

**Minutes of the Berrynarbor Parish Council meeting held on Tuesday, 16<sup>th</sup> May 2023  
at 7pm in the Bent Peg Restaurant, Mill Park Camping Site, Berrynarbor**

Present: Cllrs A Stanbury (Chairman), G Bacon and J Latham

Mrs V Woodhouse, Parish Clerk  
Cllr A Daivs, Devon County Council  
Cllr J Hunt, North Devon Council

Diana Norman, Co-option Candidate  
Elizabeth Clarke, Co-option Candidate  
Kelly Young, Co-option Candidate  
Bernadette Joyce, Co-option Candidate

1 Member of the Public

It was noted that the Manor Hall was not available due to a water leak and noted that the restaurant was closed.

**2305/01 Election of Chairman**

It was **resolved**, with no votes to the contrary, to elect Cllr Stanbury as Chairman for 2023/2024.

**2305/02 Declaration of Office – Chairman**

The Chairman read and signed the prescribed Declaration of Acceptance of Office.

**2305/03 Election of Vice-Chairman**

It was **resolved**, with no votes to the contrary, to elect Cllr Bacon as Vice-Chairman for 2023/2024.

**2305/04 Declarations of Office**

It was noted that all Declarations of Acceptance of Office had been signed and received.

**2305/05 Apologies**

None.

**2305/06 Declarations of Interest**

Cllr Latham declared a Personal Interest as a member of the Pre-School Committee.

Cllr Bacon declared a Personal Interest in Item 2305/16 Application 76789.

Cllr Stanbury declared a Personal Interest in Item 2305/16 Application 76926 as a neighbour.

- 2305/07     **Co-option**  
It was noted that there were 6 vacancies and 4 applications for co-option following the withdrawal of an application and therefore **resolved**, with no votes to the contrary, to co-opt all 4 candidates, who signed their Declarations of Acceptance of Office.
- 2305/08     **Chairman's Report**  
The Chairman presented a report which is appended to these minutes as Appendix one.
- 2305/09     **Public Participation**  
None.
- 2305/10     **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 Norman
  - c) Highway Liaison Officer & Tree Warden – Cllr Stanbury
  - d) Emergency Plan Officers – Cllrs Young/Bacon, Latham and Stanbury
  - e) Councillor to check invoices for payment – Cllr Clarke
  - f) Berrynarbor Manor Hall Committee – Cllr Joyce
  - g) Play Inspections – Cllr Young/Bacon
  - h) Finance Working Party – Cllrs Clarke, Latham and Stanbury
  - i) Personnel Working Party – Cllrs Joyce, Latham and Stanbury
  - j) Defibrillator – Cllr Norman
- 2305/11     **Minutes**  
It was **resolved**, with no votes to the contrary and two abstentions, to approve the minutes of the meeting held on Tuesday 11<sup>th</sup> April 2023 as a correct record.
- 2305/12     **Standing Orders**  
Standing Orders were reviewed and no amendments made.
- 2305/13     **Financial Regulations**  
Financial Regulations were reviewed and no amendments made.
- 2305/14     **Asset Register**  
The Asset Register as at 31<sup>st</sup> March 2023 was circulated prior to the meeting and agreed.
- 2305/15     **Members' Code of Conduct**  
The Members' Code of Conduct was reviewed and no amendments made.

2305/16 **To receive reports from:**

- Police  
The report had been circulated.
- County Cllr Miss A Davis  
Attached as Appendix Two.
- District Cllr J Hunt  
Cllr Hunt introduced herself and explained that she had been investigating Berrynarbor Park and the sewage situation and will take up in due course.
- Play Area  
It was noted that the gates were broken on both play areas, the willow tunnel had been removed from the Manor Hall Play Area and would be replanted, concerns were raised about vandalism to the plants.

It was noted that the school had offered the basket swing back to the Parish Council and agreed that Cllr Young would organise a site meeting to progress.

The Boules pitch had been completed and was being used.

Cllr Hunt left the meeting.

- Manor Hall  
Cllr Stanbury explained that the Manor Hall Committee had contacted him reference the replacement of a Berry in Bloom pot with the memorial bench, the Committee had not been made aware of the proposal, it was noted that the previous PC representative had confirmed agreement from the Committee and that Cllr Stanbury had explained the situation and apologised and a site meeting was being arranged to formalise the agreement.
- Footpaths  
None.
- Dog Exercise Area  
It was noted that there was a dog bag dispenser and no bags and agreed to purchase some bio-degradable bags for the dispenser.

Cllr Clarke left the meeting.

- Grit Bins/Road  
None.
- Meetings/Events attended by Councillors/Clerk  
None.

2305/17

**Planning & Planning Correspondence**

**75861** Listed Building consent for replacement of 6 windows at Manor Hall Silver Street Berrynarbor

Applicant: Berrynarbor Manor Hall Trust

Cllr Clarke returned to the meeting.

It was **resolved**, with no votes to the contrary, to recommend APPROVAL but the Parish Council would query why the windows are being painted different colours.

**75865** Replacement of 6 windows at Manor Hall Silver Street Berrynarbor

Applicant: Berrynarbor Manor Hall Trust

It was **resolved**, with no votes to the contrary, to recommend APPROVAL but the Parish Council would query why the windows are being painted different colours.

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

Applicant: Ms Sian Jenkins

It was **resolved**, with no votes to the contrary and one abstention from Cllr Bacon, to recommend APPROVAL.

Cllr Clarke declared a Personal Interest in the following application as a neighbour.

**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

It was **resolved**, with no votes to the contrary and two abstentions, to recommend REFUSAL. The Parish Council has concerns over highway safety and the safety of an access onto a single track road on a bend with poor visibility.

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

Applicant: Kathleen Thorndycroft

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

**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

It was **resolved**, with no votes to the contrary and two abstentions, to recommend APPROVAL subject to highways being satisfied, the Parish Council has concerns over the visibility and access onto a busy road.

2305/18 **Payments and Receipts**

**PAYMENTS**

10. May Salaries	£431.18
11. Clerk's Expenses	£27.09
12. HMRC PAYE May	£107.80
13. Zoom Monthly Fee, May	£15.59
14. Tesco Mobile, Phone Charge April, 2023	£12.01
15. Public Toilet Cleaning, April	£100
16. North Devon Bouncy Castle, Coronation Celebrations	£90.00
17. Source for Business, Water Charges	£166.54
18. A & B Contractors, Boules Pitch	£4,743.32
19. British Gas	£45.11

**Payments total: £5,738.64**

**RECEIPTS**

Precept	£11,794.78
Lloyds, Interest	£7.87
Lloyds, Interest	£7.07

**Receipts total: £11,809.72**

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

2305/19 **Insurance**

Members considered the Parish Council's insurance renewal for 2023/2024 and the proposal received from Gallagher, and it was **resolved**, with no votes to the contrary, to renew the Parish Council's insurance with Hixcox on a three-year long-term agreement.

2305/20 **Dog Walking Area**

A quotation was received to install further fencing in the dog walking area and it was agreed to try and obtain further quotations for consideration at the next meeting.

2305/21 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.

**PART B**

2305/22 **Berrynarbor Car Park & Toilets**  
There was no update.

2305/23 **Staffing Matters**  
It was **resolved**, with no votes to the contrary, to arrange interviews with the candidates.

The meeting closed at 9pm.

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