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North Devon Council
Brynsworthy Environment Centre
Barnstaple
North Devon EX31 3NP

K. Miles
Chief Executive.

POLICY DEVELOPMENT COMMITTEE

A meeting of the Policy Development Committee will be held in the Barum Room - Brynsworthy on **THURSDAY, 10TH FEBRUARY, 2022 at 6.30 pm.**

(NOTE: A location plan for the Brynsworthy Environment Centre is attached to the agenda front pages. From the 7 May 2021, the law requires all councils to hold formal meetings in person. The council is also ensuring that all venues used are Covid secure and that all appropriate measures are put in place. There are a limited number of spaces available for members of the public to attend. Please check the Council's website for the latest information regarding the arrangements that are in place and the requirement to book a place 2 working days prior to the meeting [Taking part in meetings \(northdevon.gov.uk\)](https://www.northdevon.gov.uk))

Members of the Policy Development Councillor D. Spear (Chair)
Committee

Councillors Campbell, Bulled, Hunt, Jenkins, Luggar, Mackie, Roome, Walker and York

AGENDA

7. Review of Fees and Charges for services 2022/23 (Pages 5 - 6)

Report by the Director of Resources and Deputy Chief Executive to the Strategy and Resources Committee on 7th February 2022 (attached), and

(a) Minute Extract of Strategy and Resources on 7th February 2022 (attached).

If you have any enquiries about this agenda, please contact Corporate and Community Services, telephone 01271 388253

2.02.22



North Devon Council protocol on recording/filming at Council meetings

The Council is committed to openness and transparency in its decision-making. Recording is permitted at Council meetings that are open to the public. The Council understands that some members of the public attending its meetings may not wish to be recorded. The Chairman of the meeting will make sure any request not to be recorded is respected.

The rules that the Council will apply are:

1. The recording must be overt (clearly visible to anyone at the meeting) and must not disrupt proceedings. The Council will put signs up at any meeting where we know recording is taking place.
2. The Chairman of the meeting has absolute discretion to stop or suspend recording if, in their opinion, continuing to do so would prejudice proceedings at the meeting or if the person recording is in breach of these rules.
3. We will ask for recording to stop if the meeting goes into 'part B' where the public is excluded for confidentiality reasons. In such a case, the person filming should leave the room ensuring all recording equipment is switched off.
4. Any member of the public has the right not to be recorded. We ensure that agendas for, and signage at, Council meetings make it clear that recording can take place – anyone not wishing to be recorded must advise the Chairman at the earliest opportunity.
5. The recording should not be edited in a way that could lead to misinterpretation or misrepresentation of the proceedings or in a way that ridicules or shows a lack of respect for those in the recording. The Council would expect any recording in breach of these rules to be removed from public view.

Notes for guidance:

Please contact either our Corporate and Community Services team or our Communications team in advance of the meeting you wish to record at so we can make all the necessary arrangements for you on the day.

For more information contact the Corporate and Community Services team on **01271 388253** or email **memberservices@northdevon.gov.uk** or the Communications Team on **01271 388278**, email **communications@northdevon.gov.uk**.

North Devon Council offices at Brynsworthy, the full address is:
Brynsworthy Environment Centre (BEC), Roundswell,
Barnstaple, Devon, EX31 3NP.

Sat Nav postcode is EX31 3NS.

At the Roundswell roundabout take the exit onto the B3232, after about ½ mile take the first right, BEC is about ½ a mile on the right.

Drive into the site, visitors parking is in front of the main building on the left hand side.

On arrival at the main entrance, please sign in using the Track and Trace App and follow the signage and instructions in order to access the Meeting Rooms. Alternatively, dial 8253 for Corporate and Community Services if you have any problems.



NORTH DEVON COUNCIL

POLICY DEVELOPMENT COMMITTEE: 10TH FEBRUARY 2022

MINUTE EXTRACT OF STRATEGY AND RESOURCES COMMITTEE HELD ON 7TH FEBRUARY 2022 IN RESPECT OF ITEM 7 ON THE POLICY DEVELOPMENT COMMITTEE AGENDA

105. REVIEW OF FEES AND CHARGES FOR SERVICES 2022/23

The Committee considered a report by the Director of Resources and Deputy Chief Executive (circulated previously) regarding the review of fees and charges for services 2022/23. Strategy and Resources Committee - 7 February 2022.

The Accountancy Services Manager highlighted the following:

- This year the guidance was to increase some fees and charges by 2%, although some fees were set by statute and these would be set nationally. Other variations to the 2% increase were set out in paragraphs 4.3 to 4.8 of the report. Even though inflation was currently running much higher than the 2% increase officers have tried to be prudent and fair in the fees that were charged and the impact this had on our customers.
- Building Control fees have been raised by an average of 3% and rounded to the nearest pound, this was to ensure they were competitive in the sector of the market and also that the income recouped the cost of providing the service (detailed in Appendix B of the report).
- Land Charges fees have been set to recoup the cost of providing the service, without changing the current fees the land charges service was still budgeted to recover all the costs and break even (detailed in Appendix D of the report).
- There was one change to the Environment Health fees, as the majority of these were set by statute or set to recover costs, which was the introduction of a £10 fee for taxi and private hire driver safeguarding training (detailed in Appendix E of the report).
- Although it was proposed that the Pannier Market fees be increased by 2% it was proposed to make the charge inclusive of VAT, which enabled the Council to recover the VAT on the planned capital works required for the Pannier Market as part of the Future High Streets Project, which was due to start in 2022/23. Other than the 2% inflationary increase there is no other change to the traders as the loss of income in relation to the VAT change would fall with the Council and this income reduction had been built into the 2022/23 draft budget (detailed in Appendix H of the report).
 - Bulky Waste – it was proposed to increase the fees as follows:
 - o Up to 2 items £18.00 (5.88% increase)
 - o Up to 3 items £26.00 (4% increase)
 - o Up to 4 items £33.00 (3.13% increase)
- It was proposed to increase the Garden Waste charge by £5 to £45.
- The net changes in the charges were expected to result in £104,000 of additional income which has been included within the draft 2022/23 budget.

Agenda Item 7

In response to questions from the Committee, the Director of Resources advised the following:

- It was anticipated that the proposed 2% increase on Pannier Market fees would result in an additional £3,500 income. The Chief Executive had recently taken an urgent decision to reduce the Pannier Market fees and it would be proposed that officers could be delegated authority to take this decision again in the future. If the decision was made not to increase the fees, the financial impact could be managed within the existing budget.
- The proposed increase to the Garden Waste charge was to cover the current cost of providing the service which was around £47 cost per household and that the costs of the service were then being paid for by the users. Currently approximately 19,000 households subscribed to the service which had increased over the past 12 months. Neighbouring Authorities were charging a similar fee and Torridge District Council was proposing to increase their fees to £50 in the 2023/24 year. The proposed increase would bring the fee in line with other neighbouring Councils. If the fee was not increased, this would have a £98,000 financial impact on the Council. In 2017, the fee was £36 and the cost of the service was being subsidised. This fee was not increased for 4 years, therefore there were a number of years where the fee was under inflated.

In response to questions from the Committee, the Chief Executive advised the following:

- That an urgent decision had been recently been made to reduce the Pannier Market fees for up to a maximum four month period. It was proposed that a report would be presented at the Annual Council meeting as part of the review of the Constitution requesting that power be delegated to officers to take this decision ongoing.
- The Government had undertaken consultation a number of months ago on green waste services provided by Local Authorities. The results of the consultation had not yet been received.

RECOMMENDED:

(a) That there be a 2% increase in fees for 2022/23 financial year, for the following services:

- a. Allotments – Appendix A
- b. Trade Waste – Appendix C
- c. Cemetery fees – Appendix F
- d. Sports pitches – Appendix G
- e. Pre-application Planning fees – Appendix K

(b) That there be a 0% increase in fees for 2022/23 financial year, for the following service: a. Pannier Market Charges – Appendix H

(c) That the remaining fees be varied by the elements outlined in section 4.3 to 4.8 of the report.