

**Minutes of the Berrynarbor Parish Council Meeting
Held on Tuesday 9th August 2016 at 7.00pm at Manor Hall,
Berrynarbor**

- Present:** Cllrs Mrs S Barten (Chairman), Mrs G Bacon, Mrs J Beer, A Coppin, Mrs J Fairchild, D Kennedy, Mrs D Reynolds and Mrs C White
Mrs V Woodhouse, Acting Parish Clerk
Cllrs Mrs A Davis, Devon County Council, Mrs Y Gubb and J Lovering, North Devon Council and PCSO A Drury (from Minute No.1608/06)
- 1608/01 **Apologies**
Cllr A Stanbury.
- 1608/02 **Declarations of Interest**
Cllr A Coppin declared a Disclosable Pecuniary Interest in Item No 1608/06 application 61470.

Cllr Mrs S Barten declared a Disclosable Pecuniary Interest in Item No 1608/06 application 61470.
- 1608/03 **Public Participation Period**
None.
- 1608/04 **To approve and sign the Minutes of the Berrynarbor Parish Council meeting held on Tuesday 14th June 2016**
Copies were circulated prior to the meeting. It was **resolved**, with no votes to the contrary, to approve and sign the minutes of the meeting held on the 12th July 2016 as a correct record. Cllr Mrs Barten duly signed the minutes.
- 1608/05 **To receive reports from:**
- Police
 It was agreed to defer this item to later in the meeting.

 - County Councillor Mrs A Davis
 The report was received and is attached as Appendix One. It was agreed to write to the Police to highlight the issue of dangerous parking on the corner opposite the Sawmills Pub.

 - District Councillors Mrs Y Gubb & J Lovering
 Cllr Mrs Gubb reported that there would be a Night Flight at Fremington Nature Reserve on 18th August 2016, North Devon Council's website has received two awards and Barnstaple Pannier Market has been chosen to host a photography competition.

 Cllr Lovering reported that the North Devon Council has employed consultants to review the Waste and Recycling service and the options were to be considered by NDC but could include charging for the green waste service which is currently not received by all households.

 - Play Area Inspections. Councillor Mrs J Beer
 Cllr Mrs Beer reported that the new gate from the Manor Hall Car Park to the play area is difficult to open and the swing is too low to the ground, the chains need adjusting. Cllr Mrs Beer further reported that she had removed a trip hazard from the recreation ground and the grass had been damaged by the recent event but would naturally recover, it was suggested that the grass could be cut lower and lines for football marked on the area. It was

agreed to investigate the cost of a line marker.

- Councillor Mrs D Reynolds, Manor Hall
Cllr Mrs Reynolds reported that a meeting had not been held and therefore there was nothing to report.
- Footpaths Report Councillor Mrs White
Cllr Mrs White reported that she had inspected the Millennium footpath and Devon County Council had fitted steel self-closing gates, there was not an obstruction on the path at the time of inspection and it was agreed to thank DCC for the gates.

PSCO Drury entered the meeting.

Cllrs Mrs Davis left the meeting and did not return.

- Meetings/events attended by Councillors/Clerk
None attended.

1608/06

Planning & Planning Correspondence

Planning Applications: to consider Planning Applications received to date

North Devon Council, the determining Authority, has asked for comments from this Parish Council on the following planning applications

Cllr Coppin and Mrs Barten declared a DPI in the following item and before leaving the meeting Cllr Mrs Barten called for nominations for a Chairman. Cllr Mrs Bacon proposed Cllr Mrs D Reynolds, Cllr Kennedy seconded the nomination and it was unanimously agreed.

Cllr Mrs Reynolds took the Chair and Cllrs Coppin and Mrs Barten left the meeting.

61470 Application for a Lawful Development Certificate for a proposed use to Un-restrict The Number Of Pitches Available On The Site at Mill Park Touring Site Mill Lane, Berrynarbor, Ilfracombe EX34 9SH

It was resolved, with no votes to the contrary, to make no comment.

Cllrs Coppin and Mrs Barten returned to the meeting and Cllr Mrs Barten resumed the Chair.

61490 Installation of cream coloured external wall insulation to all elevations at 19 Berrynarbor Park, Berrynarbor, Ilfracombe.
Applicant/Agent: Eon Eco

Several applications had been received for Berrynarbor Park which had included conservatories porches and installation, concerns were raised that the properties are being turned into permanent dwellings and it was **resolved**, with no votes to the contrary, to highlight these concerns to the North Devon Council and to seek clarification on what constitutes these mobile homes becoming permanent dwellings.

Planning Decisions: to note Planning Decisions received to date

North Devon Council, the determining Authority has APPROVED the following application with conditions as filed:

61256 Erection of UPVC Porch at 24 Berrynarbor Park, Berrynarbor.



61225 Approval of details in respect of discharge of condition 3 (written scheme of investigation for a watching brief & archaeological recording) attached to planning permission 60492 & listed building consent 60493 (amended information) at Manor Hall, Birdswell Lane, Berrynarbor.

61191 Raising of roof & installation of four dormer windows at Berry Home, Berrynarbor.

61300 Demolition of existing single storey extensions and construction of new single storey extension together with internal alterations at Sea View, Barton Lane, Berrynarbor.

61304 Installation of external wall insulation to all elevations of the property in neutral colour (white/cream/grey) at 12A Berrynarbor Park, Berrynarbor.

It was **resolved**, with no votes to the contrary, to note the above.

It was agreed at this point to receive the Police Report

- Police
PCSO Drury reported that 3 crimes had taken place, 1 x common assault and 2 x criminal damage, which was a reduction on the same period last year.

- 1608/07 **Matters to Note** (correspondence is available from the Clerk unless otherwise stated)
- AP-Build Devon Ltd has been instructed to repair the Memorial on Junction of A399 & Mill Lane
 - Healthwatch Newsletter Issue 13 Sumer 2016

It was **resolved**, with no votes to the contrary, to note the above.

1608/08 **To approve payments and receipts to date**
The following payments were received: -

Acting Clerk's July Salary	£298.30 (gross)
Acting Clerk's August Salary	£298.30 (gross)
Expenses:	£70.20
Postage:	£4.40
Accounts Book:	£24.69
Net World Sports –	£891.94
Pair of Full Size socketed football goals	
Stone King – Professional Fees (Advising in relation to insurance obligations)	£186.00
Public Toilet Cleaning July	£75
Public Toilet Cleaning August	£75
Fremington Parish Council - Photocopying and Stationery for July 2016	£10.22
Total:	£1,934.05

It was **resolved**, with no votes to the contrary, to approve the above payments.

- 1608/09 **To receive budget review**
It was resolved, with no votes to the contrary, to defer to the next meeting.



- 1608/10 **To consider minimum reserve level**
Members considered the minimum reserve level in conjunction with the guidance from Governance and Accountability for Local Councils, A Practitioners' Guide and it was **resolved**, with no votes to the contrary, to set the minimum reserve level at £5,000.
- 1608/11 **To receive Internal Audit Report dated 26th June 2016**
The Internal Audit Report was received it was noted that the claim for the VAT refund had been submitted. Concerns were raised in the report about the insurance value for Parish Council assets, members also raised concerns that the asset register was not correct, it was noted that the defibrillator and telephone boxes had not been added to the insurance policy. It was **resolved**, with no votes to the contrary, to note the report, to investigate the insurance cover and the asset register and to clarify insurance liability with the telephone box by the shop and add the defibrillator and telephone boxes to the insurance as required.
- 1608/12 **To consider renewal of contract with Internal Auditor**
It was **resolved**, with no votes to the contrary, to renew the contract with South and West Internal Audit.
- 1608/13 **To approve energy contract for Public Toilets**
Members were informed that the contract with Opus Energy had come to end, the options were considered and it was **resolved**, with no votes to the contrary, to enter into a 24 month contract with British Gas.
- 1608/14 **To consider identified projects and associated costs**

a) Refurbishment of Public Toilets
b) Purchase of metal Berrynarbor Signs
c) Replacement of bus shelter

It was **resolved**, with no votes to the contrary, to defer this item to the next meeting.

Cllrs Mrs Gubb, J Lovering and PCSO Drury left the meeting and did not return.
- 1608/15 **To receive update on the Bank Mandates**
Members were informed that the bank mandate had been updated, however, it would need updating further to include Cllrs Coppin and Mrs Bacon and this would be completed following the meeting. It was **resolved**, with no votes to the contrary, to note the information.
- 1608/15 **To consider restructure of the Council's Committees**
It was **resolved**, with no votes to the contrary, to keep the membership of the Finance Working Party the same with Cllrs Stanbury, Kennedy and Mrs Reynolds and to elect Cllr Mrs Reynolds to the Personnel Working Party along with Cllrs Mrs Barten and Kennedy.
- 1608/16 **To note completion of Land Registry**
Members noted that the process had been completed, however, no map had been included and it was unclear whether or not the dog exercise field had been registered. It was **resolved**, with no votes to the contrary, to request a map and register the dog exercise field as necessary.
- 1608/17 **To consider Funding Application for Transparency Fund for Smaller Authorities**
It was **resolved**, with no votes to the contrary, to approve the funding application.

- 1608/18 **To consider information relating to the production of a Neighbourhood Plan**
(Cllr Mrs Barten to report)
It was **resolved**, with no votes to the contrary, to defer this item to the next meeting.
- 1608/19 **To note hire of the Recreation Field on Saturday 30th July 2016**
It was **resolved**, with no votes to the contrary, to note the hire of the field for a memorial event. It was further agreed to place an item on the next agenda to consider hire charges for the field.
- 1608/20 **To receive correspondence from Parishioner relating to the Basket Swing in the Recreation Field and Parkings at Sawmills Corner**
It was **resolved**, with no votes to the contrary, to note the correspondence.
- 1608/21 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

- 1608/22 **To consider draft contract and terms of employment**
It was **resolved**, with no votes to the contrary, for the Personnel Working Party to consider the document and report to the next meeting.
- 1608/23 **To consider Job Description**
It was **resolved**, with no votes to the contrary, for the Personnel Working Party to consider the document and report to the next meeting.
- 1608/24 **To consider recruitment**
It was **resolved**, with no votes to the contrary, for the Personnel Working Party to consider the process and associated documents and report to the next meeting.
- 1608/25 **To receive update on legal proceedings**
It was resolved, with no votes to the contrary, to note the update, correspondence was also received and it was **resolved**, with no votes to the contrary, to forward to the Council's Solicitor.
- 1608/26 **Close**
There being no further business the meeting closed at 9pm.

Signed  Dated 13/9/2016

Berrynarbor Parish Council
County Councillors Report
August 2016

Devon County Council has launched an online consultation on options for improving the North Devon Link Road.

The local authority is currently investigating options for upgrading the route, having been allocated £1.5 million from the Department for Transport to develop a business case over the next couple of financial years. This is in addition to the £1 million budget which the County Council had allocated for developing designs. An initial consultation in 2014 revealed considerable support for improvements to the Link Road, with over 90% in favour.

Around 17,000 new homes and 85 hectares of employment land is planned for the area over the next 15 years and enhancements to the Link Road would help meet the needs of this development.

The consultation puts forward two preferred options, both of which improve traffic flow to reduce journey times between the M5 and Northern Devon, as well as tackling congestion at peak-times between Barnstaple and Bideford, and improving safety by reducing the number of fatal and serious accidents on the Link Road. The first option is to upgrade junctions which are currently pinch points. This is estimated at around £35 million.

The second option, estimated at £150 million would improve links and junctions. This would build on the junction improvements and would also develop stretches of road with three lanes to enable overtaking opportunities in alternate directions. No improvements are planned to the section of the Link Road from the M5 to Tiverton which is currently dual carriageway. The focus of the improvements will be on the 20 mile section of the route between South Molton and Bideford.

Following evaluation, the County Council has ruled out three options for failing to meet key objectives. These are:

- Doing nothing. If the road was not improved it would not be fit for purpose as traffic levels increase, particularly with proposed development planned for the area;
- Dualling the road presents environmental concerns and would cost an estimated £500 million, which offers poor value for money and exceeds available funding opportunities;
- Public transport improvements would not meet all of the scheme objectives.

To take part in the consultation please visit new.devon.gov.uk/ndlr/consultation
Responses need to be submitted by Friday 12th August (please note this has been extended from the original date)

For those without a computer, publicly available computers with broadband are available in all Devon libraries.

In addition to the options consultation, a business survey is already underway to build a picture of travel patterns by local companies, and this will continue into the summer.

The County Council will submit a strategy for improvements to Government in the Autumn. Further evaluation of the preferred option will be carried out before another

public consultation which will provide more details on phasing and impact of the improvements.

The consultation and other surveys will inform a business case and scheme bid for a share of the Government's £475 million Local Majors Fund.

Highways Update

Devon continues to work with Somerset and Plymouth on the procurement of the new Term Maintenance Contract, which will start in April 2017.

Initial Tenders have been evaluated and negotiations have been concluded with all 4 of Devon's tenderers. This has been useful in preparing the final tender documents, which were issued on 18th July to the 4 tenderers. Tenderers will now prepare and submit their final bids by 12th August.

The bids will be assessed in accordance with the agreed tender evaluation process, which includes for cost and quality. The results will be reported to Cabinet on 14th September.

Once the successful tenderer is known, work can start to mobilise the new contract to ensure continuity of service in April 2017.

Devon Highways.

Delivery of the in-year capital and revenue maintenance programmes remains on target.

Routine Grass cutting is being delivered in a range of ways. Officers have calculated what the costs of grass cutting for each Town or Parish area. Where a Town or Parish wishes to take the calculated Highway funding and top-up the service, this is being done through a grass cutting agreement to make sure that the essential highway safety related cutting at junctions and visibility splays is properly catered for. Where there is no wish to top-up the work orders have been placed with the Term Maintenance Contractor to cut the essential visibility areas only.

Work on highways self-help has been recognised by the Department for Transport, who are seeking more information from officers. DfT seem keen to explore how the work could be supported to get the most out of the volunteer input.

This year's large programme of surface dressing work was the subject of a competitive tender, which led to award of the contract to Kiely Brothers. They are progressing well with the programme, for example the work on the A361 North Devon Link Road was restricted to minimum daytime road closures and completed in the minimum possible time to limit disruption to road users.

Parking and Traffic Management.

The in house civil parking enforcement service continues to deliver the savings predicted when the service was transferred from the District Councils to the single Devon Team. Deployment of enforcement officers is planned to focus enforcement on priority areas whilst providing a level of enforcement elsewhere. Individual request to address short term issues for example, when an event is planned in a community, are being accommodated where ever possible.

Speed limit Policy raises some concerns and assurance is being given where necessary, that the DCC policy follows DfT guideline on setting local speed limits. There is a process in place for dealing with local concerns about speeding traffic and this involves a police traffic officer and leads to agreed actions. Without evidence of problems like regular excessive speeding and police collected collision data, DCC is not able to fund local requests for changes to speed limits. However, where a local request that is not supported by evidence enabling DCC action is policy compliant, advice is being given on community speed management options, or on community funding of changes for example to traffic calming measures.

Local issues

Parking issue at sawmills this is the first I have heard, there are no parking restrictions here however if they are parking on the bend on the main road I would consider this a safety issuepossibly something the police could deal with?

Hele bay parking I too have concerns that the main road is being narrowed to single traffic due to parking so I have put in for a traffic order to install Double yellow lines on the side of the garage this is yet to go to consultation. so some months away yet.

Bus Service.

I received an email from Vicky mentioning the 'deterioration of the bus service'.

'Deterioration' may be referring to a late practical outcome of the 2015 public consultation on bus service reductions being the reduction of Ilfracombe Town services to twice weekly. The service to Berrynarbor village is part of this operation.

Services are now operated by the Ilfracombe Community Transport Association who offered the best price for the new two-day arrangement. If there are any reliability issues, do let us know on devonbus@devon.gov.uk or let me know please.

Andrea Davis
County Councillor Combe Martin Rural
Chairman Devon Health and Wellbeing Board
07786868038
Andrea.davis@devon.gov.uk