



BERRYARBOR PARISH COUNCIL

PARISH CLERK: MRS JULIE IRWIN

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

You are hereby summoned to attend the Annual Parish Council Meeting of Berrynarbor Parish Council, which will be held on **Tuesday 12th May 2026** 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 2026

AGENDA

1. **Election of Chairman for 2026-2027** - To elect the Chairman for 2026-2027.
2. **Declaration of Office – Chairman** - The Chairman will read and sign the prescribed Declaration of Acceptance of Office.
3. **Election of Vice-Chairman for 2026-2027** - To elect the Vice-Chairman for 2026-2027.
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. **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.
7. **Representatives** -To appoint the following representatives for 2026-2027:
 - a. Footpath Officer
 - b. Deputy Footpath Officer
 - c. Highway Liaison Officer
 - d. Tree Warden
 - e. Emergency Planning Officers x 2
 - f. Councillor to check invoices for payment
 - g. Berrynarbor Manor Hall Committee Rep
 - h. Playground Officer
 - i. Defib Guardian – John Irwin
 - j. Finance Working Party
 - k. Personnel Working Party
 - l. Data Protection Officer – Cllr. Kitchen

8. **Minutes** - To approve and sign the Minutes of the Berrynarbor Parish Council meeting held on Tuesday, 14 April 2026, ([Link to Minutes](#))

9. **Review of Actions** – April (attached)

10. **To receive updates/reports from:**

- a) Police
- 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
- k) Correspondence
 - o Ye Olde Globe parking

11. **To approve payments and receipts to date** – attached

12. **AGAR 2025-2026** – to approve internal audit and sign the Annual Governance and Accountability Return 2025 – 2026.

13. **Toilet Electricity** – to approve fixed term set for 2026-2027

14. **Insurance** – to approve insurance quotation for 2026-2027

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

- a. [Reference: 81609](#) Outline application for a local needs dwelling including access and layout (Appearance, Landscaping and Scale Reserved) at Land Adjacent to Bodstone Barton Barns Combe Martin Devon EX34 0NT Grid Ref: 257340; 144859.
- b. [Reference: 81667](#) Permission in principle for residential development for 3-5 dwellings to replace existing lodges, access and drainage at Grattons Cedar Lodges Hagginton Hill Berrynarbor Ilfracombe Devon EX34 9SB.

15. **Fixed Asset Policy** – to consider and approve this **new** policy.

16. **Asset Register 2026-2027** – to approve asset register for 2026-2027.

17. **Standing Orders** - to review and approve updates, ***please note that these orders have been updated in line with the NALC model Standing Orders 2025, and all Councillors should note these changes.***

18. **Financial regulations** - to review and approve updates.

19. **Code of Conduct** - to review and approve updates.

20. **Assertion 10 compliance** – to sign off compliance document

21. Risk Assessment 2026-2027 – to review and approve updates

Part B - Confidential

To resolve: 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:

None