



Minutes of the Berrynarbor Parish Council meeting held on Tuesday 14 July at 7pm 2026 in the Manor Hall, Birdswell Lane, Berrynarbor

Present: Cllrs. B. Joyce, G Bacon (Chair), J. Fairchild, K. Young.

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

2607-01 Apologies – noted from Cllrs. Stanbury, Davies, Kitchen, Latham

2607-02 Declarations of interest – None received.

2607-03 Public Participation – 1 member of the public requested to speak.

With regard to agenda item 12, providing an update regarding plans to address the installation of the posts, moving of the VAS every three weeks and management of data.

2607-04 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.

2607-05 Co-option of new councillor – the applicant sent their apologies today, as the PC would like to meet them this item has been postponed until the August PC.

2607-06 Review of actions June 2026 – All actions have been completed, or appear on the agenda (Appendix 1)

2607-07 To receive reports from

- a. Police – no report
- b. County Cllr. A Davis – No report as Local Government Reorganisation announcement due out 15 July.
- c. District Cllr. J Hunt – No report
- (Action 1) d. Play Area – all maintenance completed, the pickup sticks require a new log. The PC **approved** the Wickstead quote for a replacement.
The playground inspection by Wickstead is scheduled for 15 September.
- e. Manor Hall
- f. Footpaths – the P3 grant from NDC for 2026 is £120.
- g. Dog Exercise Area
- (Action 2) h. Grit Bins/Road - repair of the sandbunker is to be undertaken with timescale and standard set.
- i. Clerks Report – no report all items are on agenda
- j. Meetings/Events attended by Councillors/Clerk – None
- (Action 3) k. Correspondence – the email from NDC regarding litter on Broadsands beach was discussed. This is a privately owned beach. NDC to be informed of owner.



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2607-08 To approve payments and receipts to date - It was **resolved**, with no votes to the contrary, to **approve** the payments and receipts, Appendix 2)

2607-09 Tree management quotes

(Action 4) a. Tree lifting recreation field – quotation **approved**, with not voted to the contrary.

(Action 5) b. Removal of dead trees at Watermouth – there was a query as to the ownership of these trees. This is to be investigated before approval given.

2607-10 Climate and Environmental Grant – this agenda item will now be considered at the August meeting to allow for more feedback.

2607-11 Benches – Cllr. Fairchild provided an update on the condition of the 18 benches within the parish (that appear on the asset register).

- (Action 6)
- There are two at Watermouth that require removal or replacement. Costs for replacement/removal will be considered at the August meeting.
 - There are two in the village that require some maintenance but are stable.

2607-12 SpeedWatch Campaign – the update for this community project was received,

- Three sites have been approved by NDC safety officer and agreement has been received from landowners.
- The quotes for siting of poles were reviewed and the quote from Mr Pickering was **approved**, with no votes to the contrary.
- The campaign group provided assurance that the VAS will be moved every three weeks.
- Management of data will be collected and passed to the Clerk.
- The VAS will be purchased supported by the 4k donation from DCC.

It was **approved** with one vote to the contrary to support the project.

2607-13 Telephone Box in Berrynarbor – Cllr. Young outlined a project to reinstate the telephone box opposite the school. It was **agreed** that as a first stage (Action 7) the PC would obtain a quote for replacing the broken glass and repainting the box.

2607-14 Car Park and Toilets Update – an response to the latest Heads of Terms provided by NDC has been sent, and a meeting between NDC (Jon Triggs) and Clerk, Chair and Vice Chair has been requested. As the Chair and Vice Chair were not in attendance at this meeting no further details were given.



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2607-15 Community Road Warden Project Feedback – the community meeting, prior to the PC meeting was positive and there was support for the project to move forwards. There was a volunteer for the Road Warden position. A meeting with DCC will be convened to discuss next steps.
(Action 8)

2607-16 Planning & Planning Correspondence

Mill Park Development - the PC will sought 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

The response from NDC planning can be seen in Appendix 3

2607-17 Training and Development Policy - It was **resolved**, with no votes to the contrary, to **approve** this policy.

2607-18 Safeguarding Policy - It was **resolved**, with no votes to the contrary, to approve this new policy.

2607-19 Disciplinary Procedure - It was **resolved**, with no votes to the contrary, to **approve** this policy with amendments made by the PC, that the “Staffing Committee” would read the “Staffing Working Group” and that the “appeal Panel” would be convened from Councillors not on the Staffing Working Group if it was required.

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 reported

Meeting ended at 20.02 pm

Signed..... Dated:

NB: Reports can be found on the Website



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Appendix 1

ACTION PLAN – June 2026

ACTION		RESPONSIBLE	UPDATE
1	Contact contractor re quote for tree removal	Clerk	On Agenda
2	Publish the period for the exercise of public rights	Clerk	Complete
3	Obtain funding form from <u>BerryRevels</u>	Clerk	Complete
4	Contact NDC Planning regarding Mill Park	Clerk	On Agenda
5	Launch Community Road Warden Scheme	Clerk	On Agenda
6	Engage Wicksteed	Clerk	Complete

Appendix 2



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	PAYMENTS & RECEIPTS JULY 2026			
		Outgoing		Incoming
31	C C Plumbing	£ 72.00		
32	Tesco Mobile Phone	£ 8.42		
33	British Gas Business (June)	£ 33.69		
34	Manor Hall (Berry Revals)	£ 58.50		
	Lloyds Bank (Service charges)	£ 4.25		
35	Clerk Salary	£ 485.53		
35	HMRC	£ 155.19		
35	Pension	£ 175.98		
36	Raffle License Pre School	£ 40.00		
37	Fresh Out Cleaning	£ 140.00		
	Service Charge	£ 4.25		
38	Heathercroft Property	£ 900.00		
39	Scxrewfix (padlock)	£ 43.79		
			Interest (June)	£ 14.75
			P3 Grant	£ 120.00
	Community Account	£16,639.03		
	Instant Access Account	£37,140.02		

Appendix 3

Application 73634 – planning permission was granted on 22nd October 2021 (application 73634), for the “use of land as camping and caravan site including caravan storage all year round (excluding Bottom Field)” at Mill Park Caravan and Camping Site, Mill Lane, Berrynarbor, Ilfracombe, Devon EX34 9SH. This permission was subject to Conditions 3 and 4, which are of particular relevance and are as follows:

3. the site must not be used otherwise than for the provision of short let holiday use. Any tent, caravan or motorhome must not be occupied as a permanent dwelling and must not be occupied by any one person for a period exceeding 28 continuous days in any calendar year (Condition 3)

4. the ‘Bottom Field’ outlined in blue on the approved location plan, shall only be used for stationing of caravans motorhomes and tented camping until 31st October 2023 or on implementation of this permission between 1st March and 31st October in any calendar year (Condition 4)

It is clear that the permission covering this site therefore prohibits permanent/year-round occupation of caravans on the site.

74536 - Application for a Lawful Development Certificate was granted in February 2022 seeking a determination, on the interpretation of the existing above planning permission, that the number and type of caravans which can be accommodated on the land can be altered without requiring planning permission.



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I note that the attached marketing information you have provided only refers to it being a 12-month park and not that the caravans can be permanently occupied year round. I assume that this means that the park's facilities are available year round?

I would also draw your attention to relevant parts of the General Permitted Development Order (Under Schedule 2, Part 5, Class B), which allow caravan park operators to carry out certain works (where prescribed by the terms of their caravan park licence) without planning permission - often relating to the provision of services, safety and access infrastructure.



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