

**Minutes of the Berrynarbor Parish Council Meeting  
Held on Tuesday 11<sup>th</sup> April 2017 at 7.20pm at Manor Hall,  
Berrynarbor**

**Present:** Cllrs A Stanbury (Chairman), A Coppin. Mrs G Bacon, Mrs S Barten, Mrs J Beer, Mrs J Fairchild, D Kennedy, Mrs D Reynolds and Mrs C White  
Mrs V Woodhouse, Parish Clerk  
Cllrs Miss A Davis, Devon County Council, Mrs Y Gubb and J Lovering, North Devon Council  
Mrs J Weedon from Berrynarbor News

1704/01      **Apologies**  
PCSO Drury.

1704/02      **Declarations of Interest**  
Cllr Stanbury declared a Personal Interest in Item 1704/06 6.1 Planning Application 62746 as the applicant is a neighbour.

Cllr Mrs Bacon declared a Personal Interest in Item 1704/06 6.1 Planning Application 62746 as the applicant is a distant relative.

Cllr Mrs Barten declared a Personal Interest in Item 1704/06 6.1 Planning Application 62827 as the applicant is a neighbour.

1704/03      **Public Participation Period**  
Mrs Weedon explained that the newsletter is produced under the umbrella of the Parish Council and asked the Council to consider a donation towards the cost of production. Mrs Weedon explained the current procedure for printing and distributing copies and how charges are made for copies that are sent out including those sent abroad.

1704/04      **To approve and sign the Minutes of the Berrynarbor Parish Council meeting held on Tuesday 14<sup>th</sup> March 2017**  
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 14<sup>th</sup> March 2017 as a correct record. Cllr Stanbury duly signed the minutes.

1704/05      **To receive reports from:**

- Police  
          None.
  
- County Councillor Miss A Davis  
          Councillor Miss A Davis thanked the Parish Council for its support over the last four years.
  
- District Councillors Mrs Y Gubb & J Lovering  
          Cllr Mrs Gubb circulated a presentation relating to the changes to the waste and recycling service.
  
- Play Area Inspections. Councillor Mrs J Beer  
          It was noted that the tree in the Manor Hall Play Area had been removed, and the baby swing had also been removed to allow the shortening of the chains.

It was reported that there are now several holes in the nets on the goal posts in the Recreation Field and it was agreed to investigate the

possibility of stronger nets. It was noted that four of the Laurel plants in the new hedging had died.

- Councillor Mrs D Reynolds, Manor Hall  
Nothing to report.
- Footpaths Report Councillor Mrs White  
Nothing to report.
- Dog Exercise area Councillor Mrs White  
Nothing to report.
- Meetings/events attended by Councillors/Clerk  
Cllr Coppin had attended the New Councillors' Training which he had found to be informative.

Councillors reported back on the Code of Conduct Training which had been attended by Cllrs Stanbury, Mrs Barten, Mrs Bacon, and Mrs Fairchild the training was found to be informative and interesting.

1704/06

### **Planning & Planning Correspondence**

Planning Applications: to consider Planning Applications received to date

- 6.1 Planning Applications: to consider Planning Applications received to date  
None.

Cllrs Stanbury and Mrs Bacon declared a Personal Interest in the following item.

**62746** Extension to dwelling to create ancillary living accommodation  
Location: Higher Yetland, Combe Martin, Ilfracombe  
Applicant/Agent: Mr G Toms

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

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

**62827** Alterations and extension to dwelling  
Location: Hole Farm, Berrynarbor, Ilfracombe  
Applicant/Agent: Mr and Mrs Symes

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

- 6.2 Planning Decisions: The Planning Authority has given Approval for:

**62545** Siting of non-illuminated wooden B&B sign erected on a wooden post (additional plan) at start of access track for Home Barton Farmhouse, Barton Lane, Berrynarbor.

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

1704/07

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

- Completion of Monthly Defibrillator report
- DALC's April newsletter
- Certificate of Lawfulness for Staddlestones, Sterridge Valley, Berrynarbor
- Submission of Local Council Award Scheme – Foundation Level
- Award of grant under the Community Toilet Grant Scheme (information enclosed for Cllrs)

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

1704/08

**To approve payments and receipts to date**

The following payments were received: -

**Payments 15<sup>th</sup> March 2017 – 11<sup>th</sup> April 2017**

|   |                  |
|---|------------------|
| Clerk's April Salary (including Overtime of 8 Hours)                                      | £396 (Net)       |
| Expenses: Mileage 04/04/2017 20 miles @ 0.45 =  | £9.00            |
| 11/04/2017 39 miles @ 0.45 =  | £17.55           |
| Court Expenses, Car Parking and Refreshments<br>for Witnesses and Council representatives | £51.45           |
| Postage: 4 x 2 <sup>nd</sup> class stamps @ 055 =   | £2.20            |
| Total:  | £476.20          |
| HMRC PAYE   | £99              |
| Mr Stanbury, Car Parking for Court  | £9.20            |
| Buckets and Sparkle, March Toilet Cleaning & Toilet Rolls                                 | £136.99          |
| Fremington Parish Council   | £4.20            |
| DALC, Subscriptions   | £188.24          |
| DALC, Training  | £30              |
| North Devon Journal, Advert   | £510             |
| NALC, Award   | £60              |
| Mrs S Squire, Training  | £2.75            |
| British Gas, Electricity  | £5.88            |
| British Gas, Electricity  | £10.22           |
| Berry Arboriculture, Removal of Tree in Manor Hall<br>Play Area                           | £180             |
| <b>Payments total:</b>  | <b>£1,712.68</b> |

**Receipts 14<sup>th</sup> March 2017 – 11<sup>th</sup> April 2017**

|                        |                  |
|------------------------|------------------|
| DCC, P3                | £600             |
| DCC, Grant Funding     | £2,000           |
| Interest               | £0.67            |
| <b>Receipts total:</b> | <b>£2,600.67</b> |

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

1704/09

**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.

1704/10

**To consider electronic payments**

It was **resolved**, with no votes to the contrary, to introduce electronic payments where possible, it was further **resolved**, with no votes to the contrary, to amend Standing Orders and Financial Regulations to allow for electronic payments and to put the following procedure in place:

- The Clerk will set up the electronic payment on the Parish Council's online banking with a clearance date of not less than two days following a Parish Council meeting.
- The Clerk will print off and attach the payment which has been created to the invoice.
- The Councillor responsible for checking invoices for compliance and one other Councillor will check the payment against the invoice and sign the payment.

- If a payment is incorrect the Parish Clerk will cancel the payment, create a new payment and, subject to Council's approval, submit to the same two Councillors for checking and approval.

1704/11 **To consider Financial Contribution towards Berrynarbor Village Signs**  
Members were informed that due to the complex design the cost had increased and the original quotation was no longer valid. It was noted that the manufacture could supply two signs for the quoted price of £2,000 and 3 signs for £3,000. It was further noted that £2,000 had been received from the County Councillor towards the project and a VAT return was just about to be submitted to claim back over £2,000 it was **resolved**, with no votes to the contrary, to use £1,000 from the money claimed back from VAT towards the project.

Cllr Mrs Barten left the meeting.

1704/12 **To consider renewal of Devon Association of Local Councils' membership**  
It was **resolved**, with no votes to the contrary, to renew the Council's membership.

Cllr Mrs Barten returned to the meeting.

1704/13 **To consider renewal of licence for the Emergency Sand Bunker and relocation proposals**  
It was **resolved**, with no votes to the contrary, to renew the licence. Members discussed proposals to remove the flower bed, move the sand bunker and create a ramp into the car park which would allow better access. It was **resolved**, with no votes to the contrary, for the Council to meet on site to discuss and agree the proposals before seeking permission from NDC and funding for the project.

1704/14 **To consider donation towards Berry In Bloom**  
Cllr Stanbury left the meeting, Cllr Mrs Barten took the Chair.

Members discussed the request and the agreement that the Parish Council is providing a stone planter for Berry In Bloom, in light of this it was **resolved**, with no votes to the contrary, that the stone planter is being provided as the Parish Council's contribution for the year 2017-2018.

Cllr Stanbury returned to the meeting and resumed the Chair.

1704/15 **To consider donation towards the Berrynarbor Newsletter**  
Members were concerned about the rise in printing costs and the lack of income from subscriptions and advertisement. It was **resolved**, with no votes to the contrary, to suspend Standing Orders to allow members to ask questions of Mrs Weedon. Mrs Weedon explained the printing costs, the amount of copies produced and the requirement and desire to stay with a local printing firm. Cllrs discussed with Mrs Weedon charging for the publication and Mrs Weedon would not wish to carry on with the publication if a charge was introduced and did not feel this could be managed. Cllrs were keen for the publication to undertake a cost savings exercise to ensure value for money and asked if Mrs Weedon could use an example of 350 copies, 6 issues a year of 48 double sided A4 (folded to A5) pages front and back colour and the rest black and white and approach three local printing firms for quotations asking the question of how far in advance a draft would be required.

Cllr Coppin left the meeting.

Cllr Mrs Gubb left the meeting and did not return.

Mrs Weedon was reluctant to use another printing firm and again explained that she would like to keep it local, not every issue has the same number of pages and the need for being able to hold off the printing of the publication for additional articles.

It was **resolved**, with no votes to the contrary, to reinstate Standing Orders.

Members were keen to support the publication but felt a cost saving exercise and investigating options for increasing revenue were crucial.

Cllr Coppin entered the meeting.

Cllrs Miss Davis and Lovering left the meeting and did not return.

After much discussion it was **resolved**, with no votes to the contrary, to award a grant of £1,000 towards the Berrynarbor Newsletter subject to costs being reviewed, looking at the way in which it is distributed and advert costs it was agreed to appoint Cllr Mrs White to undertake this task in conjunction with Mrs Weedon.

Mrs Weedon left the meeting and did not return.

Cllr Coppin left the meeting.

1704/16 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 Coppin returned to the meeting.

1704/17 **To receive outcome of legal proceedings**  
Members were informed that the case had been dismissed by the Judge following a Court Hearing. It was **resolved**, with no votes to the contrary, to note the completion of the legal proceedings, to investigate the cost of four replacement Laurels and to ascertain the impact the case has had on the premium the Parish Council pays for its insurance.

It was noted that correspondence had been received from the Claimant following the case and it was **resolved**, with no votes to the contrary, to acknowledge receipt of the correspondence and place on the next Agenda under Matters to Note.

1704/18 **Close**  
There being no further business the meeting closed at 9.05pm.

Signed ..... Dated .....