

Minutes of the Annual Berrynarbor Parish Council meeting held on Tuesday, 10th May 2022 at 7pm in the Manor Hall, Berrynarbor

Present: Cllrs A Coppin (Chairman), G Bacon, J Beer, A Burch, M Johns, B Joyce and J Latham (from Minute No. 2205/07)
Devon County Cllr A Davis
North Devon Cllr F Tucker

Mrs V Woodhouse, Parish Clerk.
1 Member of the public

- 2205/01 **Election of Chairman for 2022/23**
It was **resolved**, with no votes to the contrary, to elect Cllr Stanbury as Chairman.
- 2205/02 **Declaration of Office – Chairman**
As the Chairman was unable to attend the meeting it was **resolved**, with no votes to the contrary, to allow the Chairman to sign the Declaration of Office prior to the next meeting.
- 2205/03 **Election of Vice Chairman for 2022/23**
It was **resolved**, with no votes to the contrary, to elect Cllr Coppin as Vice-Chairman.
- 2205/04 **Apologies**
Cllrs A Stanbury and S Barten.
- 2205/05 **Declarations of Interest**
None.
- 2205/06 **Chairman’s Report**
The Chairman’s report had been circulated prior to the meeting.

Cllr Latham entered the meeting.
- 2205/07 **Public Participation**
A member of the public provided an update on the preparations for the Jubilee celebrations and asked if the donation could be paid following the presentation of the receipts.
- 2205/08 **Minutes**
It was **resolved**, with no votes to the contrary, to approve the minutes of the meeting held on Tuesday 12th April 2022 as a correct record.
- 2205/09 **To review the Parish Council’s Standing Orders**
The Parish Council’s Standing Orders were reviewed and no amendments proposed.

2205/10 **To review the Parish Council's Financial Regulations**
The Parish Council's Financial Regulations were reviewed and no amendments proposed.

2205/11 **To review the Parish Council's Asset Register**
The Parish Council's Asset Register was reviewed and it was resolved, with no votes to the contrary, to agree the Asset Register.

2205/12 **Representatives**
It was **resolved**, with no votes to the contrary to appoint the following representatives:

- a) Footpath Officer – Cllr Bacon
- b) Deputy Footpath Officer – Cllr Beer
- c) Highway Liaison Officer & Tree Warden – Cllr Coppin
- d) Emergency Plan Officers – Cllrs Coppin & Stanbury
- e) Councillor to check invoices for payment – Cllr Johns
- f) Combe Martin & District Tourism Association – members believed that the association had been disbanded but appointed Cllr Beer if it is still operating.
- g) Berrynarbor Manor Hall Committee – Cllr Johns
- h) Play Area Inspections – Cllr Bacon
- i) Finance Working Party – Cllrs Bacon, Latham, Stanbury & Burch
- j) Personnel Working Party – Cllrs Barten, Joyce & Stanbury

2205/13 **To receive reports from:**

- Police
It was noted that the report had been circulated.
- County Cllr Miss A Davis
The report is attached as Appendix A.
- District Cllr J Tucker
Cllr Tucker noted that it was a pleasure driving around the village and would like to congratulate the group of volunteers that litter pick and keep the village clean and tidy. Cllr Tucker informed members that both the Planning Manager and the North Devon Council and Torridge District Council have left, however the authority is coping. There have however, been some issues with missed refuse collections due to staff shortages.
- Play Area
Cllr Bacon reminded members that the bench in the Manor Hall Play Area would need to be replaced before the Jubilee Celebrations and it was agreed to chase Cllr Stanbury and to ask Cllr Stanbury to speak to the contractor to ensure the play area works are either carried out prior to the celebrations or postponed until afterwards.

It was noted that the Jubilee Committee would like to use the Manor Hall Play Area as part of the celebrations for a pet show, it would be on the next Agenda for consideration but no objections were raised subject to it not clashing with the dog show and the organisers clearing up afterwards.

- Manor Hall
None.
- Footpaths
None.
- Dog Exercise Area
None.
- Grit Bins/Road
None.
- Meetings/Events attended by Councillors/Clerk
Cllr Coppin explained that the format for the Police Liaison would soon be changing.

Cllr Beer confirmed that South West Ambulances could provide training on either the 14th or 16th June and agreed to check the availability of the Manor Hall and proceed accordingly.

2205/14

Planning & Planning Correspondence

75155 Replacement of existing static caravan with three bedroomed holiday lodge at Yetland Farm Holiday Cottages Combe Martin
Applicant: Mr Zak Hookins

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

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

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

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

It was **resolved**, with no votes to the contrary, to recommend APPROVAL subject to the provision of bat boxes.

2205/15 **Payments and Receipts**

PAYMENTS

10. May Salaries	£414.65
11. HMRC PAYE May	£103.60
12. Toilet Cleaning, April	£100
13. Zoom Monthly Fee, April	£14.39
14. Tesco Mobile, Phone Charge April, 2022	£10.50
15. Printer Cartridges	£44.99
16. Berryarbor Community Shop, Sewage Donation	£522.68
17. Berryarbor Newsletter	£250
18. Devon Communities Together	£50
19. DALC, Membership Fees	£200.06

Payments total: £1,710.87

RECEIPTS

11 th April Lloyds Interest	0.11
NDC, Precept	£11,678.22
Receipts total:	£11,678.33

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

2205/16 **To consider request to use the Play Area next to the Manor Hall**

A request was received to use the Manor Hall Play Area for a pet show as part of the Jubilee Celebrations. It was **resolved**, with no votes to the contrary, to approve the request subject to public liability insurance and a risk assessment.

2205/17 **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**

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

2205/18 **To consider renewal of Parish Council Insurance**

It was **resolved**, with no votes to the contrary, to accept the recommendation and renew with Hiscox.

2205/19 **To consider renewal of membership for Devon Communities Together**

It was **resolved**, with no votes to the contrary, to renew the Parish Council's membership.

2205/20 **Berrynarbor Car Park**
Members were informed that a stand-alone insurance policy to cover the lease obligations was being investigated.

2205/21 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.

Members of the public and the Clerk left the meeting.

PART B

2205/22 **Salary Review**
It was resolved, with no votes to the contrary, to award a 4% pay rise from 1st June 2022 and to thank the Clerk.

Meeting ended at 8.10pm.

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