

**Minutes of the Annual Parish Meeting held in the Penn Curzen Room at The Manor Hall on Tuesday, 9<sup>th</sup> April 2019 at 7.00pm.**

Present: Cllr Mrs S Barten as Chairman of the meeting.  
7 electors, Mrs Kate Graddock – Parish Clerk and 4 members of the public.

**1. Minutes**

The minutes of the Annual Parish meeting were accepted and signed as a correct record.

**2. Matters arising from the Minutes**

No matters were raised.

**3. Chairman's Report**

Cllr Mrs S Barten read out a report submitted by the Chairman of the Council, Cllr A Stanbury. This is attached as Appendix 1.

**4. Police Report**

No police report was received.

**5. Financial Report**

The Clerk members that the Accounts were being audited. An overview of the Parish Council's income and expenditure over the last year was given.

**6. Claude's Garden Report**

No report was received.

**7. Manor Hall Report**

A report on the activities from the past year was given and a brief overview on events and projects planned for the coming year.

**8. Berry in Bloom**

A report including financial accounts was submitted with the Agenda, this is attached as Appendix 2.

**9. Berrynarbor Pre-School**

A report was submitted with the Agenda, this is attached as Appendix 3.

**10. Comments and Questions from Members of the Public**

A member of the public raised a question regarding whether a Defibrillator could be sited into the phone box at the end of the park. The Chairman said she would submit this to a Parish Council meeting for discussion.

**11. Matters raised at the discretion of the Chairman.**

None.

**Meeting ended at 7.20pm.**

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

## Appendix 1: Chairman's Report

### **Berrynarbor Parish Council Chair's Report 2019**

2018/19 has been another busy year. We started and will finish the year with a full council. In April, we completed the erection of the new wrought iron signs and the creation of the stone planter at the end of Barton Lane. The planter was kindly funded by Mike and Sue Richards. In June, the Council, led by Sian and Julia organised a dog show in the recreation field - to help raise funds towards the running of the Berrynarbor Newsletter. The weather was atrocious but spirits were very high. Thanks to all who helped and in particular, Evette Gubb, who judged the show. There has been much discussion with regard to the opportunity to the owning/leasing of the public toilets. Many meetings have been held with North Devon District Council, led by Adrian Coppin; culminating in a public meeting held in the Manor Hall. With overwhelming support from Parishioners, the Council is taking the next step investigating the feasibility of the proposals in order to safeguard the future of these important facilities for our Parish.

Following the closure of Ye Olde Globe Inn, the Council was able to help safeguard the future of the pub by getting it listed as an "asset of community value". The council provided the Christmas tree and some new festive lighting. This was kindly funded by John Lovering and Evette Gubb District Councillor Budgets.

The council managed to gain a donation from South West Water towards the new fencing project in the recreation field, to prevent children from entering the stream area. The fence has now been installed.

The Council has been working to replace the unsightly bus shelter at the end of Barton Lane on the A399. A grant of £1000 was kindly awarded by County Councillor Andrea Davis towards the project and the shelter has now been erected and improved the image of our beautiful parish.

Many donations have been awarded this year. Beneficiaries include The Berrynarbor Newsletter, Berry in Bloom, Citizens Advice Bureau, The North Devon Records Office and the Poppy Appeal. The council has decided to work towards the "Quality Level of Local Council Award Scheme".

A massive thanks must go to our clerk Victoria, who has worked tirelessly on our behalf, responding to a very high level of correspondence and helping us all with the day to day running of our council. We were all thrilled to hear of her pregnancy and we will miss her during her maternity leave.

Many thanks must also go to our County and District Councillors who bring a great deal of knowledge, experience and advice to us all; as well as some very kind grants awards.

Finally, thank you to all my fellow Councillors for all your hard work throughout the year.

## Appendix 2: Berry in Bloom Report

Please find enclosed our Income and expenditure summary for 2018/19. Our expenditure was slightly more than our income but we are in a fairly sound position although the costs rise each year. This year we have plans to replace some of our planters and re-new some of our sustainable planting. We have already held a quiz night and supper to raise funds and we are planning a garden party to raise funds in the summer. However we would be grateful if we could be considered once again for a donation from the Parish Council.

Berrynarbor was again fortunate to be awarded a GOLD in the R.H.S. Briton in Bloom competition for 2018. The highest accolade, and in the forthcoming year we will be going for gold again.

The R.H.S. have slightly changed the marking criteria for this coming year. There is to be more emphasis on the environment and community involvement. We are fortunate

to have a good community spirit in the village and live in a beautiful area of the country. Three of us attended a seminar run by the R.H.S. in February where it was suggested that some areas of grass were left unmown. We don't have many grass verges but we wondered if an area could be left unmown in Claude's garden. A bed about 25 X 30 feet surrounded by mown paths where we could encourage/plant wild flowers. They also encouraged putting up bird boxes.

We continue to try to make our village a lovely place to live and appreciate the help and encouragement of the Parish council.

**BERRYNARBOR IN BLOOM**  
**INCOME AND EXPENDITURE STATEMENT FOR 2018 - 2019**

1<sup>st</sup> March 2018 – 28<sup>th</sup> FEBRUARY 2019

INCOME		EXPENDITURE	
<b>Balance B/F</b>	<b>3901.59</b>		
Quiz Evening Jan 2019	<b>919.00</b>	Plants – Bulbs – Compost etc	643.03
Parish Council	<b>500.00</b>	Affiliation to RHS Plus Insurance 01/02/2019 to 31/01/2020	110.00
Beaford Arts	<b>580.00</b>	Streamway Baskets	435.50
Tea On The Lawn	<b>428.40</b>	Litter Pick Signs	153.00
Other Donations	<b>28.00</b>	Jigsaw Plants	560.00
		Tea On The Lawn.	80.44
		Manor Hall fee	35.00
<b>INCOME TOTAL</b>	<b>2455.40</b>	Quiz And Carol Singing 01/19	240.48
<b>TOTAL BALANCE PLUS INCOME</b>	<b>6356.99</b>	Hose Pipe	52.99
		Expenses For BBQ	105.77
<b>EXPENDITURE</b>	<b>3154.20</b>	Beaford Arts	156.66
		South west in Bloom	90.00
<b>BALANCE AS AT FEBRUARY 2018</b>	<b>3202.79</b>	Entry South West In Bloom	45.00
<b>Represented by:</b>		Litter Pick Costs	15.10
<b>Balance at Bank</b>	<b>3058.02</b>	Planters, Claude's Garden etc.	431.23
<b>Float Held By Wendy</b>	<b>144.77</b>		
<b>Cash in Hand</b>	<b>0.00</b>		
<b>TOTAL</b>	<b>3202.79</b>	<b>EXPENDITURE TOTAL</b>	<b>3154.20</b>

## Appendix 3: Berrynarbor Pre-school Report

Dear Mrs Woodhouse

### **Re: Berrynarbor Preschool**

Further in the matter of our request for financial help I hereby attach a copy of our original letter and our accounts for 2017-2018.

The accounts do show that we made a loss last year. Although we do foresee this to improve this year due to many settings in the area closing down and our numbers increasing, along with the increase in numbers comes additional increases in running costs. We have now had to take financial control of all of our own cleaning products and paper towels etc as this has been withdrawn by Manor Hall. We feel our setting is a very important part of our community. We are seeing so many settings closing down and struggling in the area we want to ensure that we can offer a stable, safe and educational environment for our children. We are shortly to introduce an increase in fees to bring us in line with other settings, this will also help us to reduce any losses. Fundraising events have proved very successful so far this year receiving some great support from parents and local people.

We are very blessed to receive very generous gifts of toys and equipment for the children from the parents and local people in the community. Therefore, we are privileged to not be in real need of any equipment. We strive to hold successful fundraising events and we increased the funds raised from £513.73 in 2016-2017 to £1,676.42 in 2017-2018. We are proud of the parents and families and our community for supporting us in achieving this.

This has been a big year of growth for us as a Pre-school and we hope to continue to serve the community in the best possible way by providing our service to families. We hope you can help us to keep our Preschool open as we feel it would be such a shame to lose it.

Kind regards

Mrs Tina L Barbeary

**Treasurer**

**Berrynarbor Preschool**



Berryarbor Pre-school

Manor Hall  
Berryarbor  
EX34 9SF

Tel: 07932 851052

Email: preschoolberryarbor@gmail.com

8th October 2018

**TO: Berryarbor Parish Council**

Dear Berryarbor Parish Councillors

Re: Berryarbor Pre-school

We would like to ask for a donation from the Berryarbor Parish Council towards our increased running costs of the Berryarbor Pre-school. We are run as a Charity under no. 1031351.

Due to changes to our arrangement with the Manor Hall, we will now incur additional running costs to purchase our own paper towels, toilet paper, cleaning products, gloves and hand soap for the Pre-school. The Pre-school has grown considerably this year as we continue to support parents and families in the community by offering a safe, nurturing environment for children 2-5 years old within the Berryarbor and surrounding area.

The following items are new costs we will incur this year which we would ask for any possible help with from the Parish council.

Paper towels @ £17 per box (approx 10 boxes required per year)	£170.00
Toilet Paper @ 90p per 4 (40 x required for the year)	£. 36.00
Cleaning products to clean our Pre-school approx cost for year	£. 90.00
Protective gloves @ £5 per box (approx 15 boxes required per year)	£ 75.00
Hand soap @ £8 (3 containers required per year)	£ 24.00
Paper towel dispensers (one off cost) 2 x £15 each	£ 30.00
Soap dispensers (one off cost) 4 x £16 each	<u>£ 64.00</u>
	£489.00

We would also ask if you could please help us to replace our garden blackboards that the children enjoy using on a daily basis. These are in need of replacement with marine ply to ensure they are long lasting. The approximate cost of this would be £90.00 to obtain the replacement board.

As our Pre-school is growing we are in need of more resources to be able to provide our children with a broad range of stimulating activities and would therefore ask if you would be able to contribute any amount towards our recent stationery order consisting of paints, glue, paper and card of £190.85.

Any contribution you would be able to provide towards the above costs, totalling £769.85, would be extremely appreciated by the Preschool and parents of the children who gain such a benefit from being able to attend a local setting where children can go prior to school to prepare for their eventual move on to school by taking part in a broad range of learning activities in a safe and nurturing environment. Please do not hesitate to get in touch if you would like any more information or have any questions regarding any of the above.

Thank you for your kind consideration.

Yours sincerely

Mrs Tina Barbeary

**Treasurer**

Profit and loss and balance sheet for Berrynarbor pre-school September 1st 2017 to August 31st 2018

Profit and loss report

INCOME		EXPENDITURE	
Fund£	25,762.46	Wages	£ 25,001.37
Fees £	3,765.71	HMRC	£ 1,206.24
Don £	113.00	Equipment £	-
Gran £	-	Snack	£ 15.68
Milk £	123.34	Fundraising £	13.00
Fund£	1,676.42	Trips	£ -
Misc £	65.69	Training	£ 195.00
Inte £	3.75	PLA/OFSTED£	1,142.18
Blan £	-	Utilities	£ 3,603.95
Blan £	-	NEST	£ 354.03
		Petty Cash	£ 615.29
		Resources	£ 533.06
		Misc	£ 155.75
Tota £	31,510.37	total	£ 32,835.55

Profit/Loss -£ 1,325.18

Balance sheet

ACCOUNTS		
	Opening cash position	13,361.82
	Profit/loss	-£ 1,325.18
	Closing cash position	£ 12,036.64
	BANK	£ 2,014.38
		£ 10,022.26
		(may18)
		£
	TOTAL	12,036.64

NOTE THE TWO GREEN NUMBERS SHOULD BE THE SAME