



Minutes of the Berrynarbor Parish Council

Meeting held on: 13 October 2026 in the Manor Hall, Birdswell Lane, Berrynarbor

Present: Cllrs. Stanbury (Chair), Kitchen (Vice-Chair), Latham, Fairchild, Joyce and Green.

Also Present: Julie Irwin (Parish Clerk), Jack Woolfenden and 1 member of the public.

The Chair welcomed the new Cllr, (*Acceptance of Office has been signed*).

The Chair proposed that agenda item 14 be deferred until the November meeting and that items 9 and 10 swapped. This change was seconded and agreed.

2610-01 Apologies – received from Cllrs. Bacon, Davis and Young.

2610-02 Declarations of Interest – Interest declared by Cllr. Latham for item 11a

2610-03 Public Participation – Jack Woolfenden (Biosphere Communities) spoke about the community project they are running. The flyer for the project will be shared on the website, noticeboard and social media page.

2610-04 Minutes - It was **resolved**, with no votes to the contrary, to **approve** the minutes of the meeting held on 8 September 2026 as a correct record.

2610-05 Review of Actions - status of actions was reported (Appendix 1).

2610-06 To Receive Updates/Reports From:

- a) Police – no report
- b) County Cllr. Davis – report 1.
- c) District Cllr. Hunt – report 2.
- d) Play areas – log for pickup Stix has been delivered and will be fitted.
- e) Manor Hall – the AGM took place in September and the minutes can be found on the Manor Hall website.
- f) Footpaths – the finger post is still ion own on FP18 and a quotation has been requested for repairing the steps on FP20 (Castle Hill end)
- g) Dog exercise area – nothing to report
- h) Grit Bins/Roads – Cllrs. Were asked to check the grit bins and report back to the Clerk who will hold a record. A quote for shovels to go in the bins will be presented at the Nov PC.
- i) Clerks report – report 3.
- j) Meeting/events attended by Councillors/Clerk – Clerk attended the SLCC meeting and the Cluster meeting (see report 3.)
- k) Correspondance – none to report.



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- 2610-07 Payments & Receipts** - It was **resolved**, with no votes to the contrary, to **Approve** the payments and receipts, (Appendix 2).
- 2610-08 Mid-Year Accounts** – the 6-month budget monitoring and accounts were **Approved** with no votes to the contrary.
- 2610-10 PC Action Plan & Objectives** – the current action plan was reviewed and updated to reflect actions required for 2026-2027, to be reflected in the budget set for 2027-2028. This action plan will be updated and presented at the November PC meeting.
- Action 1*
- 2610-09 Budget Setting 2027-2028** – the current budget was reviewed and the budget requirements for 2027-2028 debated. The final budget will be presented at the November PC meeting for approval.
- Action 2*
- 2610-11 Request for Funding/Grants** – the application for a donation of £50 from the North Devon Records Office was reviewed and **approved** with no votes to the contrary.
- 2610-12 Climate & Environment Grant update** – in response to the application from a grant for the development of a community orchard & wildflower meadow the PC has been awarded £2751.50 to finance this project. Cllr. Fairchild outlined how the project would be developed and the funding agreement was **accepted** and signed by the Chair.
- Action 3*
- 2610-13 Financial Regulations** – these new regulations were **approved** with no votes to the contrary. It was agreed that the current signatories, who do not have online access, would be removed from the account and Cllrs. Kitchen, Fairchild and Lathom would be added to provide oversight.
- Action 4*
- 2610-14 Playground Inspection Reports** – deferred until November.
- 2610-15 Payroll Procedure** - this new procedure was **approved** with no votes to the contrary.
- 2610-16 External Audit** – it was reported that the external audit had been signed off and that there were no areas of concern.
- 2610-17 Sandbunker Repair** –the Sandbunker has not been repaired and it was agreed that the Vice-Chair would make contact with the person who caused the damage to outline next steps for the repair.
- Action 5*
- 2610-18 Planning Applications -**
- a) [Reference: 82251](#) - Erection of a garden storage building and associated works at Oxen Park Farm Ilfracombe Devon EX34 9RG Grid Ref: 253946; 144412 - **Supported** with no comments.



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2610-19 **Animal on the Highway** – in response to the issues raised by Parishioners
Action 6 it was **agreed** that the PC would write to the landowners requesting animals are contained.

Meeting ended at 21.10

Signed..... Dated:

NB: Reports can be found on the Website

Appendix 1

ACTION PLAN – September 2026

ACTION		RESPONSIBLE	UPDATE
1	Contact person who damaged Sandbunker regarding payment of repair invoice.	Clerk	On Agenda

Appendix 2

PAYMENTS and RECEIPTS OCTOBER 2026				
Account Summary				
Total Paid In				£19,622.28
Total Paid Out				£2,686.23
Balance on 10 October 2026				£30,546.50
Instant Access Account Balance 10 October 2026				£37,202.13
Details	Paid out	Paid in		
PC Phone	£ 8.42			
Electricity at Toilets	£ 37.20			
Salary	£501.70			
Tax & NI	£162.39			
Pension	£156.61			
Nathan Townsend Cleaning (Toilets)	£200.00			
WesterWeb (website)	£132.00			
Wickstead (Playground inspections)	£360.00			
Lloyds Bank (Service Charge)	£ 7.93			
Julia Fairchild (bench stain)	£ 26.00			
PKF Littlejohn (external Audit)	£252.00			
NALC Training - Cllr. Fairchild	£ 42.00			
DALC Training - J Irwin	£ 42.00			
Mrs Kelly Young (Berryfest & Halloween)	£724.86			
Amazon (dog poo bags)	£ 33.12			
North Devon District Council (toilet grant)		£ 702.00		
North Devon District Council (Precept)		£18,905.00		
Instant Access Account Interest		£ 15.28		



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