

**Minutes of Berryarbor Parish Council Meeting held on Tuesday, 14 June 2016
in the Manor Hall at 7pm.**

Chaired by: Councillor A Stanbury	Clerked by: Sue Squire	
<p>Present: Councillors</p> <p>Mrs G Bacon Mrs S Barten Mrs J Beer A Coppin Mrs J Fairchild D Kennedy Mrs D Reynolds A Stanbury Mrs C White</p> <p>County Councillor Mrs A Davis District Councillors Mrs Y Gubb and J Lovering PCSO A Drury 4 Members of the Public</p>	<p>Agenda: - Welcome to newly co-opted Councillor Coppin Items raised by members of the public Apologies Declarations of Interest Approval of the Part I Minutes and Part II Confidential Minutes of 10 May 2016 Reports To further discuss the proposal put forward by the Manor Hall Management Committee in respect of moving the Title to a Charitable Incorporated Organisation as a result of the Public Meeting held on 7 June 2016 Planning & Planning Correspondence Matters arising for reporting & further discussion if required Finance Correspondence Parish Council Website Items raised by the Chairman, Councillors & Clerk not covered at this Meeting Part II Confidential in respect of legal or personnel Items Date of next Meeting</p>	
		<u>Action:</u>
18.	<p>The Chairman welcomed newly co-opted Councillor A Coppin. Councillor Coppin is booked on a New Councillor Short Course on 14/7/16 in Exeter.</p>	
19.	<p>Items raised by Members of the Public.</p> <p>19.1 Mr L Narborough, Chairman of the Manor Hall Management Committee thanked Councillor Mrs Barten for organising and chairing the Public Meeting held on 7 June 2016. He added that if the Parish Council is minded to transfer the Title, both buildings (the Manor Hall and the Parish Rooms) would remain charitable assets and there would be no change.</p> <p>19.2 Mrs A Bailey. Email regarding overgrowth of vegetation at Smythen Cross. The Clerk had requested DCC Highways to attend to this. Subsequently the Chairman advised that he had strimmed the junction to help with visibility the previous weekend. Councillor Stanbury had noted that areas cut by DCC Highways had been cut in an unsatisfactory way. County Councillor Mrs Davies advised she had previously emailed DCC Highways regarding the cut which had taken place approximately 2 weeks earlier, suggesting that the cut went further along the verge to which she had received a reply that all cutting is done to the standard set. Councillor Mrs Davis was of the same opinion as the Chairman, that it had not been done as well as it has been in the past. She will check on various locations to see if a 'tidy up' had taken place. The Clerk to make representations to DCC Highways pointing out that this year's cutting was not to the same standard as before.</p> <p>19.3 Mr & Mrs T Kitchin. Email regarding the benches in the Playing Field. This item was taken</p>	

	under Minute No. 26.3 – Recreation Field Play Area.	
20.	Apologies. None.	
21.	<p>Declarations of Interest.</p> <p>21.1 Councillor Coppin. Personal Interest in Minute No. 27.1, Finance. Payment to the Manor Hall for hire. Mrs Coppin is the Treasurer of the Manor Hall.</p> <p>21.2 Councillor Coppin. Prejudicial Interest in Minute No. 24, proposal to move the Title of the Manor Hall to a CIO (Charitable Incorporated Organisation). Mrs Coppin is the Treasurer of the Manor Hall.</p> <p>21.3 Councillor Stanbury. Personal Interest in Minute No. 27.1, Finance. Payment to the Manor Hall for hire. Mrs Stanbury is a Committee Member on the Manor Hall Management Committee.</p> <p>21.4 Councillor Stanbury. Prejudicial Interest in Minute No. 24, proposal to move the Title of the Manor Hall to a CIO (Charitable Incorporated Organisation). Mrs Stanbury is a Committee Member on the Manor Hall Management Committee.</p> <p>21.5 Councillor Mrs Reynolds. Personal Interest in Minute No. 27.1, Finance. Payment to the Manor Hall for hire. Councillor Mrs Reynolds is a Committee Member on the Manor Hall Management Committee.</p> <p>21.6 Councillor Mrs Reynolds. Prejudicial Interest in Minute No. 25.1, Planning Application 61227. Councillor Mrs Reynolds is a neighbor of the applicant.</p> <p>21.7 Councillor Mrs Reynolds. Disclosable Pecuniary Interest in Minute No. 24, proposal to move the Title of the Manor Hall to a CIO (Charitable Incorporated Organisation). Councillor Mrs Reynolds is a Committee Member on the Manor Hall Management Committee.</p>	
22.	<p>Approval of the Part I Minutes and Part II Confidential Minutes of the Meeting held on 10 May 2016.</p> <p>The Part II Minutes were circulated at the Meeting.</p> <p>Approved and signed as a correct record.</p>	
23.	<p>Reports.</p> <p>23.1 Police. PCSO Drury advised there had been an incident in Combe Martin bay involving two jet skis. Those involved were making a good recovery.</p> <p>Five crimes had been recorded since the May 2016 Meeting, compared with 4 crimes the previous year.</p> <ul style="list-style-type: none"> • One public order. Someone used threatening abusive words to another person. • One theft from a coin washing machine at Newberry Caravan Site • Fence damaged on private property • Burglary at an outbuilding at Sandaway Holiday Park • One taking of a vehicle without consent. This was domestic related. <p>PCSO Drury advised all present to be vigilant and secure their properties.</p> <p>Councillor Coppin advised he had received a recorded police message. PCSO Drury advised this was in respect of a lady missing from Braunton which was still outstanding and it was thought her whereabouts were known.</p> <p>23.2 County Councillor Mrs A Davis spoke about the Devon Survey, circulated to Councillors by the Clerk. She was hoping to have a good response from the area she represents and asked</p>	

	<p>Councillors to forward the Survey to at least ten people in their address book. The Clerk to resend the email to Councillors again and also to everyone who receives the Agenda and draft Minutes on the circulation list.</p> <p>County Councillor Mrs Davis concluded her Report by stating there were numerous road works taking place at the present time.</p> <p>23.3 District Councillors: Mrs Y Gubb advised the North Devon and Torridge Local Plan had been submitted to the Secretary of State who will appoint an independent Planning Inspector to examine the document. The next step would be a Public Hearing scheduled for the Autumn. Once approved, it will be the main document used for Planning Applications by North Devon and Torridge District Councils across the District.</p> <p>Councillor Mrs Barton asked about a Neighbourhood Plan. County Councillor Mrs Davis explained the procedure which involved all residents being contacted. Councillor Mrs Barten will liaise with County Councillor Mrs Davis and report at the July Meeting.</p> <p>District Councillor Mrs Gubb continued her Report by advising there would be a Public Meeting to address Fremington Army Camp contamination concerns. North Devon school children have been learning essential life skills at Barnstaple Ruby Club.</p> <p>J Lovering. A new campaign had been launched which would be of interest to landlords to cut down on benefits over payments. This involved £700,000 in the last 12 months and it was generally thought the cause was mistakes from the claimant. Over payments have to be paid back to North Devon Council to ensure the Council is not out of pocket.</p> <p>Coastal Communities Fund was mentioned for new projects that could demonstrate sustainability.</p> <p>23.4 Play Area Inspections. Councillor Mrs J Beer. Both areas were in order, although the litter bin at the Manor Hall required emptying. Councillor Mrs Beer asked about the future of the Recreation Field as children had been asked to write letters saying what they liked about it. Councillors considered this could be a school project, as there was no foundation to any talk of a different future for the Recreation Field.</p> <p>The new North Devon Council official as a replacement for the now retired person, Martin, is Mark and Councillor Barten would speak to him about continuing emptying the bins.</p> <p>The goal posts have not yet been removed.</p> <p>23.5 Councillor Mrs D Reynolds – Manor Hall. The Committee wished to thank the Parish Council for organizing the Public Meeting which had been well attended. It was hoped that all questions raised were answered.</p> <p>23.6 Meetings/events attended by Councillors/Clerk. None.</p> <p>23.7 Footpaths. Councillor Mrs White advised a new self-closing gate at the top of Footpath 16 had been fixed. A letter of thanks to be sent to DCC Public Rights of Way.</p>	<p>Clerk</p> <p>July Agenda</p> <p>SB</p> <p>Clerk</p>
<p>24.</p>	<p>The proposal put forward by the Manor Hall Management Committee in respect of moving the Title to a Charitable Incorporated Organisation (CIO) as a result of the Public Meeting held on 7 June 2016 was further discussed.</p> <p>Councillors Stanbury, Coppin and Mrs Reynolds declared a Prejudicial Interest, left the room and did not take part in the discussion, decision or voting thereon.</p>	

	<p>Councillor Mrs Barten chaired the Meeting for this item and advised that the Councillors had left the Meeting to ensure that liability is taken from the members.</p> <p>Councillor Mrs Barten advised that the Public Meeting had been well attended and positive support given. Questions had been answered and for some parishioners who did not have positive thoughts, the Solicitors answers to the questions raised by the Parish Council had been handed to them. Following the Public Meeting, 5 emails of support had been received.</p> <p>The following was proposed by Councillor Mrs Barten, seconded by Councillor Kennedy and agreed:</p> <p>The Parish Council, in its capacity as custodian trustee, agrees to the transfer of the title of the Manor Hall and the Parish Room to a newly established Charitable Incorporated Organisation (CIO) when this is set up to replace the Manor Hall Trust, where such a CIO will continue to hold the two buildings as permanent endowment, as a corporate trustee of the original trusts. It is further agreed to enter into the relevant documentation and take legal advice on this as may be required.</p> <p>Councillors Stanbury, Coppin and Mrs Reynolds returned to the Meeting which was then chaired by Councillor Stanbury.</p> <p>To discuss the Manor Hall being erroneously included as an asset of the Parish Council, as the Solicitor at Stone King had made it clear that the Manor Hall was not a Parish Council asset. Councillors noted that the Manor Hall had always been included as an asset of the Parish Council. This to be removed in future from the Annual Return and the reason for this explained to external auditors Grant Thornton on the 2016 Annual Return.</p>	<p>SB</p> <p>Clerk</p>						
<p>25.</p>	<p>Planning & Planning Correspondence.</p> <p>25.1 Planning Applications: The following Applications were considered:</p> <table border="1" data-bbox="215 1153 1305 1594"> <tr> <td data-bbox="215 1153 375 1288">61149</td> <td data-bbox="375 1153 1305 1288"> <p>Extension to dwelling & relocation of site access at Twitchen Farm, Combe Martin. It was resolved to recommend approval.</p> </td> </tr> <tr> <td data-bbox="215 1288 375 1489">61227</td> <td data-bbox="375 1288 1305 1489"> <p>Erection of a rear single storey extension at Orchard Park, Sterridge Valley, Berryarbor. Councillor Mrs Reynolds declared a Prejudicial Interest, left the room and took no part in the discussion, decision or voting thereon. It was resolved to recommend approval.</p> </td> </tr> <tr> <td data-bbox="215 1489 375 1594">61256</td> <td data-bbox="375 1489 1305 1594"> <p>Erection of UPVC Porch at 24 Berryarbor Park, Berryarbor. It was resolved to recommend approval.</p> </td> </tr> </table> <p>Any Applications received after the preparation of the Agenda. None.</p> <p>25.2 Planning Correspondence. The following North Devon Council Decision Notices were noted: APPROVAL FOR: 59907 – Conversion of redundant farm building into 3 holiday units at Stowford Farm Meadows, Berryarbor</p> <p>Any other Planning Correspondence received after the preparation of the Agenda. None.</p>	61149	<p>Extension to dwelling & relocation of site access at Twitchen Farm, Combe Martin. It was resolved to recommend approval.</p>	61227	<p>Erection of a rear single storey extension at Orchard Park, Sterridge Valley, Berryarbor. Councillor Mrs Reynolds declared a Prejudicial Interest, left the room and took no part in the discussion, decision or voting thereon. It was resolved to recommend approval.</p>	61256	<p>Erection of UPVC Porch at 24 Berryarbor Park, Berryarbor. It was resolved to recommend approval.</p>	<p>Clerk</p>
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<p>26.</p>	<p>Matters Arising for reporting and further discussion if required:</p> <table border="1" data-bbox="215 1915 1305 2020"> <tr> <td data-bbox="215 1915 311 2020">26.1</td> <td data-bbox="311 1915 1305 2020"> <p>Flooding at culvert near Wild Violets. It was noted that County Councillor Mrs Davis had been asked to arrange for this to be cleared. Councillor Mrs Davis confirmed she had sent a reminder.</p> </td> </tr> </table>	26.1	<p>Flooding at culvert near Wild Violets. It was noted that County Councillor Mrs Davis had been asked to arrange for this to be cleared. Councillor Mrs Davis confirmed she had sent a reminder.</p>					
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26.2	<p>Emergency Plan. Councillors Mrs Barten and Mrs Reynolds gave the current position. Before this matter could proceed, the bus shelter had to be collected and put in place for the sand and salt.</p> <p>District Councillor Mrs Gubb advised that Combe Martin was having an Awareness Day and Berryarbor Parish Council would be invited.</p> <p>There was the possibility of a similar event being organised in this Parish.</p>	AS
26.3	<p>Recreation Field Play Area. The current position regarding various items was advised / discussed.</p> <p>Councillor Stanbury had obtained three quotations as follows:</p> <p><u>Construction of pathway/slope with handrail.</u> A & B Contractors: Tarmac £1,850 + VAT Compacted scalpings £1,566 + VAT Woodchip £1,700 + VAT Handrail £719 + VAT <u>Concrete base for shed</u> £550 + VAT <u>Hedge trimming</u> £145 No VAT <u>Gate</u> £305 + VAT <u>Total</u> £3,285 including hedge trimming based on compacted scalpings</p> <p><u>Quotation from Mr M Barrow based on the above:</u> £4,025</p> <p><u>Quotation from S & M (Services) Ltd based on the above:</u> £3,800</p> <p>Councillor Mrs Bacon proposed the contract was awarded to A & B Contractors. Seconded by Councillor Mrs Reynolds. Unanimously agreed.</p> <p>Councillor Stanbury will contact A & B Contractors and ask them to proceed.</p> <p>Councillor Mrs Beer to liaise with A & B Contractors to advise the location of the concrete base for the shed is to be laid.</p> <p>The Clerk to enquire the delivery date of the shed.</p> <p>3 seats had been delivered.</p> <p>Goal posts A & B Contractors to asked to put up goal posts and take down old ones.</p> <p>The Clerk to reply to Mr Kitchin to notify that the benches will be located in the vicinity of the existing ones and that the shed will be placed on the far side of the existing utility building, to the left when facing it.</p>	AS JB Clerk AS Clerk
26.4	<p>Bus Shelter at the top of Barton Lane. It was note that details of the structure had been forwarded to County Councillor Mrs A Davis.</p> <p>Structure Number 1 was preferred <u>subject to affordability.</u></p> <p>Proposed by Councillor Stanbury, seconded by Councillor Mrs Barten. Unanimously agreed.</p>	
26.5	<p>Telephone kiosk at Berry Down. Councillor Mrs Reynolds advised that arrangements are being made by those at the Community Shop to remove it imminently.</p>	
26.6	<p>Pitt Hill Field. Councillors Mrs White and Kennedy reported on a conversation with the tenant, who was agreeable for the Parish Council to have the field subject to cutting the hay first.</p> <p>Having inspected the field, an issue with drainage had been identified.</p>	

	<p>Councillors Mrs White and Kennedy would speak to Mr and Mrs Pierpoint about this. Fencing was discussed. At present there is barbed wire around three sides of the field. Councillor Kennedy had telephoned the Parish Council's insurers who had advised it would not be in order for it to remain. The two posts between the existing dog field to be removed to allow for maintenance.</p> <p>A 6' fence was discussed with a one wire strip.</p> <p>The following quotations had been obtained:</p> <p><u>A & B Contractors.</u> £1,383 for fencing £195 to remove the barbed wire and replace with a single strand £97 to remove the two posts Total: £1,675</p> <p><u>Roy Adamson.</u> £1,540 for the fencing. No cost to remove the posts.</p> <p><u>Paul Huxtable.</u> £1,985 for the fencing and remove posts. £272 to remove the barbed wire and replace with a single strand Total: £2,257</p> <p>Annual maintenance involving two cuts a year: A & B Contractors £90.</p> <p><u>Councillor Mrs White proposed that the contract was awarded to A & B Contractors, subject to finance. Seconded by Councillor Mrs Reynolds. Unanimously agreed.</u></p> <p>Councillor Stanbury to liaise with A & B Contractors for a 10% discount in the light of the Company being awarded the contract in the Recreation Field.</p> <p>Before the work is done, the boundary needed to be defined. Councillors Mrs White and Kennedy will ask Mr and Mrs Pierpoint about this when speaking to them.</p> <p>Signage is to be arranged.</p> <p>An email had been received from a member of the public advising that people are not picking up after their dogs in the current dog exercise area.</p>	<p>CW / DK</p> <p>AS</p> <p>CW / DK</p> <p>July Agenda</p>
26.7	<p>Impact damage to the Bassett Fountain at Sawmills. Photographs of the damaged Fountain have been forwarded to the insurance company.</p> <p>Councillor Coppin advised that in addition to the Fountain, the wall had also been damaged.</p> <p>One quotation had been received from AP Build for a price of £1,080. The Co-operative Funeral Care had not responded to a reminder in which the photographs had been sent. The one quotation to be forwarded to the Parish Council's insurers.</p>	<p>July Agenda</p> <p>Clerk</p>
26.8	<p>Refurbishment of the Public Toilets. It was noted that the application to Fullbrook Community Interest Company was not successful. Councillor Mrs White was thanked for her efforts.</p>	
26.9	<p>Mr G Sanders. A reply had been sent to his letter of 5/3/16 following clearance by North Devon Council Monitoring Officer. Replies had also been sent in response to Freedom of Information requests from Mr Sanders and Mrs Sanders.</p>	

	<p>26.10 Notice Boards. Replacement notice boards were discussed and Councillors considered various styles and designs together with prices.</p> <p>Councillor Mrs Reynolds proposed a double bay with fixed header board from Woodcraft UK at a cost of £768 plus £62 for the header board <u>subject to finance</u>. Seconded by Councillor Mrs Fairchild. Unanimously agreed.</p> <p>26.11 Queen's 90th Birthday Street Party Celebrations. It was noted the Committee had been advised regarding an enquiry regarding overflow car parking.</p> <p>26.12 New Berryarbor Sign. A quotation had been obtained in the sum of £940 each. Two would be required: one at Barton Lane and one at Sawmills. The sum of £1,000 had been agreed for signage at the Budget Meeting in November 2015. This item to go on the Parish Council Wish List.</p>	Wish List																																				
27.	<p>Finance. Balances: Lloyds Treasurers Account as at 14/06/16: £5,837.67 Lloyds Business Banking Instant Access Account as at 14/06/16: £25,673.67 <i>Both these amounts were taken from the 'view only' online banking facility as all the accounting paperwork was with the internal auditor.</i></p> <p>Budgetary figures for May 2016 could not be tabled as the accounts paperwork was still being audited by the internal auditor.</p> <p>27.1 The following payments were approved and authorised:</p> <table border="0"> <tr> <td>Mr B Davies</td> <td>June Toilet Cleaning</td> <td></td> <td>£ 75.00</td> </tr> <tr> <td>Mrs S Squire</td> <td>June Salary including overtime for last month</td> <td>£381.73</td> <td></td> </tr> <tr> <td></td> <td>Broadband</td> <td>£ 3.00</td> <td></td> </tr> <tr> <td></td> <td>Photocopying</td> <td>£15.80</td> <td></td> </tr> <tr> <td></td> <td>Mileage</td> <td>£10.56</td> <td></td> </tr> <tr> <td></td> <td>Postage</td> <td>£24.96</td> <td>£ 436.05</td> </tr> <tr> <td>HMRC</td> <td>PAYE</td> <td></td> <td>£ 95.20</td> </tr> <tr> <td>Earth Anchors Ltd.</td> <td>3 x mounded seats and fixing kits</td> <td></td> <td>£1,048.80</td> </tr> <tr> <td>Berryarbor Manor Hall.</td> <td>Hire of Hall for 12 months (£144.00) & Hire of Hall for 1st Aid Evening (£12.00)</td> <td></td> <td>£156.00</td> </tr> </table> <p><i>Councillors Stanbury, Coppin and Mrs Reynolds declared a Personal Interest.</i></p> <p>Net World Sports 2 x goal posts and goal post nets Cheque to be authorised in July 2016</p> <p>Nicholsons Toilet requisites £ 77.64</p> <p>Opus Energy. Electricity supply to the public toilets. To be taken by direct debit on 10/6/16 £ 16.61</p> <p>27.2 Parish Council Budget. Councillors Stanbury felt that future projects should be identified, keeping £5,000 to £10,000 in reserve. He went through the receipts and payments figures. The Wish List items totaled in the region of £26,000.</p> <p>Councillor Kennedy proposed that the Parish Council proceed with the new larger dog exercise field, the Playing Field items and the goal posts. Seconded by Councillor Mrs Bacon. Unanimously agreed.</p> <p>Councillor Mrs White would submit a funding application to Fullabrook in respect of a new notice board and a sand box for emergencies.</p> <p>Councillors discussed having the public toilets professionally cleaned rather than a complete refurbishment as discussed previously to save money. It was felt that baby changing facilities should be provided in the disabled toilet.</p>	Mr B Davies	June Toilet Cleaning		£ 75.00	Mrs S Squire	June Salary including overtime for last month	£381.73			Broadband	£ 3.00			Photocopying	£15.80			Mileage	£10.56			Postage	£24.96	£ 436.05	HMRC	PAYE		£ 95.20	Earth Anchors Ltd.	3 x mounded seats and fixing kits		£1,048.80	Berryarbor Manor Hall.	Hire of Hall for 12 months (£144.00) & Hire of Hall for 1 st Aid Evening (£12.00)		£156.00	<p>Clerk to forward when accounts collected from internal auditor. Clerk</p> <p>Ch.No.696</p> <p>Ch.No.697 Ch.No.698</p> <p>Ch.No.699</p> <p>Ch.No.700</p> <p>July Agenda Ch.No.701</p> <p>CW</p> <p>July Agenda</p>
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	Parish Councillors' own Parish Council email account and Parish Council website to be on the July Agenda.	July Agenda
30.	<p>Items raised by the Chairman, Councillors & Clerk not covered at this Meeting.</p> <p>30.1 The Millennium Fountain is not working.</p> <p>30.2 Councillor Mrs Beer spoke about the height of swing in the Manor Hall Play Area. This was highlighted in the recent Play Area Inspection Report.</p> <p>30.3 Councillor Mrs Beer requested the hire of the Recreation Field. Proposed by Councillor Mrs Bacon, seconded by Councillor Mrs Barten. Unanimously agreed.</p>	<p>July Agenda</p> <p>July Agenda</p>
31.	<p>Part II Confidential in respect of legal or personnel items.</p> <p>Proposed by Councillor Mrs Barten that the Meeting moved into Part II Confidential. Seconded by Councillor Mrs Reynolds. Unanimously agreed.</p> <p>Members of the Public and the Clerk left the meeting for the following item.</p> <p>Members considered staffing issues and It was unanimously agreed to appoint Cllrs Mrs Barton and Kennedy as Investigating Officers, and to issue a letter of suspension.</p> <p>The Clerk returned to the meeting.</p>	
32.	<p>Date of next Meeting: The Meeting ended at 11.10pm. Councillor Mrs Bacon gave her apologies for the July Meeting.</p>	
<p>Summary of Decisions:</p> <ul style="list-style-type: none"> ➤ The Part I and Part II Minutes of 10 May 2016 ➤ Transfer of the Title of the Manor Hall and Parish Rooms to a CIO (Charitable Incorporated Organisation) ➤ Planning ➤ Award of contract to A & B Contractors for construction of path, handrail, gate, concrete base for shed and hedge trimming at the Recreation Field (also agreed under Finance) ➤ Bus Shelter Structure No. 1 for the top of Barton Lane, subject to affordability ➤ Award of contract to A & B Contractors for fencing, removal of barbed wire and replaced with single strand wire and removal of two posts from the field at Pitt Hill in preparation for a larger dog exercise area, subject to finance (also agreed under Finance) ➤ New double bay notice board with fixed header board fixed to the public toilets, subject to finance ➤ Payments ➤ Goal Posts for the Recreation Field ➤ Due to a conflict of interest between the Parish Clerk and her husband in respect of the Parish Council website, Mr Squire to no longer add items to the Parish Council website. All items to appear on the village website ➤ Permission granted for Councillor Mrs Beer to hire the Recreation Field ➤ The Meeting to move into Part II Confidential 		
<p>These Minutes are agreed by those present as being a true record.</p>		

Signed: Chair of Berrynarbor Parish Council:	Date:
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