

**Minutes of Berrynarbor Annual Parish Council Meeting held on Tuesday, 10  
May 2016 in the Manor Hall at 7pm.**

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| <b>Chaired by: Councillor A Stanbury</b>   |   | <b>Clerked by: Sue Squire</b>  |
| <b>Present: Councillors</b><br><br><b>Mrs G Bacon</b><br><b>Mrs S Barten</b><br><b>Mrs J Beer</b><br><b>Mrs J Fairchild</b><br><b>D Kennedy</b><br><b>Mrs D Reynolds</b><br><b>A Stanbury</b><br><b>Mrs C White</b><br><br><b>District Councillors Mrs Y Gubb</b><br><b>15 Members of the Public</b> |   | <b>Agenda: -</b><br>Election of Chairman<br>Chairman to read and sign Declaration of Acceptance Of Office<br>Election of Vice Chairman<br>Co-option of Parish Councillor<br>Election of Parish Representatives<br>Representations from the Public<br>Apologies<br>Declarations of Interest<br>Approval of the Part I & Part II Minutes of the Meeting on 12/4/16<br>Reports<br>To further discuss the proposal put forward by the Manor Hall |
|  |   | <b>Action:</b>   |
| 1.   | <b>Election of Chairman. Councillor Mrs Barten proposed Councillor Stanbury, seconded by Councillor Mrs Reynolds. He was willing to stand and there were no other nominations. Unanimously agreed.</b>  |  |
| 2.   | <b>The Chairman read and signed the Declaration of Acceptance of Office.</b>  |  |
| 3.   | <b>Election of Vice Chairman. Councillor Mrs Reynolds proposed Councillor Mrs Barten, seconded by Councillor Kennedy. She was willing to stand and there were no other nominations. Unanimously agreed.</b>   |  |
| 4.   | <b>Co-option of Parish Councillor. One letter of application had been received from Mr A Coppin who could not be present. Proposed by Councillor Mrs Fairchild to co-opt Mr Coppin, seconded by Councillor Stanbury and unanimously agreed.</b>   | Clerk to advise & send paper work  |
| 5.   | <b>Election of Parish Representatives.</b><br><br><b>Footpath Officer</b> Councillor Mrs C White<br><b>Deputy Footpath Officer</b> Councillor Mrs J Fairchild<br><b>Highways Liaison Officer &amp; Tree Warden</b> Councillor A Coppin<br><b>Emergency Plan Officers</b> Councillor A Stanbury, D Kennedy & A Coppin together with members of the village who would liaise with District Councillor Mrs Y Gubb<br><b>Councillor to check Invoices for payment</b> Councillor Mrs J Fairchild<br><b>Combe Martin &amp; District Tourism Association</b> Councillors Mrs J Beer and Mrs G Bacon<br><b>Berrynarbor Manor Hall Committee</b> Councillor Mrs D Reynolds<br><b>Play Area Inspection</b> Councillor Mrs J Beer<br><b>Councillor to initially check Planning Applications</b> Councillor Mrs G Bacon<br><b>Finance Committee</b> Councillors A Stanbury, D Kennedy & Mrs D Reynolds<br><b>Personnel Committee</b> Councillors Mrs S Barten and D Kennedy<br><br><b>Proposed by Councillor Stanbury that the above be elected en bloc. Seconded by Councillor Mrs Barten and unanimously agreed.</b> | Clerk to advise  |
| 6.   | <b>Representations from the Public.</b><br><b>6.1 Mrs F Boxall</b> spoke about the village preparations to celebrate the Queen's 90 <sup>th</sup> birthday on Saturday, 11 June 2016 in the Manor Hall commencing at 2.30pm. Invitations are to be delivered to   |  |

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|     | <p>residents shortly and all are encouraged to attend a bring and share tea party where the Primary School children will provide entertainment. There will also be a barbeque, bar, band and School Fete. The idea is to bring the entire village together and full details will be in the Berrynarbor Newsletter and the North Devon Journal.</p> <p><b>6.2 Mr G Songhurst</b> spoke about the flooding at Cross Park, explaining that the water runs down the hill into Rosy Park, then into the stream at the bottom, which is full of mud and if there is a downpour, the Glebe land will flood and go across the road into his property. The historic information is that the Church Commission, the Head of Highways and Mr Songhurst met on site and it was agreed that the Church would allow the Council wayleave to clean out the Glen twice a year. This has not happened and is only cleaned once every three years. When the Glebe floods, Mr Songhurst blocks off his property to protect it and this then floods the road to about knee height. Vehicles trying to get through have stalled. Mr Songhurst suggested it would be easier to get a Council digger in for a day.</p> <p><b>6.3 Mrs J Weedon</b> advised that a request for financial support for the Berrynarbor Newsletter would be considered later in the Meeting and very much hoped that Councillors would agree to a donation.</p> <p><b>6.4 Mr A Rowlands</b> had ascertained that the adopted telephone box in Silver Street would be painted before the end of May. He also asked if the litter bins could be painted together with the letter box attached to 62 Silver Street.</p> <p><b>6.5 Mr A Rowlands</b> spoke about car parking in the village car park. A revised statement from North Devon Council had recently changed the regulations and the definitions result in the car park no longer being freely useable by people with trailers and caravans. Under the previous regulations caravans and trailers were allowed but under new ones they are not and notice still reflects the old regulations. He had complained to North Devon Council who is considering the complaint and wanted the Parish Council to be aware of this. District Councillor Mrs Gubb informed she was under the impression the regulations were changed in February 2015 and gave details of an email received from a North Devon Council officer.</p> <p><i>Post Meeting Note: District Councillor Mrs Gubb and Mr Rowlands visited the car park after attending the Meeting where it was seen that the sign giving the regulations had not been changed as had been thought. District Councillor Mrs Gubb is now dealing with this matter.</i></p> | <p>Cty Cllr<br/>Mrs<br/>Davis to<br/>be<br/>advised</p> |
| 7.  | <p><b>Apologies.</b> County Councillor Mrs A Davis, District Councillor J Lovering, PCSO A Drury.</p>  |   |
| 8.  | <p><b>Declarations of Interest.</b></p> <p><b>8.1 Councillor Mrs D Reynolds.</b> Personal Interest in Minute No. 11, as Parish Council appointed representative on the Manor Hall.</p> <p><b>8.2 Councillor Mrs D Reynolds.</b> Personal, Prejudicial and Pecuniary Interest in Minute No. 13.10 if discussed.</p> <p><b>8.3 Councillor Mrs D Reynolds.</b> Personal, Prejudicial and Pecuniary Interest in Minute No. 15.1. Freedom of Information request.</p> <p><b>8.4 Councillor A Stanbury.</b> Personal Interest in Minute No. 12.1, Planning. Application 60994 – Ettiford Farm, Ilfracombe.</p> <p><b>8.5 Councillor A Stanbury.</b> Personal Interest in Minute No. 12.1, Planning. Application 60993 – Ettiford Farm, Ilfracombe.</p>   |   |
| 9.  | <p><b>Approval of the Part I Minutes and Part II Confidential Minutes of the Meeting held on 12/4/16.</b><br/><b>Approved and signed as a correct record.</b></p>  |   |
| 10. | <p><b>Reports.</b></p> <p><b>10.1 Police.</b> When sending her apologies, PCSO Drury advised that there were no reported crimes in the last month.</p> <p><b>10.2 County Councillor Mrs A Davis.</b> Written Report received and circulated. The Report was also read to the Meeting which covered highway maintenance budgets and everyone asked to do their bit for Devon's pollinators.</p>   |   |



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|            | <p><b>10.3 District Councillor.</b><br/> <b>Mrs Y Gubb</b> advised that North Devon Council car parking charges are being increased on 16 May. All car parks will be charged from 8am – 6pm with a 10p per hour increase in short stay car parks.</p> <p>Ilfracombe Museum is to receive a share of £700,000 towards restoration works.</p> <p><b>10.4 Play Area Inspections – Mrs J Beer.</b> Both Play Areas were in order. As a result of the recent annual Play Area Inspection, the Report of which had been circulated to Councillors, the height of the swing in the Manor Hall Play Area had been mentioned. Councillor Mrs Beer enquired if The Play Inspection Company, who carried out the inspection, would do this work and was advised that they carry out the inspection only. It would be the responsibility of the Parish Council to organise this.</p> <p>Councillor Mrs Beer informed that the goal posts in the Recreation Field were wobbly and these to be removed by Councillors.</p> <p><b>10.5 Councillor Mrs D Reynolds – Manor Hall.</b> The Manor Hall Management Committee warmly welcomes Karen Coppin to the Committee. Karen has stepped forward to take over from Nora Rowlands as our treasurer. The Committee are extremely grateful to Karen for undertaking this important office, as without new and committed volunteers like Karen Coppin and Alison Sharples, the Committee would be struggling to function. Alan and Nora Rowlands have now stood down as members after many years of dedicated service to The Manor Hall. The Committee wish to express sincere gratitude to Alan and Nora for everything that they have done.</p> <p><b>10.6 Meetings/events attended by Councillors/Clerk.</b> None.</p> | <p>AS / DK</p> |   |       |   |              |
| <p>11.</p> | <p><b>To further discuss the proposal put forward by the Manor Hall Management Committee in respect of moving the Title to a Charitable Incorporated Organisation (CIO).</b></p> <p>Copy correspondence between Mr G Songhurst and Mr L Narborough (Chairman of the Manor Hall Committee) had been circulated to Councillors.</p> <p>Councillor Mrs Barten led this item.</p> <p>Councillor Mrs Barten advised following the last Meeting, she had looked at 5 solicitors and then Stone King was picked. The questions and answers will go on the Parish Council website, the village website and will be displayed at various locations in the village, together with the initial letter from the Manor Hall Chairman to the Parish Council Chairman.</p> <p>There will be a Public Meeting on 7 June 2016 in the Manor Hall. This to be put on the website. After the Public Meeting, if there are further questions that have not been covered, these will be put to the Solicitor for an answer.</p> <p><b>Councillor Mrs Reynolds proposed that because the Parish Council has incurred fees for legal services and felt it was appropriate for these costs to be taken from the £10,000.00 ring-fenced for the Manor Hall, so that no further cost is incurred to the Parish Council. Seconded by Councillor Mrs Fairchild and unanimously agreed.</b></p>   |                |   |       |   |              |
| <p>12.</p> | <p><b>Planning and Planning Correspondence.</b><br/> <b>12.1 Planning Applications:</b> The following Applications were considered:</p> <table border="1" data-bbox="199 1792 1284 2029"> <tr> <td data-bbox="199 1792 359 1960">60993</td> <td data-bbox="359 1792 1284 1960">Removal of Condition 2 (original application personal use) attached to Planning Permission 24663 (proposed continued siting of club house, toilets and car park (renewal of 16996) to allow for use by others at South West Shooting School, Ettiford Farm, Ilfracombe.<br/>It was resolved to recommend approval.</td> </tr> <tr> <td data-bbox="199 1960 359 2029">60994</td> <td data-bbox="359 1960 1284 2029">Removal of Condition (2) Personal Condition attached to Planning Consent 24664 continued use of land as a clay pigeon shooting school and alterations</td> </tr> </table>   | 60993          | Removal of Condition 2 (original application personal use) attached to Planning Permission 24663 (proposed continued siting of club house, toilets and car park (renewal of 16996) to allow for use by others at South West Shooting School, Ettiford Farm, Ilfracombe.<br>It was resolved to recommend approval. | 60994 | Removal of Condition (2) Personal Condition attached to Planning Consent 24664 continued use of land as a clay pigeon shooting school and alterations | <p>Clerk</p> |
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|  | <b>to access at South West Shooting School, Ettiford Farm, Ilfracombe.<br/>It was resolved to recommend approval.</b>   |             |
| 61021  | <b>Construction of outdoor swimming pool at Treetops, Old Coast Road, Berrynarbor.<br/>It was resolved to recommend approval.</b>   |             |
| 61070  | <b>Erection of replacement garage building at Higher Yetland, Combe Martin.<br/>It was resolved to recommend approval.</b>  |             |
| <b>No Applications had been received after the preparation of the Agenda.</b>  |   |             |
| <b>12.2 Planning Correspondence.</b> The following North Devon Council Decision Notices were noted:<br><b>APPROVALS FOR:</b>   |   |             |
| ⇒ <b>60772</b> – Change of use of agricultural field to equestrian use with creation of bank, level area & hardcore track at field at Hagginton Hill, Berrynarbor.   |   |             |
| ⇒ <b>60766</b> – Retrospective Application for alterations to access & drive together with erection of garage at Oaklands, Newberry Close, Berrynarbor.  |   |             |
| ⇒ Certificate of Lawfulness – Watermouth Cove Holiday Park has been granted.   |   |             |
| <b>Planning Correspondence received after the preparation of the Agenda:</b>   |   |             |
| <b>12.3 Exmoor National Park.</b> Applications Nos. 62/50/16/001, 62/50/16/002, 62/50/16/003, 62/50/16/004 and 62/50/16/005. Proposal: the applications relate to the proposed reinstatement of the Lynton and Barnstaple Railway.<br>At the Exmoor National Park Authority meeting on 3 May 2016, Members of the Authority received an interim report relating to all 5 applications and as recommended by the Planning Officers, Members will conduct a site visit which will take place on Friday, 13 May 2016. Berrynarbor Parish Councillors are invited to attend the site visit and at the discretion of the Chairman, there will be an opportunity to make oral representations. Attendance has to be registered with the National Park staff. |   |             |
| 13.  | <b>Matters Arising for reporting and further discussion if required:</b>  |             |
| 13.1   | <b>Emergency Plan.</b> Councillors Mrs Barten and Mrs Reynolds had met regarding the sand bunker. The matter was ongoing.   | SB /DR      |
| 13.2   | <b>Recreation Field Play Area.</b> The three benches had been delivered. Councillor Stanbury would remind A & B Contractors that quotations were awaited for constructing steps down the bank and the concrete pad for the new shed. Councillor Mrs Beer asked the reason why the grass is not collected when cut and was advised this was because of the cost.                                       | AS          |
| 13.3   | <b>Bus Shelter at the top of Barton Lane.</b> Councillor Mrs Bacon had identified a bus shelter that had been circulated to Councillors who felt the design would be suitable. Councillor Mrs Bacon to forward the details to County Councillor Mrs Davis who had agreed the new site and wanted to see the design before permission was given.   | GB          |
| 13.4   | <b>Telephone kiosk at Berry Down.</b> The Community Shop had expressed interest in having the structure. Councillor Mrs Reynolds to ask at the Shop about their arrangements for collection and re-siting.  | DR          |
| 13.5   | <b>Glebe Field.</b> Councillor Stanbury had not had a conversation with the tenant. Councillors Mrs White and D Kennedy to speak to the tenant and advise the outcome at the June Meeting.  | CW / DK     |
| 13.6   | <b>Impact damage to the Bassett Fountain at Sawmills.</b> Councillor Kennedy had approached Mr Johns again who was willing to carry out the work but did not wish to be liable. Councillors felt that an alternative contractor should be approached. The Clerk to remind the Co-operative Funeral Care that their quotation was awaited. The insurance company require a photograph of the fountain. | Clerk<br>DK |
| 13.7   | <b>Brambles at Pitt Hill.</b> Mr C Townsend had been requested to cut these. The work has been added to the Tender details for 2017/18.   |             |

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|                     | <p><b>13.8 Refurbishment of the Public Toilets.</b> Councillor Mrs Fairchild had obtained two further quotations. The details were not advised and would be kept on the file until the Parish Council was in a position to revisit the item when sufficient funding was available. It was noted that Councillor Mrs White had submitted a grant funding application to Fullabrook Community Interest Company in the sum of £7,500 as the Parish Council had budgeted for £3,500 which would total the cost of the quotations received to date. The Board meet every 6 weeks.</p>  |                    |                     |                |                     |            |                |   |
|                     | <p><b>13.9 Mr T Kitchin.</b> Reply sent to his enquiry.</p>   |                    |                     |                |                     |            |                |   |
|                     | <p><b>13.10 Mr G Sanders. Councillor Mrs Reynolds declared a Personal, Prejudicial and Pecuniary Interest, left the room and did not take part in the discussion.</b> Letter to the Chairman dated 5/3/16. A reply had been drafted by the Clerk and sent to the Monitoring Officer for clearance before sending. The Monitoring Officer had replied on the day of the Meeting that he felt it was in order to send.</p>  | Clerk              |                     |                |                     |            |                |   |
|                     | <p><b>13.11 Notice Boards.</b> Councillor Mrs Barten suggested there should be a Parish Council notice board by the Community Shop. The Clerk recommended Woodcraft UK, having seen and ordered their products for other Councils. Details to be sent to Councillor Mrs Barten.</p>   | Clerk              |                     |                |                     |            |                |   |
| 14.                 | <p><b>Finance.</b></p> <p><b>Balances: Lloyds Bank Treasurers Account as at 25/04/16: £10,118.93</b><br/> <b>Lloyds Bank Business Banking Instant Access Account as at 11/04/16: £25,671.60</b></p> <p><b>Budgetary figures for April 2016 were circulated.</b></p> <p>Councillor Mrs Reynolds returned cash in the sum of £12.57, the original cost of a No Ball Games Sign which was faulty. A replacement had been supplied free of charge.</p> <p>Councillor Mrs White returned cheque number 691 for £60.00 authorised at the April 2016 Meeting as the receipt was for £57.50. Cheque No.665 authorised later in the Meeting refers.</p> <p><b>14.1 A request for funding was considered from the following:</b></p> <ul style="list-style-type: none"> <li>○ <b>Berryнарbor Newsletter.</b> A copy of the latest set of accounts had been supplied. <b>Councillor Mrs White proposed a donation of £500.00. Seconded by Councillor Mrs Beer and unanimously agreed.</b></li> <li>○ <b>Berry in Bloom</b> to support an entry in the RHS Britain in Bloom Competition and also the new CPRE 'Our Outdoors' Competition. A copy of the latest set of accounts had been supplied.<br/>This item to be included in the budget for 2017/18 for future years.<br/><b>Councillor Mrs Bacon proposed a donation of £500.00. Seconded by Councillor Mrs Reynolds and unanimously agreed.</b></li> <li>○ <b>Berryнарbor Street Party to celebrate the Queen's 90<sup>th</sup> Birthday on Saturday, June 11, 2016.</b> In addition, permission to use the Recreation Field as an overflow car park if needed on Saturday 11 June had been requested.<br/><b>Councillor Mrs Barten proposed the sum of £200.00. Seconded by Councillor Stanbury and unanimously agreed.</b> A request that the Parish Council donation is acknowledged to be made.<br/>Permission had been requested to use the Recreation Field as an overflow car park.<br/>Councillors had concerns about access, insurance and the children's play area, and if wet, damage to the grass. The organisers to be asked to try other avenues.</li> </ul> <p><b>14.2 The following payments were approved and authorised:</b></p> <table data-bbox="199 1960 1276 2029"> <tr> <td><b>Mr B Davies</b></td> <td>May Toilet Cleaning</td> <td style="text-align: right;"><b>£ 75.00</b></td> </tr> <tr> <td><b>Mrs S Squire</b></td> <td>May Salary</td> <td style="text-align: right;"><b>£238.50</b></td> </tr> </table> | <b>Mr B Davies</b> | May Toilet Cleaning | <b>£ 75.00</b> | <b>Mrs S Squire</b> | May Salary | <b>£238.50</b> | <p>Clerk to bank</p> <p>Clerk</p> <p>Clerk</p> <p>Ch.No.663</p> |
| <b>Mr B Davies</b>  | May Toilet Cleaning   | <b>£ 75.00</b>     |                     |                |                     |            |                |   |
| <b>Mrs S Squire</b> | May Salary  | <b>£238.50</b>     |                     |                |                     |            |                |   |

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|  | <p>Details of overtime for the period 12/04/16 – 03/05/16. 11 hours, 47 minutes will be shown.<br/> <i>Since the Agenda was prepared, this amount had increased to 14 hours and 58 minutes</i></p> <table border="0"> <tr> <td>Broadband</td> <td>£ 3.00</td> <td></td> </tr> <tr> <td>Photocopying</td> <td>£15.80</td> <td></td> </tr> <tr> <td>Mileage</td> <td>£10.56</td> <td></td> </tr> <tr> <td>Postage</td> <td>£24.96</td> <td><b>£289.82</b></td> </tr> <tr> <td><b>HMRC PAYE</b></td> <td></td> <td><b>£ 59.80</b></td> </tr> </table> <p><b>Mrs C White</b> Reimbursement for printing in connection with defibrillator training (re-issued cheque) <b>£ 57.50</b></p> <p><b>Councillor Mrs White declared an interest in the payment of this cheque.</b></p> <p><b>Mrs C White</b> Reimbursement for refreshments Not claimed. Cheque No. 666 Voided</p> <table border="0"> <tr> <td><b>AJS Electrical</b> Fitting defibrillator in Silver Street uncommissioned telephone box</td> <td><b>£150.00</b></td> </tr> <tr> <td><b>Stone King</b> Professional advice regarding the Manor Hall Proposal</td> <td><b>£967.20</b></td> </tr> <tr> <td><b>The Play Inspection Company.</b> Annual Inspection Fee for both play areas</td> <td><b>£180.00</b></td> </tr> </table> <p><b>Proposed by Councillor Mrs Beer, seconded by Councillor Mrs Reynolds and unanimously agreed for The Play Inspection Company to be asked to carry out the 2017 Inspection.</b></p> <table border="0"> <tr> <td><b>Came and Company.</b> Insurance renewal premium due on 1/6/16.</td> <td><b>£838.95</b></td> </tr> <tr> <td><b>Berrynarbor Newsletter</b> Donation</td> <td><b>£500.00</b></td> </tr> <tr> <td><b>Berry in Bloom</b> Donation</td> <td><b>£500.00</b></td> </tr> <tr> <td><b>Village Street Party</b> Donation</td> <td><b>£200.00</b></td> </tr> <tr> <td><b>Opus Energy.</b> Electricity supply to the public toilets. To be taken by direct debit on 10/5/16</td> <td><b>£16.73</b></td> </tr> </table> <p><b>14.3 Approval of the accounts for the year ended 31/3/16.</b><br/> <b>Councillor Stanbury proposed approval, seconded by Councillor Kennedy and unanimously agreed.</b></p> <p><b>14.3 2016 Annual Return.</b><br/> <b>14.3.1 Approval Section 1 – Governance Statement.</b><br/> <b>Proposed by Councillor Kennedy, seconded by Councillor Mrs Barten and unanimously agreed.</b></p> <p><b>14.3.2 Approval Section 2 – Accounting Statement</b><br/> <b>Proposed by Councillor Mrs Barten, seconded by Councillor Mrs Beer and unanimously agreed.</b></p> <p>The Asset figure for the year ended 31/3/16 was discussed and the conversation led to the fact that the Manor Hall had been erroneously included as an asset as the Solicitor at Stone King had made it clear that the Manor Hall was not a Parish Council asset.</p> <p><b>ITEMS TO NOTE:</b></p> <ul style="list-style-type: none"> <li>- <b>South West Water.</b> It was noted that the Account is £28.21 in credit.</li> <li>- <b>North Devon Council.</b> It was noted that the Community Toilet Grant of £700.00 has been credited to the current account.</li> <li>- <b>DCC.</b> It was noted that the P3 Public Rights of Way Grant of £300 has been credited to the current account.</li> <li>- <b>North Devon Council.</b> It was noted that the sum of £8,275.06 has been credited to the current account in respect of the first tranche of the 2016/17 Precept (£7,490.00), Parish Grant (£437.00) and Grant Assistance (£348.06).</li> <li>- <b>Bank Mandate submitted to the Bank</b> to allow all Councillors to be cheque signatories.</li> </ul> | Broadband      | £ 3.00 |  | Photocopying | £15.80 |  | Mileage | £10.56 |  | Postage | £24.96 | <b>£289.82</b> | <b>HMRC PAYE</b> |  | <b>£ 59.80</b> | <b>AJS Electrical</b> Fitting defibrillator in Silver Street uncommissioned telephone box | <b>£150.00</b> | <b>Stone King</b> Professional advice regarding the Manor Hall Proposal | <b>£967.20</b> | <b>The Play Inspection Company.</b> Annual Inspection Fee for both play areas | <b>£180.00</b> | <b>Came and Company.</b> Insurance renewal premium due on 1/6/16. | <b>£838.95</b> | <b>Berrynarbor Newsletter</b> Donation | <b>£500.00</b> | <b>Berry in Bloom</b> Donation | <b>£500.00</b> | <b>Village Street Party</b> Donation | <b>£200.00</b> | <b>Opus Energy.</b> Electricity supply to the public toilets. To be taken by direct debit on 10/5/16 | <b>£16.73</b> | <p>Ch.No.664<br/>Ch.No.674</p> <p>Ch.No.665<br/>Original Cheque No.691<br/>Voided Ch.No. Ch.No.667<br/>Ch.No.668<br/>Ch.No.669</p> <p>Ch.No.670<br/>Ch.No.671</p> <p>Ch.No.672<br/>Ch.No.673</p> <p>Ch.No.686<br/>(£10,000 for the Manor Hall<br/>VOIDED Minute No. 11 refers</p> <p>Clerk to prepare accounts paper work for internal audit and external audit with letter to external auditors by 1 July</p> |
| Broadband  | £ 3.00   |                |        |  |              |        |  |         |        |  |         |        |                |                  |  |                |   |                |   |                |   |                |   |                |  |                |                                |                |                                      |                |  |               |  |
| Photocopying   | £15.80   |                |        |  |              |        |  |         |        |  |         |        |                |                  |  |                |   |                |   |                |   |                |   |                |  |                |                                |                |                                      |                |  |               |  |
| Mileage  | £10.56   |                |        |  |              |        |  |         |        |  |         |        |                |                  |  |                |   |                |   |                |   |                |   |                |  |                |                                |                |                                      |                |  |               |  |
| Postage  | £24.96   | <b>£289.82</b> |        |  |              |        |  |         |        |  |         |        |                |                  |  |                |   |                |   |                |   |                |   |                |  |                |                                |                |                                      |                |  |               |  |
| <b>HMRC PAYE</b>   |  | <b>£ 59.80</b> |        |  |              |        |  |         |        |  |         |        |                |                  |  |                |   |                |   |                |   |                |   |                |  |                |                                |                |                                      |                |  |               |  |
| <b>AJS Electrical</b> Fitting defibrillator in Silver Street uncommissioned telephone box            | <b>£150.00</b>   |                |        |  |              |        |  |         |        |  |         |        |                |                  |  |                |   |                |   |                |   |                |   |                |  |                |                                |                |                                      |                |  |               |  |
| <b>Stone King</b> Professional advice regarding the Manor Hall Proposal                              | <b>£967.20</b>   |                |        |  |              |        |  |         |        |  |         |        |                |                  |  |                |   |                |   |                |   |                |   |                |  |                |                                |                |                                      |                |  |               |  |
| <b>The Play Inspection Company.</b> Annual Inspection Fee for both play areas                        | <b>£180.00</b>   |                |        |  |              |        |  |         |        |  |         |        |                |                  |  |                |   |                |   |                |   |                |   |                |  |                |                                |                |                                      |                |  |               |  |
| <b>Came and Company.</b> Insurance renewal premium due on 1/6/16.                                    | <b>£838.95</b>   |                |        |  |              |        |  |         |        |  |         |        |                |                  |  |                |   |                |   |                |   |                |   |                |  |                |                                |                |                                      |                |  |               |  |
| <b>Berrynarbor Newsletter</b> Donation   | <b>£500.00</b>   |                |        |  |              |        |  |         |        |  |         |        |                |                  |  |                |   |                |   |                |   |                |   |                |  |                |                                |                |                                      |                |  |               |  |
| <b>Berry in Bloom</b> Donation   | <b>£500.00</b>   |                |        |  |              |        |  |         |        |  |         |        |                |                  |  |                |   |                |   |                |   |                |   |                |  |                |                                |                |                                      |                |  |               |  |
| <b>Village Street Party</b> Donation   | <b>£200.00</b>   |                |        |  |              |        |  |         |        |  |         |        |                |                  |  |                |   |                |   |                |   |                |   |                |  |                |                                |                |                                      |                |  |               |  |
| <b>Opus Energy.</b> Electricity supply to the public toilets. To be taken by direct debit on 10/5/16 | <b>£16.73</b>  |                |        |  |              |        |  |         |        |  |         |        |                |                  |  |                |   |                |   |                |   |                |   |                |  |                |                                |                |                                      |                |  |               |  |
| <p>15.</p>   | <p><b>Correspondence.</b> Publications received were put on the table to see and read.</p> <p><b>15.1 Mr G Sanders.</b> Freedom of Information Request.</p> <p><b>Councillor Mrs Reynolds declared a Personal, Prejudicial and Pecuniary Interest, left the room and did not take part in the discussion.</b></p> <p>Councillor Mrs Barten had made enquiries regarding the nature of the request and as a result, more</p>  | <p>SB</p>      |        |  |              |        |  |         |        |  |         |        |                |                  |  |                |   |                |   |                |   |                |   |                |  |                |                                |                |                                      |                |  |               |  |

|     |  |                |
|-----|--|----------------|
|     | <p>information is to be sought.</p> <p><b>15.2 Mr T Jones.</b> Communication regarding fly-tipping. Mr Jones' letter to the Parish Council was read to the Meeting. This focused on a big problem of waste being dumped in the Parish. Information to be put on the Parish Council website giving Mr Jones' contact details and what he is happy to co-ordinate.</p> <p><b>15.2 Mr A Rowlands.</b> Telephone call to the Clerk regarding (1) repainting of the Silver Street telephone kiosk and (2) revised charges in the car park. It is hoped to have answers to these queries by the Meeting for Councillors to instruct a reply.<br/>At this point in the Meeting, the answer to the first question had been answered and he was liaising with District Councillor Mrs Gubb regarding the second question.</p> | Clerk          |
| 16. | <p><b>Items raised by the Chairman, Councillors and Clerk not covered at this Meeting.</b></p> <p><b>16.1 Councillor Stanbury</b> suggested that the Parish Council's budget should be reviewed with a view to isolating the capital expenditure against annual expenditure.<br/>Councillors Stanbury, Kennedy and Mrs Reynolds would meet to progress this.</p>   | AS / DK/<br>DR |
| 17. | <p><b>Part II Confidential in respect of legal or personnel items.</b><br/><b>Proposed by Councillor Mrs Reynolds, seconded by Councillor Mrs Barten and unanimously agreed that the Meeting should move into Part II Confidential.</b></p> <p>Members of the public still present were requested to leave at this point. Before doing so, Mrs Bowden asked what was happening to Lower Cockhill Lane and was advised this issue was not a Parish Council matter.</p>  |                |
| 18. | <p><b>Date of next Meeting: Tuesday, 14 June 2016 in the Manor Hall at 7pm.</b><br/>The Meeting ended at 10.25pm.</p>  |                |

**Summary of Decisions:**

- Election of Chairman
- Election of Vice Chairman
- Co-option of Mr Adrian Copping as a Parish Councillor
- Election of Parish Council representatives on various Organisations
- That part of the ring fenced sum of £10,000 for the Manor Hall be used to pay the Invoice from the Solicitors who had provided legal advice in connection with the Charitable Incorporated Organisation
- Planning
- Donations to Berrynarbor Newsletter; Berry in Bloom, Street Party to celebrate the Queen's 90<sup>th</sup> birthday
- Payments
- The Play Inspection Company be asked to carry out the 2017 Play Area inspections
- Approval of the accounts for the year ended 31 March 2016
- Sections 1 and 2 of the 2016 Annual Return
- The Meeting move into Part II Confidential

**These Minutes are agreed by those present as being a true record.**

Signed:  
Chair of Berrynarbor Parish Council:



Date:

14/6/16

