



BERRYNARBOR PARISH COUNCIL

PARISH CLERK: MRS JULIE IRWIN

BOWDEN FARM COTTAGE, STERRIDGE VALLEY

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To: Councillors, C Boxall, A Davies, B Joyce, J Latham (Vice-Chair), A Stanbury (Chairman), G Bacon, J Fairchild.

You are hereby summoned to attend the Annual Parish Council Meeting of Berrynarbor Parish Council, which will be held on **Tuesday 13th May 2025** the Manor Hall, Birdswell Lane, Berrynarbor at 7pm for the purpose of transacting the following business.

In accordance with The Public Bodies (Admissions to Meetings) Act 1960 members of the public are welcome to attend.

Mrs Julie Irwin
Clerk to the Council

Date of issue: 6 May 2025

AGENDA

- 1. Election of Chairman for 2025/2026** - To Elect the Chairman for 2025/2026.
- 2. Declaration of Office – Chairman** - The Chairman will read and sign the prescribed Declaration of Acceptance of Office.
- 3. Election of Vice-Chairman for 2025/2026** - To Elect the Vice-Chairman for 2025/2026.
- 4. Apologies** - (Please make any apologies known to the Clerk)
- 5. Declarations of interest** - To receive declarations of personal interests and disclosable pecuniary interests (DPIs) in respect of items on this agenda.
- 6. Chairmans Report** – To receive report from 2024/2025 Chairman
- 7. Public Participation** - Members of the public are invited to make representations for a maximum of 3 minutes. Issues will be heard and noted but no decisions can be taken in this part of the meeting. Please refer to the procedure for [Public Participation](#) document.
- 8. Representatives** -To appoint the following representatives:
 - a. Footpath Officer
 - b. Deputy Footpath Officer
 - c. Highway Liaison Officer
 - d. Tree Warden
 - e. Emergency Planning Officers
 - f. Councillor to check invoices for payment
 - g. Berrynarbor Manor Hall Committee
 - h. Play Inspections
 - i. Defib Guardian

- j. Finance Working Party
- k. Personnel Working Party

9. Minutes - To approve and sign the Minutes of the Berrynarbor Parish Council meeting held on Tuesday, 8 April 2025, ([Link to Minutes](#))

10. Review of Actions – April (attached)

11. To receive updates/reports from:

- a) Police – no report
- b) County Councillor A Davis
- c) District Councillor J Hunt
- d) Play Area
- e) Manor Hall
- f) Footpaths
- g) Dog Exercise area
- h) Grit Bins/Roads
- i) Clerks report
- j) Meetings/events attended by Councillors/Clerk

12. To approve payments and receipts to date – attached

13. Annual Governance and Accountability Return (AGAR) – to agree and sign the AGAR 2024-2025.

14. Speeding Awareness Project – discuss request for funding of project (paper attached)

15. Planning & Planning Correspondence - Planning Applications: to consider,

- a. [Reference: 79964](#) - Replacement food and Beverage complex building & related services, parking and infrastructure, ancillary to the use of Stowford Farm Meadows holiday park. at Stowford Farm Meadows, Stables Bar Lane To Stowford Farm Meadows
- b. [Reference: 78088](#) - Demolition of existing agricultural units and erection of 13 residential units and associated works (amended proposal, layout & plans) at Land at Moules Farm Castle Hill Berrynarbor Ilfracombe Devon EX34 9SX

16. Code of Conduct 2025-2026 – To review and approve (attached)

17. Community Engagement Policy 2025-2026 – To review and approve (attached)

18. Health & Safety Policy 2025-2026 – To review and approve (attached)

19. Insurance Renewal – to review and approve the Insurance renewal for 2025 – 2026 (attached), 2024-2025 - £1632.18. 2025-2026 - £1662.97.

20. Playground Maintenance – to review the costings for maintenance of Manor Hall and Recreation field play areas. (paper attached)

21. Mobile Phone Upgrade – to discuss and approve purchase of new PC phone to accommodate for 3G being turned off.

22. Request for funding of Composting toilet Boules Group – to discuss and consider request (email attached).

23. Old Defib – to review request for old defib to be donated to Ukraine

24. Bench for Dog Field – to review request for new bench in dog field.

25. Berry Fest – to consider the request to support the festival for 2025 (paper to be tabled)

Part B - Confidential

Bank Card – to discuss and approve the issuing of a PC credit card for future purchases.