

**Minutes of the Virtual Berrynarbor Parish Council meeting held on Tuesday, 14<sup>th</sup>  
July 2020 at 7.00pm via Zoom**

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

2007/01     **Apologies**  
Cllrs N Wright and A Coppin.

2007/02     **Declarations of interest**  
None.

2007/03     **Public Participation**  
None.

2007/04     **To approve and sign the Minutes of the Berrynarbor Parish Council meeting held on Tuesday 9<sup>th</sup> June 2020**  
Copies were circulated prior to the meeting. It was **resolved**, with no votes to the contrary and one abstention, to approve and sign the minutes of the meeting held on the 12<sup>th</sup> May 2020 as a correct record.

2007/05     **To receive reports from:**

- **Police**

It was noted that the July report was available on the website.

- **County Councillor Miss A Davis**

A report was circulated prior to the meeting which is attached to these minutes as Appendix A. Cllr Davis explained that a one-off newspaper from DCC would be delivered to all of the residents in Devon with COVID-19 related information for those that cannot access online information and this will be delivered within the next two weeks. Cllr Davis explained that the intention to install a bollard on the bridleway leading to Broadsands has been advertised and advised the Parish Council to speak to the Public Rights of Way Officer about the way forward.

Cllr Davis left the meeting.

- **District Councillor J Tucker**

Cllr Tucker thanked the Parish Council in helping NDC to contact those that are entitled to business support grants but had not applied, the staff at NDC have worked very hard in administering the grants and have worked very long hours. Over £42million has been paid out to over 3,500 businesses. Cllr Tucker reported that members have received several

update emails via the Clerk and there is lots of information contained within those emails.

- **Play Area Inspections**

Cllr Bacon reported that the chains on the swings in the Manor Hall had not yet been replaced, it was noted that due to the length the current chains would remain and that the equipment had not yet been painted, it was agreed to chase Cllr Wright.

It was noted that there were some damaged and dangerous benches in Claude's Garden and the Clerk would authorise repairs under delegated powers.

- **Manor Hall**

Cllr Johns reported that guidance had been sent out to hirers and the Committee was trying to ascertain how many would return, however, it was looking unlikely that the hall would re-open before September. Cllr Johns informed Cllr Bacon that the scaffolding could now be removed and the Committee was awaiting permission from NDC to replace the windows.

- **Footpaths**

Cllr Bacon reported that there was still a footpath that was blocked and overgrown and the steps to Broadsands had been repaired.

- **Dog Exercise**

Members were informed that Cllr Wright had asked if he could replace the poles on the new fence with higher poles to prevent dogs jumping over, members felt that individuals should be responsible for their dogs, and it was agreed that Cllr Bacon would take some pictures during her next play area inspections.

It was further agreed for Cllr Bacon to measure and Cllr Stanbury to obtain quotations for a post and rail fence from the road to the sewage works to include swapping the gates over.

It was noted that the dog bag dispenser had been installed.

- **Grit Bins/Roads**

None.

- **Meetings/events attended by Councillors/Clerk**

Cllr Stanbury and Bacon reported that they had attended a meeting with Cllr Miss Davis and the Public Rights of Way Officer and it had been agreed to install two bollards one at the start of the Bridleway leading to Broadsands and one at Napps entrance to prevent unauthorised vehicles and dangerous parking, it was noted that the emergency services would

have a key for access. They believed it would have to wait until the road survey had been undertaken to install but would clarify with the Public Rights of Way Officer.

2007/06 **Planning and Planning Correspondence**

**71611** Variation of condition 6 (use restriction) attached to planning permission 65759 to allow unit 5 to be used as residential use

Location: The Fold Yard, Ilfracombe

Applicant/Agent: Mr and Mrs Davies

It was **resolved**, with one vote to the contrary, to recommend no comment.

Cllr Lowe left the meeting.

Notification of Planning Enforcement Appeal:

**APP/X1118/C/20/3249509** Unauthorised Material Change of Use – industrial use of a portacabin at Pinetree Lodge, Thornlands, Combe Martin EX34 0NT

It was **resolved**, with no votes to the contrary, to note the information.

2007/07 **Payments and Receipts**

The following payments were received:

**PAYMENTS**

|   |                  |
|---|------------------|
| 22. July Salaries                                   | £317.10          |
| 23. HMRC PAYE July                                  | £79.40           |
| 24. Toilet Cleaning, June                           | £100             |
| 25. Zoom Monthly Fee, June                          | £14.39           |
| 26. Berry Arboriculture, Installation of litter bin | £40              |
| 27. British Gas, Electricity -Toilets               | £21.60           |
| 28. South West Water – Toilets                      | £38.91           |
| 29. Manor Hall, Section 106 Funding                 | £1,903.66        |
| 30. Zoom Monthly Fee, July                          | £14.39           |
| <b>Payments total:</b>                              | <b>£2,529.45</b> |

**RECEIPTS**

|                                    |                  |
|------------------------------------|------------------|
| 5. Lloyds, Interest                | 0.49             |
| 6. Lloyds, Interest                | 0.51             |
| 7. Manor Hall, Section 106 Funding | £1,903.66        |
| 8. HMRC, VAT Return                | £1,505.29        |
| <b>Receipts total:</b>             | <b>£3,409.92</b> |

It was noted that there was a credit on the Parish Council's HMRC account so this month's payment had not been made to balance the account. It was **resolved**, with no votes to the contrary, to approve the above payments and receipts.

Members were informed that the Internal Auditor had highlighted that the paperwork was only being initialled and needed to be signed.

2007/08

**Annual Governance and Accountability Return 2019/20**

Members were circulated the Annual Governance and Accountability Return for 2019/20 prior to the meeting.

- a) To discuss and agree the Annual Governance Statement detailed in the Annual Governance and Accountability Return 2019/2020.  
It was **resolved**, with no votes to the contrary, that the Annual Governance Statement for 2019/2020 be received and approved.
- b) To receive and agree the Accounting Statements contained within the Annual Governance and Accountability Return 2019/2020 along with the Internal Auditor's Report.  
It was **resolved**, with no votes to the contrary, that the Accounting Statements and Internal Auditor's Report for 2019/2020 be received and approved.
- c) To consider and agree the Annual Governance and Accountability Return for 2019/2020.  
It was **resolved**, with no votes to the contrary, that the Annual Governance and Accountability Return for 2019/2020 be received and approved and submitted to PKF Littlejohns for review.

Members thanked the Clerk for her working in preparing the Annual Governance and Accountability Return.

2007/09

**To Receive Options Appraisal for delivering the affordable housing required following the Householder's Survey**

The information was circulated to members prior to the meeting, the Chairman welcomed the Rural Housing Enabler to the meeting. The survey has identified the need for two affordable homes within the parish, which the Rural Housing Enabler explained would be too small to provide a viable scheme. Usually with these projects they undertake a drop-in session which could identify further need but this has not taken place yet due to COVID-19 and they hoped to carry out a drop-in session in the future.

The Rural Housing Enabler gave a summary of the Parishes position in relation to planning policy and the lack of development boundary.

Cllr Lowe entered the meeting.

The Rural Housing Enabler explained the options for delivering affordable housing which included through private developments, housing associations which is the traditional route but a small scheme involving only two houses is unlikely to appeal or be viable or a community lead housing scheme

through a community land trust.

Cllr Stanbury commented that not everyone would have responded to the survey and the need could be higher than that identified, the Rural Housing Enabler agreed and suggested that it could be likely that the actual need could be for another 2 or 3 houses. Quite often more needs are identified if there is a scheme in progress. The Rural Housing Enabler explained that a community land trust can be run by residents and/or the Parish Council and they would own the land, he has currently got six schemes in the pipeline which are actively pursuing sites and bringing them forward.

It was agreed for the Rural Housing Enabler to carry out a drop-in session when restrictions allow and then to continue discussions at that point about pursuing a community land trust scheme in Berrynarbor.

Cllr Stanbury thanked the Rural Housing Enabler for his attendance and the Rural Housing Enabler left the meeting.

2007/10

**To consider re-opening of Play Areas in Berrynarbor**

Members were informed that with the Government's restrictions easing play areas could now begin to open, in line with Government guidance and if safe to do so following a risk assessment and any necessary measures identified being implemented. It was noted that risk assessments had been completed for the Recreation Field and Manor Hall Play Area and signage was on order, it was further noted that Cllr Bacon had continued with monthly inspections and the Annual Inspections had been scheduled as appropriate. It was **resolved**, with no votes to the contrary, to re-open the play areas once the signage had been installed.

2007/11

**To consider re-opening of the Public Toilets in Berrynarbor**

Members were informed that with the Government's restrictions easing public toilets could now re-open if safe to do so following a risk assessment and in line with Government guidance. Members were informed that a risk assessment had been carried out and the Parish Council's current cleaning regime for the toilets was unlikely to be adequate to enable the toilets to re-open. It was noted that cleaning regimes must be in line with usage and it is up to the individual operator to determine the appropriate level. Members felt that the cost to clean the toilets would be prohibitive and unaffordable to the Parish Council there were also concerns that the contractor would not have availability to clean to the required level and at the very least high touch areas would require a daily clean. It was **resolved**, with no votes to the contrary, for the toilets to remain closed for the time being and for the Clerk to liaise with the contractor about the cost and practicalities of cleaning high touch areas daily. It was noted that should the toilets be able to reopen automatic hand sanitizers should be installed at entrance points along with appropriate signage.

Cllr Lowe left the meeting.

- 2007/12 **To consider Grant Award to Berrynabor in Bloom**  
Members considered the request for grant assistance; members acknowledged the fantastic work that Berrynabor in Bloom undertakes and the contribution it makes to enhancing the environment of the village, however, concerns were raised about a donation that had been made to a business and the perception that some of the Parish Council's grant funding could have been perceived as funding part of the donation. It was **resolved**, with no votes to the contrary, to award a grant of £500 and to query the donation to the business.
- 2007/13 **To receive update on grass cutting in the Recreation Field and Dog Exercise Area and consider additional cuts**  
Members were informed that Berrynabor in Bloom had no objections to increasing the frequency of the cuts to the Dog Exercise Area and members were provided the costings. It was noted that significant financial pressures had been placed on the Parish Council by COVID-19 and the tribunal and therefore, members did not feel that they could support additional funding to increase grass cutting at this time, it was agreed to re-visit if and when finances allow.
- 2007/14 **To consider the Model Code of Conduction Consultation**  
Members were informed that this was an important consultation that could affect their role as a Cllr and DALC was encouraging all Councils to provide a response as well as individual Cllrs and members of staff.  
  
It was **resolved**, with no votes to the contrary, to defer this item to the next meeting.
- 2007/15 **To Consider Community Priorities for S106 Purposes**  
It was agreed to query the community building with the District Cllr and where that item has come from. Other items for inclusion were agreed as:  
  
Refurbishment of public toilets  
Car Park Improvements  
Manor Hall Improvements  
Play Area Enhancements
- 2007/16 **To review the Parish Council's Risk Assessments for 2020/2021**  
Members reviewed the Parish Council's Risk Assessments for 2020/2021 and it as **resolved**, with no votes to the contrary, to note the Risk Assessments.

2007/17 **Councillors Questions and Requests**  
Cllr Bacon asked if a letter could be written to the owner of Broadsands requesting that they do something about the amount of litter on the beach. It was agreed to discuss with the County Cllr and Environmental Health prior to writing to the owner.  
Cllr Stanbury asked if NDC had responded about the car parking sign which was incorrect – it was noted that NDC had not responded yet.

2007/18 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.

## **PART B**

2007/19 **Staffing Matters**  
a) To receive letter of resignation  
Members were informed that the Parish Clerk & Responsible Financial Officer had tendered her letter of resignation for personal reasons. It was **resolved**, with no votes to the contrary, to receive and accept the resignation.

b) To consider and agree recruitment procedure and documentation  
Members discussed the recruitment process and it was **resolved**, with no votes to the contrary, to advertise the position on the DALC website, on Indeed and locally via the newsletter, notice boards and Parish Council website with a closing date of the 14<sup>th</sup> August 2020 after which time the Personnel Working Party will hold interviews.

The Parish Clerk left the meeting whilst terms of employment were discussed.

The Parish Clerk returned to the meeting following these discussions.

It was **resolved**, with no votes to the contrary, to offer the part-time position of 25 hours per month in accordance with NALC's scale and dependent on experience and qualifications.

2007/20 **HM Courts & Tribunal Service/ICO – to receive update and consider latest correspondence and any actions arising therefrom**  
The latest correspondence had been circulated, it was noted that the Tribunal Judge had not accepted the Parish Council's response and had asked that the Parish Council responds specifically to its direction – a time extension had been granted to allow the Parish Council to seek legal advice. Members were advised that, at a cost, North Devon Council's Legal Services had agreed to act on behalf of the Parish Council and it was **resolved**, with no votes to the contrary, to instruct North Devon Council's Legal Services to act on behalf of the Parish Council in relation to this matter.

Meeting ended at 9.20pm.

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