

**Minutes of the Berrynarbor Parish Council Meeting
Held on Tuesday 11th December 2018 at 7pm at Manor Hall,
Berrynarbor**

Present: Cllrs A Stanbury (Chairman), Mrs S Barten, A Coppin, Mrs J Fairchild, D Kennedy and Mrs D Reynolds
Mrs V Woodhouse, Parish Clerk
Cllrs Mrs Y Gubb and J Lovering North Devon Council
Cllr Miss A Davis, Devon County Council

7 Members of the public

1812/01 **Apologies:**
Cllr Mrs G Bacon, Mrs J Beer and Mrs C White

1812/02 **Declarations of Interest**
Cllr Mrs Fairchild declared a Personal Interest in Item 1812/06 Application 65665 as the applicant is a friend.

1812/03 **Public Participation Period**
A member of the public again raised concerns that the Parish Council is discussing some items involving significant amounts of money and items do not reappear on the Agenda and can get lost, he again asked the Council to consider a need for a Matters Arising Item on the Agenda.

1812/04 **To approve and sign the Minutes of the Berrynarbor Parish Council meeting held on Tuesday 13th November 2018**
Copies were circulated prior to the meeting. It was **resolved**, with no votes to the contrary, to approve and sign the minutes of the meeting held on the 13th November 2018 as a correct record. Cllr Stanbury duly signed the minutes.

1811/05 **To receive reports from:**

- Police
The newsletter was circulated prior to the meeting.
- County Councillor Miss A Davis
The report was circulated prior to the meeting and is attached as Appendix One. Cllr Miss Davis confirmed that following the letter brought to the last Parish Council meeting the County Council had not undertaken any hedge cutting in Barton Lane, therefore, the issue should be progressed with the landowner.
- District Councillors Mrs Y Gubb & J Lovering
Cllr Mrs Gubb informed members of the Christmas and New Year dates for the waste and recycling collections and the conservation work that would be carried out to Hillsborough in Ilfracombe.

Cllr Lovering reported that the Pannier Market in Barnstaple would be hosting Christmas markets and late-night shopping on Thursdays, and updated members on the management of the theatres where a new contract has been awarded for 10 years following a successful tender process. Cllr Lovering also provided an update on the purchase of housing for homeless people in Barnstaple which will be cheaper in the long run than housing in nearby hotels and the Travelodge.

- Play Area Inspections – Cllr Mrs J Beer
Nothing to report.

- Manor Hall – Cllr J Fairchild
Cllr Mrs Fairchild reported that the Manor Hall is suffering from wet rot and works would be carried out in the New Year which may mean the closure of the hall for up to two weeks. Cllr Mrs Fairchild further reported that the fence between the Manor Hall and Play Area requires some repair work and it was agreed to investigate the ownership and responsibility for repairs to the fence.
- Footpaths – Mrs J Fairchild
Cllr Mrs Fairchild reported that the post on the footpath had been repaired.
- Dog Exercise Area – Cllr Mrs White
It was noted that the gate had been repaired, however, it would require replacement and quotations would be sought.
- Meetings/Events attended by Councillors/Clerk
None.

1812/06

Planning and Planning Correspondence

Planning Applications: to consider Planning Applications received to date.

65665 Conversion of rural building to dwelling (amended plans)

Location: Land off Bridswell Lane, Berrynarbor

Applicant/Agent: Mr and Mrs Bowden

It was **resolved**, no votes to the contrary, to recommend APPROVAL.

Planning Decisions: The Planning Authority has given Approval for:

64718 Retrospective application for extension and alterations to dwelling together with landscaping works at Oaklands, Newberry Close, Berrynarbor, Ilfracombe

65674 Demolition of conservatory and erection of extension at Besshill, 14 Hagginton Hill, Berrynarbor, Ilfracombe

It was **resolved**, with no votes to the contrary, to note the above.

1812/07

Matters to Note (correspondence is available from the Clerk unless otherwise stated)

- Completion of Monthly Defibrillator report
- DALC November Newsletter
- ICO Renewal as a Data Controller
- Registration with ICO by Local Councillors (information enclosed for Cllrs)
- Correspondence from Devon & Cornwall Police relating to Parish Councillors Register of Interests (copy has already been circulated)
- Workplace Pensions – Update
- Clerks & Councils Direct, November 18
- Correspondence received relating to the tree in the Recreation Field (copies have already been circulated)
- Thank you letter from Citizens Advice for donation
- Delay to erection of fencing in the Recreation Field due to weather conditions
- Submission of valid application for nomination of Asset of Community Value (copy enclosed for Cllrs)

It was **resolved**, with no votes to the contrary, to note the information.

1812/08

To approve payments and receipts to date and receive budget review

The following payments were received:

Payments 14th November 2018 – 11th December 2018

Clerk's December Salary	£310.10 (Net)
Expenses: Mileage 11/12/2018 39 miles @ 0.45	=£17.55
Printer Ink	£21.59
Total:	£349.24
HMRC PAYE	£77.40
Toilet Cleaning November	£100
WesternWeb, set up encryption	£90
Leafwood, Christmas Tree	£150
Berrynarbor Manor Hall Trust	£132
Royal British Legion, Poppy Appeal	£50
Citizens Advice	£50
Payments total:	£998.64

Receipts 14th November 2018 – 11th December 2018

Interest	£0.74
Receipts total:	£0.74

It was **resolved**, with no votes to the contrary, to approve the above payments and receipts.

1812/09

To consider adding a members' secure area to the Council's website for circulation of documents including confidential documents

Members considered adding a members' secure area to the Council website. It was noted that the website provider can set up a page on the website which is a secure area for the Clerk to upload documents in PDF format. Councillors will be given a password and username (the same for all Councillors) which can be changed at any time to access these documents. The secure area will enable the Clerk to disseminate documents, especially confidential documents, to the council in a controlled, password protected environment and help towards compliance with the General Data Protection Regulations. The cost for the setup of the page would be £90 + VAT.

It was **resolved**, with no votes to the contrary, to agree to adding a Members' secure area to the Council website.

1812/10

To receive updated costings, delivery procedure and costs of installation for replacement of Bus shelter on A399

Members were informed that the Council had agreed to the purchase of a "Heritage" wooden bus shelter, upon receiving the details for installation it was noted that the bus shelter would be supplied flat packed which would add a considerable cost to the installation and difficulties with liability should there be an issue following erection and installation. The Chairman raised concerns about the authenticity of the company and the shelter itself and asked members to consider the purchase of an "Eaton" wooden bus shelter from Littlethorpe which was exactly the same size and design as the "Heritage" but considerably cheaper to purchase, supplied ready made for installation and provided excellent customer service along with a five year anti-graffiti and fire warranty. It was noted that permission from Devon County Council to change the company supplying the shelter had been sought and quotations for installation received. It was **resolved**, with no votes to the contrary, to proceed with the purchase of an "Eaton" wooden bus shelter from Littlethorpe subject to the approval of Devon County Council and proceed with the cheapest most appropriate cost for installation.

1812/11

To consider donation towards Berrynarbor Pre-school

It was noted that the pre-school was still awaiting the return of its accounts and it

was **resolved**, with no votes to the contrary, to defer consideration of the item.

- 1812/12 **To consider replacement of hand drier in the public toilets** (item requested by Cllr Mrs Fairchild)
Members were informed that the hand drier was broken and were asked to consider a replacement.

The Chairman suspended the meeting to pay thanks to the County and District Councillors and Clerk for their work and assistance over the last year and wish them a Happy Christmas and New Year.

Cllr Miss Davis left the meeting and did not return.

Members considered replacement of the hand drier and it was **resolved**, with no votes to the contrary, to replace the broken hand drier.

- 1812/13 **To receive further information on nomination of parish representation on the North Devon Coast AONB and consider nomination**
Members were informed that due to the response to join as parish representation there would be a selection process for those nominated by the Council. Members were pleased there was a good response and happy not to proceed with a nomination, however, it was agreed to request information and contact details on the chosen representation and request regular updates. Cllr Mrs Barten commented on the Night Sky policies and the importance of ensuring new buildings do not interrupt this.

- 1812/14 **To consider draft budgets for 2019/2020, including proposals and costings for the car park and public toilets and consider precept for 2019/2020**
The information was circulated prior to the meeting. Members considered the proposed budgets including a budget which showed the necessary increase in the precept should the Council decide to take over the freehold of the public toilets and lease of the car park. It was noted that the adoption of these facilities would result in additional expenditure for maintenance, business rates etc, it was noted that the Government had announced that business rates would not be charged on public conveniences from April 2019, and removal of the grant funding for the public toilets (currently £700 per annum), although the District Council had indicated that this funding stream was likely to stop in the near future. NDC was proposing three years' worth of funding to support the adoption and this would mean an increase over the three years of approximately 7.9% each year representing a total increase of approximately 23.7%. Members felt that this was a significant increase and had agreed to consult the parish prior to proceeding, it was noted that the transfer process would be a lengthy process and unlikely to be completed by April 2019. It was therefore **resolved**, with no votes to the contrary, not to include these costs in the 2019/2020 budgets and precept and to look to hold a public consultation event early in 2019.

Members considered the expenditure and draft budgets for 2019/2020 and the increase in costs. It was noted that inflation was 2.7% as of November 2018 and it was **resolved**, with no votes to the contrary, to increase the precept in line with the inflation rate of 2.7% and to £16,477.18 for 2019/2020 the additional increase in running costs would be met from General Reserves.

It was **resolved** that under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following item as it involves the likely disclosure of confidential information.

Members of the public and Cllrs Mrs Gubb and Lovering left the meeting and did not

return.

PART B

1812/15

To receive notification of and consider arrangements for Maternity Cover

It was **resolved**, with no votes to the contrary, to note the notification. Members considered the options for Maternity Cover of the Parish Clerk and Responsible Financial Officer. Members of the Council were given the details of a local qualified officer who may be willing to provide locum cover for the period of maternity leave and it was **resolved**, with no votes to the contrary, to appoint the officer as a Locum Clerk to cover the maternity period subject to acceptance and references.

Members considered the terms of employment and the workload of the Clerk and the cover that would be required. Members noted that one resident in particular was still dominating a considerable amount of the Clerk's time with several items of correspondence being received on the same issues. It was agreed to limit correspondence with the resident to once a month and only on new items. It was further **resolved**, with no votes to the contrary, to appoint the Locum on the same conditions as the Parish Clerk and Responsible Financial Officer from the 1st April 2019 to allow a handover period.

Members noted that Matters Arising is not best practice for a Council to place on an Agenda, it does not give appropriate notice of the item to be discussed or the decisions a Council is expected to consider. The Agenda is the Clerk's Agenda and it is for the Clerk to decide on items appropriate for inclusion on the Agenda.

1812/16

Close

There being no further business the meeting closed at 8.20pm.

Signed Dated