



**Minutes of the Annual Berrynarbor Parish Council meeting held on  
Tuesday 13 May at 7pm 2025 in the Manor Hall, Birdswell Lane,  
Berrynarbor**

Present: Cllrs. C Boxall, A Davies, B Joyce, J Latham, A Stanbury (Chairman), G Bacon, J Fairchild.

Also Present: Julie Irwin (Parish Clerk), 8 members of the public, County Cllr. A Davies

It was noted that there was one addition to the agenda under Section B, Appointment of Clerk.

Agenda item 14 was moved to 12 to allow for County Cllr. Davis's knowledge to inform the discussion.

**2505/01 Election of Chairman for 2025/2026**

A nomination was received and was seconded. It was **resolved**, with no votes to the contrary, to elect Cllr. A Stanbury as Chairman for 2025-2026.

**2505/02 Declaration of Office – Chairman** - The Chairman signed the prescribed Declaration of Acceptance of Office.

**2505/03 Election of Vice-Chairman for 2025/2026**

Two nominations were made, Cllr. Latham and Cllr. Bacon. Cllr. Bacon withdrew, the nomination for Cllr. Latham was seconded and It was **resolved**, with no votes to the contrary, to elect Cllr. Latham as Vice-Chairman for 2025-2026.

**It was noted that all Declarations of Acceptance of Office had been signed and received.**

**2505/04 Apologies** – Cllr. Davis

**2505/05 Declarations of Interest**

Cllr. Stanbury declared an interest for agenda item 15a as a neighbour.

**2505/06 Chairmans Report 2024 – 2025**

Cllr. Stanbury read his report for 2024-2025 (Report 1)

**2505/07 Public Participation**

A member of the public expressed support for the speed awareness campaign. Stating that cars were bigger, faster and that there were more of them. Cars also need to swerve around the potholes. Potentially with the housing development there would be lorries. They were looking forward to the school presentation. Highlighting the need for data to back up the campaign and urged the Council to consider the request for a speed awareness sign that collected data, **(on agenda)**.

Two other members of the public voiced support for the comments made above.

Another member of the public highlighted the faded white "give way" lines at the bottom of Castle Hill,

**ACTION 1.**



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A member of public thanked the Council for their contributions to the Boules pitch and pavilion, stating that they now had 12 teams running. Stating that the nearest toilets were in the Car Park and requesting the Council consider a composting toilet. He had approached Fullabrook CIC for a grant, but, as an unconstituted organisation the Boules club did not qualify for a large grant. He asked if the Council would consider supporting this, (**on agenda**).

**2505/08 Appointment of Representatives** -To appoint the following representatives:

- a. Footpath Officer – Cllr. Fairchild
- b. Deputy Footpath Officer – Cllr. Davis
- c. Highway Liaison Officer – Cllr. Stanbury
- d. Tree Warden – Cllr. Stanbury
- e. Emergency Planning Officers – Cllr. Stanbury
- f. Councillor to check invoices for payment – Cllr. Boxall
- g. Berrynarbor Manor Hall Committee – Cllr. Joyce
- h. Play Inspections – Cllr. Bacon
- i. Defib Guardian – Mr Irwin
- j. Finance Working Party – Cllrs. Joyce, Boxall & Fairchild
- k. Personnel Working Party – Cllrs. Joyce, Boxall & Fairchild

**2505/09 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 8 April 2025 as a correct record.

**2505/10 To Review Actions from April 2025** - All actions are completed or on agenda

**2505/11 To receive reports from**

- a) Police – no report
- b) County Cllr. A Davis, (Report 2)
- Watermouth traffic lights – road is cracked and sliding, a site contractor is undertaking geo-site checking, including bore holes & trail pits to check stability of the road. Lights will be there for several months.
- Following re-election Cllr. Davis will have some budget that PCs can apply for but this is not available yet.
- Cllr. Davies provided some information (rules and regulations) regarding the reactive signs for the Speedwatch campaign (included under item 14 below). She has purchased these for other PC's at about 4.5k but a safety audit is required prior to any installation of signs.
- Cllr. Latham asked about installation of pavements in the centre of the village and yellow lines and traffic calming around the school. It was agreed to put this on the next agenda.
- c) District Cllr. J Hunt - None
- d) Play Area - Maintenance update is on agenda.



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The recreation field will need mowing prior to the school sports day (18 June), it was agreed Clerk will liaise with School ACTION 2.

- e) Manor Hall – None to report
- f) Footpaths - The finger post still needs replacing at the bottom of footpath 18.  
Broadsands – still awaiting a site survey.
- g) Dog Exercise Area – a member of the public has requested a bench seat in the dog exercise area. PC to explore a memorial bench.  
We are still waiting for quotations for removal of wild flower area ACTION 3.
- h) Grit Bins/Road -. Cllr. Stanbury asked about the “Unsuitable for Caravans” sign requested from NDC several times. Cllr. Davis advised this was not a priority. It was decided that Berrynarbor PC would place a sign on private land as it is not permissible to place a sign on NDC highway. ACTION 4.
- i) Clerks Report (Report 3)
- j) Meetings/Events attended by Councillors/Clerk - None to report

**2505/12 To approve payments and receipts to date - It was resolved,** with no votes to the contrary, to approve the payments and receipts.

Outgoing		Incoming	
British Gas - Toilet Electricity	£64.30		
Clerk Salary	£480.60		
HMRC Tax & NI	£147.54		
Toilet Cleaning (Fresh Out)	£80.00		
Service Charge	£4.25		
NarborNews Donation	£60.00		
Rural Electrics (Defib installation & Removal)	£366.50		
Hiscox - Insurance Renewal	£1,683.97		
Zoll AED Plus CPR-D padz Defibrillator Pads	£186.00		
Combination Padlock (toilets)	£13.99		
Clerks expenses	£19.80		
Replacement soap for toilet dispensers (x3)	£56.17		
Pennon Water Services (toilets)	£113.44		
Julie Snooks (Internal Audit)	£250.00		
DALC Membership	£364.53	Precept	£16,260.00
Tesco Mobile	£2.95	Interest (April)	£10.44
Toilet Rolls	£48.38		
	<b>£ 3,972.52</b>		<b>£16,270.44</b>
Community Account	£37,428.34		
Instant Access Account	£12,716.07		



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- 2505/13 Annual Governance and Accountability Return (AGAR) & Internal Auditors Report** - The feedback from the Internal Auditor was discussed. Cllr. Stanbury highlighted that for point under staff costs, agenda item 2411/17 (Nov 2024) recorded the appointment of the new Parish Clerk. The Annual Governance Statement 2023/2024 was circulated to members prior to the meeting.  
£17,000 to be moved from debit account to savings account.  
It was **resolved**, with no votes to the contrary, to approve the Annual Governance Statement for 2024-2025.
- 2505/14 Speeding Awareness Project** - Cllr. Boxall outlined the plans for the Speed awareness Project. Meeting at the school and posters around the village designed by children. Outlining the costs for the reactive signs and the sites for their location.  
Cllr. Davis highlighted the rules & regulations around the placement of speed awareness signs. An assessment by the Policy & Highway Safety Officer is required prior to any placement of signs. Three sites are needed and signs need to be moved every three weeks (responsibility of PC). Cllr. Boxall will liaise with Cllr. Davis regarding these sites as they need to be audited for safety.  
There are reactive signs that are approved by Devon County Council. The reactive signs are set at 30mph, the project will use incentives to try to slow traffic and then a 20mph enforcement would not be required.  
Cllr. Davis will advise with regard to this project and liaise with Cllr. Boxall and the Clerk.  
*These issues need to be resolved before any funding can be discussed.*  
A discussion needs to take place with the school as drop off and collection times cause some road safety issues. It was agreed to have a meeting with the school (June agenda) **ACTION 5.**
- 2505/15 Planning & Planning Correspondence** - Planning Applications: to consider,
- [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, = **Supported**, with no comment.
  - [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 Berryarbor Ilfracombe Devon EX34 9SX – **Supported, with one vote against, in principle with the following comments:**  
  
The Parish Council supports the re-development of the site in principle; however, it does have some concerns; The Parish Council would like to see more housing for those with a local connection, however the infrastructure for this development needs to be considered.



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The Parish Council has concerns about the sewage and drainage, it is noted that there are already issues in this area.

The Parish Council does not feel that there is adequate parking spaces provided for the houses on site, there is already an issue with parking in the village and the Parish Council would like to see further parking provision included within the development.

The Parish Council has concerns about the safety of pedestrians along Castle Hill, where there is no pavement.

The disruption to residents during construction should be kept to a minimum.

The Parish Council has concerns over the safety of the junction especially with existing properties parking on the opposite side of the road."

Cllr. Stanbury raised the issue of "Certificates of Lawful use" that have appeared on the planning site and how the PC would raise any issues of concern brought by Parishioners. *ACTION 6.*

**2505/16** **Code of Conduct 2025-2026** - Members reviewed the Code of Conduct and no amendments were made and it was **adopted** for 2025-2026.

**2505/17** **Community Engagement Policy 2025-2026** - Members review the Community Engagement Policy and approved the addition of the section relating to Social Media, they were **adopted** for 2025-2026

**2505/18** **Health & Safety Policy 2025-2026** – Members reviewed the Health & Safety Policy and no amendments were made. It was **adopted** for 2025-2026

**2505/19** **Insurance Renewal** – The renewal quotation was circulated prior to the meeting. Members considered the renewal. The Boules Pitch and Gazebo have been added to the Berrynarbor PC insurance. The insurance renewal cost for 2025-2026 is £1683.97 (£1632.18 in 2024-2025). It was **resolved**, with no votes to the contrary, to accept the recommendation from Gallagher and renew the Parish Council's insurance with Hiscox. *ACTION 7.*

**2505/20** **Playground Maintenance** – The quotation for the Playground maintenance at the Manor Hall and Recreation area, recommended on the playground inspection report, was circulated prior to the meeting. Following discussion regarding the quotation, Cllr. Bacon agreed to take the report and quotation and meet with the contractor and report back to the June PC meeting with recommendations on what is required. *ACTION 8.* We are awaiting a quotation for raising of the tree canopy from Back to Your Roots.



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**2505/21 Mobile Phone Upgrade** – the current PC mobile phone does not charge and 3G is being discontinued. It was **resolved**, with no votes to the contrary to upgrade the PC mobile phone. *ACTION 9.*

**2505/22 Request for funding of Composting toilet Boules Group** - A request for the funding of a composting toilet has been received from Berrynarbor Boules Club. There was a discussion relating to the regulations for placing a composting toilet on Public (Council) land, the Environmental Agency rules for disposal and cleaning. Several alternatives were discussed including hiring of a Portaloo and hiring a piece of land to BBC, setting up a camping toilet when playing and removing afterwards. It was decided that the issue required more exploration and will go on the June agenda.

**2505/23 Old Defib** – It was **resolved**, with no votes to the contrary to approve the request for old defib to be donated to Ukraine. *ACTION 10.*

**2505/24 Bench for Dog Field** – The PC has received a request for an additional bench for the dog field. It was agreed to consider asking for a memorial bench and a request will be posted. *ACTION 11.*

**2505/25 Berry Fest** – The PC has received a request to support Berry Fest 2025. This request includes the cost of a Temporary Event Notice, £26, Music License £137 and portable toilets £220.

It was **resolved**, with no votes to the contrary that Berrynarbor PC would support Berry fest 2025. *ACTION 12.*

**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**

**2505/26 Bank Card**  
It was **resolved**, with no votes to the contrary that the Clerk would obtain a Parish Council Debit Card to use for purchases where invoicing is not an option.

**2505/27 Clerks Appointment**  
It was **resolved**, with no votes to the contrary that the Clerk successfully completed her probation period (Nov 2024 – May 2025) and would continue in the role on SLCC pay point 23.

Meeting ended at 8.51 pm

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



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**Appendix 1. Actions from April**

1	Report to NDC that white lines need repainting at junction of Barton Lane and Castle Hill	Clerk	<b>Complete</b>
2	Update of the Land & Buildings asset register Locate deeds and explore registering the Manor Hall Rec Field.	Clerk	<b>On Agenda</b> - Public Land Asset Register updated; Deeds not found for Rec Field No information found regarding Manor Hall filed
3	Speed Awareness Campaign project update and costings	Cllr. Boxall	<b>On Agenda</b>
4	Instruct Fresh Out to clean the toilets	Clerk	<b>Complete</b> – to start 12 April 2025
5	Actions on playground inspection, Back to Your Roots – for trees and foliage Quotes for replacement and maintenance	Clerk	<b>On Agenda</b>
6	Review bin for top of Barton Lane Bus stop	Clerk	<b>Ongoing</b>
7	Renew DALC subscription	Clerk	<b>Complete</b>



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