

**Minutes of the Berrynarbor Parish Council meeting held on Tuesday, 13th July 2021
at 7.00pm in the Pre-School Room, Manor Hall, Berrynarbor**

Present: Cllrs A Stanbury (Chairman), G Bacon, A Burch, A Coppin, B Joyce, J Latham

County Cllr Miss Andrea Davis (remotely)
District Cllr J Tucker.

Mrs Victoria Woodhouse Parish Clerk (remotely)
Sian Barten, Co-option Candidate
3 Members of the public

2107/01 **Apologies**
Cllrs M Johns and J Beer.

2107/02 **Declarations of Interest**
None.

2107/03 **Public Participation**
The application for planning application made representations in favour of the application for 2 x shepherds huts and expressed a desire to work with the community and address any concerns.

A member of the public confirmed that the community event due to be held in the Recreation Field had been postponed to the 25th July due to the Government's restrictions being lifted later and there would be approximately 150 people attending, it was noted that the Parish Council had agreed to cut the grass prior to the event. The member of the public expressed that they did not feel that minute number 2106/12 was accurate due to technical issues with the hybrid set-up of the meeting and felt that some of the detail discussed was missing.

The Chairman explained that minutes are a legal record of decisions made and not verbatim reports, Cllrs would need to decide if they were an accurate record of the decisions made.

2107/04 **Minutes**
It was resolved, with no votes to the contrary, to approve the minutes of the meeting held on Tuesday 8th June 2021 as a correct record.

2107/05 **To receive reports from:**

- Police
It was noted that the July report had been circulated.
- County Cllr Miss A Davis
The report is attached as Appendix A. Cllr Davis urged the Parish Council to read the online vision for strategic transport in and out of the

South West and to respond to the consultation. Cllr Davis explained that if the PC would like to the salt bin moved DCC will move it but they do need written permission from the landowner before they will re-site. Cllr Joyce confirmed that she had spoken to the landowner and would pursue written confirmation. Cllr Stanbury asked for an update on Lynton Cross and raised safety concerns, Cllr Miss Davis confirmed that she would speak to the Highway Safety Officer to investigate, the work was scheduled but DCC does not own all of the necessary land yet.

- District Cllr J Tucker
Cllr Tucker reported that a new Planning Manager had been appointed but had not yet taken up post. Some enforcement had taken place within Berrynarbor. Cllr Tucker highlighted some development opportunities within Barnstaple and explained that enforcement and concerns at Berrynarbor Park were still ongoing, Cllr Tucker asked if the PC would consider writing to NDC to express its concerns at the situation. It was agreed to submit a letter. There is a problem with litter in and around North Devon and NDC has now formed a small litter Committee, if there are issues in Berrynarbor then the small group can assist but it does appear to be a bigger problem in the towns.
- Play Area
Nothing to report.
- Manor Hall
None.
- Footpaths
Cllr Bacon reported that the footpath to Broadsands is now fully opened and just requires some minor finishing off but the works look good and the bollard seems to be working, there was no litter on the beach at the time of inspection. Cllr Coppin enquired about the accessibility of footpath 6, Cllr Bacon explained that this had been reported and she would pursue with the Public Rights of Way Warden.
- Dog Exercise Area
None.
- Grit Bins/Road
None.
- Meetings/Events attended by Councillors/Clerk
Cllr Coppin reported that he had recently attended a Cllr Liaison meeting with the Police Crime Commissioner.

2107/06

Co-Option

An application for Co-option had been received from Sian Barten. Members had the opportunity to ask questions of the candidate and it was **resolved**,

with no votes to the contrary, to Co-opt Sian Barten to the Parish Council.
Cllr Barten signed the Declaration of Acceptance of Office.

2107/07

Planning & Planning Correspondence

73343 Change of use of land to allow two Shepherd Huts for holiday purposes at 1 Cross Park Road, From Cross Park to Lower Down Copse. Berrynarbor

Applicant: Mr Edward Boxall

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

73241 Retrospective application for an agricultural building at Land at Yetland Holdings, Berry Down, Combe Martin

Applicant: Mr Peter Hopkins

It was **resolved**, with no votes to the contrary, to submit a comment that The Parish Council is aware that there has been historical enforcement action at this site, it believes that there are other structures on this site that have been completed without planning permission and would suggest that a planning application is submitted to cover all unauthorised development at this address.

73447 Change the use from guest house to a single dwelling house at Langleigh Guest House, Berrynarbor

Applicant: Mrs Mariane Hodgkinson

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

Cllr Tucker left the meeting.

2107/08

Payments and Receipts

PAYMENTS

31	Simon Patridge	Cleaning Toilets June	100
32	Mrs V Woodhouse	July Salary	414.65
33	HMRC	July PAYE	103.60
34	Mrs V Woodhouse	Public Toilet Supplies	27.50
35	Mrs S Petters	Zoom June Payment	14.39
36	Fremington Parish Council	Postage	9.82
	TOTAL		669.96

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

2107/09

To consider annual donation towards the Sewage Plant

It was **resolved**, with no votes to the contrary, to agree a 50% donation of £206.75 towards the running costs of the Sewage Plant.

2107/10

Request for a Memorial Bench

A request has been received for a memorial bench in the public car park next to the telephone box.

North Devon Council own the land and do not have any objections to a memorial bench being installed in this location, however, the Parish Council would need to accept ownership and maintenance responsibilities for the bench.

The memorial bench is for Alan Eales who passed away suddenly and was instrumental in moving and positioning the phone box in its current location.

It was **resolved**, with no votes to the contrary, to support the request for the memorial bench and for the Parish Council to accept the maintenance responsibility for the bench.

2107/11

Request for the erection of a sign for the Public Car Park

A request has been received from the community shop management committee for the Parish Council to consider some signage at the entrance to the car park to warn drivers that there could be pedestrians and especially children crossing the village car park. The committee is concerned that there are not any pathways, and the car park is used by parents and visitors with young children.

The car park is still under the ownership and management of the North Devon Council but they do not have any objections to the Parish Council erecting signage subject to it meeting their criteria.

The Parish Council was advised that if it were to erect signage there could be liability issues for the Parish Council and the PC could actually be adding to the danger by erecting further signage. For these reasons the Parish Council did not feel it could support the installation of such a sign and it was **resolved**, with no votes to the contrary, not to pursue signage for the car park.

2107/12

Review of the Parish Council's Risk Assessments for 2021/2022

It was **resolved**, with no votes to the contrary, to review and agree the Parish Council's Risk Assessment for 2021/2022.

2107/13

Review of Standing Orders

It was **resolved**, with no votes to the contrary, to amend Standing Orders as follows:

Page 9 Paragraph x - Remove wording "(target within 5 working days)" this was previously agreed by Council to be unrealistic, legal time limit is 20 working days, it was agreed to add "the Parish Council will aim to provide a response as soon as possible and within 20 working days."

Consider inclusion of new Standing Order after Standing Order 21 to read:

“22 Confidential Business

a Councillors shall not disclose information given in confidence or which they believe, or ought to be aware is of a confidential nature.

b A Councillor in breach of the provisions of Standing Order 26(a) above may be removed from a committee or a sub-committee by a resolution of the Council.

c A breach of confidentiality by a Councillor could lead to further action being taken through the Monitoring Officer of the Council’s adopted Grievance Procedure.”

Amend Standing Order 23 Matters affecting council employees paragraph a to read:

“Any matter relating to a Council employee will not be dealt with until the Press and Public have been excluded from the meeting pursuant to Standing Order 1(c) above.”

30 Responsibilities to provide information – add paragraph b to read:

“If gross annual income or expenditure exceeds £200,000 the Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.”

28 Allegations of breaches of the Code of Conduct amend to read:

“On receipt of a notification that there has been an alleged breach of the code of conduct the Proper Officer shall refer it to the Monitoring Officer.” (It is not the Parish Council’s place to investigate breaches of the Code of Conduct and is the responsibility of the Monitoring Officer).

- 2107/14 **Review of Financial Regulations**
Financial Regulations were reviewed and no amendments proposed.

- 2107/15 **Review of Statement of Internal Control**
The Statement of Internal Control was reviewed and no amendments proposed.

- 2107/16 **Review of Members Code of Conduct**
The Members’ Code of Conduct was reviewed and no amendments proposed.

Meeting ended at 8.15pm.

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