



Minutes of the Berrynarbor Parish Council meeting held on Tuesday, 11 March at 7pm 2025 in the Manor Hall, Birdswell Lane, Berrynarbor

Present: Cllrs. A Stanbury (Chair), J Latham, C Boxall, G Bacon

Also Present: Julie Irwin, Parish Clerk, 4 members of the public

2503/01 Apologies - Cllrs. A Davis, B Joyce

2503/02 Declarations of Interest - None

2503/03 Public Participation – two members of the public requested to speak.

- After acknowledging that highways were not in the PC remit a Parishioner drew attention to his request to DCC for a “not suitable for caravans” sign to be erected at Smythen Cross, entrance to Sterridge Valley off the A3123 that had not yet been actioned by DCC. *ACTION 1.*
- It has been requested that a road sweeper vehicle to finish the cleaning that was done by a Sterridge community group of the road from Harpers Mill to Smythen Farm. *ACTION 2.*
- A member of the public thanked the PC for its contribution to the pavilion, erected at the Berrynarbor Boules Club (BBC). The BBC are holding an official opening and memorial match for Phillip Ellis, on the 29th March. They are requesting a donation for finishing the area, which is on the agenda.

A big thank you is extended to the Sterridge community group who cleared the valley road from Harpers Mill to Smythen Farm.

2503/04 To approve and adopt Minutes

It was **resolved**, with two abstentions and no votes to the contrary, to approve the minutes of the meeting held on 11 February 2025 as a correct record.

2503/05 Review of Actions from February (Appendix 1)

2503/06 Co-option of new Councillor - A Co-option application had been received from Julia Fairchild and circulated ahead of the meeting, it was **resolved**, with no votes to the contrary to Co-opt Julia Fairchild to the Parish Council. The Declaration of Acceptance of Office was signed and Cllr. Fairchild joined the Council.

2503/07 An update for Councillors on changes to the North Devon Coast National Landscape (AONB) – Jenny Cary-Wood was unable to attend, but sent the following key points;

- Rebranding of Areas of Outstanding Natural Beauty (AONB) to National Landscapes by the government, although AONB remains the legal designation of the area, but even the Planning Inspectorate is now using the term National Landscape.



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- New legislation changing the duty on all relevant authorities – “to seek to further the purpose” to conserve and enhance the AONB rather than just ‘have regard to’ – Guidance here [Guidance for relevant authorities on seeking to further the purposes of Protected Landscapes - GOV.UK](#)
- Public Consultation on the AONB Management Plan – this will go live in May after the county elections, and we would welcome any comments on the draft Plan that will be sent to you during the 6 week public consultation period.
- Grants – to raise awareness of both our small grant scheme (Sustainable Development Fund) and the grants for landowners – Farming in Protected Landscapes – see [Farming In Protected Landscapes – North Devon Coast](#) or [Grants – North Devon Coast](#)

2503/08 To receive reports from:

- a) County Cllr Miss A Davis, (who sent apologies) – Report on Website (Report 1).
- b) District Cllr J Hunt - None
- c) Play Area – the number of mole hills in the Manor Hall play area (and Claudes Garden) was a concern, *ACTION 3.*
Tables and benches in play area require attention, *ACTION 4.*
- d) Manor Hall - None
- e) Footpaths – The Clerk and footpath officer attended a meeting with the DCC Footpath Officer (Jon Boyd), they then walked the footpaths and the P3 survey undertaken. A footpath project is being developed to make best use of any available funding. *ACTION 5.*
The broken fence at Broadsands still has not been mended and is urgent, this will be escalated, *ACTION 6.*
- f) Dog Exercise Area – The hardcore on the bottom path has been reviewed and now it is dry are looking much better. Plan to review this before next winter.
- g) Grit Bins/Road -. Cllr. Stanbury reported that the culvert at two Rocks has been reported to DCC.
Cllr. Bacon requested that the mud on the pavement from Sawmills to the Harbour left from the flood is removed, *ACTION 7*
- h) Clerks Report (Report 2)
- i) Meetings/Events attended by Councillors/Clerk - None to report

2503/09 To approve payments and receipts to date - It was resolved, with no votes to the contrary, to approve the payments and receipts.

	Outgoing		Incoming	
120	Clerks Salary	480.60		
121	HMRC PAYE	120.20		
123	Donation NarborNews	60.00		
124	Public Toilet Cleaning (Feb)	125.00		



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125	Joe Kaufman (Laptop/email fix)	60.00		
126	British Gas	58.53		
			DCC	800.00
			Interest - Feb 25	11.12
		904.33		811.12

2503/10 Date for Annual Parish Meetings – the Annual Parish Meeting will take place on 8 April 2025 at 19.00hrs, prior to the next Parish Council meeting. The Annual Parish Council Meeting will take place on 6 May 2025 at 19.00hrs, prior to the Parish Council Meeting. **ACTION 8**

2503/11 Grass Cutting, Garden Maintenance and Footpath Clearance 2025-2026 – There were 3 tenders submitted and all were considered. It was **resolved**, with no votes to the contrary to award the contract to Back to Your Roots.

2503/12 Risk Assessments 2024 – 2025 - it was **resolved**, with no votes to the contrary to accept both the Toilet Cleaning and the General Risk Assessment.

2503/13 Asset Register 2024 – 2025 – the asset register was agreed with the additions. There was a query regarding where the buildings and land that the PC owns is recorded as assets, **ACTION 9.**

2503/14 Grant Funding & Donations – it was **resolved**, with no votes to the contrary to award a donation of £265 to the Berrynarbor Boules Club for weed membrane and stone chippings to finish the Boules area.

Meeting suspended at 8.02pm. meeting resumed at 8.04pm ACTION 10.

2503/15 Planning & Planning Correspondence - Planning Applications: to consider,

- a. Reference: 79792 - Extension to front porch and associated works at Larkstone Cottage 17 Hagginton Hill Berrynarbor EX34 9SB Grid Ref: 255757; 147076 – **Supported** with no comment.
- b. Reference: 79786 - Erection of a detached single garage and associated widening of an existing entrance to Red Maples and Little Orchard at Red Maples & Little Orchard Barton Lane Berrynarbor EX34 9SU Grid Ref: 256072; 146881 – **Supported** with no comment.
- c. Reference: 79394 - Erection of double garage with first floor storage at Land East of Wood Barton Leigh Road Combe Martin Grid Ref: 259454; 145759 – **Supported** with no comment.
- d. Reference: 79959 - Application for works to trees covered by a tree preservation order in respect of: T1 - Quercus ilex - Crown Reduction/Heavy Reduction T2 - Quercus ilex - Heavy Reduction of extended limbs T4 - Fraxinus - Fell T8 - Acer pseudoplatanus - Fell T9 - Acer pseudoplatanus - Fell at Watermouth Castle Berrynarbor Ilfracombe Devon EX34 9SL Grid Ref: 255725; 147834 – **Supported** with no comment.



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- 2503/16** **Moving to Gov.uk emails** – the costs associated with a move were presented alongside the advantages and disadvantages. The priority is for Councillors to use an official email address. It was **resolved** with no objections to remain with the @ BerrynarborPC email address and provide support to ensure access.
- 2503/17** **Defibrillator** - It had already been agreed to purchase a new defib and box, however the costs for relocation were to presented at this. it was **resolved**, with no votes to the contrary to accept the proposal and the Defib will be installed and training booked. *ACTION 11*
- 2503/18** **Memorandum of Understanding** - it was **resolved**, with no votes to the contrary to accept the MoU and it was signed by the Chairman (on behalf of BPC) and Seretse Williams (on behalf of BBC).
- 2503/19** **NarborNews** - it was **resolved**, with no votes to the contrary to accept the draft. It was also agreed to delegate responsibility of approving the draft rather than present it to the full PC. *ACTION 12*
- 2503/20** **Toilet Cleaning Contract** – this item has been deferred until the April meeting.
- 2503/21** **Rubbish at the Bus Stop** (top of Barton Lane) – a request was made by Cllr. Bacon for a bin to be placed at this bus stop to reduce the amount of rubbish left there. Cost will be presented at April PC. *ACTION 13*

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 - None

Meeting ended at 8.25pm.

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



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Appendix 1. Actions from January Meeting

ACTION		UPDATE
1	Walk Footpath 27 to assess damage Speak to Back to your Roots to maintain footpath 18 and 27 Arrange to replacement of post footpath 20	Completed – footpath 18 has been cleared. Footpath 27 also cleared; no sign of Japanese knot weed. DCC recently engaged a contractor to do some clearing now complete and are arranging for repair of broken post. Footpath Officer & Clerk have a zoom meeting with DCC 24 February to discuss P3 funding.
2	Contact Back to Your Roots for Quote on clearance of wildflower area in Dog Walking field	Emailed no response. This will be reviewed after Tender has been awarded.
3	Confirmation of final 2025-2026 Precept and submission to NDC	Completed 15.01.2025
4	Prepare Tender for Grass Cutting, Garden Maintenance & Footpath Clearance Contract 2025-2026	Completed – tender is out, 2 site visits arranged. Tenders to be discussed at March meeting.
5	Renew the membership for Devon Communities Together for 2025 – 2026	Completed – Membership renewed
6	Obtain quote for new Defib and Cabinet (and maintenance costs)	On Agenda



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