



BERRYNARBOR PARISH COUNCIL

PARISH CLERK: MRS VICTORIA WOODHOUSE
THISTLEDOWN, BUCKLAND BREWER, BIDEFORD

TEL: 07784 929906 E-MAIL: clerk@berrynarborparishcouncil.org.uk



PARISH COUNCIL MEETING

TUESDAY 16TH MAY 2023

CHANGE OF VENUE

Due to a water leak the Parish Council meeting will now be held in the

**Bent Peg Restaurant, Mill Park
Campsite**

We apologise for any inconvenience caused.



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To: Councillors G Bacon, J Latham and A Stanbury.

You are hereby summoned to attend the Annual Parish Council Meeting of Berrynarbor Parish Council, which will be held on **Tuesday 16th May 2023 in the Bent Peg Restaurant, Mill Park Campingsite, Berrynarbor 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.

Mrs Victoria Woodhouse
Clerk to the Council

Date of issue: 10th May 2023

AGENDA

- 1. Election of Chairman for 2023/2024**
To Elect the Chairman for 2023/2024.
- 2. Declaration of Office – Chairman**
The Chairman will read and sign the prescribed Declaration of Acceptance of Office.
- 3. Election of Vice-Chairman for 2023/2024**
To Elect the Vice-Chairman for 2023/2024.
- 4. Declarations of Office**
To note receipt of Declaration of Acceptance of Office from Cllrs.
- 5. Apologies** (Please make any apologies known to the Clerk)
- 6. Declarations of interest** - To receive declarations of personal interests and disclosable pecuniary interests (DPIs) in respect of items on this agenda.
- 7. Co-Option**
To consider applications for Co-option (information enclosed).
- 8. Chairman's Report**
To receive report from outgoing Chairman.
- 9. 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.



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10. 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) Berrynarbor Manor Hall Committee
- g) Play Inspections
- h) Finance Working Party
- i) Personnel Working Party

11. Minutes

To approve and sign the Minutes of the Berrynarbor Parish Council meeting held on Tuesday, 11th April 2023 ([Link to Minutes](#))

12. Standing Orders

To review Standing Orders (available on the website, Briefing Note enclosed).

13. Financial Regulations

To review Financial Regulations (available on the website, Briefing Note enclosed).

14. Asset Register

To review the Asset Register.

15. Members' Code of Conduct

To review the Members' Code of Conduct (available on the website, Briefing Note enclosed).

16. To receive updates/reports from:

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

17. Planning & Planning Correspondence

Planning Applications: to consider

75861 Listed Building consent for replacement of 6 windows at Manor Hall Silver Street Berrynarbor
Applicant: Berrynarbor Manor Hall Trust
[Link to Application](#)



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75865 Replacement of 6 windows at Manor Hall Silver Street Berrynarbor

Applicant: Berrynarbor Manor Hall Trust

[Link to Application](#)

76789 Erection of an eco holiday lodge to replace static caravan at Little Meadow Camping Site Berrynarbor

Applicant: Ms Sian Jenkins

[Link to Application](#)

76926 Erection of dwelling and car port/storage together with new vehicular entrance onto the highway at Land adj Wheel Cottage Combe Martin

Applicant: Mr and Mrs King

[Link to Application](#)

76985 Extension to rear of garage to form a utility room at Highlands Barton Lane Berrynarbor

Applicant: Kathleen Thorndycroft

[Link to Application](#)

77001 Conversion of agricultural barn to dwelling together with creation of vehicular site access and associated landscaping at The Bungalow Combe Martin

Applicant: Mr C Bament

[Link to Application](#)

18. To approve payments and receipts to date

(Information to follow for Cllrs)

19. Insurance

To consider renewal of Parish Council Insurance (information enclosed).

20. Dog Walking Area

To consider quotation for fencing and associated works (information enclosed).

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:

Part B

22. Berrynarbor Car Park & Toilets

To consider update/response for Heads of Terms for the lease on the car park and freehold of the public toilets

23. Staffing Matters

To receive update on recruitment and staffing matters.