

A MEETING of the **MID DEVON DISTRICT COUNCIL** will be held in the Phoenix Chambers, Phoenix House, Tiverton on Wednesday, 23 April 2025 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, 7 May 2025 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

[To join the meeting online, click here](#)

Meeting ID: 387 590 166 475

Passcode: hThfzt

STEPHEN WALFORD
Chief Executive

15 April 2025

AGENDA

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

1 Councillor Mr Frank Letch MBE

In memory of Councillor Mr Frank Letch MBE, a minute's silence will take place.

2 Apologies

To receive any apologies for absence.

3 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.

4 Declarations of Interest under the Code of Conduct

To record any interests on agenda matters.

5 Minutes (Pages 9 - 27)

To consider whether to approve the minutes as a correct record of the meeting held on 19 February and 12 March.

6 Chair's Announcements

To receive any announcements which the Chair of the Council may wish to make.

7 Petitions

To receive any petitions from members of the public.

8 Notices of Motions

To receive any notices of motions.

9 Reports- Minutes of the meetings held between 11 February and 15 April 2025

To receive and consider the reports, minutes and recommendations of the recent meetings as follows:

10 Cabinet- Reports of the minutes of the meetings held on the 4 March and 1 April 2025 (Pages 27 - 295)

4 March 2025 (Pages 27- 140)

(Recommendations to Full Council)

1. Policy Framework Report

Cabinet **RECOMMENDS** to Full Council that the Policy Framework be adopted.

2. Pay Policy Report

Cabinet **RECOMMENDS** to Full Council that the Pay Policy and appendices be approved.

3. Mid Devon Housing (MDH) Right to Buy Policy

Cabinet **RECOMMENDS** to Full Council that the Right to Buy Policy and Equality impact assessment contained in annexes A and B respectively as recommended by the Homes Policy Development Group be adopted.

4. Mid Devon Housing (MDH) Safeguarding Adults, Children and Young People Policy.

Cabinet **RECOMMENDS** to Full Council that the Mid Devon Housing (MDH) Safeguarding Adults at Risk, Children and Young People Policy and Equality impact assessment contained in annexes A and B respectively as recommended by the Homes Policy Development Group be adopted.

1 April 2025 (Pages 141-295)
(Recommendations to Full Council)

1. Artificial Intelligence Policy

Cabinet **RECOMMENDS** to Full Council that the Draft Artificial intelligence Policy be approved.

2. Willand Neighbourhood Plan

Cabinet **RECOMMENDS** to Full Council

The Willand Neighbourhood Plan (Appendix 1) is 'made' (adopted) and brought into force as part of the statutory development plan for the Willand area;

The Willand Neighbourhood Plan Adoption Decision Statement (Appendix 2) is published to meet the publicity requirements in the Regulations.

11 Scrutiny Committee- Reports of the Minutes of the meetings held on 17 February and 17 March 2025 (Pages 297 - 325)

17 February 2025 (Pages 297-305)

17 March 2025 (Pages 307-325)

- 12 **Audit Committee- Reports of the Minutes of the meetings held on 25 March 2025** (Pages 327 - 480)

25 March 2025 (Pages 327- 480)
(Recommendations to Full Council)

1. Review and Revisions of the Financial Regulations

Audit Committee **RECOMMENDS** to Full Council that the revisions to the Financial Regulations are approved.

- 13 **Community, People and Equalities Policy Development Group - Reports of the Minutes of the meetings held on 25 March 2025** (Pages 481-491)

25 March 2025 (Pages 481-491)

- 14 **Economy and Assets Policy Development Group- Reports of the Minutes of the meetings held on 6 March 2025** (Pages 493-498)

6 March 2025 (Pages 493-498)

- 15 **Homes Policy Development Group- Reports of the Minutes of the meetings held on 18 March 2025** (Pages 499-510)

18 March 2025 (Pages 499-510)

- 16 **Planning, Environment and Sustainability Policy Development Group- Reports of the Minutes of the meetings held on 11 March 2025** (Pages 499-510)

11 March 2025 (Pages 511-517)

- 17 **Service Delivery and Continuous Improvement Policy Development Group- Reports of the Minutes of the meetings held on 10 March 2025** (Pages 519-524)

10 March 2025 (Pages 519-524)

- 18 **Planning Committee- Reports of the Minutes of the meetings held on 12 March** (Pages 525-537)

12 March 2025 (Pages 525-537)

- 19 **Annual Reports of Audit Committee, Scrutiny Committee and the Policy Development Groups** (Pages 537 - 552)

To receive the Annual reports (attached) of the Audit Committee, Scrutiny Committee and the five Policy Development Groups.

20 **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.

21 **Special Urgency Decisions**

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

22 **Questions to Cabinet Members**

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

23 **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 Members of Mid Devon District Council

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

- Only speak when invited to do so by the Chair.
- If you're referring to a specific page, mention the page number.
- Press your Microphone button and wait for the camera to position and then speak.
- Please ensure your mobile phones are on silent and only used in emergencies.
- Please ensure only Council business is being conducted on your devices at all times.
- Please ensure as members you are presentable at all times.

For those joining the meeting virtually:

- Mute your microphone when you are not talking.
- Switch off your camera if you are not speaking. (Please ensure you are presentable at all times whilst on camera and positioned in presentable place)
- 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.

9. WIFI

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