

Minutes of the Berrynarbor Parish Council meeting held on Tuesday, 12th November 2024 at 7pm in the Manor Hall, Birdswell Lane, Berrynarbor

Present: Cllrs K Young (Chairman), G Cornell, A Davies, B Joyce, J Latham and A Stanbury

Mrs V Woodhouse, Parish Clerk
Mrs J Irwin, Parish Clerk
Mrs A Davis, Devon County Council
7 members of the public

2411/01 **Apologies**
Cllr C Boxall.

2411/02 **Declarations of Interest**
None.

2411/03 **Public Participation**
A member of the public raised concerns about the accuracy of minutes in relation to public participation.

A member of the public if the hedges around the dog field could be cut and for clarification on the maintenance of the pavilion and Boules area.

A member of the public felt that draft minutes were not published early enough.

2411/04 **Minutes**
It was noted that minutes are not verbatim reports and only a brief summary of public participation is recorded.

It was further noted that it is not lawful for members of the public to interrupt a Parish Council meeting.

It was **resolved**, with no votes to the contrary and two abstentions, to approve the minutes of the meeting held on Tuesday 8th October 2024 as a correct record.

2411/05 **To receive reports from:**

- Police
Not received.
- County Cllr Miss A Davis
Attached as Appendix one.

Cllr Davis left the meeting.
- District Cllr J Hunt

None received.

- Play Area
A quotation had been received from the contractor to carry out repairs to the play and it was agreed to accept the quotation at a cost of £514 + VAT asked to quote on repairs in the play areas.
- Manor Hall
It was noted that there is a diary of events on the notice board and the Committee is going to write into the constitution that you cannot have fireworks.
- Footpaths
It was noted that there is a new Public Rights of Way Officer for the area and noted that issues would be pursued with the new officer.
- Grit Bins/Road
Cllr Stanbury has asked the contractor to cut the hedges in the dog field, it was agreed that if this is not completed another contractor will be instructed.

Cllr Stanbury confirmed that the responsibility of the Boules area lies with the Parish Council, but the club would be encouraged to take some responsibility in helping to keep the area clean and tidy. The pavilion will be an open structure.

- Meetings/Events attended by Councillors/Clerk
Cllr Stanbury and Young had met with a resident that would like to pursue a newsletter.

2411/06 **Payments and Receipts**

PAYMENTS

63. November Salaries	£448.07
64. HMRC PAYE November	£112.20
65. Pensions Contributions	£162.45
66. Tesco Mobile, Phone Charge	£12.95
67. Public Toilet Cleaning, October	£125
68. ICO, Renewal	£35
69. DALC, Training Cllr Boxall	£18.00
70. Mark Barbeary, Maintenance	£892.56
71. DALC, Training Cllr Boxall	£36
72. Fremington Parish Council, Indeed advert	£180
73. Source for Business, Water Public Toilets	£197.64
74. Timber Team UK, Gazebo	£4,020
75. . British Gas, Electricity	£63.49
Total Payments	£6,305.36

RECEIPTS

9 th October Bank Interest	£10.39
---------------------------------------	--------

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

2411/07

Planning & Planning Correspondence

It was noted that the following application does cross Parish Council land and agreed to commend on the planning application as a neighbouring landowner. It was further noted that should planning permission be granted landowner permission would need to be sought for the proposal to take place.

79046 Demolition of corrugated iron shed and erection of toilet for church users at St Peters Church Berrynarbor
Applicant: Mr Evans

It was noted that a member of the public had used the Parish Council's link to submit comments which had appeared as if they were from the Parish Council, this had been raised with the North Devon Council and it was agreed to only send links on the Agendas to Cllrs and remove the link(s) from the public agendas.

The Chairman suspended Standing Orders to allow a representative of the Church to speak.

Standing Orders were reinstated.

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

The Chairman suspended Standing Orders to allow Cllr Stanbury to thank and pay tribute to the outgoing Clerk.

Standing Orders were reinstated.

2411/08

Draft Budgets

Members were informed of the timescale to submit an initial figure for the precept and asked to submit any priorities for the forthcoming financial year to the Clerk.

2411/09

Calendar of Meetings

The draft Calendar of Meetings was circulated prior to the meeting, and it was **resolved**, with no votes to the contrary, to approve the calendar of the meetings for 2025.

2411/10

Grant Funding and Donations

- a) To consider funding requests from:
i) Berry in Bloom

The request along with the accounts were circulated prior to the meeting.

The Chairman suspended Standing Orders to clarify assets and previous funding.

Standing Orders were reinstated.

Members noted that they had not been approached by Berry In Bloom for the last few years for a grant and for that reason it was **resolved**, with no votes to the contrary, to provide a grant of £1,000 this year.

- ii) Citizens Advice

The request was circulated prior to the meeting. it was **resolved**, with no votes to the contrary, to provide a donation of £50.

- b) To consider donation to Berrynarbor Christmas Even Choir.

It was noted that this is no longer required.

2411/11

Berrynarbor Newsletter

Cllrs Young and Stanbury reported that the suggestion was for a monthly newsletter of 300 printed copies and for the Parish Council to fund £60 per month until sponsorship for the production of the newsletter is found, it has also been suggested that plastic containers are placed around the village to hold the newsletter.

Members asked for clarification on whether the newsletter would be a Parish Council newsletter or a parish newsletter.

The Chairman suspended Standing Orders to allow a discussion with the proposed Editor of the newsletter.

It was noted that the printing cost would be 30p each in black and white and it could also be emailed to those on email.

Concerns were raised about the possibility of fly-tipping of the newsletters from the plastic holders.

Standing Orders were reinstated.

Members raised concerns about possible bias of the newsletter, and it was agreed that the Parish Council would need to review before it is distributed there would also be timing issues for the Parish Council with content. It was noted that if the Parish Council is funding a newsletter, it should be used to disseminate Parish Council business and information, Cllrs are all

volunteers and would not been keen to support an outlet with public money that was a negative resource.

Cllr Cornell suggested that his company could fund a pilot newsletter.

Members agreed that a pilot newsletter for every household in the parish, if possible, would be a good idea and should invite comments back, it was agreed for the Parish Council to support a pilot.

2411/12 Roles and Responsibilities

The Chairman felt that given the recent changes the roles and responsibilities should be re-visited, and it was agreed as follows:

- a) Footpath Officer – Mrs J Fairchild.
- b) Deputy Footpath Officer – Mrs G Bacon (subject to agreement).
- c) Highway Liaison Officer & Tree Warden – Cllr Stanbury.
- d) Emergency Plan Officers – Cllr Stanbury.
- e) Councillor to check invoices for payment – Cllr Young.
- f) Berrynarbor Manor Hall Committee – Cllr Joyce
- g) Play Inspections – Cllr Latham.
- h) Finance Working Party
- i) Personnel Working Party – Cllrs A Stanbury, J Latham, B Joyce and K Young.
- j) Cllr responsible for checking planning applications – Cllr Boxall.
- k) Responsibility for checking the defibrillator – Mr J Irwin (subject to agreement).
- l) Dog Field – Cllr Davies.
- m) Public Toilets – Cllr Joyce.
- n) Notice board – Cllr Joyce.

It was noted that Mr A Coppin could no longer be the Snow Warden.

2411/13 Festive Lights

It was noted that last year the Parish Council could not access electricity for the lights in Claude's Garden, Cllr Davies will speak to the householder to see if it would be possible with a donation towards the electricity. It was noted that Mrs Bacon has the Festive Lights and Cllr Davis agreed that she would liaise with Mrs Bacon to check if there are any broken lights and to erect the lights.

It was **resolved**, with no votes to the contrary, to budget £500 towards the replacement of any broken lights and/or purchase a new string of lights for the Manor Hall subject to approval from the Manor Hall Committee.

2411/14

Fireworks

It was noted that the issue of fireworks being let off in the Manor Hall Play Area as part of a function in the Manor Hall had been addressed and the Committee would be writing it into the constitution that fireworks are not permitted. It was noted that the Parish Council had not given permission for its land to be used for fireworks and concerns raised about insurance cover.

2411/15

Recreation Field

a) To receive an update on the community survey.

Cllr Young explained that a presentation had been arranged with Devon Communities Together of the survey for 5th December 2024 in the Manor Hall at 6pm.

b) To receive an update on the purchase of a wooden pavilion.

The pavilion has been ordered and paid for and is now being made and will be delivered the first or second week in December.

Members of the public left the meeting.

It was agreed to hold a meeting with the Boules club reference maintenance of the area.

2411/16

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

2411/17

Staffing Matters

It was resolved, with no votes to the contrary, to ratify the appointment of Mrs Julie Irwin.

Meeting ended at 8.35pm.

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