



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 G107, 1st Floor, South West Institute Development Building, Petroc, Barnstaple - Petroc College on **WEDNESDAY, 19TH JULY, 2023 at 6.30 pm.**

**Chief Executive**

### **AGENDA**

1. Apologies for absence
2. To approve as a correct record the minutes of the meeting held on 15 March 2023 and 18 May 2023 (attached) (Pages 11 - 24)
3. Chair's announcements
4. Business brought forward by or with the consent of the Chair
5. 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
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 from Councillor Walker

“Recycling centre changes and adverse effect on public and NDC waste and recycling services.

This Council notes recent changes at the Devon County Council provided waste and recycling centres that includes any sign written vehicle being classed as commercial. Many people only have one vehicle that is sign written for their business but also their private vehicle. If people are turned away from the recycling centre or not given the same access as private vehicle drivers their waste will end up in their black bin, which not only means that items that could be recycled end up in landfill, but unsuitable waste that may damage our waste and recycling vehicles is being placed in black bins. This could also lead to an increase in fly tipping.

This Council asks we write to Devon County Council to ask for this policy to be reversed and brings in the Government's frequent suggestion that DIY waste be accepted at no cost for householders."

7. 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).**

8. Chair's replies to any questions to Council by Members submitted under Part 4, Council Procedures Rules, Paragraph 10 of the Constitution
9. To agree the agenda between Part 'A' and Part 'B' (Confidential Restricted Information).

**PART A**

10. **LPA Commander Police Update**

Superintendent Toby Davies to report.

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. **Performance and Financial Management Quarter 4 2022-2023** (Pages 29 - 96)

Report by the Director of Resources and Deputy Chief Executive to the Strategy and Resources Committee on 3 July 2023 (attached).

(a) Report of the Policy Development Committee

To receive the report of the Policy Development Committee held on 6 July 2023 (to follow)

(b) Report of meeting of the Strategy and Resources Committee (Pages 97 -

98)

To receive the report of the Strategy and Resources Committee held on 3 July 2023 (attached).

14. **Annual Treasury Management Report 2022/23** (Pages 99 - 110)

Report by the Director of Resources and Deputy Chief Executive to the Strategy and Resources Committee on 3 July 2023 (attached).

(a) Report of the Policy Development Committee

To receive the report of the Policy Development Committee held on 6 July 2023 (to follow).

(b) Report of meeting of the Strategy and Resources Committee (Pages 111 - 112)

To receive the report of the Strategy and Resources Committee held on 3 July 2023 (attached).

15. **Private Water Supplies Fees amendment** (Pages 113 - 120)

Report by Environmental Health Manager (attached).

16. **Statutory Pay Policy 2023** (Pages 121 - 128)

Report by Head of Organisational Development (attached).

17. **Braunton Neighbourhood Plan** (Pages 129 - 196)

Report by Senior Planning Officer (attached).

18. **Local Authority Housing Fund (LAHF)** (Pages 197 - 202)

Report by Director of Resources and Deputy Chief Executive (attached).

19. **Strategic Grant 2023/24 - Ring and Ride and Shopmobility services** (Pages 203 - 206)

Report by Director of Resources and Deputy Chief Executive (attached).

20. **Appointment of Honorary Aldermen** (Pages 207 - 208)

Report by Chief Executive (attached).

21. **Outside Body Appointments - amendments**

(a) Bridge Trust

To consider the appointment of Councillor Haworth-Booth to replace Councillor R. Knight on the Bridge Trust for the life of Council and that attendance at meetings be an approved duty.

(b) North Devon Locality Committee

To consider the appointment of 2 Members to the North Devon Locality Committee rather than 3 Members for the life of Council and that attendance at meetings be an approved duty. (NOTE: At Annual Council on 18 May 2023, Councillors D. Knight, R. Knight and Spear were appointed to the Locality Committee).

(c) Fremington Quay Environment Group

Following a request from the Fremington Quay Environment Group, to consider the appointment of one Member to the Fremington Quay Environment Group and whether the appointment should be an approved duty.

(d) Rural Services Network

Following a request from the Rural Services Network, to consider the appointment of one Member and one Substitute Member to the Rural Services Network and whether the appointment should be an approved duty.

**22. Change of date of future Council meeting**

To consider whether to change the date of the meeting of Council that was scheduled to be held on Wednesday 27 September 2023 at 6.30 pm to be held on Wednesday 4 October 2023 at 6.30 pm instead due to the unavailability of Petroc as a venue for the meeting.

**23. Minutes of Committees**

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

(a) Governance Committee (Pages 209 - 230)

(i) 27 March 2023

(ii) 13 June 2023

a. Minute 6: Statement of Accounts

b. Minute 7: Draft Annual Governance Statement

(b) Joint Planning Policy Committee (Pages 231 - 238)

(i) 17 March 2023

(c) Licensing and Community Safety Committee (Pages 239 - 252)

(i) 7 March 2023

(ii) 13 June 2023

(iii) 4 July 2023

- (d) Planning Committee (Pages 253 - 274)
  - (i) 8 March 2023
  - (ii) 26 April 2023
  - (iii) 14 June 2023
- (e) Policy Development Committee
  - (i) 6 July 2023 (to follow)
- (f) Strategy and Resources Committee (Pages 275 - 298)
  - (i) 5 June 2023
    - a. Minute 11: A Housing Management Company
  - (ii) 3 July 2023

**PART B (CONFIDENTIAL RESTRICTED INFORMATION)**

Nil.

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

11.07.23

## **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. Members of the public that attend meetings must be aware that these meetings are open to the public and so therefore both individuals and the Council itself have the right to record the meeting. The Council understands that some members of the public attending its meetings may not wish to be filmed. The Chair of the meeting will make sure any request not to be filmed 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 Chair 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 recording should leave the room ensuring all recording equipment is switched off.
4. Any member of the public has the right not to be filmed. We ensure that agendas for, and signage at, Council meetings make it clear that recording can take place – anyone not wishing to be filmed must advise the Chair at the earliest opportunity to allow them to be directed to an area in the room where they will not be caught on camera. Subject to paragraphs 1, 2 and 3 above, audio recordings shall be permitted at all times during public meetings.
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](mailto:memberservices@northdevon.gov.uk) or the Communications Team on **01271 388278**, email [communications@northdevon.gov.uk](mailto:communications@northdevon.gov.uk).



Room G107 is located on the first floor of the South West Institute Development building at Petroc, Old Sticklepath Hill, Barnstaple, Devon EX31 2BQ. A lift is available to the first floor.

The following page shows a location plan of Petroc.

G Block on the plan indicates the South West Institute Development building.

### **Parking**

Point 5 on the plan indicates the short stay car park which is located adjacent to the South West Institute Development building which is free to park after 5.00 p.m.

### **Cycle Racks**

Covered cycle racks are located on the grassed area opposite Petroc's main reception, before the Lifestyle building.

### **Bus Routes**

Stops in **Sticklepath Hill** (East bound) bus service 310  
Wrey Arms (West bound) bus services 5B, 21, 21A, 21C, 62C, 322, 386, 646, 815, 821, 903, 921  
([Sticklepath, Barnstaple – Bus Times](#))

### **Fire evacuation procedures**

Fire evacuation procedures - Upon hearing a constant 2-tone alarm, please leave the building via your nearest marked fire exit and make your way to the nearest assembly point which is the short stay car park (Point 5 on the map). Lifts are not to be used. Please do not take time to pick up personal belongings and leave the building promptly.

