



BERRYNARBOR PARISH COUNCIL

PARISH CLERK: MRS VICTORIA WOODHOUSE
THISTLEDOWN, BUCKLAND BREWER, BIDEFORD

TEL: 07784 929906 E-MAIL: clerk@berrynarborparishcouncil.org.uk



To: Councillors G Bacon (Vice-Chairman), C Boxall, E Clarke, B Joyce, J Latham, D Norman, A Stanbury (Chairman), K Young.

You are hereby summoned to attend the Annual Parish Council Meeting of Berrynarbor Parish Council, which will be held on **Tuesday 13th May 2024 the Manor Hall, Birdswell Lane, Berrynarbor at 7pm** for the purpose of transacting the following business.

In accordance with The Public Bodies (Admissions to Meetings) Act 1960 members of the public are welcome to attend.

Mrs Victoria Woodhouse
Clerk to the Council

Date of issue: 8th May 2024

AGENDA

- 1. Election of Chairman for 2024/2025**
To Elect the Chairman for 2024/2025.
- 2. Declaration of Office – Chairman**
The Chairman will read and sign the prescribed Declaration of Acceptance of Office.
- 3. Election of Vice-Chairman for 2024/2025**
To Elect the Vice-Chairman for 2024/2025.
- 4. Apologies** (Please make any apologies known to the Clerk)
- 5. Declarations of interest** - To receive declarations of personal interests and disclosable pecuniary interests (DPIs) in respect of items on this agenda.
- 6. Chairman's Report**
To receive report from outgoing Chairman.
- 7. Public Participation**
Members of the public are invited to make representations for a maximum of 3 minutes. Issues will be heard and noted but no decisions can be taken in this part of the meeting. Please refer to the procedure for Public Participation document.
- 8. Representatives**
To appoint the following representatives:
 - a) Footpath Officer
 - b) Deputy Footpath Officer
 - c) Highway Liaison Officer & Tree Warden
 - d) Emergency Plan Officers
 - e) Councillor to check invoices for payment
 - f) Berrynarbor Manor Hall Committee



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- g) Play Inspections
- h) Finance Working Party
- i) Personnel Working Party

9. Minutes

To approve and sign the Minutes of the Berrynarbor Parish Council meeting held on Tuesday, 9th April 2024 ([Link to Minutes](#))

10. Standing Orders

To review Standing Orders (available on the website, Briefing Note enclosed).

11. Financial Regulations

To review Financial Regulations (available on the website, Briefing Note enclosed).

12. Asset Register

To review the Asset Register.

13. Members' Code of Conduct

To review the Members' Code of Conduct (available on the website, Briefing Note enclosed).

14. To receive updates/reports from:

- a) Police
- b) County Councillor A Davis
- c) District Councillor J Hunt
- d) Play Area
- e) Manor Hall
- f) Footpaths
- g) Dog Exercise area
- h) Grit Bins/Roads
- i) Meetings/events attended by Councillors/Clerk

15. Planning & Planning Correspondence

Planning Applications: to consider

78540 Application for consent for works to trees covered by a tree preservation order in respect of removal of 1x Sycamore Tree (T1) at Baments Wood Napps Caravan Site Coast Road Berrynarbor

Applicant: Suber Ltd

[Link to Application](#)

78529 Extension to an existing agricultural contractors and general agricultural storage building at Kendra Hagginton Hill Berrynarbor

Applicant: Mr and Mrs Adams

[Link to Application](#)



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78482 Conversion of barn to dwelling (Re-submission of approved application 77657) at Land at Bountree Sterridge Valley Berrynarbor

Applicant: Mr Palmer-Fry

[Link to Application](#)

16. To approve payments and receipts to date

(Information to follow for Cllrs)

17. Insurance

To consider renewal of Parish Council Insurance (information enclosed).

18. Recreation Field

a) To consider request from the Manor Hall Trustees to use the Recreation Field for the summer fete.

b) To consider provision of a toilet (item requested by Cllr Young).

c) To further consider the siting of a pavilion.

d) To consider quotations for installation of the basket swing.

19. Highway concerns

To consider how the Parish Council can address speeding in the village (item requested by Cllr Boxall).