



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, 17TH JANUARY, 2024 at 6.30 pm.**

A handwritten signature in black ink, appearing to read 'K. Miles', is written over a light blue horizontal line.

**Chief Executive**

### **AGENDA**

1. Apologies for absence
2. To approve as a correct record the minutes of the meeting held on 22 November 2023 (attached) (Pages 11 - 22)
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 from Councillor Maskell

“The Bus Station in Barnstaple is especially important, as North Devon has a large rural hinterland and buses coming into the town may have been travelling for over an hour. Passengers may also be making an onward journey on a connecting

service, and the ability to use the toilet facilities is essential. They may also have to wait for lengthy periods for those connections and it is important that they are able to sit somewhere warm whilst they wait. By not operating these facilities we are also disadvantaging the elderly, and those with medical and mobility needs, at a time when the £2 bus fare has been extended to supposedly improve access for all.

We are seeing other improvements at the Bus Station as Devon County Council are currently refurbishing the stands, replacing the signs and have plans for real time information for passengers. Although Barnstaple Town Council have an interest in using the building as a community hub those plans do not seem to be progressing due to financial constraints and the cost of refurbishment. We could look at an option to let the café space to a coffee franchise which would generate an income, whilst ensuring that a café and toilets are provided at little or no cost to the council. If the Town Council wish to use the remaining space for a community hub this could still be an option.

It has now been two years since the Bus Station facilities were closed and this council recognises that they should be reopened as soon as possible.

Therefore, Council:

1. Commits to re-opening the Bus Station within the next two months or set a reasonable time frame.
2. Commits to look at commercial options for a coffee franchise to run a café at the station with a toilet facility.
3. Commits to retaining the Bus Station facilities for future generations.”

(b) To consider the following notice of motion from Councillor Wilson

“City of Sanctuary UK is a national movement to ensure the UK is a welcoming place of safety for all people fleeing violence and persecution.

This motion recognises that people seeking sanctuary not only need to have their basic needs met but also deserve our compassion and support. North Devon Council is already central in supporting Government-led refugee relocation programmes in our communities, partnering with the Home Office, Ministry of Defence, DHLUC and local charities to deliver resettlement through: Homes for Ukraine; the Afghan Relocations and Assistance Policy (ARAP); the UKRS Community Sponsorship scheme, and the Afghan Citizens' Resettlement Scheme (ACRS).

In becoming a member of the City of Sanctuary network, North Devon Council will benefit from the sharing of best practice, resources and initiatives amongst a national network.

Becoming a member of the City of Sanctuary network will signal an ongoing commitment within North Devon Council towards spreading a culture of

compassion and welcome to migrants and refugees, both across its operations and out into our communities.

Consequently, the Council resolves to:

1. Join the City of Sanctuary Local Authority Network.
2. Work to implement the City of Sanctuary pledges through its actions and policies, and with its partners in the statutory and voluntary sectors.
3. Consider working towards the full City of Sanctuary award.
4. Acknowledge the contribution of refugees and people seeking sanctuary in North Devon.”

7. **Declarations of Interest**

Please telephone the Corporate and Community Services team to prepare a form for your signature before the meeting. Interests must be re-declared when the item is called. A declaration of interest under the Code of Conduct will be a Disclosable Pecuniary Interest, an Other Registrable Interest or a Non-Registrable Interest. If the item directly relates to your interest you must declare the interest and leave the room for the item, save in the case of Other Registrable Interests or Non-Registrable Interests where you may first speak on the item as a member of the public if provision has been made for the public to speak. If the matter does not directly relate to your interest but still affects it then you must consider whether you are affected to a greater extent than most people and whether a reasonable person would consider your judgement to be clouded, if you are then you must leave the room for the item (although you may speak as a member of the public if provision has been made for the public to speak) or, if you are not, then you can declare the interest but still take part).

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. **Report of the Leader of the Council** (Pages 23 - 24)

Report by Leader of the Council (attached).

11. **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.

12. **Statement of Accounts 2022/23**

(a) Report by Chief Financial Officer (attached) (Pages 25 - 128)

Chair of the Governance Committee to report the recommendations of the Governance Committee held on 9 January 2024 (to follow).

(b) **Annual Governance Statement 2022/23** (Pages 129 - 176)  
Report by Head of Governance (attached) and to consider the recommendation of the Governance Committee held on 13 June 2023 (attached).

(c) **Letter of Representation on behalf of the Council** (attached) (Pages 177 - 182)

It is RECOMMENDED “that the letter of representation on behalf of the Council be approved and signed by the Chief Financial Officer”. To consider the recommendation of the Governance Committee held on 9 January 2024 (to follow).

13. **Council Tax Base 2024/25** (Pages 183 - 186)

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

14. **Polling District and Place Review 2023** (Pages 187 - 210)

Report by Head of Governance to the Governance Committee on 9 January 2024 (attached). Minute extract of the Governance Committee held on 9 January 2024 (to follow).

15. **Proposed Committee Timetable for 2024/2025** (Pages 211 - 224)

Report by Senior Corporate and Community Services Officer (attached).

16. **Update to Part 4 of the Constitution** (Pages 225 - 276)

Report by Senior Solicitor and Monitoring Officer (attached).

17. **Appointments to Committee 2023/24**

To consider and approve changes to appointments of Members to the following Committee for 2023/24:

(a) **Strategy and Resources Committee**

To consider the appointment of Councillor Milton to replace Councillor Biederman on the Strategy and Resources Committee for 2023/24.

19. **Minutes of Committees**

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

(a) **Governance Committee** (Pages 277 - 286)

(i) 14 November 2023

a. Minute 43: Update to Delegated Powers in the Constitution

- (b) Licensing and Community Safety Committee (Pages 287 - 294)
  - (i) 14 November 2023
    - a. Minute 20: Functions and Structure of Community Safety in North Devon
  
- (c) Strategy and Resources Committee (Pages 295 - 306)
  - (i) 4 December 2023
    - a. Minute 70 (c) and (d): Future High Street Fund – Budget Position
  - (ii) 8 January 2024 (to follow)
    - a. Council Tax Reduction Scheme
    - b. Council Tax Discounts and Premiums
  
- (d) Planning Committee (Pages 307 - 310)
  - (i) 13 December 2023

**PART B (CONFIDENTIAL RESTRICTED INFORMATION)**

Nil.

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

9.01.24

## **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.

