



**Minutes of the Berrynarbor Annual Parish Council meeting held on
Tuesday 12 May at 7pm 2026 in the Manor Hall, Birdswell Lane,
Berrynarbor**

Present: Cllrs. A. Davies, B. Joyce, J. Latham, A. Stanbury (Chairman), G. Bacon, J. Fairchild, A. Davies & R. Kitchen.

Also Present: Julie Irwin (Parish Clerk), 5 members of the public, County Cllr. A Davies

Please note the numbering, from item 15 onwards was incorrect on the agenda, it has been corrected here.

2605/01 Election of Chairman for 2026–2027

The current Chairman opened the meeting and then stood down from the Chair.

The Clerk reported that nominations had been received and accepted for Cllr A. Stanbury and Cllr M. Kitchen. Both nominations were duly seconded.

Following a vote, it was **resolved** to elect Cllr A. Stanbury as Chairman for the 2026–2027.

2605/02 Declaration of Office – Chairman - The Chairman signed the prescribed Declaration of Acceptance of Office.

2605/03 Election of Vice-Chairman for 2026–2027

The Clerk reported that nominations had been received and accepted for Cllr M. Kitchen, Cllr J. Latham & Cllr. J. Fairchild. All nominations were duly seconded.

Following a vote, it was **resolved** to elect Cllr M. Kitchen as Vice-Chairman for the 2026–2027.

Action 1 It was noted that all Declarations of Acceptance of Office had duly been signed and received.

2605/04 Apologies – None

Action 2 It was noted that Cllr. Boxall has tendered her resignation and therefore did not attend.

2605/05 Declarations of Interest

Cllr. Joyce declared an interest for agenda item 18b.

2605/06 Public Participation

2 members of the public requested to speak, and 1 requested that a statement was read on their behalf. All spoke regarding the planning application (item 15b 81667),

The first stated that it was historically a successful business bringing people into the village to use the facilities and it would be a shame to lose this resource in the village, which we would if brick homes were built.



**Minutes of the Berryarbor Annual Parish Council meeting held on
Tuesday 12 May at 7pm 2026 in the Manor Hall, Birdswell Lane,
Berryarbor**

The second highlighted the shared access that is in constant use and that as access is restricted contractors would have difficulty accessing the site. It is an area of ANOB this proposal would irrevocably change the view. The proposed number and size of properties would not meet the needs of the village; other such properties are struggling to sell. All trees on the site are protected further restricting any potential developments.

The third, also drew attention to the right of way access to several properties, as set out in the Land Registry Title Deed, referred to as an Easement. The Easement cannot be extended to Gratton's land as this would be considered Unlawful.

2605/07

Appointment of Representatives/officers/leads

- a. Footpath Officer – Cllr. Fairchild
- b. Deputy Footpath Officer – Cllr. Davis
- c. Highway Liaison Officer – Cllr. Stanbury
- d. Tree Warden – Cllr. Young
- e. Emergency Planning Officers – Cllr. Stanbury & Julie Irwin
- f. Councillor to check invoices for payment – Cllr. Fairchild
- g. Berryarbor Manor Hall Rep – Cllr. Joyce
- h. Playground & Dog Exercise Area Officer – Cllr. Bacon
- i. Defib Guardian – John Irwin
- j. Finance Working Party – Cllrs. Latham, Fairchild & Kitchen
- k. Personnel Working Party – Cllrs. Joyce, Young & Fairchild
- l. Data Protection Lead – Cllr. Kitchen

Action 3

Action 4

As BPC is not a Public Authority for the purposes of GDPR (section 7 (3)) of the DPA 2018 it is not a requirement to have a Data Protection Officer. It was **agreed**, therefore to title this role "lead" and this will be amended in the Data Protection Policy.

2605/08

To approve and adopt Minutes - It was **resolved**, with no votes to the contrary, to approve the minutes of the meeting held on 14 April 2026 as a correct record.

2605/09

To Review Actions from April 2025 - Actions are completed, (Appendix I)

2605/10

To receive reports from

- a. Police – no report
- b. County Cllr. A Davis, (Report 1)
- c. District Cllr. J Hunt - None
- d. Play Area – the quote for works associated with the "snagging" list presented at the April meeting was **Approved**.
- e. Manor Hall – None



**Minutes of the Berrynarbor Annual Parish Council meeting held on
Tuesday 12 May at 7pm 2026 in the Manor Hall, Birdswell Lane,
Berrynarbor**

- f. Footpaths – the P3 forms have been submitted. Tree still has not been removed from FP 16, FP 24 requires inspection as surface reported as uneven.
- g. Dog Exercise Area – Grass will be cut this week
- h. Grit Bins/Road -.None
- i. Clerks Report - None
- j. Meetings/Events attended by Councillors/Clerk - None
- k. Correspondence
 - Parking at Ye Olde Globe – any parking issues are will be referred to the leaseholders.
 - White lines bottom of Silver Street – have been reported
 - Parking on Restricted Byway 27 has been reported

2605/11

2605/12 **To approve payments and receipts to date** - It was **resolved**, with no votes to the contrary, to approve the payments and receipts, Appendix I)
Action 5

2605/13 **Annual Governance and Accountability Return (AGAR) 2025-2026** –
Action 6 The AGAR, variances sheet, accounts and Bank Reconciliation were reviewed and **approved**. The AGAR was signed by the Chair and RFO.

2605/14 **Toilet Electricity** – the fixed tariff with British Gas was approved for 2026 -
Action 7 2027.

2605/15 **Annual Parish Council Insurance** – the quotation for 2026 – 2027, which includes the amendments discussed at the last meeting was **Approved** with no votes to the contrary.

Planning & Planning Correspondence

[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.

Approved, with no votes to the contrary.

[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.

Object, with no votes to the contrary.

The Parish Council questioned the need for additional residential properties given the number of homes currently for sale within the village.
The Parish Council also shares the concerns raised by parishioners regarding access for construction traffic.

The Council noted concerns about the trees surrounding the site and the potential visual impact of the proposed development.



**Minutes of the Berrynarbor Annual Parish Council meeting held on
Tuesday 12 May at 7pm 2026 in the Manor Hall, Birdswell Lane,
Berrynarbor**

2605/16

Action 8

Fixed Asset Policy – This new policy was **Approved**, with no votes to the contrary.

2605/17

Action 9

Asset Register 2026-2027 – The Asset Register for this year was **Approved**, with no votes to the contrary, with the inclusion of the new disposal register.

2605/18

Action 10

Standing Orders – these orders have been updated in line with the NALC model Standing Orders 2025, and all Councillors should note these changes.

Councillors made decisions as to the appropriate wording of sections, 4c, 5,d,v, 14g, 20c, 21 and 27b.

2605/19

Action 11

The Standing Orders were **Approved**, with no votes to the contrary.

2605/20

Action 12

Financial regulations – regulations for 2026-2027 were **Approved**, with no votes to the contrary

2605/21

Action 13

Code of Conduct – Code of Conduct 2026 – 2027 was **Approved**, with no votes to the contrary.

2605/22

Action 14

Assertion 10 Compliance – The compliance document was **Approved**, with no votes to the contrary and signed by the Chair.

Risk Assessment – to be circulated to the Council and considered at the June meeting

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

None

Meeting ended at 20.32 pm

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

NB: Reports can be found on the Website



**Minutes of the Berryarbor Annual Parish Council meeting held on
Tuesday 12 May at 7pm 2026 in the Manor Hall, Birdswell Lane,
Berryarbor**

Appendix I

ACTION PLAN – April 2026

ACTION		RESPONSIBLE	UPDATE
1	Action play area snagging list	Clerk	Completed
2	Remove dog poo bag dispenser	Clerk	Completed - Dispenser not broken so refilled with bags
3	Donation to Berry in Bloom	Clerk	Completed
4	Close Tender process	Clerk	Completed
5	Action Insurance renewal	Clerk	Completed

Appendix II

PAYMENTS & RECEIPTS MAY 2026			
		Outgoing	Incoming
2603/11	Berryarbor Community Shop (donation to sewage)	£ 1,676.50	
2604/08	Village in Bloom donation	£ 1,000.00	
	WesternWeb	£ 54.00	
	Tesco Mobile Phone	£ 8.42	
	Amazon Toilet roll	£ 28.48	
	Amazon Dog Poo Bags	£ 12.99	
	SLCC GDPR Training	£ 46.20	
	Lloyds Bank (Service charges)	£ 4.25	
	Clerk Salary	£ 485.52	
	HMRC	£ 155.19	
	Pension	£ 175.98	
	Source for Business (water for toilets)	£ 181.04	
	Bitish Gas	£ 42.09	
	Fresh Out Cleaning	£ 200.00	
	WickStead	£ 28.14	
			Precept £ 18,905.00
			Interest (May) £ 15.75
		£ 4,098.80	£ 18,920.75
	Community Account	£21,314.77	
	Instant Access Account	£37,109.00	



**Minutes of the Berrynarbor Annual Parish Council meeting held on
Tuesday 12 May at 7pm 2026 in the Manor Hall, Birdswell Lane,
Berrynarbor**