

BERRYNARBOR PARISH COUNCIL

PARISH CLERK: MRS VICTORIA WOODHOUSE, FIRSTSTONE, YARNSCOMBE,
BARNSTAPLE, EX31 3LW,

TEL: 07815665215. E-MAIL: clerk@berrynarborparishcouncil.org.uk

To all Berrynarbor Parish Councillors

You are hereby summoned to attend the Annual Parish Council meeting of Berrynarbor Parish Council, which will be held on **Tuesday, 8th May 2018**, at **Manor Hall, Birdswell Lane, Berrynarbor** which commences 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.



Victoria Woodhouse
Clerk to the Council

Date of issue: 2nd May 2018

AGENDA

- 1 **To Elect the Chairman for 2018/19**
- 2 **The Chairman will read and sign the prescribed 'Declaration of Acceptance of Office'**
- 3 **To Elect the Vice-Chairman for the year 2018/19**
- 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 **To receive report from outgoing Chairman**
- 7 **Public Participation Period**
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 **To approve and sign the Minutes of the Berrynarbor Parish Council meeting held on Tuesday 10th April 2018** (copies attached)
- 9 **To review the Council's Standing Orders** (information enclosed for Cllrs)
- 10 **To review the Council's Financial Regulations** (information enclosed for Cllrs)
- 11 **To appoint the following representatives:**
Footpath Officer
Deputy Footpath Officer
Highway Liaison Officer & Tree Warden
Emergency Plan Officers
Councillor to check invoices for payment
Combe Martin & District Tourism Association
Berrynarbor Manor Hall Committee
Play Area Inspections
Finance Working Party
Personnel Working Party

12 To receive reports from:

- Police
- County Councillor Miss A Davis
- District Councillors Mrs Y Gubb & J Lovering
- Play Area Inspections. Councillor Mrs J Beer
- Manor Hall, Councillor Mrs D Reynolds
- Footpaths Report Councillor Mrs Fairchild
- Dog Exercise area Councillor Mrs White
- Meetings/events attended by Councillors/Clerk

13 Planning & Planning Correspondence

13.1 Planning Applications: to consider Planning Applications received to date
64672 Approval of reserved matters following outline approval 63712 (hybrid application); 1) replacement wedding venue with associated landscaping; 2) outline application for additional 6 guest suites (some matters reserved (appearance)) in respect of appearance of replacement gazebo
Location: Sandy Cove Hotel, Old Coast Road, Berrynarbor, Ilfracombe
Applicant/Agent: Mr and Mrs Ten-Bokkel

13.2 Planning Decisions: The Planning Authority has given Approval for:
64609 Certificate of Lawfulness of propose use or development – application for a proposed use of lanf to site eight caravans for full residential use, Berrynarbor Park, Sterridge Valley, Berrynarbor

64606 Construction of mobile poultry unit to be moved annually between two sites at PT Wheel Farm, Berrynarbor, Combe Martin

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

- Completion of Monthly Defibrillator report
- DALC's April newsletter
- Certificate of Lawful Use or Development for use of land as a single dwelling house at Yellaton Garden, Combe Martin
- Certificate of Lawful Use or Development for use and occupation of the building as an independent residential unit, building known as Alfie's Barn attached to Greenfields, Berry Down, Combe Martin
- Request from Cllr Mrs White to the Highway Authority for signage in Sterridge Valley and reply from the Highway Authority

15 To approve payments and receipts to date (information attached for Cllrs)

16 To review the Council's Asset Register (information enclosed for Cllrs)

17 To review Members' Code of Conduct (information to follow)

18 To Review the Council's Statement of Internal Control for the financial year 2017-2018 in accordance with the Local Government Act 2003 (information enclosed)

19 To discuss and agree the Annual Governance Statement detailed in the Annual Governance and Accountability Return 2017/2018 (information to follow)

- 20 **To receive and agree the Accounting Statements contained within the Annual Governance and Accountability Return 2017/2018 along with the Internal Auditor's Report** (information to follow)
- 21 **To consider and agree the Annual Governance and Accountability Return for 2017/2018** (information to follow)
- 22 **To consider the Parish Council's Insurance Renewal** (information to follow)
- 23 **To receive update on the General Data Protection Regulations** (Clerk to report)
- 24 **To consider renewal of DALC membership**
- 25 **To consider donation towards Berry In Bloom** (information enclosed for Cllrs)
- 26 **To receive and consider annual play inspection reports** (information has been circulated)
- 27 **To consider repeat order for 2019's annual play inspection**
- 28 **To consider Draft Flood Plan** (Cllrs Mrs Fairchild and Mrs Beer to report)
- 29 **To receive update on fencing at the Recreation Field, request for financial assistance from South West Water and the replacement planting of Laurel bushes**
- 30 **To consider defibrillator awareness training for 2018**
- 31 **To consider alternative shelter/shed proposals for the Recreation Field**