



**Minutes of the Berrynarbor Parish Council meeting held on Tuesday 9 June at 7pm 2026 in the Manor Hall, Birdswell Lane, Berrynarbor**

Present: Cllrs. B. Joyce, J. Latham, R. Kitchen (Chairman), J. Fairchild.

Also Present: Julie Irwin (Parish Clerk), 1 member of the public, County Cllr. A Davies

**2606-01 Apologies** – noted from Cllrs. Stanbury, Bacon, Davies, Young

**2606-02 Declarations of interest** – None received.

In line with the Public Participation at Council Meetings Policy at all future meetings, *“Any member of the Council, who has declared a disclosable pecuniary interest on an item to be discussed, will be allowed the same rights and time as a member of the public for this session. This member will be required to leave the room before the Council considers the matter in which they have declared a disclosable pecuniary interest”*.

**2606-03 Public Participation** – 1 member of the public requested to speak.

With regard to agenda item 11f, it has been noted that lodges at Mill Park have now been placed on the market. There is concern that the Lawful Development Certificate issued by North Devon Council for Mill Park was obtained without transparency and, in effect, by stealth. Something was passed in 2021 changing the wording from touring meaning that lodges can now be sited on the land and that infrastructure, such as water and sewage would then be required. Highlighting concerns that,

- the Community has no knowledge of what is actually happening on the site.
- Large lorries will be required to delivery lodges to the site
- The environment will be affected
- There are numerous cottages and lodges as holiday lets, already in Berrynarbor that can be rented, what will be the impact on these businesses
- At other sites people are living there 12 months of the year. What reassurance is there that this would not happen here?
- The agents site indicates some substantial changes within the park, such as roads, is planning required for this?

**2606-04 Minutes** - It was **resolved**, with no votes to the contrary, to approve the minutes of the meeting held on 12 May 2026 as a correct record.

**2606-05 Review of actions May 2026** – All actions have been completed, (Appendix 1)

**2606-06 To receive reports from**

- a. Police – no report
- b. County Cllr. A Davis, (Report 1)
- c. District Cllr. J Hunt – No report



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(Action 1)

- d. Play Area – maintenance work at both play areas will start this week. Trees at the recreation ground have been reported and a quotation for removal requested.
- e. Manor Hall - highlighted that they are a charity and as such are not able to give discounts to Parishioners for hire of the hall.

(Action 1)

- f. Footpaths – some trees on Footpath 2 have been reported as dead and need removing, a quote for this has been requested.
- g. Dog Exercise Area
- h. Grit Bins/Road -. None to report
- i. Clerks Report (report 2)
- j. Meetings/Events attended by Councillors/Clerk – None
- k. Correspondence

**2606-07 To approve payments and receipts to date** - It was **resolved**, with no votes to the contrary, to **approve** the payments and receipts, Appendix 2)

**2606-08 Annual Governance and Accountability Return 2025-2026** – a post internal audit update was provided by the Clerk/RFO and the action plan shared. The Internal Auditors report was considered and **agreed**, notice of the period for the exercise of public rights was signed and will be published for 30 days from 10 June.

(Action 2)

**2606-09 Request for Donations** – the request from the BerryRevels group for support for £98.50 (for Manor Hall hire and License fee) was **approved** with no votes to the contrary, with the requirement that they complete the application for funding form.

(Action 3)

**2606-10 Climate and Environmental Grant** – this agenda item will now be considered at the July meeting to allow for more feedback.

**2606-11 Planning & Planning Correspondence**

Nomenclature “*Object*” and “*Support*” as listed on the planning site was agreed

- b [Reference: 81786](#) Application for consent for works to trees covered by a Tree Preservation Order in respect of removal of 4x Ash Trees at Berry Mill Cottage Mill Lane Berrynarbor Ilfracombe Devon EX34 9SH Grid Ref: 255912; 147177. – *Support with no comment.*
- c [Reference: 81490](#) Prior approval for the erection of an agricultural building at Higher Wheel Farm Combe Martin Ilfracombe Devon EX34 0NZ Grid Ref: 258017; 144576 – *support with comment to support the position outlined by the ANOB team* (note this application had closed)
- d [Reference: 81766](#) Demolition of barn and erection of one dwelling together with associated works (utilising fallback position of approval 79104) at



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Smythen Barn Berry Down Combe Martin Ilfracombe Devon EX34 9TB Grid Ref: 255740; 144654 – *Support with no comment*

- e [Reference: 81804](#) Extension to front of dwelling at The Linhay Bodstone Barton Farm Combe Martin EX34 0NT – *Support with no comment*
- f Mill Park Development – the PC position on this was considered and it was noted that this was Planning Authority for this application is North Devon Council (NDC). The representative for BPC on this committee is District Councillor Hunt. Any issues relating to this application should be directed to NDC planning department and to Councillor Hunt.

Standing orders were suspended at 19.47.  
Standing orders were reinstated at 19.52.

The PC will seek clarification from NDC Planning Department on the following issues;

- How the impact on the environment, landscaping and road development as outlined in the estate agent brochure, will be assessed and managed.
  - The legality of the original LDC
  - Clarity on the issue of holiday accommodation only
- (Action 4)

**2606-12 Risk Assessment 2026-2027** - It was **resolved**, with no votes to the contrary, to **approve** the risk assessment.

**2606-13 Equality & Diversity Policy** - It was **resolved**, with no votes to the contrary, to approve this new policy.

**2606-14 Community Road Warden Scheme** It was **resolved**, with no votes to the contrary, to **approve** the recommendations presented in this report.

- Berrynarbor Parish Council will to join the Devon County Council Community Road Warden Scheme.

They authorise the Clerk to:

- Set up a community meeting
- Meet with DCC and sign the Road Warden Agreement with DCC.
- Appoint a Road Warden.
- Put in place the necessary governance, insurance confirmation, and volunteer arrangements.

(Action 5) Support from Councillors at the meeting was requested by the Clerk.

**2606-15 Financial Regulations** - It was **resolved**, with no votes to the contrary, to **approve** the addition of the statement regarding the debit card into this policy

**2606-16 Public Participation at Council Meetings Policy** - It was **resolved**, with no votes to the contrary, to **approve** this policy.



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**2606-17 Recreation Area Inspection Quotes** - It was **resolved**, with (Action 6) no votes to the contrary, to **accept** the quotation from Wicksteed.

**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 20.02 pm

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

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

**Appendix I**

ACTION PLAN – May 2026

<b>ACTION</b>		<b>RESPONSIBLE</b>	<b>UPDATE</b>
1 & 3	Update website with new appointments	Clerk	<b>Complete</b>
2	Commence new election/co-option process	Clerk	<b>Complete</b>
4	Amend Data Protection Policy	Clerk	<b>Complete</b>
5 & 13	Submit AGAR and undertake internal Audit Process	Clerk	<b>Complete</b>
6	Consider alternative providers and explore meter	Clerk	<b>Ongoing for 2027</b>
7	Renew Insurance	Clerk	<b>Complete</b>
8, 9, 10, 11 & 12	Upload Approved Polices	Clerk	<b>Complete</b>
14	Circulate Risk Assessment	Clerk	<b>Complete</b>



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**Appendix II**

<b>PAYMENTS &amp; RECEIPTS JUNE 2026</b>			
		<b>Outgoing</b>	<b>Incoming</b>
AJGIBL GB CLIENT (Insurance)	£	1,709.41	
Tesco Mobile Phone	£	8.42	
Amazon Dog Poo Bags	£	38.97	
Julie Snooks (Internal Audit)	£	250.00	
Lloyds Bank (Service charges)	£	4.25	
Clerk Salary (Inc. 7 hours extra hours)	£	582.71	
HMRC	£	198.65	
Pension	£	211.17	
Clerks Expenses (travel for Audit)	£	26.40	
Fresh Out Cleaning	£	180.00	
Western Web	£	92.40	
			Interest (May) £ 16.27
	<b>£</b>	<b>3,302.38</b>	<b>£ 16.27</b>
Community Account	<b>£</b>	<b>18,274.68</b>	
Instant Access Account	<b>£</b>	<b>37,125.27</b>	



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