



Minutes of the Berrynarbor Parish Council meeting held on Tuesday 8 April at 7pm 2025 in the Manor Hall, Birdswell Lane, Berrynarbor

Present: Cllrs. G Bacon (Chair), Cllr. B Joyce, Cllr. C Boxall, Cllr. A Stansbury

Also Present: Julie Irwin, Parish Clerk, 2 members of the public

2504/01 Apologies - Cllrs. A Davis, J. Latham, J Fairchild

2504/02 Declarations of Interest - None

2504/03 Public Participation – 1 member of the public requested to speak. Highlighting the speed with which cars travel down Barton Lane and that the “give way” lines at the junction of Castle Hill and Barton Lane have worn away and therefore drivers do not slow or stop. *ACTION 1.*

2504/04 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 March 2025 as a correct record.

2504/05 Review of Actions from March (Appendix 1)

2504/06 To receive reports from:

- a) County Cllr Miss A Davis, (sent apologies) – (Report 1).
- b) District Cllr J Hunt - None
- c) Play Area – None to report
- d) Manor Hall – None to report
- e) Footpaths – None to report
- f) Dog Exercise Area – a member of the public has requested a bench seat in the dog exercise area. PC to explore a memorial bench.
- g) Grit Bins/Road -. None to report
- h) Clerks Report (Report 2)
- i) Meetings/Events attended by Councillors/Clerk - None to report

2504/07 To approve payments and receipts to date - It was **resolved**, with no votes to the contrary, to approve the payments and receipts.

Outgoing		Incoming	
Clerks Salary	480.60		
HMRC PAYE	120.20		
Printer Paper (expenses)	9.80		
Printer Cartridges (expenses)	45.98		
Toilet Cleaning (1 March - 31 March, expenses)	125.00		
Defib Warehouse	1,119.60		
Seretse Williams (Boules)	265.00		
Lloyds Bank Service Charges	4.25		
British Gas (Toilet electricity)	58.53		
NarborNews Donation	60.00		



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Gov.uk Property Search	7.00		
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The Defib Pad - Cabinet (Clerks expenses)	633.37		
The Play Inspection Company	234.00	Interest	9.74
	3,170.33		9.74
Community Account	23,468.10		
Instant Access Account	12,705.63		

2504/8 Building and Land Assets Register – It is a requirement to list these assets as part of the financial audit. The register has been updated as follows,

- a) The toilets have been removed (not yet owned by BPC)
- b) Bus shelters (listed on the asset register).
- c) Ye Olde Globe is listed as an Asset of Community Value,
- d) The recreation field and dog exercise area owned by BPC listed at £80k,
- e) The Manor Hall Recreation field is to be listed as owned by BPC at 40k
- f) The deeds need to be located *ACTION 2*

Cllr. Stanbury joined the meeting.

2504/9 Planning & Planning Correspondence - Planning Applications: to consider,

- a. **Reference: 79989** - Erection of garage with solar panels and plant room above at The Lodge Plantation Ilfracombe Devon EX34 9RW Grid Ref: 254493; 145678.- **Supported** with no comments.

2504/10 Community SpeedWatch Campaign – Cllr. Boxall gave a verbal update on the work of this group, who meet monthly. They are adopting a holistic approach to bring villagers on board. This includes a school poster competition. Cllr. Boxall will bring a paper to the next meeting further outlining project plans and costs. *ACTION 3.*

2504/11 Toilet Cleaning – The options in the paper were considered and **resolved** with no votes to the contrary to employ the cleaning company, Fresh Out, employed by Ilfracombe Town Council following a tender process. *ACTION 4.*

2504/12 Financial Regulations 2025-2026 - Members reviewed the Financial Regulations and **approved** the amendment: “*It shall be the duty of the Council to review these financial regulations from time to time*” to read “*It shall be the duty of the Council to review these financial regulations Annually*”.

2504/13 Standing Orders - Members reviewed the Standing Orders and no amendments were made.



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- 2504/14 To Review the Council's Statement of Internal Control for the financial year 2025-2026 in accordance with the Accounts and Audit Regulations 2015** – amendment of dates to reflect current financial year. Members reviewed the Statement of Internal Control and it was resolved, with no votes to the contrary, that the Statement of Internal Control be approved and signed by the Chairman.
- 2504/15 Playground Inspection Report and Action Plans** – the PC received the playground inspection reports and have developed a strategy for addressing some of the issues raised through the action plans. Quotations will be sought for replacements, repairs and maintenance. Back to our Roots will be approached to address hedge and tree issues
ACTION 5.
- 2504/16 Purchase of Bin for Bus Stop** – the purchase of a metal bins was approved, but requirements for fixing to be investigated. *ACTION 6.*
- 2504/17 Devon Association of Local Councils (DALC) membership** - It was resolved, with no votes to the contrary to renew this membership.
ACTION 7.

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:.....

NB: Reports can be found on the Website



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Appendix 1. Actions from March

1	Chase the request for a “no caravan” sign to be erected at Smythen Cross, entrance to Sterridge Valley off the A3123 (defective roads notice: W251837269)	Clerk	Complete - DCC contacted request made to reinstate the road sign.
2	Request a road sweeper vehicle to finish the cleaning done by a Sterridge community group of the road from Harpers Mill to Smythen	Clerk	Complete - DCC contacted request made to clean road – W251842939
3	Contact mole exterminator to address moles in Manor Hall recreation area and Claudes Garden	Cllr. Boxall Clerk	Complete - Mole exterminator contacted and will deal with moles.
4	Benches and table in Manor Hall recreation area require attention – sanding & painting. Advert for quotes.	Clerk	Advert posted – no response (on agenda)
5	An action plan to be developed and P3 survey completed and funding requested.	Cllr. Fairchild Clerk	Complete – P3 forms submitted
6	The broken fence at Broadsands still has not been mended and is urgent, contact PROW	Clerk	Complete – NDC/DCC do not own this it is either the campsite or National Trust
7	DCC to be contacted to remove the mud on the footpath from Sawmills to the Harbour left from the flood.	Clerk	Complete - DCC contacted request made to clean footpath – W251842938
8	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 – both to be advertised and contributions requested.	Clerk	Complete - Invites for reports sent
9	Ascertain if the buildings and land owned by the PC should appear on the asset register.	Clerk	Complete – Asset register updated (on agenda)
10	Donation of £265 made to Seretse Rees-Williams on behalf of the BBC	Clerk	Complete
11	Defibrillator to be ordered and installed. Training to be arranged Both to be well advertised	Clerk	In train
12	Responsibility to be delegated for approval of draft NaborNews	Clerk	
13	To find costs of a bin for bus stop, for next PC meeting	Clerk	On agenda



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