



BERRYNARBOR PARISH COUNCIL

PARISH CLERK: MRS KATE GRADDOCK BA (Hons)
FIRSTSTONE, YARNSCOMBE, BARNSTAPLE, EX31 3LW,
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TO: Councillors Mrs G Bacon, Mrs S Barten, A Coppin, Mrs L Lowe, A Stanbury and Mrs C White.

You are hereby summoned to attend the Annual Parish Council meeting of Berrynarbor Parish Council, which will be held on **Tuesday, 14th May 2019 in the Manor Hall, Birdswell Lane, Berrynarbor** at 7.00pm 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.

Mrs Kate Graddock BA (Hons)
Clerk to the Council

Date of issue: 6th May 2019

AGENDA

- 1 Election of Chairman for 2019/20**
To Elect the Chairman for 2019/20.
- 2 Declaration of Office – Chairman**
The Chairman will read and sign the prescribed 'Declaration of Acceptance of Office'
- 3 Election of Vice Chairman for 2019/20**
To Elect the Vice-Chairman for 2019/20.
- 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 Chairman's Report**
To receive report from outgoing Chairman.
- 7 Public Participation**
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 Co-option**
To receive and consider applications for co-option to Berrynarbor Parish Council – 3 seats available.
- 9 Minutes**
To approve and sign the Minutes of the Berrynarbor Parish Council meeting held on Tuesday, 9th April 2019 (attached).
- 10 The General Power of Competence**
To confirm the Council's eligibility for the use of the General Power of Competence.

- 11 Revision of Standing Orders**
To review the Council's Standing Orders. (available on the website)
- 12 Revision of Financial Regulations**
To review the Council's Financial Regulations. (available on the website)
- 13 Assets Register**
To review the Council's Assets Register. (information enclosed)
- 14 Members Code of Conduct**
To review Members Code of Conduct (available on website).
- 15 Representatives**
To appoint the following representatives:
- a) Footpath Officer
 - b) Deputy Footpath Officer
 - c) Highway Liaison Officer & Tree Warden
 - d) Emergency Plan Officers
 - e) Councillor to check invoices for payment
 - f) Combe Martin & District Tourism Association
 - g) Berrynarbor Manor Hall Committee
 - h) Play Area Inspections
 - i) Finance Working Party
 - j) Personnel Working Party
- 16 Governance**
- a) To receive and agree the Accounting Statements contained within the Annual Governance and Accountability Return 2018/2019 along with the Internal Auditor's Report (information to follow)
 - b) To review and agree the Annual Governance Statement detailed in the Annual Governance and Accountability Return 2018/2019 (information to follow)
 - c) To review the Councils Statement of Internal Control for the financial year 2018/19 (information to follow)
 - d) To consider and agree the Annual Governance and Accountability Return for 2018/2019 (information to follow)
- 17 To receive reports from:**
- Police
 - County Councillor Miss A Davis
 - District Councillor
 - Play Area Inspections.
 - Manor Hall.
 - Footpaths Report
 - Dog Exercise area
 - Meetings/events attended by Councillors/Clerk
- 18 Planning & Planning Correspondence**
Planning Applications: to consider Planning Applications received to date
None received.

- 19 Planning Decisions:**
APPROVAL: 65844 ERECTION OF AN AGRICULTURAL CONTRACTORS & GENERAL AGRICULTURAL STORAGE BUILDING (ADDITIONAL PLANS) AT KENDRA HAGGINTON HILL BERRYNARBOR ILFRACOMBE
- 20 Grass Cutting**
To consider request for donation towards the grass cutting at Berrynarbor School (Cllr Stanbury to report).
- 21 Benches**
To consider request from a member of the public to site a memorial bench in the village (information attached for Cllrs)
- 22 Litterbins**
To consider replacement litterbin in Pitt Hill (information attached for Cllrs).
- 23 Insurance**
To receive and consider the Parish Councils Insurance Renewal for 2019/20.
- 24 Grants**
To consider Grant applications for 2019/20 from:
- a) Berrynarbor Preschool
 - b) Berry in Bloom
 - c) Berrynarbor Newsletter
- 25 Defibrillator Training**
To receive information and consider holding a Defibrillator Training Course on 26th June 2019.
- 26 Councillor Training**
- a) To receive information from Fremington Parish Council and consider booking spaces on the Councillor and Planning training. (information attached)
 - b) To receive date for the Code of Conduct Training by North Devon Council.
- 27 To approve payments and receipts to date and receive budget for 2019/20**
(available at the meeting).
- 28 Exclusion of Press and Public**
To resolve: 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:
- 29 ICO Correspondence**
To receive verbal report from the Parish Clerk on matters relating to correspondence received from the ICO.