

Minutes of the Virtual Berrynarbor Parish Council meeting held on Tuesday, 14th April 2020 at 7.00pm via Zoom

Present: Cllrs A Stanbury (Chairman), G Bacon, A Coppin, M Johns, B Joyce, J Latham and L Lowe
Devon County Cllr Miss A Davis
District Cllr J Tucker
Mrs V Woodhouse, Parish Clerk

2004/01 **Apologies**
Cllr N Wright

2004/02 **Declarations of interest**
Cllr Bacon declared a Personal Interest in Item 2004/07 Applications 71246 and 7320 and a Personal and Prejudicial Interest in application 70948.

Cllr Coppin declared a Disclosable Pecuniary Interest in Item 2004/07 Application 70948 as it is within the same industry as his business.

2004/03 **Public Participation**
Cllr Miss Davies reported that she had circulated a report which is appended to these minutes as appendix one. It was noted that DCC produces an update on the current Coronavirus situation every day, bus services have been reduced, however, there is a taxi service for keyworkers.

Cllr Tucker reported that NDC is also sending out daily updates and NDC and DCC are doing as much as they can to support the local communities.

2004/04 **To approve and sign the Minutes of the Berrynarbor Parish Council meeting held on Tuesday 10th March 2020**
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 10th March 2020 as a correct record.

2004/05 **To note resignation from Cllr Barten**
It was **resolved**, with no votes to the contrary to note the resignation it was further noted that a thank you card had been sent to Cllr Barten and agreed that a letter from the Parish Council should be sent thanking Cllr Barten for her contribution and commitment over the last few years.

2004/06 **To elect a Vice-Chairman following the resignation of Cllr Barten**
The Chairman called for nominations and the following were received:

Cllr Bacon proposed, seconded by Cllr Stanbury, Cllr Coppin for Vice-Chairman.
Cllr Lowe proposed, seconded by Cllr Joyce, Cllr Johns for Vice-Chairman.

When put to the vote the vote was 4.3 in favour of Cllr Coppin, it was therefore **resolved** that Cllr Coppin be elected Vice-Chairman of the Parish Council.

2004/07

Planning and Planning Correspondence

71246 Conversion of outbuildings to form one dwelling together with landscaping works to form garden at The Bayside, Barton Lane, Berrynarbor
Applicant: Mr and Mrs Gilson

It was **resolved**, with no votes to the contrary, to recommend APPROVAL.

71320 Removal of existing conservatory together with erection of single storey and two storey extension at the Knapps, Barton Lane, Berrynarbor
Applicant: Mrs Coles

It was **resolved**, with no votes to the contrary, to recommend APPROVAL.

71337 Variation of condition 2 (approved plans) attached to planning permission 60232 (extension to dwelling and formation of balcony) to allow an amended design at Treetops, Old Coast Road, Berrynarbor
Applicant: Mr Clayton

It was **resolved**, with no votes to the contrary and one abstention, to recommend APPROVAL.

71373 Variation of conditions 2 (approved plans) and 5 (landscaping) attached to planning permission 59474 (conversion of redundant farm building to two units of holiday accommodation) at Hillsvie, Combe Martin
Applicant: Mr and Mrs Hayes

It was **resolved**, with no votes to the contrary, to make no comment.

Cllr Bacon declared a Personal and Prejudicial Interest in the following application.

Cllr Coppin declared a Disclosable Pecuniary Interest in the following item.

The Clerk removed Cllr Bacon and Coppin from the meeting for the following application.

70948 Change of use of land to allow for the stationing of tents, motorhomes and caravans at Watermouth Valley Camping Park, Berrynarbor
Applicant: Mr Wassall

It was **resolved**, with no votes to the contrary, to strongly endorse the comments made by the Public Right's of Way Officer to ensure the Right of Way remains open and the Environment Agency, flooding needs to be monitored and avoided.

The Clerk returned Cllr Bacon and Coppin to the meeting.

2004/08

Payments and Receipts

The following payments were received:

PAYMENTS

1. April Salaries	£317.30
2. HMRC PAYE April	£79.20

3. Toilet Cleaning, March	£100
4. Fremington Parish Council, March Photocopying	£12.43
5. South Western Ambulance Service, Defibrillator Support Package	£2,160
6. British Gas, Electricity -Toilets	£23.16
7. Western Web, webmail	£36
8. Devon Association of Local Councils Membership Renewal	£199.90
9. Zoom, monthly fee	£14.39
Payments Total	£2,919.22

RECEIPTS

20. Lloyds, Interest	0.48
Receipts Total	£0.48

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

2004/09

To consider COVID-19 support for the Community

Cllr Coppin had circulated some notes and points for discussion prior to the meeting he felt that the initial step was how the Council identifies those parishioners that were in need. It was noted that there were process in place with both the County and District Councils to identify and immediately support the most vulnerable in the community and the Parish Council would need to identify a way to support those that require assistance with shopping and prescription requests etc. once identified.

The shop had been asking people if they required any help or had any issues as and when people have been in contact, but a helpline number would need to be identified. It was noted that discussions had been held with the Combe Martin volunteers and they have a helpline number which is manned daily from 10am – 5pm, the volunteers would be happy to take the calls, record the details and pass onto a volunteer in Berrynarbor but a coordinator of volunteers would need to be provided to Combe Martin and volunteers for Berrynarbor identified.

How this number would be promoted was discussed and it was agreed to post the number on as many platforms as possible and to produce a leaflet aimed at those who know of venerable or sled-isolating people and to ask the pub and shop if they can put some leaflets in with the meals they deliver. It was agreed that Cllr Johns would design and print a leaflet and Cllr Latham would produce a list of all local suppliers delivering (this list would be kept under review and updated as necessary).

It was agreed to provide Cllr Bacon and Joyce's numbers as coordinators. Cllr Johns would collate volunteers in Berrynarbor and was happy to provide telephone help.

Members discussed collection and deliver of prescriptions from the pharmacies, it was noted that the shop was happy to take deliveries of prescription as was Cllr Bacon, Cllr Coppin would speak to the two pharmacies in Ilfracombe.

Members discussed the practicalities of gas and electric top ups that residents might require, and Cllr Bacon would speak to the shop and Cllr Coppin would speak to Sue's.

Members asked the Clerk to put links to useful websites and information on the Parish Council's website.

Members thanked Cllr Coppin for all his work to date on this matter.

Cllr Coppin was concerned at the way the Parish Council had been "paralyzed" from conducting its business until the Government changed the law to allow virtual meetings and felt that it was important that the Parish Council did not find itself in this position again. As part of this he suggested that a running commentary of lessons learnt should be kept which should be rolling list and the first of which should be to consider a scheme of delegation.

Following discussion with reference to the continuation of Council business during this period and acknowledgement that decisions might need to be made quickly in between Council meetings it was **resolved**, with no votes to the contrary, to delegate authority to the Parish Clerk to make decisions on the day-to-day running of all aspects of the Parish Council and any items that may arise during this crisis.

2004/10 **To receive the notes from the Recreation and Play Area Working Party and consider recommendations contained therein**

The notes were circulated prior to the meeting and are attached as Appendix Two, it was noted that members of the working party and present at the meeting had received a copy of the notes. Members felt it was a positive meeting and the position of the slide had been agreed in the Recreation Field with all those present at the site meeting in favour. It was therefore resolved, with no votes to the contrary, to

2004/11 **To consider consider signing of the Funding Agreement for S106 money following the Recreation and Play Area Working Party Meeting:**

- a) Manor Hall Play Area
- b) Recreation Field Play Area

Further to the site meeting and the support received it was **resolved**, with no votes to the contrary, for the Clerk to sign and return the funding agreements for the S106 money.

Cllr Miss Davies left the meeting and did not return.

2004/12 **To consider undertaking works to the Manor Hall using the S106 money that has been allocated**

Members were informed that the Manor Hall representative had asked if the Parish Council could claim the VAT back on the works. Advice had been sought and members were informed

2004/13 **To consider consultation for the Draft North Devon Marine Natural Capital Plan**

Members felt that individual submissions should be encouraged.

2004/14 **To consider request from Families in Grief for financial assistance**
It was **resolved**, with no votes to the contrary, to request a copy of the accounts as inline with the Council's adopted grants policy.

2004/15 **To consider renewal of membership for the Devon Association of Local Councils**
It was **resolved**, with no votes to the contrary, to renew the Council's membership.

2004/16 **To consider grant towards the Berrynarbor Newsletter**
Members considered the request and the accounts that had been submitted and it was **resolved**, with no votes to the contrary, to award a grant of £250.

2004/17 **Councillors Questions and Requests**
Cllr Johns asked if waste from sheep could carry disease, it was agreed to clarify with Environmental Health if the siting of sheep in the Recreation Field was to be considered an option for maintaining the grass.

Cllr Joyce asked if the Council had an adopted policy for the reading of anonymous letters at Parish Council meetings, as she did not feel it was appropriate if correspondence is not attributed and there is no right of reply. It was noted there was not an adopted policy and agreed to investigate further.

2004/18 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.

Cllr Tucker left the meeting.

PART B

2004/19 **HM Courts & Tribunal Service/ICO - To note Direction for a General Stay**
It was **resolved**, with no votes to the contrary, to note the information and noted that the Clerk was still awaiting a direction from the Parish Council's Insurance Company.

Meeting ended at 9.05pm.

Signed..... Dated:.....