

**Minutes of the Berrynarbor Parish Council Meeting
Held on Tuesday 13th September 2016 at 7.00pm at Manor Hall,
Berrynarbor**

Present: Cllrs A Stanbury (Chairman), Mrs G Bacon, Mrs S Barten Mrs J Beer, A Coppin, Mrs J Fairchild, D Kennedy, Mrs D Reynolds (from Minute No. 1609/03) and Mrs C White (from Minute No. 1609/03)
Mrs V Woodhouse, Acting Parish Clerk
Cllrs Miss A Davis, Devon County Council, Mrs Y Gubb and J Lovering, North Devon Council

1 Member of the Public

1609/01 **Apologies**
PCSO A Drury.

1609/02 **Declarations of Interest**
Cllr Mrs S Barten declared a Personal Interest in Item No 1609/06 application 61581 as the applicant is known to her.

Cllr Mrs Reynolds declared a Disclosable Pecuniary Interest in Item 1609/17 as it affects her property.

Cllrs Mrs White declared a Disclosable Pecuniary Interest in Item 1609/17 as the area is close to her property.

1609/03 **Public Participation Period**
A member of the public raised concerns about planning application no. 61581.

Cllrs Mrs Reynolds and Mrs White entered the meeting at 7.05pm.

The member of the public explained the position of the proposed development in relation to their property and raised concerns over the risk of flooding and overlooking.

1609/04 **To approve and sign the Minutes of the Berrynarbor Parish Council meeting held on Tuesday 9th August 2016**
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 9th August 2016 as a correct record. Cllr Stanbury duly signed the minutes.

1609/05 **To receive reports from:**

- Police
 No report.

- County Councillor Miss A Davis
 It had been August recess and there was nothing to report, Cllr Miss Davis did inform members that she would be happy to fund the purchase of a dog bin if necessary.

- District Councillors Mrs Y Gubb & J Lovering
 Cllr Lovering reported that changes to the waste and recycling service would be trialled and would include a three weekly black bin collection with enhanced recycling and a charge of approximately £36 a year for a green bin collection, it was noted that the trial was likely to start in April 2017.

- Play Area Inspections. Councillor Mrs J Beer
Cllr Mrs Beer reported the black matting in the Manor Hall play area was lifting, the height of the swing needs raising, brambles in front of the swing need cutting and the litter bin is almost full. Cllr Mrs Beer further reported that the shed in the recreation field did not appear to be correct and the knots on the goal posts appear to be coming undone. It was agreed to speak to A&B about the shed and padlock the doors before speaking to the manufacture and to report the broken nets to the supplier.
- Councillor Mrs D Reynolds, Manor Hall
Cllr Mrs Reynolds reported that the paperwork for charity status had been approved and the tenders would be sent in the near future. Cllr Mrs Reynolds further reported that the annual health and safety inspection had taken place and part of the stage had now be cornered off in accordance with the report.
- Footpaths Report Councillor Mrs White
Nothing to report.
- Dog Exercise area Councillor Mrs White
Cllr Mrs White reported that the contractors had not trimmed the hedges back as per the quotation and it was agreed to use this saving towards other works.
- Meetings/events attended by Councillors/Clerk
Cllrs Kennedy, Mrs Bacon and Mrs Reynolds reported that they had attended the Home Choice event which covered how housing is allocated.

1609/06

Planning & Planning Correspondence

Planning Applications: to consider Planning Applications received to date

North Devon Council, the determining Authority, has asked for comments from this Parish Council on the following planning applications

61629 Change of use of agricultural field to equestrian use with creation of bank, level area and hard-core at Goosewell, Hagginton Hill, Berrynarbor

Applicant/Agent: Mr D Burgess

It was **resolved**, with no votes to the contrary, to raise no objections.

Cllr Mrs Barten declared a Personal Interest in the following application.

61581 Extensions to dwelling and erection of replacement porch at Wood Barton, Wood Lane, Combe Martin, Ilfracombe

Applicant/Agent: Mrs S Donnellan

The Council agreed to allow the member of the public speak to clarify the position of neighbouring properties.

It was **resolved**, with no votes to the contrary, to raise concerns over the amenity of adjoining properties and the possibility of flooding in the area.

Planning Decisions: to note Planning Decisions received to date

North Devon Council, the determining Authority has APPROVED the following application with conditions as filed:

61337 Installation of external wall insulation to all elevations of the property in a neutral colour (white/cream/grey) at 33 Berrynarbor Park, Berrynarbor, Ilfracombe.

61334 Installation of external wall insulation to all elevations of the property in a neutral colour (white/cream/grey) at 30 Berrynarbor Park, Berrynarbor, Ilfracombe.

61313 Installation of external wall insulation at 26 Berrynarbor Park, Berrynarbor, Ilfracombe.

61312 Installation of external wall insulation at 24 Berrynarbor Park, Berrynarbor, Ilfracombe.

61247 Extension to dwelling & erection of detached garage at Granary Cottage, Bodstone, Barton Farm, Combe Martin, Ilfracombe.

61490 Installation of cream coloured external wall insulation to all elevations at 19 Berrynarbor Park, Berrynarbor, Ilfracombe.

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

Cllr Miss Davis and the member of the public left the meeting and did not return.

1609/07

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

- AP-Build Devon Ltd has repaired the Memorial on Junction of A399 & Mill Lane
- Map has been received from the land registry
- Clarification about status of homes as temporary or permanent structures received from NDC (information has already been circulated)
- Reply from the Police relating to parking on the junction opposite Sawmills Pub (information enclosed for Cllrs)
- DALC's Annual Report
- Completion of Monthly Defibrillator report

It was **resolved**, with no votes to the contrary, to note the above. It was noted that the defibrillator had been removed from the cabinet but had not been stolen as per the reports in the press.

1609/08

To consider information relating to the production of a Neighbourhood Plan

The Chairman introduced Mr Graham Townsend from the North Devon Council. Mr Townsend explained the legislation surrounding Neighbourhood Plans and their purpose.

Cllr Coppin left the meeting.

Mr Townsend further explained the process for creating a Neighbourhood Plan and the importance of ascertaining the issues within the community, creating an action plan and the guidance available on policy wording.

Cllr Coppin returned to the meeting.

The Chairman thanked Mr Townsend for attending the meeting.

Cllrs Lovering and Mrs Gubb left the meeting and did not return.

Mr Townsend left the meeting and did not return.

1609/09 **To approve payments and receipts to date**
 The following payments were received: -

Clerk's September Salary	£238.70 (Net)
Expenses: Mileage	£31.53
HMRC PAYE	£59.60
Public Toilet Cleaning September	£75
Fremington Parish Council - Photocopying & Stationery for August 2016	£2.56
E H Woolridge and Sons Ltd - Mole Trap	£144
AP Build Devon Ltd – repairs to memorial fountain	£1,080
A & B Contractors – Recreation Field	
£6,294.95	

Payments total: £7,926.34

Receipts 10th August 2016 – 13th September 2016

Insurance Claim	£650
Interest to date	£5.38

Receipts total: £655.38

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

1609/10 **To receive budget review**
 The budget review and bank reconciliation were circulated prior to the meeting and it was **resolved**, with no votes to the contrary, to note the information.

1609/11 **To consider attendance at DALC's Annual General Meeting**
 It was **resolved**, with no votes to the contrary, to note the information.

1609/12 **To agree article for the village newsletter**
 It was **resolved**, with no votes to the contrary, to agree the article.

1609/13 **To note award of Grant for compliance with the Transparency Code**
 It was **resolved**, with no votes to the contrary, to note the award of £1,092.21 to comply with the Transparency Code.

1609/14 **To consider purchase of equipment to comply with the Transparency Code**
 It was **resolved**, with no votes to the contrary, to purchase a laptop, software and back up and a scanner/printer to comply with the Transparency Code.

1609/15 **To consider website provision to comply with the Transparency Code**
 Members considered the website provision and prices for set up and annual costs and it was **resolved**, with no votes to the contrary, to appoint Western Web which members felt provided the most appropriate design and style of website for the Parish Council and the most appropriate price for the funding obtained.

1609/16 **To consider damage and the following items relating to the Recreation Field**
 It was noted that the damage had been reported to the Police members considered:

a) The provision of a toilet

It was **resolved**, with no votes to the contrary, that this would not be financially viable and a toilet would not be provided in the Recreation Field.

b) Electric supply in the new shed

It was **resolved**, with no votes to the contrary, not to provide an electric supply in the shed.

c) The provision of a water tap

It was **resolved**, with no votes to the contrary, not to provide a water tap.

d) Replacement signage

It was **resolved**, with no votes to the contrary, to replace the sign with an aluminium sign.

e) To receive costings for line marking equipment

It was **resolved**, with no votes to the contrary, to defer this item until next season.

f) Hire Agreement and Charges

Members considered the Hire Agreement which was circulated prior to the meeting. A charge for hire was also considered and it was, **resolved**, with three votes to the contrary and two abstentions, to adopt the hire agreement for organised events, permission to be sought from the Parish Clerk, and not to charge a hire fee.

Cllr Mrs Reynolds declared a Disclosable Pecuniary Interest in the following item.

Cllr Mrs White declared a Personal Interest in the following item.

1609/17

To receive Modification Orders to alter the Definitive Map for Bridleway No 13 and Footpath Nos 1 & 5 and Restricted Byway No. 27, Berrynarbor

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

1609/18

To consider arrangements for Christmas

Members considered a Christmas display and it was agreed to investigate costs.

1609/19

To consider the following items relating to the Dog Exercise Area

a) Grass Cutting arrangements

It was **resolved**, with no votes to the contrary, to ask A&B to cut the grass using the funds for the work that was not undertaken on the invoice and to consider quotations for the grass cutting at the next meeting.

b) Signage

It was agreed that the current signage is adequate.

c) Provision of a dog bin

Members noted the kind offer from County Councillor Ms Davis to fund the bin, however, concerns over the collection were raised and it was **resolved**, with no votes to the contrary, to monitor the situation.

1609/20

To consider identified projects and associated costs

a) Refurbishment of Public Toilets

b) Purchase of metal Berrynarbor Signs

c) Replacement of bus shelter

It was noted that the County Councillor Ms Davis had offered some funding towards the purchase of the metal Berrynarbor Signs and the District Councillors had also offered some funding towards projects. Members considered the

associated costs and felt the above would all help to increase tourism within the village. It was **resolved**, with no votes to the contrary, to obtain funding for the above three projects and use the VAT refund towards the total project cost. It was noted that the funding and final project details could take a time to secure and the public toilets were in need of a deep clean and possibly a paint. Quotations were received for a deep clean of the public toilets and it was **resolved**, with no votes to the contrary, to accept the cheapest quotation of £100 from Buckets and Sparkles, it was further agreed to obtain quotations for the painting.

1609/21 **To consider community energy and Hydro resource in the parish**
It was **resolved**, with no votes to the contrary, to defer this item to the next meeting.

1609/22 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.

PART B

Cllr Mrs Barten proposed and it was unanimously agreed to move item 24 on the Agenda forward to this point.

1609/23 **To receive update on legal proceedings**
It was **resolved**, with no votes to the contrary, to note the update.

The Acting Parish Clerk left the meeting at 9.30pm and did not return.

1609/24 **To consider terms of employment and recruitment process**
It was **resolved**, with no votes to the contrary, to prepare an advert and begin the recruitment process in January 2017 for the position of Parish Clerk, Proper Officer and Responsible Financial Officer. The position will be advertised for 25 hours a month with an annual salary range of £3,603 - £4,500 depending on experience and qualifications. It was further **resolved**, with no votes to the contrary, to extend the temporary contract for the Acting Parish Clerk for a period of up to six months to cover the recruitment process and provide a handover period.

1609/25 **Close**
There being no further business the meeting closed at 9.53pm.

Signed Dated