

**Minutes of the Berrynarbor Parish Council Meeting held on Tuesday, 14<sup>th</sup> May 2019 at 7.00pm in The Manor Hall, Berrynarbor.**

**Present:** Cllrs A Stanbury, Mrs G Bacon, Mrs C White and Ms L Lowe.  
Mrs Kate Graddock, Parish Clerk.  
County Councillor Mrs A Davis and District Councillor J Tucker.  
Two members of the public.

The Clerk informed members that all Councillors Declarations of Acceptance of Office and Register of Interest forms had been received.

**190501 Election of Chairman**  
**RESOLVED** that Cllr Adam Stanbury be elected as Chairman for 2019/20.  
(NC)

**190502 Election of Vice Chairman**  
**RESOLVED** that Cllr Mrs S Barten be elected as Vice Chairman for 2019/20.  
(NC)

**190503 Apologies**  
Apologies, as recorded on the attendance sheet, were received from Cllrs A Coppin and Mrs S Barten.

**190504 Declarations of Interest**  
None received.

**190505 Chairman's Report**  
The Chairman read out the Chairman's Report for 2018/19.  
He further thanked Julia, Denny, Jenny and David for their time on the Council and wished them well for the future.  
**RESOLVED** that the Clerk send letters of thanks on behalf of the Council to those councillors that did not re-stand for election.  
(NC)

**190506 Public participation**  
A member of the public spoke on planning application number 65606. They stated that it has reappeared on NDC website for consultation and the consultation end date is 30<sup>th</sup> May. They requested that the application is discussed at the next Berrynarbor Parish Council meeting on 11th June 2019. The Clerk informed members she has submitted an email to ask for an extension to the consultation deadline to allow the Parish Council to formally respond.  
**RESOLVED** That the report from the County Councillor be brought forward to allow Cllr Mrs Davis to attend another Parish Council meeting.  
(NC)

- 190507 County Councillor report**  
The Report from Cllr Mrs A Davis is attached to these minutes as Appendix 1.  
**RESOLVED** that the report be received and noted. (NC)
- 190508 Co-option**  
Members were informed that no applications were received. Cllr Ms Lowe requested larger notices for the notice boards. The Clerk also informed members she would request an advert to be placed in the next Berrynarbor Newsletter.  
**RESOLVED** that the information be received and noted and the Co-option is put on the Agenda for 11<sup>th</sup> June 2019. (NC)
- 190509 Minutes**  
**RESOLVED** that the minutes of 9<sup>th</sup> April 2019 be confirmed as a correct record and signed by the Chairman. (NC)
- 190510 The General Power of Competence**  
**RESOLVED** that Berrynarbor is eligible to adopt The General Power of Competence with two thirds of members being elected at the Election on 2<sup>nd</sup> May 2019 the Clerk being a qualified Clerk, therefore, the Council confirms it will use the General Power of Competence. (NC)
- 190511 Standing Orders**  
Members were circulated the Standing Orders prior to the meeting and they were available on the website.  
**RESOLVED** that the Council's Standing Orders be approved and adopted with no amendments. (NC)
- 190512 Financial Regulations**  
Members were circulated the Financial Regulations prior to the meeting and they were available on the website.  
**RESOLVED** that the Council's Financial Regulations be approved and adopted with no amendments. (NC)
- 190513 Asset Register**  
Members were circulated the Council's Asset Register prior to the meeting.  
**RESOLVED**
1. that the Asset Register be amended to include the shed in the recreation field and the basketswing is deleted as it was donated to the School.
  2. That subject to the amendments above, the Asset register be approved. (NC)

- 190514 Code of Conduct**  
 Members were circulated the Code of Conduct, prior to the meeting.  
**RESOLVED** that the Members' Code of Conduct be approved with no amendments. (NC)
- 190515 Representatives**  
 Members appointed the following representatives:
- a) **Footpath Officer:** Cllr Claire White
  - b) **Deputy Footpath Officer:** Cllr Gemma Bacon
  - c) **Dog Exercise Area** – Cllr Claire White
  - d) **Highway Liaison Officer and Tree Warden:** Cllr Adrian Coppin and Cllr Adam Stanbury
  - e) **Emergency Plan Officer:** Cllr Adrian Coppin
  - f) **Councillor to check invoices for payment:** Cllr Lesley Lowe
  - g) **Combe Martin & District Tourism Association:** Cllr Lesley Lowe
  - h) **Berrynarbor Manor Hall Committee:** to be assigned.
  - i) **Play Area Inspections:** Cllr Gemma Bacon
  - j) **Finance Working Party:** Cllr Sian Barten, Cllr Adam Stanbury and Gemma Bacon.
  - k) **Personnel Working Party:** Cllr Sian Barten, Cllr Adam Stanbury and Cllr Gemma Bacon.
  - l) **Planning Lead:** Cllr Gemma Bacon
- RESOLVED**
1. That the appointments as detailed above are approved and a review is held after 3 months.
  2. That the Clerk contact Mrs J Fairchild to enquire whether she would be happy to submit reports to the Council on the Manor Hall. (NC)
- 190516 Governance**  
**RESOLVED** that the item be deferred until the meeting on 11<sup>th</sup> June 2019. (NC)
- 190517 Reports**
- a) **Police** – None received.
  - b) **District Council**
- Cllr Stanbury welcomed Cllr Joe Tucker to the meeting. Cllr Tucker reported that there is to be a new administration at North Devon Council which would most likely be Liberal Democrats and Independents. Committees would now be politically balance which is something that has not been in place for the past 8 years.

He raised concerns over the speed of the traffic at Berry Down Cross (Stowford straight) and asked the Council to consider discussing this matter at a future meeting.

He reported that North Devon Council Planning Enforcement had around 400-500 outstanding cases in North Devon at one time but this has now been decreased due to extra staffing. He told the Council that if there are any concerns over enforcement cases then to contact him and he could investigate the issue.

He further informed members that there would be a Code of Conduct training for members on 4<sup>th</sup> June 2019. The Clerk asked Cllr Tucker to ask the District Council if they could hold an additional training session as spaces were only limited to 3 per Council. He agreed that all members could receive training and would take the point back to North Devon Council.

- c) **Play Area Inspections** – No defects. There was a discussion on where the new bench was to be sited and that it should not be placed in the same area.
- d) **Manor Hall** – Members wished to congratulate the Manor Hall Committee on the redecoration of the Hall.
- e) **Footpaths Report** – No report received.
- f) **Dog Exercise Area** – Members discussed the option requested by Berry in Bloom for a Wild Flower area. Members felt this would be a great addition to the Dog Exercise area.
- g) **Meetings/events attended by Councillors and Clerk** – Cllr Stanbury reported that he was invited and attended the inauguration of the new Vicar and that he found the event to be most interesting and welcomed the family to the community.

**RESOLVED** that the reports be received and noted.

(NC)

160518

**Planning**

No Planning Applications were received.

The Clerk informed the Committee that she had received a Planning Application (No: 65606) however it was too late to be discussed as public notice was not given, therefore she had requested an extension to the consultation period to allow the application to be discussed at Committee.

160519

**Planning Decisions**

Members were informed of the following decision:

65844 Erection of an Agricultural Contractors and General Agricultural storage building (additional plans) at Kendra, Hagginton Hill, Berryarbor, Ilfracombe. Approval.

**RESOLVED** that the decision notice be received and noted.

(NC)

- 160520 Grass Cutting**  
 Cllr Stanbury reported that Berrynarbor School was having difficulty funding the grass cutting. Members felt that more information was needed to assess the situation and it was **RESOLVED** that the Clerk writes to Berrynarbor School to request further information.  
 (NC)
- 160521 Benches**  
 A request was submitted to the Council for a bench to be sited somewhere central in the village (preferably by the bus shelter or near to the church steps) in memory of the requestors family, who were residents in the village for more than 50 years. Members felt this would be a great addition however, suggested that he bench could be placed outside The Manor Hall for everyone to use as there is limited space in near to the bust shelter or Church steps.  
**RESOLVED** that the Clerk writes to the request to formally suggest that they write to The Manor Hall Committee to request permission to site the bench outside the Hall and that the Council would support this application.  
 (NC)
- 190522 Litterbin**  
 Members were circulated quotations for the replacement of the litterbin at Pitt Hill. Members discussed the type of litterbin that should be sited and it was agreed that it should be an exact replacement, however, a claim should be submitted to the Insurance Company.  
**RESOLVED** that the Clerk submit a claim for the replacement of the Litterbin and an exact replacement is purchased and installed.  
 (NC)
- 190523 Insurance**  
 Members were reported that the Council's insurance was for renewal from 1<sup>st</sup> June 2019.  
**RESOLVED** that the Council's insurance be approved for £995.00 through Came and Company.  
 (NC)
- 190524 Grants**  
 Members considered the grant applications as deferred from the previous meeting.  
**Berrynarbor Preschool**  
**RESOLVED** that £100.00 be donated towards an outside blackboard for Berrynarbor Preschool. It was felt that the Council could not financially contribute to consumables but were happy to support improvement and educational activities for the Preschool.  
 (NC)

**Berrynarbor Newsletter**

There was a discussion regarding the possibility of charging for postage of the newsletter, paying for the newsletter and fundraising events.

Members also suggested investigating the possibility of reducing printing costs but also publishing the newsletter on Fundraising. Lowering printing costs. Putting online

**RESOLVED** that £250.00 be donated towards the Berrynarbor Newsletter and that the Clerk writes to the Editor to suggest that advert pages be inserted to help generate income, however, the Council are happy to give any support in relation to the newsletter and gaining sponsorship for the advertisement pages.

(3.1)

**Berry in Bloom**

**RESOLVED** that the request for a wild flower area n Claudes Garden be declined, but a space in the Dog Exercise area be offered and that the Clerk writes to the organisation for additional details as to what level of grant the group are requesting and for what purpose.

(NC)

190525

**Councillor Training**

Members were circulated a letter received from Fremington Parish Council on Councillor training opportunities.

**RESOLVED** That Cllr Ms Lesley Lowe attend the Planning and New Councillor Training at a cost of £30.00 per session.

(NC)

Members were unable to attend the date for the planning training but were interested in receiving specific planning training.

**RESOLVED** that the Clerk enquire as to the price for planning training for Berrynarbor Parish Council.

(NC)

190526

**Payments and Receipts**

Members considered the following list of payments and receipts todote:

**PAYMENTS**

May salaries	£716.54 (Net)
HMRC PAYE	£179.20
Clerk’s Expenses	£73.76
Toilet Cleaning March	£100.00
Came and Company – Insurance	£995.00
Fremington Parish Council, printing	£9.95
Berrynarbor CE, Artwork	£45.00
DALC renewal	£196.49
Manor Hall – Defib training hall hire	£13.00
<b>Total:</b>	<b>£2,328.94</b>

**RECEIPTS**

Interest	£0.65
North Devon Council (toilet grant)	£700.00
HMRC, VAT reclaim	£374.83
North Devon Council (Precept, 1 <sup>st</sup> )	£8,772.17
<b>Total:</b>	<b>£9,847.65</b>

**RESOLVED** that payments totalling £2,328.94 and receipts totally £9,847.65 be approved and that the Bank Reconciliation be approved and the balances confirmed as £27,540.28 as at 12<sup>th</sup> May 2019.

(NC)

**190527 Part B – Exclusion of Press and Public**

**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.

(NC)

**190528 ICO Correspondence**

The Clerk gave a verbal report on a request from the ICO regarding a member of the public and that she had responded to the request.

**RESOLVED** that the information be received and noted.

(NC)

Meeting ended at 9.05pm.

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

**Berrynarbor Parish council**

**County Councillors Report**

**May 2019**

**A361 North Devon Link Road update – Pedestrian Cycle Crossings at Bishops Tawton and Landkey and Advanced Planting Works**

Progress on the North Devon Link Road improvement is going well - planning permission has been granted, there were no objections to the Compulsory Purchase of land, and the tender process has started. However there are three items outstanding as a result of the planning permission or the consultations we have carried out.

Planning conditions set out the need for advance planting along sections of the route one year prior to the start of works in 2020 so that the planting can mature *before* the existing planting is removed as part of the main works. DCC will now award the contract (up to a value of £500k) so these essential works can begin.

There have been concerns regarding the proposed improvement of the Bishop's Tawton roundabout and pedestrian/cycle facilities. As result a more detailed consultation was undertaken. A review of the results of the consultation was undertaken and recognising that any structure will have an impact on residents the recommended option is an underpass. Several suggestions from the consultation have been taken forward for incorporation into the preferred option, such as high-quality lighting and landscaping. We will now progress with the submission of a planning application, begin land acquisition and ultimately tender for the roundabout improvements and underpass.

Landkey Parish Council suggested at the planning stage for the main scheme that there should be a segregated pedestrian crossing at Landkey Junction when it is upgraded to a roundabout. Having reviewed this suggestion it is felt that the provision of a pedestrian/cycle facility at Landkey Junction is in line with the ambition to remove, where possible, all uncontrolled pedestrian crossings. As such we are proceeding with an options appraisal for a segregated walking/cycling footbridge at Landkey Junction, again we will be submitting a planning application, begin land acquisition and tender when a preferred option emerges.

**A3123- Long Lane**

Good news -I am delighted to have secured funding for the resurfacing of this essential route, £300k has been made available for this works, when I have dates will let you know.

**Local highway update**

Today I had a tour of the Parish with Highway officer to look at various issues I have identified recently. We will report any potholes we came across however it would be very helpful if you would remind residents that it is much quicker to get things sorted if they would be kind enough to report them on line



or via the telephone. I've put all the details on a separate page so you can print off and display around the village, put on your fridge or forward to your friends.

***A reminder from Devon County Council of how to  
report a highway problem.....***

***<https://new.devon.gov.uk/roadsandtransport/report-a-problem/>***

***Phone 0345 155 1004 or 0845 155 1004***

***Please make a note of the reference number so I can follow up  
any issues arising.***

***Thank you***

***Andrea Davis***

***County Councillor***

***[andrea.davis@devon.gov.uk](mailto:andrea.davis@devon.gov.uk)***

***07786868038***