

**Minutes of the Berrynarbor Parish Council Meeting  
Held on Tuesday 12<sup>th</sup> July 2016 at 7.00pm at Manor Hall,  
Berrynarbor**

**Present:** Cllrs A Stanbury (Chairman), Mrs S Barten, Mrs J Beer, Mrs J Fairchild, D Kennedy, Mrs D Reynolds and Mrs C White  
Mrs V Woodhouse, Acting Parish Clerk  
Cllr J Lovering, North Devon Council and PCSO A Drury

**In Attendance:** 2 Members of the public

1607/01

**Apologies**

Cllrs Mrs G Bacon and A Coppin.  
County Councillors Mrs A Davis and District Councillor Mrs Y Gubb

1607/02

**Declarations of Interest**

Cllr Mrs Reynolds declared a Personal and Prejudicial Interest in Item No.1607/06 Application 61191 as the applicant is a fellow Trustee on the Manor Hall Committee.

1607/03

**Public Participation Period**

A member of the public raised several highway concerns, the first was the issue of cars parking on the highway near the Sawmill pub which he believed to be dangerous. The second was the road at Hele Bay if you are driving from Berrynarbour and Combe Martin to Ilfracombe it has effectively become a one-way street with cars parking on both sides of the road it was suggested that yellow lines could be investigated. The final point raised was the deterioration of the bus service to the village, it was noted that a letter had already been sent from the Parish Council in relation to this matter and it was agreed to ask the County Councillor to investigate all three matters raised.

It was noted that correspondence had been received raising concerns over a blocked footpath it was agreed that Cllrs Mrs White would investigate as the Council's Footpath Officer.

1607/04

**To approve and sign the Minutes of the Berrynarbor Parish Council meeting held on Tuesday 14<sup>th</sup> 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 on the 14<sup>th</sup> June 2016 as a correct record. Cllr Stanbury duly signed the minutes.

1607/05

**To receive reports from:**

- Police  
PSCO Drury reported that 2 crimes had taken place one drunk and disorderly and one attempted break-in today at the Sawmill pub they believe the intruders was disturbed by the alarms and urged anyone with information to contact the Police.
  
- County Councillor Mrs A Davis  
The report was received and is attached as Appendix One  
  
PCSO Drury left the meeting.
  
- District Councillors Mrs Y Gubb & J Lovering  
Cllr Lovering gave further details on the North Devon Link Road consultation further enhancing the report given by the County Cllr.

- Play Area Inspections. Councillor Mrs J Beer  
Cllr Mrs Beer reported that all of the play areas are looking nice and there were no issues to report.
- Councillor Mrs D Reynolds, Manor Hall  
Cllr Mrs Reynolds reported that the funding application to the Fullabrook Community Interest Group had been successful and had secured £10,000 towards heating and insulation for the hall, she confirmed that the group hoped to submit the bid to the Big Lottery for the outstanding funding by the Autumn.
- Meetings/events attended by Councillors/Clerk  
None attended.

1607/06

### **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

Cllrs Mrs Reynolds declared a Personal and Prejudicial Interest and left the meeting for the following item.

61191 Raising of roof and installation of four dormer windows at Berry Home, Berrynarbor, Ilfracombe  
Applicant: Mr A Bird

It was **resolved**, with no votes to the contrary, to recommend APPROVAL

Cllr Mrs Reynolds returned to the meeting.

61300 Demolition of existing single storey extensions and construction of new single storey extension together with internal alterations at Sea View, Barton Lane, Berrynarbor, Ilfracombe  
Applicant: Mr Beaver

It was **resolved**, with no votes to the contrary, to recommend APPROVAL

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

Several applications had been received for Berrynarbor Park which had included conservatories and porches, 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. It was further **resolved**, with no votes to contrary, to take this course of action for the following 4 applications.

61313 Installation of external wall insulation at 26 Berrynarbor Park, Berrynarbor, Ilfracombe  
Agent: Eon

61312 Installation of external wall insulation at 24 Berrynarbor Park, Berrynarbor, Ilfracombe  
Agent: Eon

61334 Installation of external wall insulation to all elevations of the property in a neutral colour (white/cream/grey) at 30 Berrynarbor Park, Berrynarbor, Ilfracombe  
Agent: Eon

61337 Installation of external wall insulation to all elevations of the property in a neutral colour (white/cream/grey) at 33 Berrynarbor Park, Berrynarbor, Ilfracombe  
Agent: Eon

61247 Extension to dwelling and erection of detached garage at Granary Cottage, Bodstone, Barton Farm, Combe Martin, Ilfracombe  
Applicant: Mr N Richards

It was **resolved**, with no votes to the contrary, to recommend Approval.

Planning Decisions: to note Planning Decisions received to date North Devon Council, the determining Authority has APPROVED the following application with conditions as filed:

61149 Extension to dwelling and relocation of site access at Twitchen Farm, Combe Martin, Ilfracombe

61227 Erection of a rear single storey extension at Orchard Park, Sterridge Valley, Berrynarbor

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

1607/07 **Matters to Note** (correspondence is available from the Clerk unless otherwise stated)

- The deadline for items to be included in the newsletter was 13<sup>th</sup> July 2016.
- One member would be able to join the Combe Martin and District Tourism Association but would not have any voting rights and this would be Cllr Mrs Beer.

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

1607/08 **To approve payments and receipts to date**  
**The following payments were received: -**

Cllr Mrs Bacon, Underpaid Postage	£1.50
Opus Energy, Electricity for Public Toilets	£15.28
Mr Squire, Updating Website	£33
Samuels Solicitors, Professional Charges	£166
Berry Arboriculture	£310.50
Royal Mail, Postage	£1.27
South and West Internal Audit, Internal Audit	£125
Heathercroft Property, Painting of Telephone box, Silver Street	£445
Royal Mail	£4.46
Salary	£247.33

HMRC	£61.80
Photocopying	£5.45
Broadband	£3.00
<b>Total</b>	<b>£1,419.59</b>

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

1607/09 **To receive update on the Bank Mandates**  
 Members were informed that the bank mandates required updating and the Parish Council could not make payments until this had been completed. It was **resolved**, with no votes to the contrary, to write to all those without standing payments apologising for and explaining that there will be a delay with payments and to update the bank mandates as a matter of urgency.

1607/10 **To approve registration of membership to Southwest Councils**  
 It was **resolved**, with no votes to the contrary, to approve the registration to South West Councils at a cost of £388.

1607/11 **To receive update on the Parish Council's website provision**  
 Members were informed that the Parish Council's information would be available on the village website and members considered the provision of a Parish Council website. It was noted that funding is available under the Code of Transparency for Smaller Authorities to help them comply which, subject to a successful application, could be used towards designing a website and purchasing equipment. It was **resolved**, with no votes to the contrary, to apply for the grant with a view to designing a Parish Council website and purchasing a Parish Council Laptop.

1607/12 **To receive update from the Finance Committee**  
 Members were informed that the group will look at budgetary provisions and priorities.

1607/13 **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.

1607/14 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**

1607/15 **To receive an update on Human Resources and agree appropriate action**  
 It was **resolved**, with no votes to the contrary, to accept the Clerk's Resignation and to appoint Mrs Victoria Woodhouse as Acting Parish Clerk to act at the Council's Proper Officer and Responsible Financial Officer from the 1<sup>st</sup> July 2016.

1607/16 **To receive update on legal proceedings**  
 It was resolved, with no votes to the contrary, to note the update.

1607/17 **Close**  
 There being no further business the meeting closed at 9.10pm.

Signed ..... Dated .....