

## COUNCIL AGM

Minutes of a meeting of South Norfolk District Council held at South Norfolk House, Long Stratton on Wednesday 22 May 2019 at 7.30pm

**Members Present:** Councillors: Overton (Chairman), Amis, Bendle, Bernard, Bills, Blundell, Brown, Burrill, Clifford-Jackson, Curson, Dearnley, Dewsbury, Duffin, Easter, Elliott, Ellis, Elmer, Francis, Fuller, Glover, Hardy, Holden, Hornby, Hudson, Hurn, Kemp, Kiddie, Knight, Laidlaw, Legg, Mason Billig, Minshull, Neal, Nuri, Ridley, Rowe, J Savage, R Savage, Spruce, Thomas, Thomson, J Wilby, M Wilby and Worley

**Apologies:** Councillors: Edney and Halls

**Officers in Attendance:** The Managing Director (T Holden), the Director of People and Communities (J Sutterby), the Director of Resources (D Lorimer), the Director of Place (P Courtier), the Assistant Director, Governance and Business Support (E Hodds) and the Assistant Director, Chief of Staff (H Ralph)

### 3491 CHAIRMAN'S ENGAGEMENTS

Members noted the civic engagements attended by the Chairman and Vice-Chairman for the period 19 February to 21 May 2019.

The Chairman explained that it had been both an honour and a privilege to have represented the Council at the numerous engagements he had attended throughout the year. He thanked members and officers for their support, announcing that he had raised over £4, 000 for his chosen charities.

### 3492 APPOINTMENT OF CHAIRMAN OF THE COUNCIL FOR 2019/20

Cllr L Neal proposed, seconded by Cllr P Hardy, that Cllr G Minshull be appointed Chairman of the Council for the ensuing municipal year.

In the absence of other nominations, *it was RESOLVED* that Cllr G Minshull be elected Chairman of the Council for 2019/20.

Cllr Minshull took the Chair and signed the Declaration of Acceptance of Office. He went on to welcome all new members to their first meeting of the Council, and to announce his chosen charities for the year ahead; the Muscular Dystrophy Association and the Royal Anglian Regiment Benevolent Fund.

**3493 APPOINTMENT OF VICE CHAIRMAN OF THE COUNCIL FOR 2019/20**

Cllr A Thomas proposed, seconded by Cllr J Worley, that Cllr F Ellis be appointed Vice-Chairman of the Council for the ensuing municipal year.

In the absence of other nominations, *it was RESOLVED* that Cllr F Ellis be elected Vice-Chairman of the Council for 2019/20.

Cllr Ellis felt it an honour to have been appointed Vice-Chairman, and she looked forward to assisting the Chairman throughout the coming year. She then signed the Declaration of Acceptance of Office.

**3494 ELECTION OF LEADER OF THE COUNCIL FOR 2019/20**

Cllr S Ridley proposed, seconded by Cllr J Hornby, that Cllr J Fuller be appointed Leader of the Council for the ensuing municipal year. In the absence of other nominations, *it was RESOLVED* that Cllr J Fuller be elected Leader of the Council for 2019/20.

Cllr Fuller then announced his Cabinet members and portfolios, and Cllr C Brown announced the shadow portfolio holders (as detailed below):

<b>Cabinet Member</b>	<b>Portfolio</b>	<b>Shadow Cabinet Member</b>
Cllr J Fuller	The Leader, External Affairs and Policy	Cllr C Brown (and Leader of the opposition)
Cllr K Mason Billig	Stronger Communities and Governance (and Deputy Leader)	Cllr V Clifford-Jackson
Cllr K Kiddie	Regulatory and Environmental Excellence	Cllr J Halls
Cllr Y Bendle	Health, Housing and Wellbeing	Cllr S Blundell (and Deputy Leader of the Opposition)
Cllr L Neal	Planning and Economic Growth	Cllr T Laidlaw
Cllr A Thomas	Finance and Resources	Cllr T Laidlaw

**3495 VOTE OF THANKS TO RETIRING CHAIRMAN**

Cllr J Fuller paid tribute to Cllr J Overton's service as the Chairman of the Council for 2018/19. He referred to Cllr Overton's commitment, enthusiasm and hard work, explaining that he had been a true ambassador to the Council. He gave mention to numerous events Cllr Overton had attended throughout the year, and

referred in particular to his Chairman's reception, where he raised over £3,000 for his chosen charities.

On behalf of the Liberal Democrat Group, Cllr S Blundell also paid tribute to Cllr Overton, referring in particular to his charity work throughout the year.

### **3496 MINUTES**

With reference to the minutes of the meeting held 18 February 2019, Mrs V Clifford-Jackson drew attention to an error at the top of page 13, which indicated that the Conservatives took control of the Council in 2017. Members noted that this should have read "2007".

With reference to the minutes of the meeting held 28 February 2019, Cllr R Savage advised the Council that he had sent his apologies for the meeting, however, this had not been recorded in the minutes.

Subject to the above amendments, the minutes of the meetings held 18 February and 28 February 2019 were agreed as correct records and signed by the Chairman.

### **3497 REPORT OF THE RETURNING OFFICER**

The Chairman referred members to the report of the Returning Officer, which set out the name of all persons elected as District Councillors on 3 May 2019.

It was unanimously

**RESOLVED:** To note the persons elected as District Councillors on 3 May 2019 as set out in Appendix A of the report.

### **3498 MONITORING OFFICER REPORT**

Cllr J Fuller presented the report of the Monitoring Officer, regarding changes to the structure of committees, and the allocation of seats and member appointments on committees for 2019/20.

Members noted an error at page 43 (at Appendix 1 of the report), where the portfolio had been incorrectly listed as "People and Communities", instead of "Health, Housing and Wellbeing".

Members' attention was then drawn to the list of committees and allocation of seats, tabled at the meeting. Cllr Fuller explained that further changes were required, and he suggested that the final member appointments be delegated to Group Leaders and advised at a later date.

Referring to the number of seats on committees, Cllr Fuller advised that since writing the report, he wished to propose some further changes. He proposed that

the number of seats on the Emergency Committee be increased from 5 to 6, on the Electoral Arrangements Committee from 7 to 8, and the Development Management Committee Substitute Pool, from 7 to 8. These additional recommendations were seconded by Cllr K Mason Billig.

Cllr Fuller also proposed that in addition to the Electoral Arrangements Committee and the Scrutiny Committee, that there also be a departure from the rules of political balance on the Licensing Committee, with the Labour member, Cllr J Rowe, being offered a seat on each. Members were reminded that this departure from the political balance rules would need to be approved "*nem con*" by Council.

Finally, Cllr Fuller drew attention to paragraph 4 of the report, the Appointment of the Independent Person, explaining that in accordance with the Localism Act 2011, councils were required to appoint an Independent Person to provide views on standards complaints. Members noted that Mr A Oram had been carrying out this role at South Norfolk Council since 2012

It was unanimously

**RESOLVED:** To:

1. Agree the modification to the delegation of responsibilities, Cabinet portfolio and Cabinet policy committees as outlined at paragraph 1 and Appendix 1 of this report (as corrected at the meeting).
2. Agree the increase in membership of the Electoral Arrangements Review Committee to 8 members.
3. Agree the increase in membership of the Policy Committees and Finance, Resources, Audit and Governance Committee, to 9 members.
4. Agree the increase in membership of the Emergency Committee to 6 members;
5. Agree the increase in the Development Management Substitute Pool to 8 members
6. Agree the amendment to the membership of the Standards Committee.
7. Agree the formation of an Awards Committee and delegate to the Monitoring Officer, in consultation with the Leader of the Council, the creation of its Terms of Reference.

8. Authorise the Monitoring Officer to make the consequential changes to the constitution as a result of this report.
9. Delegate minor amendments to the names of the Cabinet Policy Committees and their Terms of Reference to the Monitoring Officer, in consultation with Group Leaders.
10. Agree the allocation of seats on Council Committees in accordance with Appendix 2 of the report (as amended at the meeting), the final appointments to these seats to be delegated to Group Leaders and appended to these minutes
11. To appoint Chairman and Vice-Chairman as set out in Appendix 3 of the report, the final appointments to be delegated to the Leader of the Council.
12. Agree the appointment of the Independent Person, Mr Alex Oram, to 30 May 2023.

### **3499 APPOINTMENTS TO OUTSIDE BODIES**

Cllr J Fuller introduced the report and referred members to the list of appointments to outside bodies required for 2019/20.

Cllr Fuller advised that the member appointments that had been tabled at the meeting were only indicative and that the final appointments should be delegated to the Leader, in consultation with the Leader of the Opposition, and this was duly seconded.

Referring to the required appointment for the Queens Hill Community Park Charitable Incorporated Organisation (CIO), Cllr C Brown suggested that it would be appropriate for a local member to represent the Council.

In response, Cllr Fuller explained that the CIC would draw from a wide variety of sources, and whilst local knowledge was important, with the Council investing resources in to the scheme, he felt it important that a member of the Council's administration, represented South Norfolk. He was happy to discuss this further with Cllr Brown outside of the meeting.

It was unanimously

**RESOLVED:** To make appointments to those outside organisations listed in Appendix 2 of the report, for 2019/20, the final member appointments to be delegated to the Leader of the Council (and appended to these minutes)

### **3500 SCHEME OF SUBSTITUTES 2019-23**

Cllr J Fuller presented the report to members, explaining that a new scheme of substitution was required at each new four-year term of the Council.

It was unanimously

**RESOLVED:** To adopt the scheme of substitution, as detailed in paragraph 4 of the report, for the duration of the Council.

### **3501 ANNUAL REPORTS AND QUESTIONS TO CHAIRMEN AND PORTFOLIO HOLDERS**

#### **(a) Cabinet**

Cllr F Curson queried the Council's record regarding equalities and equal representation.

Cllr Fuller advised that 12 out of 46 members elected in May were female, and whilst this was considerably under 50%, he drew attention to the newly appointed Cabinet, where 4 out of the 6 members were female. He added that 4 members of the Council were aged under 35 years.

Members noted that female employees at South Norfolk earned slightly more than male colleagues, with the median gender pay gap being 14% in favour of females. He advised that as the Council employed over 250 employees, it was obliged to publish an Annual Equalities Statement which outlined how committed the Council was to equal opportunities.

Mrs V Clifford-Jackson referred Cllr Fuller to a recent Thriving Index survey, which placed South Norfolk fourth in Norfolk for Quality of Life, and she asked him whether he would wish to improve on this performance.

Cllr Fuller explained that he was not familiar with the Thriving Places index; he was more familiar with the widely publicised Halifax Quality of Life survey, where South Norfolk was ranked first in both Norfolk and Suffolk. He added that the Council had a really good performance management reporting system, with appropriate targets and monitoring in place and he explained that all members were encouraged to work together as part of the business planning and budget processes.

In response to a query from Cllr S Ridley, Cllr Bendle was pleased to report that since opening on 18 March, the refurbishment of the Long Stratton Leisure Centre had impacted positively on membership and income. The Centre now hosted a number of clubs, such as gymnastics and martial arts, a newly formed dementia club, and was part of the GP referral scheme. Membership was increasing daily and footfall had doubled from that what it was two years ago. The new café and soft play area were also attracting new visitors and additional income, and there had also been an increase in the number of children's parties being booked at the

Centre. Cllr Bendle reminded members that this was not just about income, but that the Centre was positively contributing to the health and wellbeing of residents in Long Stratton and the surrounding area.

Cllr T Spruce asked Cllr L Neal to report on progress regarding the recent unauthorised encampment of the travelling community on Whitlingham Lane, in Trowse. Cllr Neal was pleased to report that the issue had been quickly resolved following meetings with the Housing Standards and Community Protection Manager from South Norfolk, relevant officers from Norfolk County Council and the Gypsy and Traveller Forum.

### **(b) Annual Report of the Scrutiny Committee**

Members noted the Annual Report of the Scrutiny Committee.

The Chairman of the Scrutiny Committee, Cllr G Minshull, paid tribute to the former Vice-Chairman of the Committee, Mr T Lewis, explaining that his input was always valued and would be missed. He looked forward to working with the new Vice-Chairman, Cllr V Clifford-Jackson.

### **(c) Annual Report of the Finance, Resources, Audit and Governance Committee 2018/19**

The Chairman of the Finance, Resources, Audit and Governance Committee, Cllr P Hardy, presented the Annual Report, which outlined the work of the Committee during 2018.

Members noted that the Council had recently received notice from the external auditors, Ernst Young, that due to resource issues, it would not be able to undertake the Council's audit of accounts to meet the sign-off deadline of 31 July. The accounts would therefore not be audited until late Summer.

**RESOLVED:** To approve the Annual Report of the Finance Resources Audit and Governance Committee

### **(d) Licensing Appeals and Complaints Committee / Licensing and Gambling Acts Committee**

There were no questions to the Chairman of the Licensing Committee.

### **(e) Development Management Committee**

There were no questions to the Chairman of the Development Management Committee

**(f) Electoral Arrangements Review Committee**

There were no questions to the Chairman of the Electoral Arrangements Review Committee

**3502 OUTSIDE BODIES – FEEDBACK FROM REPRESENTATIVES**

Members noted the report regarding the Norfolk Police and Crime Panel, from former Councillor, Dr C Kemp. Cllr R Savage, the substitute member on that body, expressed his support for paragraph 3 of the report, which explained that district councils were being encouraged to invite the Police and Crime Commissioner to attend a meeting of that authority. He hoped that South Norfolk would be inviting the Commissioner to a future meeting.

Cllr K Mason Billig paid tribute to Dr Kemp's service to the Council, referring to him as a great asset to South Norfolk Council. Cllr V Clifford-Jackson echoed these comments and had always found him to be even handed and respectful of all members.

On behalf of his father, Cllr W Kemp thanked members for their kind words.

(The meeting concluded at 8.46pm)

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Chairman

**APPENDIX 1 (MINUTE 3498 REFERS)****Member Appointments 2019/20**

<b>Chairman of the Council</b>	Graham Minshull
<b>Vice Chairman of the Council</b>	Florence Ellis
<b>Leader of the Council</b>	John Fuller
<b>Deputy Leader of the Council</b>	Kay Mason Billig
<b>Leader of the Opposition</b>	Chris Brown
<b>Deputy Leader of the Opposition</b>	Sharon Blundell

**Cabinet Members, Portfolios and Shadow Portfolio Holders**

<b>Member</b>	<b>Portfolio</b>	<b>Shadow</b>
John Fuller	The Leader, External Affairs and Policy	Chris Brown
Alison Thomas	Finance and Resources	Terry Laidlaw
Keith Kiddie	Regulatory and Environmental Excellence	Julian Halls
Yvonne Bendle	Health, Housing & Wellbeing	Sharon Blundell
Lisa Neal	Planning and Economic Growth	Terry Laidlaw
Kay Mason Billig	Stronger Communities and Governance	Vivienne Clifford-Jackson

**Scrutiny Committee (9)**

(6 Conservative / 2 Liberal Democrat / 1 Labour

(the Conservative Group has elected not to take its full allocation of seats)

Graham Minshull (Chairman)	Vivienne Clifford-Jackson (Vice-Chairman)	Jeremy Rowe
Barry Duffin	Brendon Bernard	
Jenny Wilby		
Josh Worley		
Robert Savage		
Trevor Spruce		

**Emergency Committee (6)**

(5 Conservative / 1 Liberal Democrat)

John Fuller (Chairman)	Chris Brown
Kay Mason Billig	
Michael Edney	
Richard Elliott	
Keith Kiddie	

**Licensing Appeals & Complaints Committee / Licensing & Gambling Act Committee (15)**

(11 Conservative / 3 Liberal Democrat / 1 Labour)

(the Conservative Group has elected not to take its full allocation of seats)

Richard Elliott (Chairman)	Dan Burrill	Jeremy Rowe
William Kemp (Vice-Chairman)	Libby Glover	
James Easter	Julian Halls	
Nigel Legg		
Phil Hardy		
Jack Hornby		
Jenny Wilby		
Trevor Spruce		
Tony Holden		
Jeremy Savage		
Fleur Curson		

**Standards Committee (5)**

(4 Conservative / 1 Liberal Democrat)

Kay Mason Billig (Chairman)	Sharon Blundell
James Easter (Vice-Chairman)	
Stephen Ridley	
Jenny Wilby	

**Development Management Committee (9)**

(7 Conservative / 2 Liberal Democrat)

Vic Thomson (Chairman)	Terry Laidlaw
Lisa Neal (Vice-Chairman)	Vivienne Clifford-Jackson
Graham Minshull	
David Bills	
Florence Ellis	
Richard Elliott	
James Easter	

**Development Management Substitute Pool (8)**

(6 Conservative / 2 Liberal Democrat)

Yvonne Bendle	Dan Burrill
Alison Thomas	Julian Halls
Josh Worley	
Kevin Hurn	
Tony Holden	
Barry Duffin	

**Sites Sub- Committee (6)**

(5 Conservative / 1 Liberal Democrat)

To be appointed in rotation from membership of the Development Management Committee.

**People and Communities Policy Committee (9)**

(7 Conservative / 2 Liberal Democrat)

David Bills (Chairman)	Sharon Blundell
Jack Hornby (Vice-Chairman)	Vivienne Clifford Jackson
Florence Ellis	
Josh Worley	
Nigel Legg	
Jenny Wilby	
Tony Holden	

**Growth, Infrastructure & Environment Policy Committee (9)**

(7 Conservative / 2 Liberal Democrat)

Adrian Dearnley (Chairman)	Chris Brown
James Knight (Vice-Chairman)	Terry Laidlaw
Robert Savage	
Fleur Curson	
Kevin Hurn	
Daniel Elmer	
Gerry Francis	

**Regulation and Planning Policy Committee (9)**

(7 Conservative / 2 Liberal Democrat)

Florence Ellis (Chairman)	Julian Halls
Barry Duffin (Vice Chairman)	Suzanne Nuri
Phil Hardy	
William Kemp	
Jeremy Savage	
Trevor Spruce	
Vic Thomson	

**Finance, Resources, Audit and Governance (9)**

(7 Conservative / 2 Liberal Democrat)

Phil Hardy (Chairman)	Vivienne Clifford-Jackson
Stephen Ridley (Vice-Chairman)	Terry Laidlaw
Barry Duffin	
Nigel Legg	
Daniel Elmer	
Robert Savage	
Adrian Dearnley	

**Electoral Arrangements Review Committee (8)**

(5 Conservative / 2 Liberal Democrat / 1 Labour)

(the Conservative Group has elected not to take its full allocation of seats)

Keith Kiddie (Chairman)	Dan Burrill	Jeremy Rowe
Daniel Elmer (Vice-Chairman)	Vivienne Clifford-Jackson	
Stephen Ridley		
Florence Ellis		
John Fuller		

**Aldermanic Review Panel**

Membership to be composed of the Chairman of the Council, the leaders of both the majority and main opposition groups, and any current members who have previously served as Chairman of the Council

**Joint Consultative Committee (6)**

(5 Conservatives / 1 Liberal Democrat)

Michael Edney	John Amis
James Knight	
Tony Holden	
Robert Savage	
Margaret Dewsbury	

**NOTE:** It is the Union's turn to take the Chair for 2019/20

**Awards Committee (5)**

(4 Conservative / 1 Liberal Democrat)

Martin Wilby (Chairman)	Sharon Blundell
Kevin Hurn	
Florence Ellis	
Josh Worley	

**Community Action Fund Panel (3)**

To be composed of the Portfolio Holder and Shadow Portfolio Holder for Stronger Communities and Governance, and the Chairman of the People and Communities Committee

(2 Conservative / 1 Liberal Democrat)

Kay Mason Billig (Chairman)	Vivienne Clifford-Jackson
David Bills	

**Joint Meetings with Broadland District Council**

**Joint Appointments Panel (4 SNC members)**

3 Conservative / 1 Liberal Democrat

John Fuller	Vivienne Clifford Jackson
Kay Mason Billig	
Adrian Dearnley	

**Joint Scrutiny Committee (6 SNC members)**

5 Conservative / 1 Liberal Democrat

Graham Minshull (Chairman)	Brendon Bernard
Barry Duffin	
David Bills	
Robert Savage	
Daniel Elmer	

**Council Minutes 22 May 2019 Appendix 2 (minute 3499 refers)**

<b>Appointed Representatives on Outside Bodies for 2019/20</b>		
	<b>No. REPS</b>	
A47 Alliance	One	Phil Hardy
Aldeby Pits Liaison Committee	One	James Knight
Border Hoppa	One	Jenny Wilby
Broads Authority	One	James Knight
CNC Board	One	David Bills
Community Safety Partnership (Scrutiny)	One (+sub)	James Easter (Tony Holden)
Diss, Thetford and District Citizens Advice Bureau	One	Jenny Wilby
District Council's Network	One (+ sub)	John Fuller (Kay Mason Billig)
East of England Leaders' Board	One (+sub)	John Fuller (Kay Mason Billig)
Greater Norwich Development Partnership	Three	John Fuller Lisa Neal Florence Ellis
Greater Norwich Growth Board	One	John Fuller
Hingham Education Trust	One	Yvonne Bendle
Local Government Ass. - General Assembly	One (+ sub)	John Fuller (Kay Mason Billig)
Local Government Ass -Rural Services Network	One (+ sub)	Jeremy Savage (James Easter)
Local Government Information Unit	One (+ sub)	Yvonne Bendle (Phil Hardy)
Norfolk Arts Forum Steering Committee	One (+ sub)	Adrian Dearnley (Sharon Blundell)
Norfolk Citizens' Advice Bureau	One	Lisa Neal
Norfolk Duty to Co-operate Member Forum	One (+ sub)	John Fuller (Lisa Neal)
Norfolk Health Overview and Scrutiny Committee	One (+ sub)	Nigel Legg (David Bills)
Norfolk Health and Wellbeing Board	One (+ sub)	Yvonne Bendle (Florence Ellis)
Norfolk Joint Museums Committee	One (+ sub)	Robert Savage (Jenny Wilby)
Norfolk Leaders' Group	One	John Fuller
Norfolk Parking Partnership Joint Committee	One (+ sub)	Lisa Neal (Kay Mason Billig)
Norfolk Police and Crime Panel	One (+ sub)	Michael Edney (James Easter)
Norfolk Rail Policy Group	One (+ sub)	William Kemp, (Dan Burrill)
Norfolk Records Committee	One (+ sub)	Barry Duffin (Libby Glover)
Norfolk Rivers Internal Drainage Board	Three	Nigel Legg Tony Holden Robert Savage
Norfolk Waste Partnership	One (+ sub)	Keith Kiddie (Kay Mason Billig)
North East Suffolk CAB (NESCAB)	One	Vivienne Clifford Jackson
Norwich Area Museums Committee	One	Phil Hardy
Nplaw Board	One	Kay Mason Billig
Queens' Hills CIO	One	Adrian Dearnley
Royal Norfolk Agricultural Ass. - Council	One	John Fuller
SNC Wholly Owned Companies (Shareholder Rep)	One	John Fuller
South Norfolk Youth Advisory Board	One	Jack Hornby
Transport for Norwich Joint Committee	One	Kay Mason Billig
Venta Icenorum JAB	Three	Florence Ellis Gerry Francis John Overton
Water Management Strategy Forum	One	Robert Savage
Waveney Valley Local Action Group	One	John Overton
Waveney, Lower Yare & Lothingland IDB	Up to seven	James Knight Jeremy Savage Clayton Hudson Brendon Bernard
Your Voice in South Norfolk (prev Older People's Forum)	One	Robert Savage

