



Minutes of the Berrynarbor Parish Council

Meeting held on: 8 September 2026 in the Manor Hall, Birdswell Lane, Berrynarbor

Present: Cllrs. Stanbury (Chair), Fairchild, Davis and Latham

Also Present: Julie Irwin (Parish Clerk), C. Cllr. Davies and two members of the public.

It was proposed and agreed to move agenda item 6 to Part B.

- 2609-01 Apologies** – noted from Cllrs. Kitchen, Young, Bacon and Joyce
- 2609-02 Declaration of Interests** – No declarations of interest were made.
- 2609-03 Public Participation** – no members of the public requested to make representation.
- 2609-04 Minutes** – It was **resolved**, with no votes to the contrary, to **approve** the minutes of the meeting held on 11 August 2026 as a correct record.
- 2609-05 Review of Actions** - status of actions was reported (Appendix 1).
- 2609-06** It was **resolved** that this item be moved to Part B of the meeting.
- 2609-07 To Receive Reports From:**
- a) Police – no report
 - b) County Cllr. Davis – report 1.
 - c) District Cllr. Hunt – no report
 - d) Play areas – Play inspection booked 9 September 2026.
 - e) Manor Hall – AGM 15 September 2026
 - f) Footpaths – nothing to report
 - g) Dog exercise area – nothing to report
 - h) Grit Bins/Roads – the over flowing bin on the SW Coastal Path, reported by several people has been removed and new provisions are being investigated.
 - i) Clerks report – no report
 - j) Meeting/events attended by Councillors/Clerk – none to report.
 - k) Correspondance – none to report.
- 2609-08 Payments & Receipts** - It was **resolved**, with no votes to the contrary, to **approve** the payments and receipts, (Appendix 2).
- 2609-09 Toilet Cleaning** – it was noted that the current provider has changed their details.
- 2609-10 Personal Data Retention Policy** - It was **resolved**, with no votes to the contrary, to approve this new policy from Peninsula Pensions as an appendix to the PC policy.



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2609-11 Financial Regulations - It was **resolved**, with no votes to the contrary, to approve this new policy. The Council is confident that the current accounting safeguarding processes were sufficient and that the requirement for two people to approve online payments.

2609-12 Planning & Planning Correspondence

[Reference: 82057](#) - Extension and alterations to dwelling together with associated works at Lee Wood Berrynarbor. – *Support with no comment.*

[Reference: 82069](#) - Application for consent for works to trees covered by a tree preservation order in respect of statutory clearance including the coppice of small saplings under the power line and cutting lateral growth by 1-2m on trees either side of the lines at Cherry Ridge Newberry Close Berrynarbor. – *Support with no comment.*

2609-13 Sandbunker Repair – One quote was received and it was **resolved**, with no votes to the contrary, to **accept** the quotation from, Heathercroft
Action 1. Property Refurbishment & Maintenance. The person who damaged the Sandbunker will be contacted to pay the invoice for this repair.

2609-14 Local Government Reorganisation – this has been placed on hold and detail can be found in Report 1.

2609-15 Community Gazebo – A request was submitted for the Parish Council to insure the marquee being purchased by the community. The Council's insurers were contacted for clarification and has been advised that the Parish Council does not have an insurable interest in the marquee. Consequently, the Council is unable to insure it.

2609-16 BerryFest 2027 – A request was received for BerryFest to be held on the recreation field on 17 July 2027, with an additional concert on 18 July 2027. The Council approved the use of the recreation ground; however, the Council's insurers have confirmed that the Parish Council's insurance does not cover this event. They have advised the following requirements:

- The organisers will require their own public liability insurance and provide it for the PC.
- The organisers must carry out a thorough risk assessment and provide it for the PC.
- The PC must carry out its own risk assessment in relation to the use of its land.

Community Money – The Parish Council was informed of a member of the public's intention to open a community bank account for village fundraising. The amounts of **£649.30** from BerryFest 2026 and **£75.56** from Halloween 2026 will be transferred from the Parish Council to this new account.



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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

- 2609-06 Co-option of Councillor** - it was **resolved**, with no votes to the contrary, to co-opt Saffron Green onto the Parish Council.
- 2609-17 NALC Pay Agreement** - it was **resolved**, with no votes to the contrary, to **Approve** the NALC pay agreement back dated to 1 April 2026.
- 2609-18 Pre-School update** – to note,

Signed..... Dated:

NB: Reports can be found on the Website

Appendix 1

ACTION PLAN – August 2026

ACTION		RESPONSIBLE	UPDATE
1	Follow up on co option process	Clerk	Complete
2	Order new latch, sort installation	Clerk	Complete
3	Follow up on repair of the Sand bunker	Clerk	On Agenda
4	Contact Home Improvement & Maintenance – Paul Cooper – to check PL insurance and other points regarding specifications	Clerk	Complete



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Appendix 2

	PAYMENTS & RECEIPTS SEPTEMBER 2026			
		Outgoing		Incoming
48	Andy Loos (BerryFest)	£ 192.00		
49	Tesco Mobile Phone	£ 8.42		
50	British Gas Business (Aug)	£ 47.29		
	Lloyds Bank (Service charges)	£ 4.25		
51	Clerk Salary (inc. uplift & backpay)	£ 582.38		
52	HMRC	£ 198.60		
53	Pension	£ 181.03		
54	Nathan Townsend (toilet cleaning)	£ 160.00		
			Interest (Aug)	£ 16.29
	Community Account	£12,319.27		
	Instant Access Account	£37,171.57		



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