



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

K. Miles  
Chief Executive.

To: All Members of the Council  
and Chief Officers

**NOTE: PLEASE NOTE THAT PRAYERS WILL BE SAID AT 6.25 P.M. PRIOR TO THE COUNCIL MEETING FOR ANY MEMBER WHO WISHES TO ATTEND**

### **COUNCIL MEETING**

**YOU ARE HEREBY SUMMONED** to attend a meeting of **NORTH DEVON COUNCIL** to be held in the Virtual - Online meeting on **WEDNESDAY, 13TH JANUARY, 2021 at 6.30 pm.**

A handwritten signature in black ink, appearing to read "K. Miles".

**Chief Executive**

### **AGENDA**

1. Virtual meetings procedure - briefing and etiquette  
Chair to report.
2. Apologies for absence
3. To approve as a correct record the minutes of the meeting held on 25 November 2020 (Pages 11 - 24)
4. Chair's announcements
5. Business brought forward by or with the consent of the Chair
6. To consider motions of which notice has been submitted by Members in accordance with Part 4, Council Procedure Rules, Paragraph 11 of the Constitution
  - (a) To consider the following notice of motion received by Councillor Pearson

"Humans have already caused irreversible climate change, the impacts of which are being felt in the UK and around the world. Global temperatures have increased by 1 degree Celsius from pre-industrial levels. Atmospheric CO<sub>2</sub> levels are above

400 parts per million (ppm) and continue to rise. This far exceeds the 350 ppm deemed to be a safe level for humanity. Without more significant and sustained action, the world is set to exceed the Paris Agreement's 1.5°C limit between 2030 and 2040. Therefore the current UK target of net zero by 2050 is not satisfactory. It is too little too late. The increase in harm caused by a rise of 2°C rather than 1.5°C is significant. This is described by the Intergovernmental Panel on Climate Change's Special Report on Global Warming of 1.5°C published in October 2018. According to the IPCC, limiting heating to 1.5°C may still be possible with ambitious action from national and sub-national authorities, civil society, the private sector and local communities. The costs of failing to address this crisis will far outstrip the investments required to prevent it. Investing now will bring many benefits in the form of good jobs, breathable cities and thriving communities.

**Council notes that**

1. This council has declared a climate and ecological emergency;
2. Many local authorities have established Citizens' Assemblies that are playing an important role in assisting them in their plans to achieve net zero by 2030 or before; and that
3. There is a Bill before Parliament—the Climate and Ecological Emergency Bill (published as the "Climate and Ecology Bill")—according to which the Government must develop an emergency strategy that:
  - a) requires that the UK plays its fair and proper role in reducing greenhouse gas emissions consistent with limiting global temperature increase to 1.5 degrees C above pre-industrial temperatures;
  - b) ensures that all the UK's consumption emissions are accounted for;
  - c) includes emissions from aviation and shipping;
  - d) protects and restores biodiverse habitats along overseas supply chains;
  - e) restores and regenerates the UK's depleted soils, wildlife habitats and species populations to healthy and robust states, maximising their capacity to absorb CO<sub>2</sub> and their resistance to climate heating;
  - f) sets up an independent Citizens' Assembly, representative of the UK's population, to engage with Parliament and Government and help develop the emergency strategy.

**Council therefore resolves to:**

1. Support the Climate and Ecological Emergency Bill
2. Inform the local media of this decision;
3. Write to local MPs, asking them to support the Bill; and
4. Write to the CEE Bill Alliance, the organisers of the campaign for the Bill, expressing its support ([campaign@ceebill.uk](mailto:campaign@ceebill.uk))."

(b) To consider the following notice of motion received by Councillor Mack:

"North Devon District Council fully supports the campaign to remove from sale cheap, polystyrene bodyboards. The council recognises the negative impact on the natural environment these types of bodyboards can have including the danger to wildlife and the ocean. We fully endorse renting, as opposed to purchasing, of a bodyboard for occasional personal use. We recognise the reduction in raw materials needed for manufacturing and understand the reduction in carbon footprint this also offers.

As a Council we commit to writing to all national supermarkets within our area requesting they immediately remove from sale cheap, polystyrene bodyboards.

We will, where feasible, support the zero charge hire of bodyboards to remove financial barriers in front of those facing financial hardship."

(c) To consider the following notice of motion received by Councillor Worden

The introduction of virtual meetings as a result of the coronavirus pandemic has proved to be a success and has brought many advantages. Initially some found it strange getting used to using Teams or Zoom but it has enabled the work of the Council to continue during difficult times. Councillors have quickly got used to the new etiquette and the debate is as lively and informative as ever.

On occasions face to face meetings would have been preferred but this council notes the advantages of being able to have remote meetings.

1. Many of North Devon's councillors live quite a distance from Barnstaple. For some it is an hour and a half round trip to attend a committee meeting. It isn't always easy, particularly during winter time to attend all the meetings because of inclement weather and work commitments. Often there are meetings in the morning, afternoon and evening with some time in-between. That time is not wasted if members are able to attend remotely from home.
2. NDC has declared a climate emergency and by attending meetings via Teams or Zoom we are not driving and using non-renewable resources but are cutting down on our carbon footprint – a priority of this council.
3. Virtual meetings have saved the council a considerable amount of money during this financial year as, for example, travel expenses have been very much reduced. As we are facing a significant short fall in funding for the foreseeable future any saving is helpful.
4. Councillors wish to attend the NDC committees but are also keen to attend meetings of the Parish Councils within their wards. Some are also County Councillors and inevitably there is often a clash of dates. This means that councillors have to choose which to attend. The result is less engagement with the District Council, or the County Council or the Parish Councils. Having remote meetings means that councillors can more easily attend most of the meetings, to the advantage of all the councils.
5. The engagement of the public and press has also generally increased (the exception probably being the planning committee). The level of reporting about council business has increased as physical meetings no longer attracted the local press due to cutbacks in their staff.
6. For some councillors who have work commitments, mobility issues or are carers remote meetings have been easier for them to attend. This may well help to attract a wider age range of potential councillors in future elections.

This Council would like to have the flexibility to hold remote and physical meetings. We recognise that some meetings are better dealt with physically and we also recognise that perhaps a hybrid model could also work successfully.

This Council resolves to:

1. Write to the Ministry of Housing, Communities and Local Government (MHCLG) urging that the temporary change to the meeting rules set out in the Local Government Act 1972 be made permanent so that after May we have the flexibility to hold meetings remotely or physically or by using a combination of the two.
2. Write to our M.P., the County Council and Parish Councils asking for support for this flexible approach to council meetings.
3. Once our request is successful to explore the use of technology to develop remote meetings even more in order to attract a wider audience.

(d) To consider the following notice of motion received by Councillor Leaver

Many of us will have spoken to residents over the last few months who have commented on how dramatically litter levels declined during the national lockdown. However, litter is again becoming a common issue in parks and on footpaths and cycleways. The council staff have been doing an amazing job of making sure that all our domestic waste and recycling continues to be collected. At the same time, the service has not been able to work at full capacity due to a number of waste and recycling staff testing positive for coronavirus, and teams have needed to self isolate to keep themselves, their families and residents safe. Therefore, all of us must play our part in preventing the build up of litter in our communities, which is not only unsightly but can present health risks.

North Devon Council is committed to tackling litter in our District and to working for cleaner streets and public spaces across our communities.

**Council notes that:**

- The Keep Britain Tidy Campaign offers local authorities the opportunity to become a member of a Network, which provides access to specialist advice and support.
- The campaign is also promoting a Love Parks campaign and a Charity Bin sponsorship scheme whereby the monies raised from recycling cans deposited in designated local authority bins is contributed to local charities.
- Several national supermarket chains are now operating trials of reverse vending machines, where customers are rewarded for returning used cans and bottles for recycling.
- The Government department DEFRA has also previously published a voluntary code for local businesses and local business partnerships to sign up to and reduce the litter that results from fast food businesses.
- Individuals and local groups such as Plastic Free North Devon have taken the initiative and organised a number of litter picks in parks, on the Tarka Trail and on beaches.

**Council recognises that:**

- Whilst we are committed to tackling litter in our District, and to working for cleaner streets and public spaces across our communities, we

- cannot do this alone.
- In the battle for cleaner streets and public spaces, we must involve the public and our business partners in a co-operative effort.
  - There are community champions and organisations commendably ‘doing their bit’ and we appreciate their efforts.
  - The Keep Britain Tidy and DEFRA initiatives provide extra opportunities and an extra incentive for members of the public and business partners to become actively engaged and empowered in tackling the litter which unless cleared blights our streets.
  - In doing their bit, residents and business help the Council to make the streets, beaches, parks and public amenities of North Devon cleaner and inviting to residents and visitors.

**Council resolves to:**

- Promote participation in litter prevention activities to members of the public, community, faith and youth groups, and businesses through our social media, website and existing email-outs to partners.
- Ask the Strategy & Resources Committee to examine the merits of becoming a local authority member of the Keep Britain Tidy Network, and identify which of the campaign’s initiatives, including Love Parks and Charity Bins, could be introduced in the District.
- Ask the Chief Executive to write to national supermarket chains with stores in this District asking them to consider North Devon as the location for a future trial of a reverse vending machines.
- Promote take up of the DEFRA voluntary code amongst our fast food businesses and local business partnerships and seek their sponsorship for the introduction of a Charity Bin scheme and for public education programmes.

7. Replies to any questions submitted by the Public and/or to receive Petitions under Part 4, Council Procedures Rules, Paragraphs 8 and 9 of the Constitution
8. Declarations of Interest  

**(NB. Members only need to re-declare any interests previously declared at Committee and Sub-Committee meetings if the item is discussed at Council).**
9. Chair's replies to any questions to Council by Members submitted under Part 4, Council Procedures Rules, Paragraph 10 of the Constitution
  - (a) To receive the following question by Councillor Henderson

“Can we urge this administration to use their time in power productively for the benefit of all the people of North Devon.

The recent announcement of £6.5m for Barnstaple is of course welcomed, but other key North Devon towns such as Ilfracombe and South Molton must be included on the radar for a slice of the recently announced £20m made available

by the Chancellors Levelling Up fund for 'local areas' to help their struggling economies.

Can the current administration please detail any specific plans for towns other than Barnstaple which they have in the pipeline. If none at present, will the current administration commit to working with the Town Councils of other North Devon towns alongside our MP to - in the words of the Chancellor, 'improve "the infrastructure of everyday life" (which can include projects such as funding for a new bypass, upgraded railway station, roadworks to cut traffic, more libraries, museums and galleries, or town centre improvements.)"

10. To agree the agenda between Part 'A' and Part 'B' (Confidential Restricted Information).

## **PART A**

11. **Report of the Leader of the Council** (Pages 25 - 28)

Report by Leader of the Council (attached).

12. **Questions by Members**

Questions to the Leader or the Chair of a Committee submitted under Part 4, Council Procedure Rules, paragraph 10.4 of the Constitution.

13. **Devon County Council/North Devon Council response to the Climate Declaration**

Lead Member for Climate Change to report.

14. **Council Tax Reduction Scheme 2021/22** (Pages 29 - 184)

Report by Head of Resources (attached) and minute extract of the Strategy and Resources Committee held on 7 January 2021 (to follow).

15. **Council Tax Base 2021/22** (Pages 185 - 188)

Report by Head of Resources (attached).

16. **Proposed Committee Timetable for 2021/2022** (Pages 189 - 200)

Report by Senior Corporate and Community Services Officer (attached)

17. **Minutes of Committees**

Council is recommended to note the schedule of Committee minutes and approve recommendations as listed below:

- (a) Building Control Joint Committee (Pages 201 - 206)

- (i) 12 November 2020

- (b) Harbour Board (Pages 207 - 214)
  - (i) 17 November 2020
- (c) Planning Committee (Pages 215 - 226)
  - (i) 11 November 2020
  - (ii) 9 December 2020
- (d) Strategy and Resources Committee (Pages 227 - 234)
  - (i) 7 December 2020
    - (A) Minute 229: Approval and Release of Section 106 Public Open Space Funds, Tawstock
    - (B) Minute 232: Interim Devon Climate Change Plan and North Devon Council Environmental Policy
  - (ii) 4 January 2021 (to follow)

**PART B (CONFIDENTIAL RESTRICTED INFORMATION)**

Nil.

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

5.01.21

## **GUIDANCE NOTES FOR RULES OF DEBATE AT MEETINGS OF COUNCIL**

Part 4, Council Procedure Rules of the Constitution

### **The basics**

At a meeting of Full Council, Members shall stand when speaking unless unable to do so and shall address the Chair.

While a Member is speaking, other Members shall remain seated unless rising for a point of order, a point of information or in personal explanation.

No speeches may be made after the mover had moved a proposal and explained the purpose of it until the motion has been seconded.

Unless notice of motion has already been given, the Chair may require it to be written down and handed to him before it is discussed.

When seconding a motion or amendment, a member may reserve their speech until later in the debate.

Speeches must be directed to the question under discussion or to be personal explanation or point of order.

A speech by the mover of a motion may not exceed 5 minutes without the consent of the Chair.

Speeches by other Members may not exceed 3 minutes without the consent of the Chair, unless when the Council's annual budget is under discussion, the leader of each political group on the Council may speak for up to 5 minutes or such longer period as the Chair shall allow.

### **The rules of Question Time**

At a meeting of the Council, other than the Annual meeting, a Member of the Council may ask the Leader or the chair of a committee any question without notice upon an item of the report of a committee when that item is being received or under consideration by the Council.



## **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 and a reminder will be issued at the commencement of virtual meetings.
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. In a virtual meeting the public will be excluded from the meeting while in Part B.
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. Public contributions to virtual meetings will be recorded, unless, at the Chair's discretion, recording is deemed inappropriate in accordance with point 2 above.
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 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**.

## **Meeting Etiquette Reminder for Members**

Members are reminded to:

- Join the meeting at least 10-15 minutes prior to the commencement to ensure that the meeting starts on time.
- Behave as you would in a formal committee setting.
- Address Councillors and officers by their full names.
- Do not have Members of your household in the same room.
- Be aware of what is in screen shot.
- Mute your microphone when you are not talking.
- Switch off video if you are not speaking.
- Only speak when invited to do so by the Chair.
- Speak clearly (if you are not using video then please state your name)
- If you're referring to a specific page, mention the page number.
- Switch off your video and microphone after you have spoken.
- The only person on video will be the Chair and the one other person speaking.
- Only use the Chat function to register that you wish to speak or to move or second a motion.

### **Virtual attendance by members of the public**

If members of the public wish to attend virtually, please contact Corporate and Community services on 01271 388253 or [memberservices@northdevon.gov.uk](mailto:memberservices@northdevon.gov.uk) by 12pm on the Monday preceding the meeting.