

**Minutes of Berrynarbor Parish Council Meeting held on Tuesday, 8 March 2016  
in the Manor Hall at 7pm.**

<b>Chaired by: Councillor A Stanbury</b>		<b>Clerked by: Sue Squire</b>
<b>Present: Councillors</b>  Mrs G Bacon Mrs S Barten Mrs J Beer Mrs J Fairchild D Kennedy A Stanbury  County Councillor Mrs A Davis District Councillor J Lovering PCSO A Drury 3 Members of the Public		<b>Agenda: -</b> Representations from the Public Apologies Declarations of Interest Approval of the Minutes of 9 February 2016 Reports Planning & Planning Correspondence Matters arising for reporting and further discussion if required Finance Correspondence Compliance Items raised by the Chairman, Councillors or Clerk not covered at the Meeting Date of next Meeting including deadline date for items to be included on the Agenda
		<b>Action:</b>
125.	<p><b>Representations from the Public.</b></p> <p><b>126.1 Mr M Toner</b> circulated written representations regarding the Planning Application 60772 - change of use of agricultural field to equestrian use with creation of bank, level area &amp; hardcore track at field at Hagginton Hill, Berrynarbor. The concerns were regarding drainage in the field, an invasion of privacy and safety of the nearby wall that could potentially lead to significant disruption to the road of Hagginton Hill through the area known as Goosewell.</p> <p><b>126.2 Mr G Sanders.</b> Email requesting that the Chairman's comments relating to his personal knowledge of the ancient Parish Road are minuted, part of which is the subject of his Appeal and part of which exists over land belonging to him, between Hempster Farm and the Berry Down Road. The item was further considered under Minute No. 135.1.</p> <p><b>126.3 Mr G Sanders.</b> Email with attachments comprising two emails dated 28/4/14 from the Parish Clerk to Mr Sanders and from Mr Sanders to the Parish Clerk on 29/08/14 regarding the reported removal of a page from a Minute Book. The email advised that Mr Sanders has had a conversation with Mrs Fry of Watermouth who recalled her inspection of the Minute Books at the Parish Clerk's home. The item was further considered under Minute No. 135.2.</p> <p><b>126.4 Mr T Kitchin.</b> Email regarding Agenda Item No. 10 – Compliance. To receive the recommendations of Councillors Barten and Reynolds with a view to adopting the Standing Orders. Mr Kitchin has pointed out that Standing Orders are the rules and regulations under which the Parish Council operates on behalf of the parishioners and hence the latter must have the opportunity to see and comment / agree on them before they are adopted. Mr Kitchin has asked how this will be done. The item was further considered under Minute No. 135.3.</p>	
126.	<b>Apologies.</b> Councillors Mrs D Reynolds and C White, District Councillor Mrs Y Gubb.	
127.	<b>Declarations of Interest.</b> None.	
128.	<b>Approval of the Minutes of the Meeting held on 9 February 2016.</b> <b>Approved and signed as a correct record.</b>	
129.	<b>Reports.</b>	

	<p><b>129.1 Police.</b> PCSO A Drury apologised for non attendance recently due to a change in shift pattern. There had been two crimes since the last Meeting, compared with 3 this time last year, involving a public order offence and one common assault.</p> <p><b>129.2 County Councillor Mrs A Davis</b> spoke about the 2016/17 Budget; funding received to develop North Devon Link Road improvement business case and the Heart of the South West Devolution Proposals. She asked about progress regarding the bus shelter at the top of Barton Lane and was advised it had not been possible to provide further information at this stage.</p> <p><b>129.3 District Councillor J Lovering</b> advised there will be an increase in car park fees in and around Barnstaple. The town centre car parks are used more than the long-stay car parks and the Council is trying to encourage people to use the long stay car parks. He had voted against the increase of 10p to £1.10 per hour. In the past 6 years, the increase in car park operation has risen by £190,000 and the increase was felt essential to maintain the services.</p> <p><b>129.4 Play Area Inspections.</b> Councillor Mrs Beer reported as follows, having taken on the inspection of the Manor Hall Play Area following the resignation of Mrs Thomas, in addition to the Recreation Field. <b>Manor Hall:</b> In order. The minimum height of the swings was questioned. The Clerk advised The Play Inspection Company would be carrying out an annual inspection during March (Minute No. 131.15 refers) and this would be picked up if necessary. The Report was awaited. <b>Recreation Field.</b> The rubbish bin was over-flowing. Councillor Mrs Barten to arrange for this to be emptied. The goal mouth had been fenced off, top soiled and re-turfed. There was a problem with moles. Councillor Stanbury to ask Mr Eddie Tucker to deal with this problem.</p> <p><b>129.5 Manor Hall.</b> Councillor Mrs D Reynolds had submitted the following Report: The Manor Hall Management Committee warmly welcomes Alison Sharples to the Committee as our new bookings officer. Listed Buildings consent has now been received and we await the final decision for full planning consent. The Committee wish to thank the Parish Council for their continued support and commitment having agreed to ring fence ten thousand pounds for interim works required to maintain the fabric of the building. The Committee also wish to thank Richard and Be Gingell and John and Fenella Boxall for their generous fundraising efforts.</p> <p><b>129.6 Meetings/events attended by Councillors/Clerk.</b> None.</p>	<p>SB</p> <p>AS</p>								
<p>130.</p>	<p><b>Planning and Planning Correspondence.</b> <b>130.1 Planning Applications:</b> The following Applications were considered:</p> <table border="1" data-bbox="207 1612 1292 2060"> <tr> <td data-bbox="207 1612 375 1691">60651</td> <td data-bbox="375 1612 1292 1691">Widening of access at Watermouth Valley Camping Park, Berrynarbor. It was resolved to recommend approval.</td> </tr> <tr> <td data-bbox="207 1691 375 1758">60532</td> <td data-bbox="375 1691 1292 1758">Erection of a conservatory at 15 Berrynarbor Park, Berrynarbor. It was resolved to recommend approval.</td> </tr> <tr> <td data-bbox="207 1758 375 1892">60772</td> <td data-bbox="375 1758 1292 1892">Change of use of agricultural field to equestrian use with creation of bank, level area &amp; hardcore track at field at Hagginton Hill, Berrynarbor. It was resolved to recommend approval subject to the serious issue of flooding being resolved.</td> </tr> <tr> <td data-bbox="207 1892 375 2060">60655</td> <td data-bbox="375 1892 1292 2060">Removal of Condition 3 (means of enclosure) attached to planning permission 55014 – conversion of basement to form additional living accommodation – as the works are complete at Dene Cottage, Birdswell Lane, Berrynarbor. It was resolved to recommend approval.</td> </tr> </table>	60651	Widening of access at Watermouth Valley Camping Park, Berrynarbor. It was resolved to recommend approval.	60532	Erection of a conservatory at 15 Berrynarbor Park, Berrynarbor. It was resolved to recommend approval.	60772	Change of use of agricultural field to equestrian use with creation of bank, level area & hardcore track at field at Hagginton Hill, Berrynarbor. It was resolved to recommend approval subject to the serious issue of flooding being resolved.	60655	Removal of Condition 3 (means of enclosure) attached to planning permission 55014 – conversion of basement to form additional living accommodation – as the works are complete at Dene Cottage, Birdswell Lane, Berrynarbor. It was resolved to recommend approval.	<p>Clerk</p>
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62/50/16/001	Exmoor National Park Application. Proposed re-instatement of railway line and ancillary development – land between Killington Lane & Blackmoor Gate, Parracombe. <i>This Parish had been consulted as an adjoining Parish.</i> <b>It was resolved to recommend approval.</b>	
62/50/16/002	Exmoor National Park Application. Proposed erection of engine shed, formation of railway sidings and change of use of agricultural barn to railway workshop – Rowley Moor Farm, Kentisbury. <i>This Parish had been consulted as an adjoining Parish.</i> <b>It was resolved to recommend approval.</b>	
62/50/16/003	Exmoor National Park Application. Proposed change of use of site of former hotel to railway car park with 162 car parking spaces and pedestrian underpass to station – site of the former Blackmoor Gate Hotel, Blackmoor Gate. <i>This Parish had been consulted as an adjoining Parish.</i> <b>It was resolved to recommend approval.</b>	
62/50/16/004	Exmoor National Park Application. Proposed demolition of public toilets and shelter, relocation of public car park, erection of new toilets and interpretation building and change of use of land from agricultural to public amenity space – site of current public car park, Blackmoor Gate. <i>This Parish had been consulted as an adjoining Parish.</i> <b>It was resolved to recommend approval.</b>	
62/50/16/005	Exmoor National Park Application. Proposed erection of two semi-detached dwellings replacing bungalow demolished to allow re-instatement of railway line – one local needs affordable and one for occupation by railway staff – The Halt, Parracombe. <i>This Parish had been consulted as an adjoining Parish.</i> <b>It was resolved to recommend approval.</b>	
<p>There were no Applications received after the preparation of the Agenda.</p>		
<p><b>130.2 Application for a Lawful Development Certificate for breach of planning conditions 2 and 3 in relation to Application 36721 at Cherry Dene, Berrynarbor.</b> To reply: Councillors do not have any information on this matter.</p>		
<p>Clerk</p>		
<p><b>130.3 Planning Correspondence.</b> The following North Devon Council Decision Notices were noted: <b>APPROVAL FOR:</b> 60493/94 – Listed Building Application for proposed replacement rear extension and proposed side extension along with associated refurbishment works at Manor Hall, Birdswell Lane, Berrynarbor. 60541 – Variation of condition 4 (use) attached to planning permission 52047 to allow for barn 6 to be used for B1 purposes at Yellaton Farm, Combe Martin.</p>		
<p>Certificate of Lawfulness granted in respect of the property Dormer House, 45 The Village, Berrynarbor.</p>		
<p>There was no other Planning Correspondence received after the preparation of the Agenda.</p>		
<p><b>130.4 North Devon and Torridge Local Plan Consultation.</b> Councillors Mrs Barten and Mrs Fairchild will draft a response on behalf of the Parish Council to be circulated and agreed by Councillors for the Clerk to submit by 24/3/16 in respect of the following:</p>		
<p>A proposed policy relating to wind energy development (non-statutory consultation in accordance with the Council's statements of Community Involvement) and A series of additional proposed main changes related to the insertion of Policy ST19A: Starter Homes Exception Sites and associated supporting text into the Submission Draft of the Local Plan (Regulations 19 and 20). Representations are also invited on the associated Sustainability Appraisal material in accordance with the Environmental Assessment of Plans and Programmes Regulations 2004.</p>		
<p>SB / JC</p>		
<p><b>130.5 North Devon Council.</b> Views had been sought on a Planning Enforcement review as to what</p>		

	<p>is considered a priority for planning enforcement within the Parish. To reply: <b>To have a time period for closure.</b></p>	Clerk
131.	<p><b>Matters Arising for reporting and further discussion if required:</b></p> <p><b>131.1 Flooding at Cross Park – drain outside Venture Cottage, Sterridge Valley.</b> A reply had been received from DCC Highways as follows: 'The drainage at Venture Cottage was done as a prevention of flooding to property as well as the road. There is already drainage in place at Cross Park in the form of a piped outlet through the hedge opposite June Cottage. As is the case with all our rural drainage, debris will build up over time, however this site can be cleared in most instances with a shovel'. County Councillor Mrs A Davis and Councillor Stanbury to have a site meeting to discuss further.</p> <p><b>131.2 Emergency Plan.</b> Councillor Mrs Barten requested that this item was deferred to the April Meeting in connection with the utilization of the old bus shelter to act as a store behind the Community Shop to house sand for sandbags, shovel etc.  Councillor Mrs Barten requested that the item regarding a request to North Devon Council regarding permission to move the existing sand bunker and obtain a Licence for same be deferred to the April Meeting.</p> <p><b>131.3 Recreation Field Play Area.</b></p> <ul style="list-style-type: none"> <li>⇒ The shed, nets and seats were in the process of being ordered.</li> <li>⇒ Two further quotations were awaited in addition to the one received, in respect of the paths.</li> <li>⇒ Brambles. Councillor Stanbury confirmed he had requested Mr Townsend to remove these.</li> <li>⇒ Gates. One quotation had been received from A &amp; B Contractors. Two further quotations had been requested.</li> <li>⇒ Signage. Councillor Mrs Barten reported that that the sign had been fixed but it was in the dog area field. The Invoice to be authorized under Minute No. 132.1.</li> </ul> <p><b>131.4 Bus Shelter at the top of Barton Lane.</b> This had been discussed earlier in the Meeting, and was in hand in liaison with County Councillor Mrs Davis.</p> <p><b>131.4 Schedule 14 Application.</b> Since the last Meeting, Councillor Stanbury had been in contact with DCC Public Rights of Way Department and had obtained the position from an officer as it stood, which was as follows: 'Regarding the application route, I can confirm that as the situation currently stands, it has no recorded public status. Consequently the County Council does not have the power to seek the removal of any obstructions. This could only occur if the Order that Devon County Council has been directed to make, is confirmed. If the Order were to be confirmed, then as a public right of way the surface of the route would be vested in the County Council as the relevant highway authority. The relevant landowner(s) would retain ownership of the subsoil. If the Order the County Council has been directed to make is confirmed, it would then become a public right of way, which the Parish Council would have the capacity to maintain under the County Council's P3 Scheme. The removal of any obstructions would be the responsibility of the County Council. <b>Councillor Stanbury proposed this item was no longer on the Agenda, it being a DCC issue. Seconded by Councillor Mrs Barten and unanimously agreed.</b></p> <p><b>131.5 Berrynarbor School &amp; West Down School Community Partnership.</b> A letter of</p>	<p>AD / AS</p> <p>April Agenda</p> <p>April Agenda</p>



	<p>support had been sent from West Down Parish Council to ND Council in connection with the funding application. Councillors noted that the deadline date had been missed as certain information had not been received from the Primary School. It was thought that the School was applying for funding through other routes.</p>	
131.6	<p><b>Defibrillator in the decommissioned telephone kiosk in Silver Street.</b> This had been fixed and the electrician's Invoice will follow. A poster was supplied to inform the public that it was now owned by the Parish Council. South Western Ambulance Trust will deliver training. It was suggested this was held on Tuesday, 12 April at 6pm, one hour before the next Parish Council Meeting.</p>	<p>Clerk to add defib and phone box to insurance  Clerk to ask CW</p>
131.7	<p><b>Telephone kiosk at Berry Down.</b> The Community Shop had been advised the kiosk was in the ownership of the Parish Council and enquired if they were still interested in having it, as they had expressed an interest previously.</p>	
131.8	<p><b>Devon Air Ambulance Night Flying Operations.</b> Councillor Mrs Bacon had attended a site meeting with DAAT official Toby Russell. The suggested location of the Recreation Field was not viable.</p>	
131.9	<p><b>Refurbishment of the Public Toilets.</b> Scope of refurbishment had been prepared and circulated to Councillors. Councillor Kennedy to prepare revised details without estimated costs suitable for sending to contractors. An advert to be put in the North Devon Journal, the Berrynarbor News, on the Parish Council website and in the Community Shop inviting quotations with a view to awarding the work at the May Meeting.</p>	<p>DK  Clerk</p>
131.10	<p><b>No Ball Games Sign in the square</b> had been fixed by Mr Walker to whom sincere thanks were expressed.</p>	
131.11	<p><b>Glebe Field.</b> Councillor Stanbury recalled the known details which was that the tenant had no objections to the area being used as a dog exercise area but official signage could not be provided. The footpath goes through the vacant field. People were not picking up after their dogs in the present dog exercise area. Consideration to be given for signage to raise awareness of the need to do this.</p>	<p>April Agenda</p>
131.12	<p><b>Impact damage to the Bassett Fountain at Sawmills.</b> One of the monumental masons has advised he could not do the work. The other contractor's estimate is awaited. Councillor Kennedy to ask Mr M Johns to provide a quotation. Councillor Stanbury to ask A &amp; B Contractors to provide a quotation.</p>	<p>DK AS</p>
131.13	<p><b>County Court Claim in respect of play equipment at the Recreation Field.</b> Further correspondence had been received from the Solicitors and advised to Councillors. This item was discussed under Part II Confidential, the reason being that it was in connection with a legal issue.</p>	
131.14	<p><b>State of the road at Sterridge Valley.</b> It was noted this had been reported to DCC Highways. County Councillor had replied she was doubtful that a sweeper could be resourced for this area.</p>	
131.15	<p><b>Inspection of play equipment.</b> It was noted that an acknowledgement of the order had been received.</p>	
131.16	<p><b>Letter of support had been sent to Ilfracombe Town Council</b> in support of a North Devon Communities Application Fund.</p>	
131.17	<p><b>North Devon Communities Application Fund for seats in the Recreation Field.</b> This had not been successful.</p>	



	<p>of which exists over land belonging to him, between Hempster Farm and the Berry Down Road.                  Agenda Item 11.                  To reply: <b>Councillor Stanbury's personal knowledge was based on Mrs L Bowden advising him she used to walk the road.</b>  <b>In answer to question at quote number 6, 'by whom' – Councillor Stanbury.</b></p> <p><b>126.2 Mr G Sanders.</b> Email with two attachments comprising two emails dated 28/4/14 from the Parish Clerk to Mr Sanders and from Mr Sanders to the Parish Clerk on 29/08/14 regarding the reported removal of a page from the Minute Book. The email advises that Mr Sanders has had a conversation with Mrs Fry of Watermouth who recalled her inspection of the Minute Books at the Parish Clerk's home.                  Agenda Item 11.                  To reply: <b>Thank you for your email, it was circulated to Councillors as requested.</b></p> <p><b>126.3 Mr T Kitchin.</b> Email regarding Agenda Item No. 10 – Compliance. To receive the recommendations of Councillors Barten and Reynolds with a view to adopting the Standing Orders. Mr Kitchin has pointed out that Standing Orders are the rules and regulations under which the Parish Council operates on behalf of the parishioners and hence the latter must have the opportunity to see and comment / agree on them before they are adopted. Mr Kitchin has asked how this will be done.                  Agenda Item 11.                  To reply: <b>Standing Orders are for Councillors to draw up, approve, and adopt. As long as they contain the mandatory requirements (which those we are proposing do), the rest is down to Councillors to agree upon - it's got nothing to do with members of the public. If anyone has any issues with the adopted standing orders they are entitled to put their concerns/views in writing to the Parish Council, following which, if the Parish Council deems it necessary to address any presented concerns/views they can always table, move and resolve to make an amendment to the Standing Orders adopted.</b></p> <p><b>126. Councillor Mrs Fairchild</b> had received representations from a parishioner requesting an additional street light. She was informed that this would not be likely due to DCC's budgetary restrictions.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>136.</p>	<p><b>Date of next Meeting:</b> Tuesday, 12 April 2016 in the Manor Hall on the rising of the Annual Parish Meeting.                  The Meeting ended at 10.13pm.</p> <p><b>DEADLINE DATE FOR ITEMS TO BE INCLUDED ON THE AGENDA AND DISCUSSED AT THE MEETING: <u>Monday, 4 April 2016.</u></b>                  Late items will be added to the May 2016 Agenda.                  Posters had been prepared informing the public of the date.</p>	
<p><b>Summary of Decisions:</b></p> <ul style="list-style-type: none"> <li>➤ <b>Minutes of 9 February 2016</b></li> <li>➤ <b>Planning</b></li> <li>➤ <b>The Schedule 14 Application to no longer be an Agenda item, it being a DCC issue</b></li> <li>➤ <b>Payments</b></li> </ul>		
<p><b>These Minutes are agreed by those present as being a true record.</b></p>		
<p>Signed:                  Chair of Berrynarbor Parish Council:</p> 	<p>Date:</p> <p>12 / 4 / 16</p> 