



**Berryarbor Parish Council**

Parish Clerk: Julie Irwin

Email: [Clerk@berryarborparishcouncil.org.uk](mailto:Clerk@berryarborparishcouncil.org.uk)

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## **Clerks Report – 8 April 2025**

1. **Trees & Tree Survey** – I have not yet had any quotes from companies regarding a tree survey but will update the PC when I do.
2. **Policies, Guidelines & Procedures** – Financial Regulations, Statement of Internal Control and and Standing Orders are on the agenda.  
  
Community engagement, Code of Conduct and Health & Safety will come before the May PC.
3. **Emergency Planning** – NDC are asking for details of the Emergency Plans for all local Councils. BPC Emergency Plan requires updating, and this will come to the May PC. However, I am required to submit detail of our emergency contacts, and listed in the plan is Adam Stanbury, Adrain Coppin and Dave Kennedy.
4. **Toilet Cleaning** – this item is on the agenda; however, I have cleaned the toilets last week and had a nasty experience.
5. **Toilets & Car Park** – The Chairman and myself are meeting with the Solicitors 24 April to move things on.
6. **Defib update** – We are in possession of the Defib, Cabinet and signs. The electrician is meeting John Irwin at the site on Thursday for installation.  
  
The dates for the training will be announced shortly.  
  
The plan is to leave the old defib in place for 2 months.  
  
I will start messaging, via Fb, website and NarborNews (if the PC approve)
7. **Planning** – there were 2 applications that came in too late for this agenda and I have circulated the one relating to the Lawful Development Certificate and requested an extension for the other.
8. **Actions re Roads & Footpaths** –
  - a. Not suitable for Caravans sign, Enquiry *reference W251837269 relating to Defective Road Markings/Signs (Defective Signs) was reported on 28 Feb 2025. This report has been passed to our contractor for investigation or action. It has an estimated assessment*



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*date of 07 Mar 2025. There have been no comments entered for this enquiry.*

- b. Cleaning the road from Harpers Mill to Smythen – this is not going to be done as DCC don't think it is necessary after inspection.*
- c. Road from Hagginton Hill to Middle Lee farm - **We have attended this location and were unable to find the problem.***

9. **P3** – BPC P3 survey and application has been submitted, the most we can expect is £120.
10. **Insurance** – Boules Gazebo has been added to BPC insurance.
11. **County Council Election** – dates and candidate list displayed.
12. **Internal Accounts** – The internal audit dates is 6 May, The AGAR will need to be presented to the PC and signed in May.
13. **Devolution** – I have attended 2 meetings with DALC regarding devolution. Not much of an update, District & County Councils have submitted their proposals for the Unities (21 March) and are working on their final proposals for Nov, unless they are told not to go ahead as the initial submission is rejected.

There was some discussion around how the PC's will be organised into wards. What things that PC's might then be responsible for that currently they are not, e.g. verges, roads. That the PC might need to consider for the Precepts