

## **COUNCIL**

**Minutes of a meeting of South Norfolk District Council held at South Norfolk House, Long Stratton on Monday  
14 May 2018 at 7.30pm**

- Members Present:** Councillors; Duffin (Chairman), Amis, Bell, Bendle, Bernard, Bills, Blundell, Broome, Dale, Dewsbury, Easton, Edney, Ellis, Foulger, Fulcher, Fuller, Goldson, Gould, Hardy, J Hornby, L Hornby, Hudson, C Kemp, W Kemp, Kiddie, Larner, Legg, Lewis, Mason-Billig, Minshull, Mooney, Overton, Palmer, Pond, Riches, J Savage, R Savage, Thomson, Wheatley, J Wilby and M Wilby.
- Apologies:** Councillors; Gray, Neal, Stone, Thomas and Worsley
- Officers in Attendance:** The Chief Executive (S Dinneen), the Director of Growth and Business Development (D Lorimer), the Director of Communities and Wellbeing (J Sutterby), the Assistant Director of Resources (P Catchpole), the Head of Business Transformation (H Ralph) and the Head of Governance and Monitoring Officer (E Hodds)

### **3434 CHAIRMAN'S ENGAGEMENTS**

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 for their support in what had been a most enjoyable year.

The Chairman also expressed his appreciation for the help and support he had received from officers, giving special mention to the Chief Executive, and the Democratic Services Team Leader.

**3435 APPOINTMENT OF CHAIRMAN OF THE COUNCIL FOR 2018/19**

Cllr V Thomson proposed, seconded by Cllr P Hardy, that Cllr J Overton be appointed Chairman of the Council for the ensuing municipal year.

In the absence of other nominations, ***it was RESOLVED*** that Cllr J Overton be elected Chairman of the Council for 2018/19. Cllr Overton took the Chair and signed the Declaration of Acceptance of Office.

**3436 APPOINTMENT OF VICE-CHAIRMAN OF THE COUNCIL FOR 2018/19**

Cllr T Palmer proposed, seconded by Cllr K Kiddie, that Cllr G Minshull be appointed Vice- Chairman of the Council for the ensuing municipal year.

In the absence of other nominations, ***it was RESOLVED*** that Cllr G Minshull be elected Vice-Chairman of the Council for 2018/19.

Cllr Minshull felt it an honour to have been appointed as Vice-Chairman, and he looked forward to assisting the Chairman throughout the coming year.

**3437 ELECTION OF LEADER OF THE COUNCIL FOR 2018/19**

Cllr J Hornby proposed, seconded by Cllr A Pond, 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 2018/19.

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

<b>Cabinet Member</b>	<b>Portfolio</b>	<b>Shadow Cabinet Member</b>
Cllr J Fuller	The Economy and External Affairs (and Leader)	Cllr T Lewis (and Leader of the opposition)
Cllr M Edney	Stronger Communities (and Deputy Leader)	Cllr B Bernard
Cllr B Stone	Finance and Resources	Cllr T Lewis

Cllr Y Bendle	Housing, Wellbeing, Leisure and Early Intervention	Cllr S Blundell
Cllr L Neal	Regulation and Public Safety	Cllr M Gray
Cllr K Mason Billig	Shared Services, Waste and Recycling	Cllr T Lewis

Cllr Fuller was disappointed to report that Cllr L Hornby had decided to step down from the Cabinet, due to other commitments. He paid tribute to Cllr Hornby's service on the Cabinet, and referred to his level headed and fair approach. He was, however, pleased that Cllr L Neal had accepted his invitation to replace Cllr Hornby as a Cabinet member.

Cllr Fuller went on to explain that he had made small modifications to the portfolios. Members noted that Cllr Mason Billig's portfolio "Environment and Recycling" would now include Shared Services, and was renamed "Shared Services, Waste and Recycling". The Regulation and Public Safety Portfolio would now include Community Protection and Environmental Quality.

### **3438 VOTE OF THANKS TO RETIRING CHAIRMAN**

Cllr J Fuller paid tribute to Cllr B Duffin's service as the Chairman of the Council for 2017/18, and also Cllr Duffin's wife, Pam, who had been his constant companion throughout his many engagements. He referred to Cllr Duffin's commitment, enthusiasm and hard work, and gave mention to numerous events Cllr Duffin had attended throughout the year.

Cllr V Bell also thanked Cllr Duffin for his service to both members and residents throughout the year. She referred to his polite nature, and his fair and even-handed approach to all throughout his term of office.

### **3439 MINUTES**

The minutes of the meeting held on Monday 16 April 2018, were agreed as a correct record, and signed by the Chairman.

### **3440 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman announced his chosen charities for the year ahead; It's On the Ball, a charity supporting patients with testicular cancer, and Cancer Research UK.

The Chairman stressed that he felt it an honour to be appointed as Chairman of the Council, and he looked forward to the year ahead.

### 3441 MONITORING OFFICER REPORT

Cllr J Fuller presented the report of the Monitoring Officer, regarding the allocation of seats on committees, member appointments on committees for 2018/19, and a number of proposed amendments to the constitution. Members also noted the addendum to the report (emailed separately to members), regarding required constitutional amendments to the current scheme of delegation of functions to officers relating to the Licensing Act 2003.

Cllr Fuller briefly outlined the report proposals to Council.

During discussion, he referred members to the revised Appendix 2, tabled at the meeting, detailing the proposed appointments of Chairmen of Committees for 2018/19. As in previous years, he suggested that individual member appointments to committees be delegated to Group Leaders, and advised at a later date. He drew members' attention to Appendix 1 of the report and members noted that a correction was required under the Community Action Fund Panel. The Portfolio holder for Stronger Communities was a member of the Panel, and not the Portfolio holder for Housing, Wellbeing, Leisure and Early Intervention, as had been indicated in the agenda.

Referring to the proposal to reduce the number of seats on the Development Management Committee, Cllr Fuller explained that he believed that this would create a more stable cohort of trained and knowledgeable members, which would improve consistency and reduce the reliance on substitutes. In response, Cllr T Lewis expressed his disappointment that this would reduce the number of Liberal Democrat seats from two, to one. He also expressed concern at Cllr Fuller's reasons for change, explaining that he felt this gave out a negative message regarding the quality of the members on the Committee. He doubted that a reduction in numbers would improve the quality of decision making and he stressed that the Liberal Democrats would continue to contribute positively to the meetings.

It was then unanimously

<b>RESOLVED:</b>	<p>To:</p> <ol style="list-style-type: none"> <li>1 Agree the allocation of seats on Council Committees in accordance with Appendix 1 to this report, (subject to minor amendments), the final appointments to be delegated to Group Leaders (and appended to these minutes)</li> <li>2 Appoint Chairmen and Vice-Chairmen as set out in Appendix 2 to this report (as tabled at the meeting);</li> <li>3 Agree that all corresponding constitutional changes are delegated to the Monitoring Officer, in consultation with Cllr C Kemp and Cllr Lewis.</li> <li>4 Agree that the constitution is amended, as set out in paragraph 4.4, with regard to the scheme of delegation and Licensing Act 2003 functions.</li> </ol>
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### 3442 APPOINTMENTS TO OUTSIDE BODIES

Cllr J Fuller introduced the report and referred members to the list of appointments required for 2018/19

Members agreed that the final appointments should be delegated to the Leader of the Council, in consultation with the Leader of the Opposition. Cllr Fuller explained that he did not intend to make many changes, and that he would consider any requests from members. Cllr T Lewis added that should representation become available on the Norfolk Rivers Internal Drainage Board, a member of his Group would be happy to take on the role.

It was unanimously

<b>RESOLVED:</b>	To make appointments to outside organisations for 2018/19, as listed in Appendix 2 of the report, the member appointments to be delegated to Leader of the Council, in consultation with the Leader of the Opposition Group (and appended to these minutes).
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### 3443 ANNUAL REPORTS / QUESTIONS TO CHAIRMEN AND PORTFOLIO HOLDERS

#### a) Cabinet

Cllr K Kiddie drew members' attention to an announcement made that very morning of Government investment of £40 m in the Quadram Institute, at the Norwich Research Park. Cllr Fuller hailed this as a real success story for the District, reminding members that the growing economy continued to be a priority for the Council.

Cllr T Lewis asked whether the caterers at the South Norfolk House canteen could reconsider the use of disposable coffee cups. Cllr K Mason Billig welcomed this suggestion, explaining that staff were encouraged to recycle wherever possible, however, the practicalities of this proposal would need to be further explored. Cllr Fuller suggested that the Growth, Investment and Environment Policy Panel could look in to the matter further.

Cllr N Legg asked Cllr Y Bendle, whether the necessary funds had been secured to ensure that the District Direct Hospital Partnership Scheme could continue to run for a further year. Cllr Bendle reminded members of the background and purpose of the scheme. She explained that the scheme would run for at least a further year, with the necessary funding being obtained from Adult Social Care and the three Clinical Commissioning Groups, and negotiations were currently taking place with the other four participating councils.

Cllr M Edney referred to the Council's GEMs awards that had taken place the previous week. He wished to convey his thanks to all those involved, including the Leader of Sevenoaks Council, who had co-hosted the event. He was sure that all would agree that it had been an excellent evening.

**b) Scrutiny Committee**

Members referred to the annual report of the Scrutiny Committee. Cllr G Minshull thanked the Scrutiny Officer, Emma Goddard, for her work throughout the year.

**c) Annual Report of the Finance, Resource, Accounts and Governance Committee**

Members noted the annual report of the Finance, Resource, Accounts and Governance Committee.

The Chairman, Cllr P Hardy, made reference to some useful training forums that he had recently attended, and explained that he would be providing feedback to members at the next meeting of the Committee.

<b>RESOLVED:</b>	To note the contents of the Annual Report.
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**d) Licensing Appeals and Complaints Committee /Licensing and Gambling Acts Committee**

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

The Chairman, Cllr D Goldson, thanked David Neville, the Housing and Benefits Team Leader officer, and all those who had attended the recent member briefing session on changes to the XX Act. He stressed the importance of members of the Committee keeping their accreditation up to date, so that there was an even spread of members participating in Panel meetings

**e) Development Management Committee**

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

The Chairman, Cllr V Thomson, made brief reference to the joint working in the Planning at South Norfolk and Broadland, explaining that it was progressing well.

**f) Electoral Arrangements Review Committee**

There were no questions to the Chairman of the Electoral Arrangements Review Committee  
Cllr Kemp informed members that the Committee would shortly be considering a review of Polling Districts and Polling Places

**3444 OUTSIDE BODIES**

Cllr C Kemp referred to his report regarding the Police and Crime Panel for Norfolk. He drew attention to his suggestion for a presentation of the Business Case to transfer the governance of the Fire and Rescue Service from Norfolk County Council to the Local Commissioner, at a meeting of the Scrutiny Committee, and this approach was endorsed by Cllr T Lewis. Cllr Kemp also explained that Norfolk County Council may issue an alternative business case, seeking to retain the service.

Cllr V Thomson drew attention to the recent Peer Review of the Broads Authority, which had raised issues of governance and stake holder involvement. He was disappointed that not much progress had been made, however, a meeting had been scheduled for later that week to discuss the issues.

(The meeting concluded at 8.55 pm)

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Chairman

**Member Appointments 2018/19**

<b>Chairman of the Council</b>	John Overton
<b>Vice Chairman of the Council</b>	Graham Minshull
<b>Leader of the Council</b>	John Fuller
<b>Deputy Leader of the Council</b>	Michael Edney
<b>Leader of the Opposition</b>	Trevor Lewis
<b>Deputy Leader of the Opposition</b>	Murray Gray

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

<b>Member</b>	<b>Portfolio</b>	<b>Deputy</b>	<b>Shadow</b>
John Fuller	The Economy and External Affairs	Charles Easton (Planning Policy) Jaan Larner (Economy)	Trevor Lewis
Michael Edney	Stronger Communities	Florence Ellis	Brendon Bernard
Barry Stone	Finance and Resources	Phil Hardy	Trevor Lewis
Yvonne Bendle	Housing, Wellbeing, Leisure and Early Intervention	Florence Ellis	Sharon Blundell
Lisa Neal	Regulation and Public Safety	Charles Easton	Murray Gray
Kay Mason Billig	Shared Services, Waste and Recycling	Jaan Larner	Trevor Lewis

**Scrutiny Committee (9)**

(7 Conservative / 2 Liberal Democrat – as the Conservative Group has elected not to take their full allocation of seats)

Graham Minshull (Chairman)	Trevor Lewis (Vice-Chairman)
Barry Duffin	Brendon Bernard
Colin Gould	
Lee Hornby	
Tony Palmer	
Robert Savage	
Jenny Wilby	

**Emergency Committee (5)**

(4 Conservative / 1 Liberal Democrat)

John Fuller (Chairman)	Trevor Lewis
Michael Edney	
Keith Kiddie	
Kay Mason Billig	



**Licensing and Standards Committee (15)**

(13 Conservative / 2 Liberal Democrat)

David Goldson (Chairman – Licensing)	Vivienne Bell
Kay Mason Billig (Chairman – Standards)	Des Fulcher
William Kemp (Vice Chairman – Licensing)	
Christopher Kemp (Vice Chairman – Standards)	
Margaret Dewsbury	
Colin Gould	
Phil Hardy	
Jack Hornby	
Tony Palmer	
Andrew Pond	
Jeremy Savage	
Jenny Wilby	
Kevin Worsley	

**Development Management Committee (9)**

(8 Conservative / 1 Liberal Democrat)

Vic Thomson (Chairman)	Murray Gray
Lisa Neal (Vice – Chairman)	
David Bills	
Barry Duffin	
Florence Ellis	
Colin Gould	
Christopher Kemp	
Graham Minshull	

**Development Management Substitute Pool**

(6 Conservative / 1 Liberal Democrat)

Yvonne Bendle	Des Fulcher
Colin Foulger	
Jack Hornby	
Nigel Legg	
Joe Mooney	
Alison Thomas	

**Sites Sub- Committee (6)**

(5 Conservative / 1 Liberal Democrat)

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

**Housing, Wellbeing, Leisure and Early Intervention Policy Committee (7)**

(6 Conservative / 1 Liberal Democrat)

Florence Ellis (Chairman)	Sharon Blundell
David Bills (Vice- Chairman)	
Jack Hornby	
Nigel Legg	
John Overton	
Andrew Pond	

**Growth, Infrastructure & Environment Policy Committee (7)**

(6 Conservative / 1 Liberal Democrat)

Jaan Larnar (Chairman)	*Trevor Lewis
Margaret Dewsbury (Vice Chairman)	
Graham Minshull	
John Overton	
Brian Riches	
Martin Wilby	

**Regulation and Planning Policy Committee (7)**

(6 Conservative / 1 Liberal Democrat)

Charles Easton (Chairman)	Murray Gray
Vic Thomson (Vice Chairman)	
Colin Gould	
Lee Hornby	
Jeremy Savage	
Kevin Worsley	

**Finance, Resources, Audit and Governance (7)**

(6 Conservative / 1 Liberal Democrat)

Phil Hardy (Chairman)	Trevor Lewis
Tony Palmer (Vice – Chairman)	
Leslie Dale	
William Kemp	
Robert Savage	
Garry Wheatley	

**Electoral Arrangements Review Committee (6)**

(5 Conservative / 1 Liberal Democrat)

Christopher Kemp (Chairman)	Trevor Lewis
Keith Kiddie (Vice-Chairman)	
John Fuller	
Lee Hornby	
Charles Easton	

**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**

(5 Conservatives / 1 Liberal Democrat)

Charles Easton	John Amis
Margaret Dewsbury	
Keith Kiddie	
Brian Riches	
Garry Wheatley	

**Community Action Fund Panel**

Michael Edney (Chairman)	Brendon Bernard
Florence Ellis	

<b>Appointed Representatives on Outside Bodies for 2018/19</b>		
<b>ORGANISATION</b>	<b>No. REPS</b>	
A47 Alliance	One	Margaret Dewsbury
Aldeby Pits Liaison Committee	One	William Kemp
Border Hoppa	One	Brian Riches
Broads Authority	One	Vic Thomson
CNC Board	One	David Bills
Community Safety Partnership (Scrutiny)	One (+sub)	Robert Savage (Tony Palmer)
Diss, Thetford and District Citizens Advice Bureau	One	Tony Palmer
District Council's Network	One (+ sub)	John Fuller (Michael Edney)
East of England Leaders' Board	One (+sub)	John Fuller (Michael Edney)
Greater Norwich Development Partnership	Three	Charles Easton, John Fuller, Lisa Neal
Greater Norwich Growth Board	One	John Fuller
Hingham Education Trust	One	Yvonne Bendle
Local Government Ass. - General Assembly	One (+ sub)	John Fuller (Michael Edney)
Local Government Ass -Rural Services Network	One (+ sub)	Jeremy Savage (Charles Easton)
Local Government Information Unit	One (+ sub)	Yvonne Bendle (Phil Hardy)
Norfolk Arts Forum Steering Committee	One (+ sub)	Andrew Pond (Trevor Lewis)
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 (Colin Foulger)
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)	Christopher Kemp (Robert Savage)
Norfolk Rail Policy Group	One (+ sub)	Leslie Dale (Trevor Lewis)
Norfolk Records Committee	One (+ sub)	Christopher Kemp (Murray Gray)
Norfolk Rivers Internal Drainage Board	Three	Colin Foulger, Nigel Legg, Peter Broome
Norfolk Waste Partnership	One (+ sub)	Kay Mason Billig (Graham Minshull)
North East Suffolk CAB (NESCAB)	One	Colin Gould
Norwich Area Museums Committee	One	Phil Hardy
Nplaw Board	One	Kay Mason Billig
Royal Norfolk Agricultural Ass. - Council	One	John Fuller
SNC Wholly Owned Companies (Shareholder Rep)	One	Leader of the Council
South Norfolk Older Peoples Forum	One	Colin Gould
Venta Icenorum JAB	Three	Florence Ellis, Leslie Dale, Trevor Lewis
Water Management Strategy Forum	One	Robert Savage
Waveney Valley Local Action Group	One	Florence Ellis
Waveney, Lower Yare & Lothingland IDB	Up to seven	Colin Gould, Jeremy Savage, Kevin Worsley, Brendon Bernard