



Minutes of the Annual Berrynarbor Parish Council meeting held on Tuesday 14 October at 7pm 2025 in the Manor Hall, Birdswell Lane, Berrynarbor

Present: Cllrs. A. Stanbury, (Chair), A. Davies, K. Young, B. Joyce, C. Boxall, G. Bacon, J. Fairchild, J. Irwin (Clerk).

Also Present: 3 members of the public.

Meeting commenced at 19.00 hrs.

2510/01 Apologies – C.Cllr. A. Davis.

2510/02 Declarations of Interest – Cllr. Young for item 13.

2510/03 Public Participation – 2 members of the public requested to speak.

A Parishioner presented a letter that he had received from DCC regarding vegetation obstructing the highway instructing him to take urgent action. *This issue will be investigated and a response to the Parishioner provided.* **ACTION 1.**

An update on the NarborNews was provided to inform **agenda item 7**. In September 2024, the PC requested a new village newsletter. It was stated that part of the remit should be a paper version as it had been acknowledged that not all villagers had access to the internet and were therefore excluded from events and news effecting the community. November will mark the 12th Edition of NarborNews. We have a Team of volunteers distributing 150 copies door to door; Barton Lane, Pit Hill, Haggington Hill, Mill Lane, Sterridge Valley, the remaining 50 are delivered to distribution points at the Community Shop, Manor Hall, Bent Peg & Sawmills. 84 villagers receive copies direct by email. We have recruited an assistant who checks for typos and errors. We would ideally like to recruit further volunteers; to a) gather news and b) seek sponsorship. Compilation, design, editing, approval and distribution of the newsletter have all been completed voluntarily. Cost of printing has been maintained at £60 per month, so an annual cost to the Parish of £720, however we have had 2 monthly sponsors meaning £120 has been recouped.

Problems and Concerns

- a comment from one villager who believes cost of production is money not well spent
 - a question has been raised about waste and frequency of issue
 - a survey at the end of September of copies not collected from Distribution points. September copies remaining were: Community Shop 0, Manor Hall 6, Bent Peg 8, Sawmills 8.
- On Agenda**

2510/04 To approve and adopt Minutes - It was **resolved**, to approve the minutes of the meeting held on 9 September 2025 as a correct record.

2510/05 To Review Actions from September 2025 – Actions 1, 2, 3, & 6 are complete, action 4 is closed and action 5 is on the agenda.

2510/06 To receive reports from



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- a) Police – no report. Devon & Cornwall Police doing a drop-in session at Community Shop car park, 23 Oct, 11.00-11.45.
- b) County Cllr. A Davis – Report on website (*Report 1*)
- c) District Cllr. J Hunt - None
- d) Play Area
 - a. All maintenance work is now complete.
 - b. Caps for play equipment to be ordered and fitted *ACTION 2a*
 - c. Anchors for benches to be ordered and installed *ACTION 2b*
- e) Manor Hall - none
- f) Footpaths - none
- g) Dog Exercise Area
 - a. Large quantities of bags being removed from dispenser. A padlock will be installed if issue not solved then add to agenda for further discussion. *ACTION 3*
 - b. Removal of the wild flower area was raised and will go onto the November agenda with a quotation for the work. *ACTION 4.*
 - c. Memorial bench has been purchased, PC funded installation already approved, quotations for installation to be presented at next meeting. *ACTION 5.*
- h) Grit Bins/Road
 - a. Grit bins to be checked and logged *ACTION 6.*
- i) Clerks Report (*Report 2*)
- j) Meetings/Events attended by Councillors/Clerk - Clerk attended the Meet your army event
- k) Correspondance - None

2510/07 NarborNews

The Chair closed the meeting at 19.22, to facilitate questioning/discussion.

The chair reopened the meeting at 19.41.

It was **resolved** with no votes to the contrary, to continue to support the monthly, NarborNews. The following recommendations were made,

- Pursue funding through sponsorship & advertising
- Look at more (good) news stories, features
- Pay the invoices directly to printers ect
- Review timing and approval process

It is acknowledged that this project is supported by volunteer(s) who depend on people providing information. The Clerk will work with the producer to see what support the PC can provide.



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Outgoing			Incoming	
Lloyds Bank (Service charges)	£4.25			
British Gas - Toilet Electricity	£36.00			
Narbor News Donation	£60.00			
Clerks Salary	£484.15			
HMRC & NI	£149.42			
Tesco Mobile	£7.95			
FreshOut Cleaning (Toilets) Fay Mills	£200.00			
Western Web	£102.00			
Manor Hall Trust (Heating Donation)	£300.00			
PKF Littlejohn LLP	£252.00			
Amazon dog poo bags	£23.00			
SLCC additional payment	£2.00			
Berrynarbor Community Shop	£16.55		BerryFest (Money raised)	£550.00
			Interest (Sept)	£16.48
			North Devon Council - Precept	£16,260.00
	£ 1,637.32			£16,826.48
Community Account	£33,784.65			
Instant Access Account	£29,795.50			

2510/08 New bins for top of Barton Lane – NDC have agreed to site 2 new litter bins at the bus stops at the top of Barton Lane. BPC are required to purchase the bins. The quotation from Wybone was **approved** and bins will be purchased. *ACTION 7.*

2510/09 To approve payments and receipts to date - It was **resolved**, with no votes to the contrary, to approve the payments and receipts for September. Invoices have been checked by Cllr. Boxall.

2510/10 Requests for Donations

- The request to make a donation of £50 to pay for the Manor Hall for Berrynarbor Halloween was **approved**.
- The South West Heritage Trust request for a donation was **approved** at £50.

2510/11 Planning & Planning Correspondence

- [Reference: 80849](#) - Erection of agricultural shed and associated works at Land off Haggington Hill Berrynarbor North Devon EX34 9SB Grid Ref: 255353; 147132
Approved with one abstention, with a comment that any development remains for agricultural use only.

2510/12 SpeedWatch Campaign – Cllr, Boxall provided and update on this campaign.



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- The School campaign has been completed and the poster are up around the village.
- VAS sign funding has been received.
- Decide final positions and seek landowner permissions before the VAS can be erected.
- A request was made for the PC to fund the production of the posters in a larger format that are weather proof.

Approval was given for funding the new posters and advice from DCC regarding rules for erection will be sought along with a quotation for production to be reviewed on the next agenda. **ACTIONS 8 & 9.**

2510/13 Site Visit for Hedge/tree trimming – the report from the sites visits was considered along with the quotation from the contractor. It was **resolved** with no abstentions, to contract the work to start on 24 November.

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

2509/12 DCC Pension Line update – Ian update on costs was provided and was **resolved**, with no votes to the contrary to re-enroll the Clerk onto the DCC pension from November 2025.

Meeting ended, 20.25

Signed..... Dated.....

NB: Reports can be found on the Website

Appendix 1. Actions from September

1	Discuss trees in Claudes Garden with Contractor	Cllr. Bacon	Complete – Cllr. Bacon has discussed this with the contractor and no action is required.
2	Arrange maintenance of the fence in dog exercise area	Clerk	Complete
3	Request more details re donation request form Berryarbor Pre School	Clerk	Complete
4		Clerk	No feedback from Devon Mobility in response to request for more information - Closed



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	Request further information from Devon Mobility regarding engagement with the Berryarbor Community		
5	Arrange site visits to review work regarding hedge and tree trimming at all three sites	Clerk	Complete (on agenda)
6	Arrange schedule for development of the Berryarbor Emergency Plan	Clerk	Complete