



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 Barum Room - Brynsworthy on **WEDNESDAY, 21ST FEBRUARY, 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 17 January 2024 (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
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. **Report of the Leader of the Council** (Pages 23 - 24)  
Report by Leader of the Council (attached).
11. **Devon and Torbay Devolution Officer** (Pages 25 - 60)  
Report by Chief Executive (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 Q3 2023-24** (Pages 61 - 122)  
Report by the Director of Resources and Deputy Chief Executive to the Strategy and Resources Committee on 6 February 2024 (attached).
  - (a) Report of the Policy Development Committee  
To receive the report of the Policy Development Committee held on 12 February 2024 (to follow).
  - (b) Report of meeting of the Strategy and Resources Committee (Pages 123 - 124)  
To receive the report of the Strategy and Resources Committee held on 5 February 2024 (attached).
14. **Fees and Charges 2024-25** (Pages 125 - 196)  
Report by the Director of Resources and Deputy Chief Executive to the Strategy and Resources Committee on 5 February 2024 (attached).
  - (a) Ilfracombe Harbour Charges Review 2024-25 (Pages 197 - 198)  
To consider the recommendation of the meeting of the Harbour Board held on 6 February 2024 (attached).
  - (b) Report of the Policy Development Committee  
To receive the report of the Policy Development Committee held on 12 February 2024 (to follow).

- (c) Report of meeting of the Strategy and Resources Committee (Pages 199 - 200)

To receive the report of the Strategy and Resources Committee held on 5 February 2024 (attached).

15. **Revenue Budget 2024-25, Capital Programme and Medium Term Financial Strategy 2024-25 to 2029-30** (Pages 201 - 236)

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

- (a) Report of the Policy Development Committee

To receive the report of the Policy Development Committee held on 12 February 2024 (to follow).

- (b) Report of meeting of the Strategy and Resources Committee (Pages 237 - 238)

To receive the report of the Strategy and Resources Committee held on 5 February 2024 (attached).

16. **Treasury Management Strategy Statement 2024/25** (Pages 239 - 268)

Report by the Head of Governance to the Strategy and Resources Committee on 5 February 2024 (attached).

- (a) Report of the Policy Development Committee

To receive the report of the Policy Development Committee held on 12 February 2024 (to follow).

- (b) Report of the Strategy and Resources Committee (Pages 269 - 270)

To receive the report of the Strategy and Resources Committee held on 5 February 2024 (attached).

17. **10 Year Capital Strategy 2024 to 2034** (Pages 271 - 282)

Report by the Director of Resources and Deputy Chief Executive to the Strategy and Resources Committee on 5 February 2024 (attached).

- (a) Report of the Policy Development Committee

To receive the report of the Policy Development Committee held on 12 February 2024 (to follow).

- (b) Report of meeting of the Strategy and Resources Committee (Pages 283 - 284)

To receive the report of the Strategy and Resources Committee held on 5 February 2024 (attached).

18. **Council Tax Resolutions 2024/25** (Pages 285 - 294)  
Report by Director of Resources and Deputy Chief Executive (attached).
19. **Corporate Plan** (Pages 295 - 302)  
Report by Chief Executive (attached).
20. **Appointment of Co-opted Independent Member to Governance Committee**  
(Pages 303 - 310)  
Report by Director of Resources and Deputy Chief Executive (attached).
21. **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 311 - 318)
    - (i) 25 January 2024
  - (b) Governance Committee (Pages 319 - 328)
    - (i) 9 January 2024
      - i. Minute 53: Letter of Representation (NOTE: This recommendation was adopted by Council on 17 January 2024)
      - ii. Minute 59: Polling District and Place Review 2023 (NOTE: This recommendation was adopted by Council on 17 January 2024)
  - (c) Harbour Board (Pages 329 - 338)
    - (i) 6 February 2024
      - a. Minute 36: Marine Safety Plan
  - (d) Joint Planning Policy Committee (Pages 339 - 346)
    - (i) 8 December 2023
  - (e) Planning Committee (Pages 347 - 352)
    - (i) 10 January 2024
  - (f) Policy Development Committee (Pages 353 - 370)
    - (i) 11 January 2024
    - (ii) 12 February 2024 (to follow)
  - (g) Strategy and Resources Committee (Pages 371 - 388)
    - (i) 5 February 2024

- a. Minute 87: Approval and Release of S106 Public Open Space Funds – Barnstaple, South Molton and Tawstock (NOTE: That it be noted that there was an error in the report and therefore “it is RECOMMENDED that the minute be amended to that Council vary the capital programme by £358,019.97 and not £405,112.32 as stated in the minutes”. The minutes of this meeting will be amended at the next meeting of the Committee on 4 March 2024)
- b. Minute 93 (b) and (c): Town Centre Hub

**PART B (CONFIDENTIAL RESTRICTED INFORMATION)**

Nil.

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

13.02.24

## **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.

