

**Minutes of the Berrynarbor Parish Council Meeting  
Held on Tuesday 13<sup>th</sup> June 2017 at 7pm at Manor Hall,  
Berrynarbor**

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

1 member of the public

1706/01 **The Chairman will read and sign the prescribed 'Declaration of Acceptance of Office'**

The item was deferred from the Annual Parish Council meeting on Tuesday 9<sup>th</sup> May 2017. The Chairman read and signed the prescribed Declaration of Acceptance of Office.

1706/02 **Apologies**

Cllrs Mrs S Barten and Mrs C White. PCSO Drury.

1706/03 **Declarations of Interest**

None.

1706/04 **Public Participation Period**

None.

1706/05 **To approve and sign the Minutes of the Berrynarbor Parish Council meeting held on Tuesday 9<sup>th</sup> May 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 9<sup>th</sup> May 2017 as a correct record. Cllr Stanbury duly signed the minutes.

1706/06 **To receive reports from:**

- Police  
It was reported that no crimes had taken place compared to five crimes in the same period as last year.
- County Councillor Miss A Davis  
The report is attached to the minutes as Appendix one.
- District Councillors Mrs Y Gubb & J Lovering  
Cllr Lovering reported that outline planning permission had been given for a mixed-use development as the southern extension in Ilfracombe with 750 houses. Cllr Lovering further reported that the theatres had now reopened.
- Play Area Inspections. Councillor Mrs J Beer  
Cllr Mrs Beer reported that the bin in the Manor Hall play area requires emptying, the matting around the roundabout requires re-fixing and there are several brambles that require clearance. Cllr Mrs Beer further reported that there are mole hills in the Recreation Field and clearance of vegetation between the Laurel bushes is required.
- Councillor Mrs D Reynolds, Manor Hall  
Nothing to report.
- Footpaths Report Councillor Mrs Fairchild

Nothing to report.

- Dog Exercise area Councillor Mrs White  
Nothing to report.
- Meetings/events attended by Councillors/Clerk  
None.

1706/07

**Planning & Planning Correspondence**

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

None received.

Planning Decisions: The Planning Authority has given Approval for:  
**62827** Alterations and extension to dwelling at Hole Farm, Berrynarbor,  
Ilfracombe

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

1706/08

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

- Completion of Monthly Defibrillator report
- DALC's June newsletter
- Community Self-Help Update (information enclosed for Cllrs)
- North Devon Link Road Consultation and Exhibition dates (information enclosed for Cllrs)
- Temporary Prohibition of Traffic for Birdswell Lane, Berrynarbor (information enclosed for Cllrs)
- Deregulation of the Water Industry from South West Water
- Thank you letter from the Editor and Producer of the Berrynarbor Newsletter (information enclosed for Cllrs)
- Clerks and Councils Direct May 2017

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

1706/09

**To approve payments and receipts to date**

The following payments were received: -

**Payments 10<sup>th</sup> May 2017 – 13<sup>th</sup> June 2017**

|  |                  |
|--|------------------|
| Clerk's June Salary                            | £300(Net)        |
| Expenses: Mileage 13/06/2017 39 miles @ 0.45 = | £17.55           |
| Total:   | £317.55          |
| HMRC PAYE                                      | £75              |
| Buckets and Sparkle, May Toilet Cleaning       | £100             |
| British Gas, Electricity                       | £9.17            |
| The Play Inspection Company, Annual Inspection | £180             |
| Came and Company, Insurance                    | £838.95          |
| Julie Snooks, Internal Auditor                 | £200             |
| <b>Payments total:</b>                         | <b>£1,720.67</b> |

**Receipts 10<sup>th</sup> May 2017 – 13<sup>th</sup> June 2017**

|                        |                  |
|------------------------|------------------|
| HMRC VAT Refund        | £2,298.51        |
| Interest               | £0.69            |
| <b>Receipts total:</b> | <b>£2,299.20</b> |

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

- 1706/10      **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.
- 1706/11      **To discuss and agree the Annual Governance Statement Detailed in the Audit Commission's Annual Return for the Year Ended 31<sup>st</sup> March 2017**  
Copies of the documentation had been circulated with the Agenda. It was **resolved**, with no votes to the contrary, to agree the Annual Governance Statement for the year ended 31<sup>st</sup> March 2017.
- 1706/12      **To receive and agree the Internal Audited Accounts for the Financial Year 2016/2017 together with the Parish Council's Internal Auditor's Report**  
Copies of the documentation had been circulated with the Agenda. It was **resolved**, with no votes to the contrary, to agree the Internal Audited Accounts for the Financial Year 2016-2017.
- Members considered the Internal Auditor's report and the suggestion that the Clerk should not be a cheque signatory. The Council had clarified the signing instruction with the Parish Council's insurance company which had confirmed that it did not invalidate the Fidelity Guarantee and were happy with the current signing instruction. It was **resolved**, with no votes to the contrary, not to alter the bank mandate or signing instruction.
- 1706/13      **To consider and agree the Audit Commission's Annual Return for the Year Ended 31<sup>st</sup> March 2017**  
Copies of the documentation had been circulated with the Agenda. It was **resolved**, with no votes to the contrary, to note and agree the Audit Commission's Annual Return for the year ended 31<sup>st</sup> March 2017.
- 1706/14      **To receive Annual Play Inspection Reports**  
The Annual Play Inspection Reports were received and it was **resolved**, with no votes to the contrary, to obtain quotations to re-set the swing frame and glue down the matting under the roundabout.
- 1706/15      **To consider repeat order for Annual Play Inspection**  
It was **resolved**, with no votes to the contrary, to submit the repeat order form for next year.
- 1706/16      **To consider Community Priorities**  
It was **resolved**, with no votes to the contrary, not to alter the Community Priorities at this stage but to add items to the list as and when raised.
- 1706/17      **To consider lease arrangements and refurbishment of the Public Toilets**  
Members were informed that, subject to District Council approval, a lease for the Public Toilets from the North Devon Council could be investigated with a one-off payment which could be used towards the refurbishment of the Public Toilets. It was noted that the lease would be a long-term lease and there would be no further grant funding if the lump sum was accepted. Members felt in principle this proposal would safe guard the future of the Public Toilets and provide the Parish Council with the funds to refurbish and upgrade the facilities, however, members were concerned about the extent of the liability over a long period and it was **resolved**, with no votes to the contrary, to ask the North Devon Council for a copy of a draft lease and to defer any decision until the terms and liabilities for the buildings have been clarified, whilst entering into discussions it was agreed to ask whether or not the District Council would consider selling the freehold of the public toilets.

- 1706/18      **To complete the Snow Plan for Berrynarbor Parish**  
 It was noted that more salt was required and agreed that this should be delivered to the Snow Warden. Members discussed the course of action and it was agreed that a bag of salt for use on the highway should be made available for collection to those who need it before a cold spell, this could be advertised in the local newsletter. Salt would be spread on main access points/roads to aid access to services/vulnerable people and anywhere on the highway that suffers from surface water, the Snow Warden would phone the Chairman of the Council for help with bedding in the salt.
- 1706/19      **To consider request from the School to use Parish Council land for a sponsored move**  
 It was **resolved**, with no votes to the contrary, to approve the request subject to the School obtaining the necessary licences and providing the Council with a copy of its Public Liability Insurance and Risk Assessment for the event.
- 1706/20      **To consider festivities for 2017**  
 Members discussed how the Parish Council could enhance the festivities in the parish.
- Cllr Coppin, Miss Davis and Mrs Gubb left the meeting.
- Members discussed additional lighting throughout the village.
- Cllr Coppin returned to the meeting.
- It was **resolved**, with no votes to the contrary, to investigate the option of a bracket on the houses in the centre of the village to allow lights to be strung from buildings.
- Cllr Lovering left the meeting.
- It was agreed that Cllr Mrs Reynolds would speak to Berry In Bloom and invite a representative to add the next Parish Council meeting to discuss.
- 1706/21      **To note Parish Council's Insurance Renewal**  
 It was resolved, with no votes to the contrary, to note that the Parish Council's Insurance had been renewed from the 1<sup>st</sup> June 2017 with Inspire through Came and Company at a cost of £838.95
- 1706/22      **To consider purchase of container to replace the Emergency Sand Bunker**  
 It was **resolved**, with no votes to the contrary, to defer this item until the next meeting to allow Cllr Mrs Bacon to investigate options.
- 1706/23      **To receive update on Automatic Enrolment**  
 Cllr Kennedy informed members that the Parish Council had complied with its requirements and the declaration of compliance had been completed. It was **resolved**, with no votes to the contrary, to note the information.
- 1706/24      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**
- 1706/25      **To receive correspondence relating to the Appeals Procedure for the legal proceedings**  
 The correspondence was circulated prior to the meeting. It was **resolved**, with no votes to the contrary, to note the correspondence relating to the appeal application.

1706/26

**To consider procedure for holiday and sickness cover**

It was **resolved**, with no votes to the contrary, that in the Clerk's absence Cllr Mrs Bacon will record the minutes, if there was a long period of absence the Council would enlist the services of a Locum Clerk preferably from a local Town/Parish Council.

1706/27

**Close**

There being no further business the meeting closed at 9.10pm.

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