

Council

A MEETING of the **MID DEVON DISTRICT COUNCIL** will be held in the Phoenix Chambers, Phoenix House, Tiverton on Wednesday, 17 July 2024 at 6.00 pm

ALL MEMBERS of the **COUNCIL** are summoned to attend for the purposes of transacting the business specified in the Agenda which is set out below:

[The next meeting is scheduled to be held in Tiverton on Wednesday, 4 September 2024 at 6.00 pm]

Please Note: this meeting will take place at Phoenix House and members of the Public and Press are able to attend via Teams. If you are intending to attend in person please contact the committee clerk in advance, in order that numbers of people can be appropriately managed in physical meeting rooms.

The meeting will be Hybrid and an audio recording made and published on the website after the meeting.

[CLICK HERE TO JOIN THE MEETING](#)

Meeting ID: 358 320 748 764

Passcode: Qhdykq

STEPHEN WALFORD

Chief Executive

9 July 2024

A G E N D A

Members are reminded of the need to make declarations of interest prior to any discussion which may take place

- 1 **Apologies**
To receive any apologies for absence.
- 2 **Public Question Time**
To receive any questions and or statements relating to any items of the Council powers/ duties or which otherwise affects the District and items on the agenda from members of the public.
- 3 **Declarations of Interest under the Code of Conduct**
To record any interests on agenda matters.
- 4 **Previous Minutes held on the 22 May 2024 (Pages 9 - 16)**
To consider whether to approve the minutes as a correct record of the meeting held on 22nd May 2024.
- 5 **Chairs Announcements**
To receive any announcements which the Chair of the Council may wish to make.
- 6 **Short Address from Devon Young Carers**
To receive a short address from Devon Young Carers.
- 7 **Petitions**
To receive any petitions from members of the public.
- 8 **Notices of Motions**
To receive any notices of motions.
- 9 **Cabinet- Reports of the Minutes of meeting held between April 2024- June 2024 (Pages 17 - 400)**
To receive and consider the reports, minutes and recommendations of the recent meetings as follows:

1. Cabinet

- 4th June 2024

(Recommendation to Full Council)

Cabinet **RECOMMEND TO FULL COUNCIL** the approval of the revised Complaints and Feedback Policy

Cabinet **RECOMMEND TO FULL COUNCIL** to approve the actual 2023/24 prudential and treasury indicators in this report.

- 9th July 2024- Minutes to follow
(Recommendation to Full Council)

Cabinet **RECOMMEND TO FULL COUNCIL** the review of the draft Corporate Plan 2024-28, Appendix 1, and recommend any alterations before it is presented to Council on 17 July 2024;

[Draft Corporate Plan](#)

[Appendix 1 Corporate Plan](#)

[Appendix 2- amendments proposed by the PDG's](#)

2. Scrutiny Committee

- 15th April 2024
(Recommendation Motion 564 Inclusion and Diversity to Full Council)

2. **Recommendation:** The findings strengthen the case for further experiential training for Chairs and Vice Chairs.

3. **Recommendation:** A change in rules to allow voting by online participants in a meeting improved access for some Councillors. This may be particularly relevant to improve the potential for parents or carers to attend, as well as those with mobility problems and those at the greatest distances, particularly in the evening. It would also reduce costs and carbon emissions. The Working Group noted that the Local Government Association had campaigned for this change. The Scrutiny Committee recommend that the Council advocate for this change and lobby the government to introduce it.

4. **Recommendation:** The Scrutiny Committee believed that the work of this Working Group had concluded and recommended that the subject of Inclusion and Diversity with regard to removing obstacles to becoming a Councillor be added to the Policy Framework or the Scrutiny Work Plan to be considered annually.

5. **Recommendation:** The Scrutiny Committee recommend that those considering standing for elections be warned about the unpredictable time demands for working with residents' issues and Town & Parish Councils. This may be something for the Political Groups to consider.

The Scrutiny Committee **RECOMMENDED** paragraphs 2, 3, 4 & 5 above to Full Council

- 17th June 2024

3. Audit Committee

- 30th April 2024
- 25th June 2024

4. Community, People and Equality Policy Development Group

- 25th June 2024

5. Economy and Asset Policy Development Group

- 20th June 2024

6. Homes Policy Development Group

- 11th June 2024

7. Planning Environment and Sustainability Policy Development Group

- 18th June 2024

8. Service Delivery and Continuous Improvement Policy Development Group

- 24th June

9. Planning Committee

- 10th April 2024
- 8th May 2024
- 12th June 2024

10. Licensing Committee

- 28th June 2024

11. Regulatory Committee

- 28th June 2024

(Recommendation to Full Council)

Regulatory Committee approved the draft proposed policy attached as Annex A and **RECOMMENDED** its adoption to Full Council in July 2024,

with a proposed implementation date from 1st September 2024.

12. Standards Committee

- 19th June 2024

10 **Permanent Pavement Licensing Provisions** (*Pages 401 - 406*)
To consider the report from the Head of Housing and Health on the Permanent Pavement Licensing Provisions.

11 **Appointments to Outside Bodies**
To consider the appointment to outside bodies for Council for the Protection of Rural England (CPRE) and seek one representative to the position available and seek one representative to Devon Countryside Access Forum.

12 **Seating Allocation** (*Pages 407 - 408*)
To consider the seat allocation report

It is recommended:

- a) That the Council approve the allocation of seats on Committees and other Council Bodies as shown on the schedule;
- b) That Members be appointed to Committees in accordance with the names notified to the Chief Executive by each of the Political Groups represented on the Council, to give effect to the approved allocation of seats in (a) above;
- c) That Members also be appointed to Working Groups and other Internal Bodies in accordance with the names notified to the Chief Executive by each of the Political Groups represented on the Council, to give effect to the approved allocation of seats in (a) above;
- d) That the Chief Executive be authorised to make changes to membership of Committees, Working Groups and other Internal Bodies as may be notified to him from time to time by the relevant Political Group to which those seats have been allocated by the Council.
- e) That the appointments to seats remaining to be filled by ungrouped Members shall be made at this meeting.

13 **Questions in accordance with Procedure Rule 11**
To deal with any questions raised pursuant to Procedure Rule 11 not already dealt with during the relevant Committee reports.

14 **Special Urgency Decisions**

To note any decisions taken under Rule 16 (of the Constitution) Special Urgency –

15 **Questions to Cabinet Members**

To receive answers from the Cabinet Members to questions on their portfolios from other Members.

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16 **Members Business**

To receive any statements made and notice of future questions by Members.

Note: the time allowed for this item is limited to 15 minutes.

Guidance notes for meetings of Mid Devon District Council

From 7 May 2021, the law requires all councils to hold formal meetings in person. The Council will enable all people to continue to participate in meetings via Teams.

If the Council experience technology difficulties at a committee meeting the Chairman may make the decision to continue the meeting 'in-person' only to conclude the business on the agenda.

1. Inspection of Papers

Any person wishing to inspect minutes, reports, or the background papers for any item on the agenda should contact Democratic Services at Committee@middevon.gov.uk

They can also be accessed via the council's website [Click Here](#)

Printed agendas can also be viewed in reception at the Council offices at Phoenix House, Phoenix Lane, Tiverton, EX16 6PP.

2. Members' Code of Conduct requirements

When considering the declaration of interests and their actions as a councillor, Members are reminded of the requirements of the Members' Code of Conduct and the underpinning Principles of Public Life: Honesty; Integrity; Selflessness; Objectivity; Accountability; Openness; Leadership.

The Code of Conduct can be [viewed here](#):

3. Minutes of the Meeting

Details of the issues discussed, and recommendations made at the meeting will be set out in the minutes, which the Committee will be asked to approve as a correct record at its next meeting. Minutes of meetings are not verbatim.

4. Public Question Time

Residents, electors or business rate payers of the District wishing to raise a question and/or statement under public question time are asked to provide their written questions to the Democratic Services team by 5pm three clear working days before the meeting to ensure that a response can be provided at the meeting. You will be invited to ask your question and or statement at the meeting and will receive the answer prior to, or as part of, the debate on that item. Alternatively, if you are content to receive an answer after the item has been debated, you can register to speak by emailing your full name to Committee@middevon.gov.uk by no later than 4pm on the day before the meeting. You will be invited to speak at the meeting and will receive a written response within 10 clear working days following the meeting.

Notification in this way will ensure the meeting runs as smoothly as possible

5. Meeting Etiquette for participants

- Only speak when invited to do so by the Chair.
- If you're referring to a specific page, mention the page number.

For those joining the meeting virtually:

- Mute your microphone when you are not talking.
- Switch off your camera if you are not speaking.
- Speak clearly (if you are not using camera then please state your name)
- Switch off your camera and microphone after you have spoken.
- There is a facility in Microsoft Teams under the ellipsis button called "turn on live captions" which provides subtitles on the screen.

6. Exclusion of Press & Public

When considering an item on the agenda, the Committee may consider it appropriate to pass a resolution under Section 100A (4) Schedule 12A of the Local Government Act 1972 that the press and public be excluded from the meeting on the basis that if they were present during the business to be transacted there would be a likelihood of disclosure of exempt information, as defined under the terms of the Act. If there are members of the public and press listening to the open part of the meeting, then the Democratic Services Officer will, at the appropriate time, ask participants to leave the meeting when any exempt or confidential information is about to be discussed. They will be invited to return as soon as the meeting returns to open session.

7. Recording of meetings

All media, including radio and TV journalists, and members of the public may attend Council, Cabinet, PDG and Committee meetings (apart from items Media and Social Media Policy - 2023 page 22 where the public is excluded) you can view our Media and Social Media Policy [here](#). They may record, film or use social media before, during or after the meeting, so long as this does not distract from or interfere unduly with the smooth running of the meeting. Anyone proposing to film during the meeting is requested to make this known to the Chairman in advance. The Council also makes audio recordings of meetings which are published on our website [Browse Meetings, 2024 - MIDDEVON.GOV.UK](#).

8. Fire Drill Procedure

If you hear the fire alarm you should leave the building by the marked fire exits, follow the direction signs and assemble at the master point outside the entrance. Do not use the lifts or the main staircase. You must wait there until directed otherwise by a senior officer. If anybody present is likely to need assistance in exiting the building in the event of an emergency, please ensure you have let a member of Democratic Services know before the meeting begins and arrangements will be made should an emergency occur.

9. WIFI

An open, publicly available Wi-Fi network is normally available for meetings held in the Phoenix Chambers at Phoenix House.