



Minutes of the Berrynarbor Parish Council meeting held on Tuesday 10 February 2026 at 7pm in the Manor Hall, Birdswell Lane, Berrynarbor

Present: Cllrs. A. Stanbury (Chair), Bacon, and Latham

Also present – J. Irwin (Clerk) and 1 member of the public.

Meeting commenced at 19.01

2603/01 Apologies – Cllrs. Boxall, Kitchen, Fairchild, Davies, Young

2603/02 Declarations of Interest – Cllr. Bacon for item 10a.

2603/03 Public Participation – A member of the public spoke supporting the request to the PC to fund the road sweeping project, (agenda item 9).

They also drew attention to the issues caused by rats and the building Ye Olde Globe Inn. As this is an Asset of Community Value listed by the PC the Clerk will follow this up. **ACTION 1.**

2603/04 To approve and adopt Minutes – this item was deferred as none of the Councillors in attendance, attended the meeting on 10 February 2026.

2603/05 Review of Actions – Actions from November are complete.

2603/06 To Receive updates/reports from:

- a. Police – no report received
- b. County Councillor A. Davis – report received
- c. District Councillor J. Hunt – report received
- d. Play areas
 - a. The annual inspection is due, Clerk to get quotes and present at May meeting. **ACTION 2.**
- e. Manor Hall
- f. Footpaths
- g. Dog Exercise area
 - a. Landmark Tree – has been delivered and potted, it was **resolved**, with no objections to plant the tree in the centre of the dog field.
- h. Grit bins/roads
- i. Clerks report – report received
- j. Meetings/events attended by Councillors/Clerk
 - a. Clerk – Assertion 10 training, Clerks essentials 2 and CiLCA introduction.
- k. Correspondance



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2603/07 To approve payments and receipts to date, (Feb and Mar) - It was resolved, with no votes to the contrary, to approve the payments and receipts for February & March. Invoices have been checked by Cllr. Stanbury.

February 2026

Outgoing		Incoming	
Lloyds Bank (Service charges)	£4.25		
Clerk Salary	£486.53		
HMRC	£155.19		
Pension	£175.98		
Mobile Phone	£7.95		
British Gas (electricity at toilets)	£38.01		
Fresh Out Cleaning	£160.00		
Heathcroft Property Maintenance	£261.60		
Pennon Water Service (Toilets)	£232.18		
		Interest (Jan)	£18.88
	£ 1,521.69		£18.88
Community Account	£ 15,419.78		
Instant Access Account	£ 37,079.03		

March 2026

Outgoing		Incoming	
Lloyds Bank (Service charges)	£4.25		
Clerk Salary	£485.52		
HMRC	£155.19		
Pension	£175.98		
Mobile Phone	£7.95		
British Gas (electricity at toilets)	£41.74		
Fresh Out Cleaning	£160.00		
Back to Your Roots (Annual Fee)	£6,680.00		
Back to your Roots (Dog Field Hedge)	£480.00		
DALC Clerks Essentials Webinar	£36.00		
Local Council Administration Texts	£144.00		
Lidl (Emergency planning Meeting)	£17.42		
		Interest (Feb)	£16.75
	£ 8,388.05		£16.75
Community Account	£ 8,210.09		
Instant Access Account	£ 37,079.03		



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- 2603/08 Requests for Donations** – to consider requests for donations.
- Crimestoppers South West Region – this request was **not approved**
 - Electricity for Christmas lights – this request was approved (£50 each to Berryview and to the Church). **ACTION 3.**
- 2603/09 Hill/Road sweep** – to consider the request to the PC to fund the cost of a contractor to work with a group of Parishioners to clear the hill down from Smythens Farm – This request was **approved** with no votes to the contrary. **ACTION 4.**
- 2603/10 Planning & Planning Correspondance**
- [Reference: 81402](#) - Extension to function room at The Stonehouse Watermouth Cove Holiday Park Watermouth Ilfracombe Devon EX34 9SJ Grid Ref: 255824; 148049 - **Approved** with no comment.
 - [Reference: 81302](#) - Removal of conservatory together with erection of rear single storey & two storey extension at The Knapps Barton Lane Berrynarbor Ilfracombe Devon EX34 9SU Grid Ref: 256476; 147113 - **Approved** with no comment.
- 2603/11 Sewage Plant** – to consider the request from the Community Shop Committee to contribute the cost of maintaining the sewage treatment plant (that also services the public toilets). It was **approved** with no votes to the contrary that the PC would contribute 75% of the cost. **ACTION 5.**
- 2603/12 Toilet Cleaning** – to consider actions relating to the issues in the toilets that have necessitated extra cleaning (at extra expense). Many options were considered that have wider implications (cameras and closure). It was **agreed** that if this occurs again the toilets may be closed for a period of time to recoup costs.
- 2603/13 Assertion 10** – to consider the requirements of the PC for Assertion 10 compliance. The compliance document was circulated and the outstanding requirements highlighted. Many of the requirements are or have been addressed. The compliance document will be presents to sign off at the April PC meeting. All councillors and staff are to attend training on FOI, GDPR. **ACTION 6.**
- 2603/14 IT Policy** – to approve the *new* IT Policy. This policy was **approved** with no votes to the contrary, with the paragraph added regarding Councillors confirming in writing, on their leaving office that they have deleted PC related documents and links from their devices. **ACTION 7.**
- 2603/15 Data Protection Policy review** – this policy was **approved** as reviewed and updated.
- 2603/16 Document Retention Policy** - this policy was **approved** as reviewed and updated.



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2603/17 **General Privacy Notice review** - this notice was **approved** as reviewed and updated.

2603/18 **Hedge, Grass, Tree Maintenance Tender** –amendments to this contract 2026-2027 of, an increase in mowing of the dog field and annual cutting of the roadside hedge in Pitt Hill were **approved** with no votes to the contrary. It was agreed to amend the point under 5.2 “Sawmills to Watermouth” to make clear that it is not a footpath but a pavement. ***ACTION 8.***

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

2603/19 **Certificate in Local Council Administration (CiLCA)** – the Clerk has enrolled to this training and it was agreed to monitor and support the increase in workload (as it is of benefit to the PC for the Clerk to hold this Certificate).

2603/20 **Clerks Annual Review** – has been completed.

Meeting ended, 20.25

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

NB: Reports can be found on the Website