all its communities.

It would ensure that its headquarters, Elizabeth House was fit for purpose and efficient whilst offering a modern and flexible environment for Members, Officers and tenants. This would be delivered through the WorkSmart 20:20 programme.

The Council would focus on the development of new temporary accommodation provision in the district. The new unit, currently at the planning stage, would look to provide configurable accommodation of up to 21 rooms under the Council's control with an aim to reduce the cost to the Council.

It would continue to work with communities and key stakeholders in Attleborough, Swaffham and Thetford to explore future leisure options. In addition to this the Council's leisure provider, Parkwood, would be moving back into a refurbished facility at the Nicholas Hamond Academy in Swaffham.

Finally, if Members were in agreement, the Council would be setting its refreshed Corporate Plan and the budget for 2020/21; these, the Leader felt, were both important milestones as they would be setting out how the Council would deliver its objectives for the forthcoming year.

Members were then asked if they had any questions.

Referring to the budget, Councillor Jermy, the Leader of the Labour Group mentioned the article published in the local press about the money spent on overnight accommodation and refreshments for an away day. He asked the Leader if he could expand on what had been discussed at the away day. The Leader advised that a £1m investment had been discussed that required a very significant time commitment from those present. In response, Councillor Jermy asked if any follow up meetings would be taking place at the same venue. The Leader was unsure if any follow up meetings would be required but various partners/venues were used for such events. He pointed out that a positive outcome had been gained from that meeting.

Councillor Borrett asked if the Leader agreed that Breckland Council was a Member led Council that invested in Breckland and spent more on its residents than it collected. He felt that this away day had played a vital part to the Council's plans. The Leader agreed.

The Leader had explained in some detail about the Council's achievements and Councillor Hewett, the Executive Member for Contracts & Assets asked if the Leader's announcements could be made available and circulated to all Members. The Leader was happy for this to be shared.

Councillor Atterwill could not see the need for a stay in a hotel to discuss such matters when it could have been held in the Anglia Room. He then reminded Members of the homelessness issues in Breckland and felt that the away day was

not a good advertisement for the Council.

No further questions were raised.

**24/20 QUESTIONS ON NOTICE UNDER STANDING ORDER NO 6 (AGENDA ITEM 6)**

A question on Notice from Councillor Jermy, the Leader of the Labour Group (see below), had been received by the Council in accordance with Standing Order No. 6.

Maxine O'Mahony, the Executive Director for Strategy & Governance read aloud the question from Councillor Jermy.

"Could the Cabinet Member for Housing confirm the average time taken to process applications to join the Breckland housing list for the current and previous financial years (reported as separate years)"?

The response had been circulated to all Members before the meeting commenced in accordance with Standing Order No. 6.

Councillor Alison Webb, the Executive Member for Health & Housing also read aloud her response:

"The Home Connections system was not configured in such a way as to enable the confirmation of the average time taken to process applications to join the Breckland housing list. To produce this information would require each individual application for the last two years to be checked manually and would therefore be significantly time consuming.

The Council was looking at how this information could routinely be collated in the future.

The time taken to process applications to join the Breckland housing list was dependent on a number of factors including: the service provided by this authority but also the input from external agencies and third parties and the supply of evidence and supporting documentation by residents.

Councillor Webb pointed out that if there was a specific case that Cllr Jermy was interested in then she would be happy to arrange for further information to be provided on this matter".

**25/20 QUESTIONS WITHOUT NOTICE UNDER STANDING ORDER NO 7 (AGENDA ITEM 7)**

Councillor Bowes asked the Leader if he would join her in thanking Officers for their swift response in respect of the recent fire in Watton High Street. The Leader pointed out that the Council was still providing assistance to the residents whose homes and businesses had been damaged by the fire. He had been overwhelmed by the community cohesion and the support offered by many people and other businesses in the town and he asked Rob Walker, the Executive Director of Place to pass on his thanks to all Officers involved. A letter had already been sent to the Norfolk Fire Service thanking them for their unprecedented assistance on the night. Councillor Gilbert, a Ward Representative of Watton, felt that from his point of view this showed the Council at its best.

Councillor Gilbert raised the recent announcement made by central government about councils having to meet the 2023 deadline for the introduction of separate

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food waste collections. He felt that Breckland Council should concentrate its efforts on an education campaign to look at waste and how to save money. The Leader advised that Councillor Bambridge, the Executive Member for Environmental Services & Public Protection would be taking the lead on this and would be looking at ways this matter should be dealt with. The Council was currently working with Norfolk Waste Partnership on an educational piece and food waste was at the forefront of DEFRA's Resource & Waste Strategy. It had already been noted that if the Government did make this change increased central government funding would be essential.

Councillor Brindle commented on public protection and the growing concerns in respect of motorised scooters being used on public footpaths; he pointed out that there were no laws to prevent these scooters being used on UK roads and pavements. He asked if Breckland Council would look into this issue. Councillor Bambridge responded that this matter would be added to his Team's agenda.

Councillor Birt reminded Members of the serious IT outage that had occurred on 30 October 2019 at the Council following which he was told that a report would be sent to all Members on this matter. He had not had sight of such a report and asked when this would be sent. The Executive Director of Strategy & Governance advised that a cybersecurity presentation would be taking place following the next Full Council meeting. A report was available but the IT outage was a one-off incident caused by a UPS switch which had now been replaced.

A question was then directed to Councillor Robinson, the Executive Member for Community, Leisure & Culture. Councillor Jermy asked if anything was being done in respect of a report in the local press about EU nationals wanting to remain in Norfolk. Members were informed that these matters had already been outlined in the Vulnerability report within the Council Agenda and the Communities Team had already been working with migrant communities, particularly in Thetford. Councillor Robinson thanked Councillor Jermy for his question and a more detailed response would be circulated by email to all Members.

As a follow up to the above question, Councillor Dowling mentioned the 'advice sharks' that were currently causing problems in such communities as they were charging significant amounts to assist vulnerable people with the various forms that had to be completed. She wanted to know if Breckland were aware of these 'sharks' and if the Council was doing anything to support people in these situations. The Leader reported that he had already been asked by residents for help with these forms; Norfolk Citizens Advice was also aware and had added a warning on their website about steering clear of these organisations. Trading Standards were also aware. He would make sure that a list and links of approved organisations would be circulated to all Members via email.

**26/20 CABINET (AGENDA ITEM 8)**

Councillor Atterwill mentioned the fact that the questions that he had asked at this meeting had not been recorded. The Leader advised that these would be reflected in the Minutes at the next Cabinet meeting.

- a) Inclusive Growth Reserve Commitments (Minute No. 22/20)

**RESOLVED** that:

1. £1.04million from the Inclusive Growth Reserve be allocated to an aspirational three-year programme of projects and initiatives that will

help tackle vulnerability in Breckland.

2. £250,000 per annum from the Inclusive Growth Reserve be allocated to the Market Town Initiative up to and including the financial year 2022/23.

b) Adoption

**RESOLVED** that the unconfirmed Minutes of the Cabinet meeting held on 3 February 2020 be adopted.

**27/20 PLANNING COMMITTEE (AGENDA ITEM 9)**

(a) 13 January 2020

**RESOLVED** that the confirmed Minutes of the Planning Committee meeting held on 13 January 2020 be adopted.

(b) 10 February 2020

**RESOLVED** that the unconfirmed Minutes of the Planning Committee meeting held on 10 February 2020 be adopted.

**28/20 LICENSING COMMITTEE (AGENDA ITEM 10)**

**RESOLVED** that the unconfirmed Minutes of the Licensing Committee meeting held on 28 January 2020 be adopted.

**29/20 COMMITTEE OF THE LICENSING AUTHORITY (AGENDA ITEM 11)**

**RESOLVED** that the unconfirmed Minutes of the Committee of the Licensing Authority meeting held on 28 January 2020 be adopted.

**30/20 GOVERNANCE & AUDIT COMMITTEE (AGENDA ITEM 12)**

a) Treasury Management Policy and Strategy 2020-21 (Minute No. 13/20)

**RESOLVED** that:

1. the Treasury Management Strategy 2020-21 to 2023-24 at Appendix A of the report be approved;
2. the Minimum Revenue Provision (MRP) statement contained within Appendix A of the report which sets out the Council's policy on MRP be approved;
3. the Prudential & Local Indicators and limits contained within Appendix A (Tables 1-11) of the report be approved;
4. the Investment Strategy 2020-21 (Appendix B of the report) and the detailed criteria included in Appendix B1 of the report be approved; and
5. the Treasury Management Policy at Appendix B2 of the report be approved.

b) Adoption

**RESOLVED** that the unconfirmed Minutes of the Governance & Audit Committee meeting held on 16 January 2020 be adopted.

**31/20 MEMBER DEVELOPMENT PANEL (AGENDA ITEM 13)**

The Minutes of the Member Development Panel held on 21 January 2020 were noted.

Councillor Birt said that he had not received a copy of the agenda for this meeting and was unclear whether he was allowed to attend the Panel meetings. The Executive Manager for Governance explained that under the circumstances, Councillor Birt would not have received a copy of the agenda as a non-member but all Members were allowed to attend any meeting of the Council.

**32/20 BUDGET SETTING, MEDIUM TERM PLAN AND CAPITAL STRATEGY 2020-21 (AGENDA ITEM 14)**

Councillor Philip Cowen, the Executive Member for Finance & Growth provided Members with a detailed overview of the report.

Referring to paragraph 1.2 of the report, Members were informed that Parliament had agreed the Local Government Finance Settlement on 24 February 2020.

Under paragraph 1.4, although 2019-20 was supposed to be the final year of the Government's four-year Settlement, a further one-year Settlement had been announced. This had been as a consequence of the delay to the planned changes in respect of the Fair Funding Review and 75% Business Rates retention which had been delayed until April 2021; however, there was still a real risk to this Council that the Government could reset this date.

In respect of the Fair Funding Review highlighted under paragraph 1.6, Members were informed that the Council had taken a very prudent approach to its budget setting and had not relied on this funding.

Under paragraphs 1.7 to 1.10 relating to Spending Review, New Homes Bonus and Revenue, the Executive Member for Finance & Growth was pleased that the Council had a balanced budget going forward but there had been some cost pressures that the Council had had to face in 2019-20 and would have to face in 2020-21 moving forward. These cost pressures had led to an efficiency requirement to balance the budget. And although the values had been highlighted in the table at paragraph 1.10 of the report, it was important to note that these values were only estimates and the Council had made a fair and reasonable provision going forward.

Members' attention was then drawn to paragraph 1.11 of the report where it highlighted the principles that the budget had been based on.

The Executive Member for Finance & Growth thanked the two key Officers in attendance and offered his thanks to the remainder of the Finance Team. He then commended the budget to Members for approval.

Councillor Wickerson endorsed the aforementioned comments and congratulated everyone involved. He mentioned the fact that over 40% of the budget was made up of salaries and asked if he could be reminded of the split between the shared

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Officers at Breckland and South Holland District Council. The Chief Executive explained that the split was predominately 60/40 with Breckland Council but the split varied dependent on workloads.

Councillor Atterwill echoed the above thanks to the Officers but paid particular thanks to Alison Chubbock, the Chief Accountant & Deputy S151 Officer who had spent a great deal of time explaining the budget to Members. He referred to the Council losing rental income from a significant tenant as mentioned in the report and asked what the Council's strategy was on this matter. Members were informed that the Council did have a back-up in the budget. Councillor Hewett, the Executive Member for Contracts & Assets advised that there were on-going conversations with an investor in this commercial property and Members would be updated once more information was known.

Councillor Gilbert also thanked the Chief Accountant and the Finance Team for the budget briefing and supported the budget except for the part in respect of the Parish Councils' special expenses. He did not agree that towns should have to pay for its own street lights and therefore would be voting against the recommendations. The Executive Member for Finance & Growth was disappointed that Councillor Gilbert could not support the budget due to this one concern and it should not prevent anyone voting for this budget.

Councillor Jermy also thanked the Finance Team and was pleased to announce that he would not be tabling an amendment to the budget but would be supporting it. He did not believe it was perfect but he felt that it was a budget that sought to make a difference to peoples' lives. He mentioned an event that he had recently attended on tackling loneliness and felt that Breckland Council should have an approach and a solution that was community led as many projects that the Council had set up in the past had been delivered and 'put away' without people being aware that these projects even existed. The Executive Member for Finance & Growth was pleased that no amendment to the budget was being put forward. In response to the matter of projects, Members were reminded that the Place Portfolio was particularly focused on the Market Town Initiative and its intention was to deal with such challenges in every market town and would be working with all communities. The Place Team was looking forward to working with Councillors to deliver these initiatives.

Councillor Brindle said that he would be voting for this budget as there were real signs of a listening and proactive Council.

The Chairman reminded Members that in accordance with The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, a recorded vote must be taken as required at budget meetings.

The 7 recommendations were proposed and seconded and following a recorded vote it was:

**RESOLVED** that:

1. the Breckland revenue estimates and parish special expenses for 2020-21 and outlined position through to 2023-24 (as set out in Appendix B and E of the report) be approved;
2. the capital estimates and associated funding for 2019-20 and 2020-21 and outline position through to 2023-24 (as set out in Appendix H of the report) be approved;

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3. the fees and charges shown at Appendix D and D2 of the report, for adoption on 1 April 2020 be approved;
4. the Council Tax be set at £93.78 for a Band D property in 2020-21 (a £4.95 per annum increase on 2019-20 levels);
5. the financial Medium Term Plan and associated staffing full time equivalents at Appendix A of the report be approved;
6. the Capital Strategy at Appendix G of the report be approved; and
7. the additional business rates reliefs which will apply from 1 April 2020, as announced by Government in a written ministerial statement, be approved (as detailed in paragraphs 1.20 and 1.21 of the report).

MEMBER	FOR	AGAINST	MEMBER	FOR	AGAINST
Mr Ashby	APOLOGIES		Mrs James	APOLOGIES	
Mr Askew	X		Mr Jermy	X	
Mr Atterwill	X		Cllr Kiddell	APOLOGIES	
Mr Bambridge	X		Mr Kiddle-Morris	APOLOGIES	
Mr Birt	X		Mr Kybird	X	
Mr Borrett	LEFT THE MEETING		Mr I Martin	X	
Cllr Bowes	X		Mr K Martin	X	
Mr Brame	X		Mrs Monument	X	
Mr Brindle	X		Mr Morton	X	
Miss Bushell	X		Mr Nairn	APOLOGIES	
Mr Carter	X		Mr Nunn	APOLOGIES	
Cllr M Chapman-Allen	X		Mr Oliver	APOLOGIES	
Mr Sam Chapman-Allen	X		Mr Robinson	X	
Mr Clarke	APOLOGIES		Mr Sherwood	X	
Mr Claussen	X		Mrs Suggitt	X	
Mr Colman	X		Miss Taylor	X	
Mr Cowen	X		Mr Terry	X	
Mrs Crane	X		Mrs Turner	X	
Mrs Dale	X		Mrs Webb	X	
Mrs Dowling	X		Mr Wickerson	X	
Mr Duffield	X		Mr Wilkin	X	
Mr Duigan	X		Mr Wilkinson	X	
Mr Eagle	X				
Mr Gilbert		X			
Mrs Grey	APOLOGIES				
Mr Harvey	APOLOGIES				
Mr Hewett	X				

**33/20 COUNCIL TAX SETTING 2020-21 (AGENDA ITEM 15)**

The Chairman reminded Members that if they were two months or more in arrears with their Council Tax, they must disclose the fact and not vote on any item to set tax or any decision which may affect its calculation.

Councillor Cowen, the Executive Member for Finance & Growth presented the Council Tax setting report and commended the two recommendations to Council.

A recorded vote was taken and it was:

**RESOLVED** that:

1. the special expenses for 2020-21 (at paragraph 1.3 of the report) be approved; and
  2. the formal Council Tax resolutions for 2020-21 (at paragraph 1.4.1 to 1.4.5 of the report as set out below) be approved.
- 1.4.1 It is to be noted that on 27 February 2020 the Council has calculated: -
- a) the Council Tax Base 2020-21 for the whole Council area as 44,013.2 (item T in the regulations made under Section 33(5) of the Local Government Finance Act 1992, as amended) and
  - b) for dwellings in those parts of its area to which a Parish precept relates as in the attached Appendix A.
- 1.4.2 Calculate that the Council Tax requirement for the Council's own purposes for 2020-21 (excluding Parish precepts) is £4,201,500.
- 1.4.3 That the following amounts be calculated by the Council for the year 2020-21 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992 as amended (the Act):-
- a) £77,759,244 being the aggregate of the amounts which the Council estimates for the expenditure items set out in Section 31A(2) of the Act;
  - b) £69,299,070 being the aggregate of the amounts which the Council estimates for the income items set out in Section 31A(3) of the Act;
  - c) £8,460,174 being the amount by which the aggregate at 1.4.3(a) above exceeds the aggregate at 1.4.3(b) above, calculated by the Council, in accordance with Section 31A(4) of the Act, as its Council Tax requirement for the year;
  - d) £192.22 being the amount at 1.4.3(c) above, divided by the amount at 1.4.1(a) above, calculated by the Council, in accordance with Section 31B(1) of the Act, as the basic amount of its Council Tax for the year (including Parish precepts);
  - e) £4,332,616 being the aggregate amount of all special items (including Parish precepts) referred to in Section 34(1) of the Act (as per the attached Appendix A of the agenda);
  - f) £93.78 being the amount at 1.4.3(d) above less the result given by dividing the amount at 1.4.3(e) above by

the amount at 1.4.1(a) above, calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its areas to which no special item relates;

- g) The figures shown in Appendix B of the report, being the amounts given by adding to the amount at 1.4.3(f) above the amounts of the special item or items relating to dwellings in those parts of the Council's area mentioned above divided in each case by the amount at 1.4.1(b) above, calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of its Council Tax for the year for dwellings in those parts of its area to which one or more special items relate;
- h) The figures shown in Appendix C of the report, being the amounts given by multiplying the amounts at 1.4.3(f) and 1.4.3(g) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council, in accordance with Section 36(1) of the Act as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

- 1.4.4 That it be noted that for the year 2020-21 the Norfolk County Council and Norfolk Police & Crime Commissioner have stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below:-

	<b>Band</b>	<b>Band</b>	<b>Band</b>	<b>Band</b>
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
NCC	£944.34	£1,101.73	£1,259.12	£1,416.51
NPCC	£175.38	£204.61	£233.84	£263.07
	<b>Band</b>	<b>Band</b>	<b>Band</b>	<b>Band</b>
	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
NCC	£1,731.29	£2,046.07	£2,360.85	£2,833.02
NPCC	£321.53	£379.99	£438.45	£526.14

- 1.4.5 That having calculated the aggregate in each case the amounts at 1.4.3(h) and 1.4.4 above, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby sets the amounts shown in Appendix D of the report as the amount of Council Tax for 2020-21 of the categories of dwellings shown.

<b>MEMBER</b>	<b>FOR</b>	<b>AGAINST</b>	<b>MEMBER</b>	<b>FOR</b>	<b>AGAINST</b>
Mr Ashby	APOLOGIES		Mrs James	APOLOGIES	
Mr Askew	X		Mr Jermy	X	
Mr Atterwill	X		Cllr Kiddell	APOLOGIES	
Mr Bambridge	X		Mr Kiddle-Morris	APOLOGIES	
Mr Birt	X		Mr Kybird	X	
Mr Borrett	LEFT THE MEETING		Mr I Martin	X	
Cllr Bowes	X		Mr K Martin	X	
Mr Brame	X		Mrs Monument	X	
Mr Brindle	X		Mr Morton	X	

					<b>Action By</b>
Miss Bushell	X		Mr Nairn	APOLOGIES	
Mr Carter	X		Mr Nunn	APOLOGIES	
Cllr M Chapman-Allen	X		Mr Oliver	APOLOGIES	
Mr Sam Chapman-Allen	X		Mr Robinson	X	
Mr Clarke	APOLOGIES		Mr Sherwood	X	
Mr Claussen	X		Mrs Suggitt	X	
Mr Colman	X		Miss Taylor	X	
Mr Cowen	X		Mr Terry	X	
Mrs Crane	X		Mrs Turner	X	
Mrs Dale	X		Mrs Webb	X	
Mrs Dowling	X		Mr Wickerson	X	
Mr Duffield	X		Mr Wilkin	X	
Mr Duigan	X		Mr Wilkinson	X	
Mr Eagle	X				
Mr Gilbert		X			
Mrs Grey	APOLOGIES				
Mr Harvey	APOLOGIES				
Mr Hewett	X				

### **34/20 CORPORATE PLAN REFRESH 2020 (AGENDA ITEM 16)**

Councillor Sarah Suggitt, the Executive Member for Governance provided Members with a detailed overview of the Corporate Plan which set out the Council's ambition and the themes that underpinned all the activities the Council undertakes.

The current Corporate Plan 2019-23 had been adopted in February 2019 and would come to the end of its life in March 2023. As the Plan had been in place for a year it was therefore timely to look at an annual refresh to ensure that the Plan remained fit for purpose for the remainder of its time.

Appendix B of the report set out the proposed amendments to the critical activities for the next year. These had been developed through feedback from the Cabinet, Overview & Scrutiny Commission, Executive Management Team and Senior Management engagement. All views had been taken into account.

Councillor Atterwill was disappointed that the Overview & Scrutiny Commission Minutes had not been included on the Agenda as these reflected the points made at that meeting in respect of the Corporate Plan.

**RESOLVED** that:

1. the contents of the report and its appendices be noted; and
2. the Council formally adopts the proposed amendments to the Corporate Plan for the period 2020-2023.

### **35/20 PAY POLICY STATEMENT 2020/21 (AGENDA ITEM 17)**

The Executive Director for Governance presented the Pay Policy Statement.

The Pay Policy Statement was a statutory requirement and had already been considered by the Overview & Scrutiny Commission at its meeting on 6 February 2020.

**RESOLVED** that the Pay Policy Statement 2020/21 be approved.

**36/20 NOMINATIONS FOR COMMITTEE AND OTHER SEATS (AGENDA ITEM 18)**

Local Plan Working Group

**RESOLVED** that:

1. Councillor Gordon Bambridge, the Executive Member for Environmental Services & Public Protection be replaced by Councillor Paul Claussen, the Deputy Leader and Executive Member for Planning as Chairman of the Local Plan Working Group; and
2. Councillor Jane James be appointed as Vice-Chairman.

**37/20 AMENDMENTS TO THE CONSTITUTION (IF ANY) (AGENDA ITEM 19)**

None received.

**38/20 ANY OTHER ITEMS WHICH THE CHAIRMAN DECIDES ARE URGENT (AGENDA ITEM 20)**

There were no urgent items.

**39/20 EXCLUSION OF PRESS & PUBLIC (AGENDA ITEM 21)**

Subject to one abstention, it was

**RESOLVED** that under Section 100(A)(4) of the Local Government Act 1972, the press and the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 1, 2 and 3 of Schedule 12A to the Act.

**40/20 CONTRACTS & PROCUREMENT OFFICER POST (AGENDA ITEM 22)**

Councillor Paul Hewett, the Executive Member for Contracts & Assets presented the report. It was noted that this post had been essential to over achieving the original targets and significant savings had been made.

Subject to one abstention from Councillor Birt, it was

**RESOLVED** that the role of the Contracts and Procurement Officer (shared) be made a permanent post.

**41/20 WORKSMART 20:20 - TERMS & CONDITIONS (AGENDA ITEM 23)**

Councillor Sarah Suggitt, the Executive Member for Governance presented the report. The key points and changes were highlighted.

In response to a question from Councillor Wickerson who fully supported the recommendations, Members were informed that the financial costs had been included in the new budget.

Councillor Birt queried section 1.24 of the report in respect of car allowance and pointed out that community car drivers were paid less per mile. In response, the HR Manager pointed out that the Councils rates were the standard NJC rates and were not really comparable to voluntary drivers.

**Action By**

Councillor Hewett commended the recommendations as part of the WorkSmart 20:20 programme.

Councillor Birt pointed out that the link provided to the WorkSmart 20:20 programme on the Members' page did not work as it was linked to the intranet that Members did not have access to. This matter would be investigated.

The Chairman said that a timetable had been circulated to all Members via email about new venues and times of the meetings from 18 May to 5 July 2020.

Councillor Atterwill asked if a comparison had been carried out with other Councils in Norfolk on the mileage rates. The Executive Director of Governance pointed out that the mileage rates were not changing and therefore would remain the same.

Subject to one vote against the recommendations, it was

**RESOLVED** that:

1. Option 2 (Paragraph 3.2 Parts A, B & C of the report) be approved;  
Part A of the report: Policy Changes  
Part B of the report: Annual leave changes  
Part C of the report: Terms and Conditions
2. the recommendations be approved and implemented to take effect in accordance with the options and associated implementation dates in paragraph 3.2 of the report; and
3. Delegated authority be given to the Executive Director of Strategy & Governance, the Deputy Leader and the Executive Member for Governance to incidental and subsidiary action and decisions required to implement the changes.

The meeting closed at 11.35 am

CHAIRMAN