Minutes of the Berrynarbor Parish Council

Meeting held on: 10 November 2026 in the Manor Hall, Birdswell Lane, Berrynarbor

Present: Cllrs. Stanbury (Chair), Latham, Davies and Joyce.

Also Present: Julie Irwin (Parish Clerk),

2611-01 **Apologies** – noted from, Cllrs. Kitchen, Bacon, Fairchild, Young and Green

2611-02 **Declaration of Interested** – None declared.

2611-03 **Public Participation** – Cllr. Davies spoke on behalf of a MOP who is concerned about the state of the trees in Berrynarbor. This issue is to be added as an agenda item in December.

2611-04 **Minutes** - It was **resolved**, with no votes to the contrary, to **approve** the minutes of the meeting held on 13 October 2026 as a correct record.

2611-05 **Review of Actions** – October 2026 – all actions complete or on agenda, (Appendix 1).

2611-06 **To Receive Updates/Reports From:**

a) Police – no report
b) County Cllr. Davis – report 1.
c) District Cllr. Hunt – no report
d) Play areas – none
e) Manor Hall – none
f) Footpaths – none
g) Dog exercise area – the dog poo bag holder will be removed and no longer provided by the Council due to the costs incurred not considered as a good use of public money.

Action 1.

h) Grit Bins/Roads – Grit bins have been checked
i) Clerks report – report 2.
j) Meeting/events attended by Councillors/Clerk – none
k) Correspondance – none

2611-07 **Payments & Receipts** - It was **resolved**, with no votes to the contrary, to **Approve** the payments and receipts, (Appendix 2).

2611-08 **Parish Council Action Plan** –It was **resolved**, with no votes to the contrary, to **approve** the action plan Nov 2027 – Nov 2028.

2611-09 **Budget Setting** 2027 -2028 – the Parish Council Budget for 2027 – 2028, which will inform the precept, was **approved**, with no votes to the contrary (Report 3).

2611-10 **Request for Funding/Grants** – A request for financial assistance was received from the Berrynarbor Manor Hall Committee. It was noted that no formal application had been received in accordance with the Council's Grants and Donations Policy. Members further noted that the Council's grants and donations budget for 2026/27 has been fully allocated. Whilst expressing their support for the work of the Manor Hall, members resolved that any future request for funding should be submitted in accordance with the Council's policy and invited the Committee to submit a new application for consideration in March 2027.

2611-11 **Payment to Samuels Solicitors** – The invoice from Samuels Solicitors was considered. Members noted that the invoice provided only a total cost
Action 2 and requested a detailed breakdown of the charges before further consideration. It was resolved that the Clerk seek additional information from Samuels Solicitors regarding the costs incurred.

2611-12 **Biosphere Project** – an update was provided regarding the recent site meeting with the North Devon Biosphere meeting. The PC will take into account the advice from the team when planning the Climate & Environment Grant project.

2611-13 **Replacement Printer** – It was **approved** with no votes to the contrary to
Action 3. purchase a replacement PC printer.

2611-14 **Increase to Manor Hall Costs** The increase to the costs for hiring the Manor Hall was noted.

2611-15 **Quotation and Tender Policy –** This new policy was **approved** with no votes to the contrary.

2611-16 **Playground Inspection Reports** – this item was postponed until a report can be received from the Cllr. Responsible for play areas.

2611-17 **Sandbunker Repair/planter damage** – there has been no response from the individual who damaged the sandbunker and planter, to the
Action 4. latest correspondence, therefore it was **agreed** that the PC would pay for the repair and seek to reclaim the costs through the small claims court.

2611-18 **Planning Applications**

a) Reference: 82315 TOWN AND COUNTRY PLANNING ACT 1990 Variation of condition 2 (approved plans) and 3 (materials) attached to planning permission 82057 (Extension and alterations to dwelling together with associated works) to allow for amended external finishes at Lee Wood Berrynarbor Ilfracombe 146624 – **Support,** with no comments.

Signed…… Dated: ……

NB: Reports can be found on the Website

Appendix 1

ACTION PLAN – October 2026

ACTION		RESPONSIBLE	UPDATE
1	Update PC action plan to reflect discussions and circulate before next meeting.	Clerk	**Complete**
2	Update the 2027-2028 budget to reflect the discussions and circulate before next meeting.	Clerk	**Complete**
3	Return Climate & Environment Grand signed approval for to NDC	Clerk	**Complete**
4	Remove old signatories from bank account and get access approval for new signatories with online access.	Clerk	**Ongoing**
5	Contact person who damaged sandbunker and progress the repair.	Cllr. Kitchen	**On Agenda**
6	Write to Pixie Dean Farm	Clerk & Chair	**Complete**

Appendix 2

PAYMENTS and RECEIPTS NOVEMBER 2026

Account Summary

Cash in Hand 4 November 2026	£ 60,209.66
Total Paid In	£ 15.28
Total Paid Out	£ 3,027.77
Balance Community Account	£ 23,007.53
Instant Access Account	£ 37,202.13

Date	Reference	Details	Paid out	Paid in	
	67	PC Phone	£ 8.42		DD
	68	Electricity at Toilets	£ 34.20		DD
	69	Salary	£ 501.70		
	69	Tax & NI	£ 162.39		
	69	Pension	£ 156.61		
	70	Nathan Townsend Cleaning (Toilets)	£ 160.00		
		Lloyds Bank (Service Charge)	£ 4.25		
	2610-11a	South West Heritage Trust	£ 50.00		
	71	ICO Data Protection Fee	£ 52.00		
	72	Pennon Water Services	£ 60.06		DD
		Bank Interest		15.28	
	73	Samuels Soliciters	£ 1,808.40		
	74	Padlocks for VAS (I Mcphie)	£ 19.94		
	75	Printer Paper	£ 9.80		