



**Minutes of the Annual Berrynarbor Parish Council meeting held on Tuesday 11 November at 7pm 2025 in the Manor Hall, Birdswell Lane, Berrynarbor**

Present: Cllrs. A. Stanbury, (Chair), J. Latham, B. Joyce, C. Boxall, J. Irwin (Clerk).

Also Present: 7 members of the public.

Meeting commenced at 19.00 hrs.

*It was agreed to take item number 13 Road Safety Concerns, following item 9, due to attendance of members of the Public.*

**2511/01      Apologies** – Cllrs. K. Young, J. Fairchild, G. Bacon, C. Cllr. A. Davis.

**2511/02      Declarations of Interest** – None

**2511/03      Public Participation** – 4 members of the public requested to speak.

A member of the Public raised concerns over the frequency of the mowing of the dog walking field (grass being too long), the removal of the “wild flower area” and the cutting of the hedge on the road side, from the recreation area down the hill. **ACTION 1.**

A member of the public has raised the issue of the conduct of the Parish Council during meetings, specifically in relation to inappropriate comments made. They drew attention to the Local Government Association’s Model Councillor Code of Conduct (2020), which states: “Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.” Highlighting therefore, that all comments made during Council proceedings should be well-informed, fact-based, and free from bias. *(This matter is to be addressed by the Chair and Clerk).*

A member of the Public spoke in representation of item 13, sharing the concerns regarding safety around the school. **(On Agenda)**

A member of the Public spoke in representation of item 9a, **(On Agenda)**

**2511/04      To approve and adopt Minutes** - It was **resolved**, with no objections to **approve** the minutes of the meeting held on 14 October and 27 October as correct records.

**2511/05      To Review Actions from September 2025** – Actions 1, 2, 3, 5, & 6 are complete. Actions 4 & 7 are on the agenda. Actions 8 & 9 are reviewed in the Clerks report.

**2511/06      To receive reports from**

- a) Police – no report received
- b) County Cllr. A Davis – Report on website (*Report 1*)
- c) District Cllr. J Hunt – Report on website (*Report 2*)
- d) Play Area

- a. It was **agreed** that a community working/project group would be established, to consult on what Parishioners would like from the recreation area moving forwards. **ACTION 2.**



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- b. the implications and costs associated with reinstalling the basket swing would need to be explored before any decision could take place. **ACTION 3.**
- e) Manor Hall - none
- f) Footpaths - none
- g) Dog Exercise Area
  - a. Removal of the wild flower area was raised and will go onto the December agenda. **ACTION 4.**
  - b. Memorial bench has been purchased, quotation for installation was **approved**.
- h) Grit Bins/Road – all grit bins have been checked and logged
- i) Clerks Report (*Report 3*)
- j) Meetings/Events attended by Councillors/Clerk – Cllr. Stanbury attended the Coombe Martin PC meeting
- k) Correspondance - None

**2511/07 NarborNews** – The PC has supported NarborNews, over the past year, but it does not own it, it is a community newsletter. The current Editor has decided to stand down.

It was **agreed** that the PC would support a call for interest in taking over the production of the NarborNews. Any future production would require a clear remit and need to be self-funding, through advertisements & sponsorship.

**ACTION 5.**

*The Parish Council would like to take this opportunity to thank Mark Rogers for all of his hard work over the last twelve months in producing the NarborNews.*

**2511/08 To approve payments and receipts to date** - It was **resolved**, with no votes to the contrary, to approve the payments and receipts for November. Invoices have been checked by Cllr. Boxall.

<b>Outgoing</b>		<b>Incoming</b>	
Lloyds Bank (Service charges)	£4.25		
Wybone (litter bins)	£678.18		
The South West Heritage Trust	£50.00		
Source for Business (water at toilet)	£271.13		
fresh Out Cleaning	£240.00		
Heathercroft Property Ltd	£778.35		
Heathercroft Property Ltd	£280.00		
Clerk Salary	£485.52		
HMRC	£162.19		
Pension (Nov)	£175.98		
Mobile Phone	£7.95		
Berryarbor Pre-School Donation	£500.00		
NarborNews Donation	£60.00		



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Printer Ink (Amazon)	£41.36		
Manor Hall Trust (Halloween)	£50.00		
Files (Amazon)	£21.98		
British Gas (Toilet electricity)	£35.29		
		Interest (Oct)	£ 14.69
	<b>£ 3,835.18</b>		<b>£ 14.69</b>
Community Account	£ 31,293.76		
Instant Access Account	£ 29,810.19		

**2511/09 Requests for Donations**

- a. The request was made by The Globe Together Community Group for a donation of £475. **Approved** with no votes to the contrary.

**2511/10 Precept setting 2026-2027** – the budget for 2025-2026 was reviewed and the spend for 2026-2027 was agreed, for presentation at the December meeting and final approval.

**2511/11 Planning & Planning Correspondence**

[Reference: 80896](#) of condition 2 (approved plans) and 3 (external materials) and removal of condition 5 (technical approval) attached to planning permission 79394 (Erection of double garage with first floor storage) to allow removal of parking and access provision at Land East of Wood Barton Leigh Road Combe Martin. **Approved** with no comment.

**2511/12 Closure of footpath and removal of trees** – the PC has received a request from a Parishioner requesting permission for closure of footpath 24 to remove trees and rebuild a wall. **Approved** in principle but further advice will be sought from DCC. **ACTION 6.**

**2511/13 Road safety concerns** – A member of the public has been in contact with C. Cllr. A. Davis regarding road safety concerns relating to the school. It was agreed that the Clerk would liaise with the MOP and C. Cllr. On behalf of the PC and this item will be put on the agenda for December. **ACTION 7.**

**2511/14 Complaints Procedure** – **Approved** with no votes to the contrary to adopt the Complaints Procedure.

**2511/15 Co-option Guidelines** - **Approved** with no votes to the contrary to adopt the Co-option Guidelines.

**2511/16 Bank Account** – **Approved** with no votes to the contrary to explore the possibility of a new bank account with no service charges.

**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.**



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**PART B**

**2511/17 Clerks salary** – The annual increase of one spinal point was **Approved** with no votes to the contrary.

Meeting ended, 20.50

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

**NB: Reports can be found on the Website**

**Appendix 1. Actions from October**

1	Investigate issue regarding overgrown hedges and letter form DCC	Clerk, Cllr. Stanbury	<b>Complete</b> , PC not responsible
2a	Order Caps for play equipment and arrange fitting	Clerk	<b>Complete</b> – ordered and fitting arranged
2b	Anchors for benches to be ordered and fitted		
3	Arrange for a padlock to be fitted on dog poo bag dispenser	Clerk	No longer required
4	Obtain quote for removal of wild flower area	Clerk	<b>Ongoing</b>
5	Obtain quote for memorial bench to be installed	Clerk	<b>Complete</b>
6	Grit bins to be checked and numbers sent to Clerk for recording	All	<b>Complete</b>
7	Meeting with NarborNews team to discuss actions for moving forwards	Clerk	<b>On Agenda</b>
8	Obtain advice from DCC regarding erection of SpeedWatch posters	Clerk	<b>Clerks report</b>
9	Obtain quote for production of SpeedWatch posters	Clerk	<b>Clerks Report</b>