

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK

CABINET

**Minutes from the Meeting of the Cabinet held on Tuesday, 10th June, 2025
at 6.00 pm in the Council Chamber, Town Hall, Saturday Market Place,
King's Lynn PE30 5DQ**

PRESENT: Councillors Ring (Chair), de Whalley, Lintern, Moriarty, Morley and
Rust and Squire.

OFFICERS:

Kate Blakemore – Chief Executive
Alexa Baker – Monitoring Officer
Duncan Hall – Assistant Director
Carl Holland – Deputy Section 151 Officer
Barry Brandford – Waste and Recycling Manager
James Arrandale – Deputy Monitoring Officer

CAB1 **MINUTES**

RESOLVED: The Minutes from the Meeting held on 15th April 2025 were agreed as a correct record.

CAB2 **APOLOGIES**

An apology for absence was received from Councillor Beales.

CAB3 **URGENT BUSINESS**

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CAPITAL PROGRAMME SPEND COMMENCEMENT

The Chair of the Corporate Performance Panel has given agreement that this decision could be considered and that if agreed, the decision could proceed immediately without being called-in to the Corporate Performance Panel.

The Deputy Section 151 Officer presented the report and explained the tier system for spend which had been introduced in the previous financial year as part of the budget and meant that tier changes required Cabinet approval, although budget had already been approved.

Councillor Rust commented that it was reassuring that the Chair of the Corporate Performance Panel had agreed to consider the decision as urgent as the vehicles were required to carry out core services.

The Chair, Councillor Ring, thanked the Chair of the Corporate Performance Panel and suggested that the process for tier movement be reviewed.

RESOLVED:

1. Cabinet approved the movement of the following budget item within the capital programme from tier three to two: Grounds Maintenance Vehicles £436,730.
2. Cabinet authorised the spend of £732,610 for vehicle replacements in accordance with Tier 2 of the Capital Programme as reported in section 1 of this report.

REASON FOR DECISION

Recent inspections have seen the need to urgently replace four cage trucks, one general van, three specialist vehicles and two tractors necessary for day-to-day operations. The specific detail surrounding the requirements only became fully available in the week commencing 2 June 2025. These vehicles are vital for the Operations functions and would lead to the inability to carry out core services if not urgently acquired.

In the circumstances, the Chair of the Corporate Performance Panel has given agreement that the decision can be considered notwithstanding 5 days' notice of the proposed decision has not been given and if made the decision can proceed immediately without being called-in to the Corporate Performance Panel.

CAB4 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

CAB5 **CHAIR'S CORRESPONDENCE**

There was no correspondence.

CAB6 **MEMBERS PRESENT UNDER STANDING ORDER 34**

Councillor Kemp – CAB15: King's Lynn Masterplan.

CAB7 **CALLED IN MATTERS**

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The Chair informed the Cabinet that the Corporate Performance Panel were considering a call-in of the Cabinet Members Delegated Decision relating to Styleman Court Hunstanton at a meeting on 17th June 2025.

CAB8 **FORWARD DECISIONS**

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The forward decisions list was noted.

The Portfolio Holder for Planning and Licensing notified Cabinet that the CIL Governance Review was ongoing, with the consultants report being considered, prior to it being considered at a meeting by the CIL Spending Panel. The report was likely to come to Cabinet in September and the Forward Decisions List would be amended accordingly.

Councillor Morley informed Cabinet that the Council Tax Support Scheme and the Council Tax Discounts and Premiums were being brought forward to the July meeting for consideration.

CAB9 **MATTERS REFERRED TO CABINET FROM OTHER BODIES**

The Panels had considered the following items and made comments which were taken into account by Cabinet during consideration of each item:

King's Lynn Masterplan
Full Year Performance Management Report
Corporate Debt Recovery Policy

CAB10 **CORPORATE DEBT RECOVERY POLICY**

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The Corporate Performance Panel had considered this Policy and supported the Cabinet Recommendations.

The Portfolio Holder for Finance reminded the Cabinet that this Policy was being introduced following internal audit recommendations. He explained that published procedures would also sit alongside the Policy and asked the Deputy Monitoring Officer to circulate the associated procedures to Cabinet Members for information.

The Deputy Monitoring Officer explained that legislation set out the requirements of how certain payments were collected and this policy dealt with those not bound by legislation to ensure consistency. He explained that cases would be considered dependant on individual

circumstances and provisions made for those that were genuinely vulnerable.

Cabinet discussed debt levels and it was noted that the scale of debt being pursued was quite small. The Chair, Councillor Ring explained that public money needed protecting therefore it was essential that the Council collected debt, and this Policy ensured that it was done in a correct way.

The Portfolio Holder for Finance commented that he had assurance from the debt recovery team that they did not stop pursuing debt at the end of year and made every effort to collect.

RECOMMENDED: That Council adopt the Debt Recovery Policy as presented.

REASON FOR DECISION: To ensure the Council's policies are comprehensive and consistent with current regulation and best practice.

CAB11 **2024-2025 PERFORMANCE MANAGEMENT REPORT**

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The Corporate Performance Officer presented the report, outlined the performance against the Corporate Strategy and provided an overview of Key Performance Indicators which had and had not met target.

The Cabinet was reminded that the Corporate Performance Panel had considered the report and received an update from the Deputy Chief Executive on Indicators which had not met target.

The Corporate Performance Officer explained that, going forward, targets would be reviewed in line with the 2025-2027 Action Plan and a quarterly update on the Transformation Programme would be included.

Councillor Rust referred to the Indicator relating to Housing Adaptations and noted that performance was continuing to improve, however the team were dealing with a considerable backlog following the Covid Pandemic.

Councillor Squire referred to the targets relating to food waste collection and explained that this had been impacted by the food caddy liner trial which had been pushed back to later in the year. She also commented that recycling tonnages could be affected by factors such as a decrease in packaging.

Councillor Moriarty referred to Indicator 1.9 and explained that it was out of the Council's control, but had improved despite pressure on the industry and he thanked the Planning Officers for their hard work.

Councillor Morley referred to the discussion held at the Corporate Performance Panel relating to the indicator on housing development and noted that this was a monitor only target as was out of the Council's control.

The Chair, Councillor Ring commented that Key Performance Indicators needed to be about what the Council could control and should be targeted and relevant. He encouraged all Councillors to raise enquiries through the Members Enquiries function should they have any concerns relating to performance. Councillor Moriarty also reminded Members that they had the right to ask questions at Full Council meetings.

RESOLVED: Cabinet reviewed and commented on the Performance Management Report and commented on the delivery against the Corporate Strategy.

REASON FOR DECISION: Cabinet should use the information within the Management Report to review progress on the agreed actions and indicators and satisfy themselves that performance is at an acceptable level. Where progress is behind schedule members can seek additional information to explain variances.

CAB12 **APPOINTMENT OF HONORARY ALDERMAN**

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Cabinet supported this proposal, felt that it was well deserved and were pleased that Mrs Margaret Wilkinson's hard work was being recognised.

RECOMMENDATION:

1. That the Council places on record its deep appreciation of the eminent services to the Borough and the Council rendered by former Councillor Mrs Margaret Wilkinson.
2. That an Extraordinary Meeting of the Council to confer the title of Honorary Alderman on former Councillor Mrs Margaret Wilkinson is to be held after the Council meeting on 17 July 2025, and the engrossment of the recommendation above and an Aldermanic badge be presented to Mrs Margaret Wilkinson at that Council Meeting.

REASON FOR DECISION: To award Honorary Alderman status.

CAB13 **2025-2026 APPOINTMENT OF MEMBERS TO SERVE ON CABINET SUB-COMMITTEES AND TASK GROUPS**

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It was noted that this was the annual report to Cabinet to determine Membership of Cabinet sub-committee's and Task Groups.

Cabinet were informed that proportionality was currently under review following the recent by-elections and would be presented to Council on 26th June 2025 for approval. This would impact some of the Task Groups established by Cabinet and Cabinet agreed that the proportionality of the Cabinet Task Groups should be amended following the decision of Full Council.

RESOLVED:

1. That officers be instructed to seek membership from Group Leaders for the Cabinet Committees and Task Groups for 2025/2026 and proportionality of Cabinet Task Groups be amended accordingly following consideration of proportionality at the Full Council meeting on 26th June 2025. That the Membership of the Joint Safety and Welfare Committee and Joint Employee Committee for 2025/2026 be appointed at the meeting.
2. That in accordance with Standing Order 29.4, if any of the Task Groups are not appointed having regard to Political Balance that the Leaders of each Political Group be asked to agree that this rule be disapplied.

REASON FOR DECISION: To allow the business of the Council to continue into 2025/26.

CAB14 **EXCLUSION OF THE PRESS AND PUBLIC**

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RESOLVED: That under Section 100(A)(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 it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Act.

CAB15 **EXEMPT - KING'S LYNN MASTERPLAN**

The Chair, Councillor Ring presented the report and officers responded to questions and comments from Cabinet relating to finances, projects to be considered, the opportunities that Devolution would bring, and the relationship with the Neighbourhood Board.

Councillor Kemp addressed Cabinet under Standing Order 34 and made comments relating to the Ferry and designation of Village Greens.

RESOLVED:

1. Cabinet endorsed the creation of a new King's Lynn Masterplan in line with the brief outlined in appendix 1.
2. Cabinet agreed that the Deputy Chief Executive (S151) in consultation with the Deputy Leader and Portfolio Holder for Resources to incorporate the budget and administer funding as detailed in the report.
3. Cabinet delegated the decision to the Chief Executive and Deputy Leader of the Council to authorise officers to complete the procurement and appointment of a multidisciplinary team for the masterplanning project through the Homes England Development and Regeneration Technical Services Framework.

REASON FOR DECISION:

To set out a clear vision and blueprint for King's Lynn as the primary centre and economic driver for growth in West Norfolk as set out in the West Norfolk Economic Strategy. The creation of a new masterplan for King's Lynn, combining all existing strategies and plans in one cohesive masterplan will inform future planning policy and further development of schemes in line with the town's vision.

This masterplan will provide a clear and deliverable pipeline of investment priorities within a spatial plan that will support the economic growth and regeneration of King's Lynn for the next 20 years. This will ensure King's Lynn is in the best possible position to respond to opportunities created through the proposed Devolution in Norfolk and Suffolk and inform the development of the Regeneration Plan and Investment Plan for the Plan for Neighbourhoods programme.

The meeting closed at 7.15 pm