



Berryarbor Parish Council

Parish Clerk: Julie Irwin

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Clerks Report – 11 March 2025

Agenda List – I have contacted the police and our District Councillor – see action plan

Meeting with Scribe – on agenda for next meeting

Meeting with P3 – On agenda

1. **Trees & Tree Survey** – I undertook 2 site visits for the tender and they highlighted some important issues with our trees,
 - a. Dangerous trees falling over, in the South West Water fenced area in the recreation field. I have contacted SWW and they are working on removing these trees. I will chase up if no action is taken.
 - b. Both site visitors asked when the PC last had a tree survey (apparently, we should have one every 3 years for insurance), I cannot find any record of such a survey. I will gather information and present details/costs at the next meeting.
 - c. There is a barbwire fence in the dog field that could be dangerous and needs removing.

2. **Policies, Guidelines & Procedures** – I have been through all of the policies, guidelines and procedures held by the PC and all are due (or overdue) for review. I have developed an actions plan for bringing the most important through the next meeting.

The Risk Assessments and Asset Register are on this agenda as they require review prior to the end of year accounts review.

3. **Insurance** – PC insurance with Hiscox is due for renewal 1 June 2025 and I have had a pre renewal questionnaire. I will complete it and ask for help where needed.

4. **Toilet Cleaning** – this item is on the agenda, however I have cleaned the toilets for the past two weeks and can report the following,
 - a. There is no provision for sanitary disposal and there were sanitary products on the floor
 - b. The soap dispensers are empty and the refills are the incorrect type. We purchased some handwash soap from the shop in the meantime.



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5. **Toilets & Car Park** – I have been in contact with NDC about the resurfacing and repainting of the car park. It has also come to light that the electricians will need upgrading. NDC have now stated that, *“North Devon Council will not be carrying out any works to this car park. The car park is due to be handed over to the Parish by lease in its current condition. This matter remains the same as with the former Clerk and the Councils position remains unchanged”*. There is no funding coming with the handover of assets, this means quite a significant impact for the budget.
- a. **Car park** – requires resurfacing and line painting.
 - b. **Toilets** – door kick boards are rotten. The wooden batons at the back of each toilet are rotten. The handrail in the disabled toilet is rusted. We need an electrical certificate as electricians need updating.

I have spoken with the Clerk at ITC who have agreed NDC are fixing snags before they take possession of the toilets in Ilfracombe and suggests that we do not take them in their current state. I suggest that the Chair and I discuss this with the Solicitors.

NB. BPC would also be required to trim hedges ect. around the carpark (currently not in tender)

6. **Devolution Statement** – Some Councils have published a devolution statement, e.g. Ilfracombe Town Council. Should BPC consider their position?

I am attending a DALC meeting of small councils on 8 April and will find out what others are doing.

7. **Berryarbor Boules Club (BBC)** – I met with Seretse and agree the terms of the MOU – on agenda.
8. **Action plans** – I have had some positive feedback from Parishioners about the action planning by the PC. These have been adopted by ITC.