



BERRYNARBOR PARISH COUNCIL

PARISH CLERK: MRS VICTORIA WOODHOUSE

THISTLEDOWN, BUCKLAND BREWER, BIDEFORD

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To: Councillors G Bacon, S Barten, J Beer, A Coppin, M Johns, B Joyce, J Latham, A Stanbury, A Burch.

You are hereby summoned to attend the Annual Parish Council Meeting of Berrynarbor Parish Council, which will be held on **Tuesday, 10th May 2022 in the Manor Hall, Birdswell Lane, Berrynarbor upon the arising of the Annual Parish Meeting at 7pm** for the purpose of transacting the following business.

In accordance with The Public Bodies (Admissions to Meetings) Act 1960 members of the public are welcome to attend.

If you do not need to attend, please alternatively submit any comments for the meeting in writing to the Clerk at clerk@berrynarborparishcouncil.org.uk by Monday 9th May 2022.

Mrs Victoria Woodhouse
Clerk to the Council

Date of issue: 4th May 2022

AGENDA

1. **Election of Chairman for 2022/23**
To Elect the Chairman for 2022/23.
2. **Declaration of Office – Chairman**
The Chairman will read and sign the prescribed 'Declaration of Acceptance of Office'
3. **Election of Vice Chairman for 2022/23**
To Elect the Vice-Chairman for 2022/23.
4. **Apologies** (Please make any apologies known to the Clerk)
5. **Declarations of interest** - To receive declarations of personal interests and disclosable pecuniary interests (DPIs) in respect of items on this agenda.
6. **Chairman's Report**
To receive report from outgoing Chairman.
7. **Public Participation**
Members of the public are invited to make representations for a maximum of 3 minutes. Issues will be heard and noted but no decisions can be taken in this part of the meeting. Please refer to the procedure for Public Participation document.
8. **Minutes**
To approve and sign the Minutes of the Berrynarbor Parish Council meeting held on Tuesday, 12th April 2022 ([Link to Minutes](#))
9. **To review the Parish Council's Standing Orders**

10. To review the Parish Council's Financial Regulations

11. To review the Parish Council's Asset Register (information to follow)

12. Representatives

To appoint the following representatives:

- a) Footpath Officer
- b) Deputy Footpath Officer
- c) Highway Liaison Officer & Tree Warden
- d) Emergency Plan Officers
- e) Councillor to check invoices for payment
- f) Combe Martin & District Tourism Association
- g) Berrynarbor Manor Hall Committee
- h) Play Area Inspections
- i) Finance Working Party
- j) Personnel Working Party

13. To receive updates/reports from:

- a) Police (has been circulated)
- b) County Councillor Ms A Davis
- c) District Councillor J. Tucker
- d) Play Area
- e) Manor Hall
- f) Footpaths
- g) Dog Exercise area
- h) Grit Bins/Roads
- i) Meetings/events attended by Councillors/Clerk

14. Planning & Planning Correspondence

Planning Applications: to consider

75155 Replacement of existing static caravan with three bedrooled holiday lodge at Yetland Farm Holiday Cottages Combe Martin

Applicant: Mr Zak Hookins

[Link to Application](#)

75178 Extension & alterations to dwelling to form new annex accommodation for full time live in carer at Cairn Cottage Hagginton Hill Berrynarbor

Applicant: Mr and Mrs Allen

[Link to Application](#)

75195 Retrospective demolition of barn and erection of dwelling as previously approved under planning permission 72576 together with creation of holiday let from the existing stable at Stable Flat, Bodstone Barton Farm, Combe Martin

Applicant: Mr and Mrs Featon

[Link to Application](#)

15. To approve payments and receipts to date

(Information to follow for Cllrs)

16. To consider request to use the Play Area next to the Manor Hall

17. To consider NDC's consultation North Devon and Torridge draft Affordable Housing Supplementary Planning Document (SPD) and a joint Validation Checklist – Requirements for Planning Applications (information attached)

18. **To consider renewal of Parish Council Insurance**
19. **To consider renewal of membership for Devon Communities Together**
20. **Berrynarbor Car Park**
Standing item to deal with progress of the lease
21. **To resolve:** 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.
22. **Salary Review**