

**Minutes of the Berrynarbor Parish Council Meeting
Held on Tuesday 8th November 2016 at 7.00pm at Manor Hall,
Berrynarbor**

Present: Cllrs A Stanbury (Chairman), Mrs G Bacon, Mrs S Barten, Mrs J Beer, Mrs J Fairchild, Mrs D Reynolds and Mrs C White
Mrs V Woodhouse, Acting Parish Clerk
Cllr Miss A Davis (from Min No.1611/06), Devon County Council
Cllrs Mrs Y Gubb and J Lovering, North Devon Council

1611/01 **Apologies**
Cllrs A Coppin and D Kennedy.

Miss A Davis had given apologies and explained prior to the meeting that she would be late.

1611/02 **Declarations of Interest**
Cllr Mrs Bacon declared a Personal Interest in Item No1611/06 6.1 application 61893 as a family business is within the same industry.

Cllr Mrs Barten declared a Disclosable Pecuniary Interest in Item No1611/06 6.1 application 61893 as the business is within the same industry.

1611/03 **Public Participation Period**
None.

1611/04 **To approve and sign the Minutes of the Berrynarbor Parish Council meeting held on Tuesday 11th October 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 11th October 2016 as a correct record. Cllr Stanbury duly signed the minutes.

1611/05 **To receive reports from:**

- Police
No report received.
- County Councillor Miss A Davis
The report was circulated prior to the meeting and is attached as Appendix One.
- District Councillors Mrs Y Gubb & J Lovering
Cllr Mrs Gubb reported that there would be a dedication ceremony at the Crematorium, RMB Chivenor is due to close and so are a set of public toilets in Ilfracombe.

Cllr Lovering reported that the North Devon Council has been involved in a peer review which has commended the staff and highlighted the reduction in funding received from the Government.

- Play Area Inspections. Councillor Mrs J Beer
It was reported that there are a lot of mushrooms around the base of the tree in the Manor Hall Play Area, it was agreed to ask a tree surgeon for advice on the health of the tree. It was reported that the new nets on the goal posts in the Recreation Field had been damaged and it looked as though someone had cut the nets.

- Councillor Mrs D Reynolds, Manor Hall
It was noted that the meeting had been postponed, therefore, there was nothing to report, however, a fund raising event had been arranged with the Military Wives and the Manor Hall was very grateful.
- Footpaths Report Councillor Mrs White
Cllr Mrs White reported that the sign for footpath 20 had been felled, it was noted that this had been reported to the Footpaths' Warden. It was noted that a Bridle Path sign had been sprayed green so the word Bridle could no longer be seen. It was agreed to report this to DCC.
- Dog Exercise area Councillor Mrs White
Cllr Mrs White reported that the grass has been cut.
- Meetings/events attended by Councillors/Clerk
Councillors had attended Data Protection training and there were handouts for those that were unable to attend.

1611/06

Planning & Planning Correspondence

Planning Applications: to consider Planning Applications received to date

6.1 Planning Applications: to consider Planning Applications received to date

Cllrs Mrs Bacon declared a Personal Interest and Mrs Barten declared a Disclosable Pecuniary Interest and left the meeting for the following item.

61893 Demolition, alteration, conversion and upgrading of toilet/shower block to create improved toilet/shower facilities and staff accommodation
Location: Watermouth Valley Camping Park, Berrynarbor, Ilfracombe
Applicant: Mr Wassall

It was **resolved**, with no votes to the contrary, to make no comment, the application should be determined in line with local policy.

Cllrs Miss Davis entered the meeting.

Cllrs Mrs Bacon and Mrs Barten returned to the meeting.

62022 Extension to dwelling, conversion of garage to craft room together with proposed covered carport and storage outbuilding.
Location: 85 Berrydown, Combe Martin, Ilfracombe
Applicant: Mr and Mrs Haines

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

6.2 Planning Decisions: to note Planning Decisions received to date
North Devon Council, the determining authority, has given approval for the following applications:

61629 Change of use of agricultural field to equestrian use with creation of bank, level area and hardcore trace at Goosewell, Hagginton Hill, Berrynarbor.

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

- 1611/07 **Matters to Note** (correspondence is available from the Clerk unless otherwise stated)
- DALC October & November Newsletter
 - Completion of Monthly Defibrillator report
 - Healthwatch Voices Autumn Issue
 - Clerks & Councils Direct November 2016 issue

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

- 1611/08 **To approve payments and receipts to date**
The following payments were received: -

Payments 12th October – 8th November 2016

Clerk's November Salary		£238.70 (Net)
Expenses:	Mileage	8/11/2016 39 miles @ 0.45 =
	Postage:	3 x 2 nd class stamps @ 055 =
Total:		£257.90
HMRC PAYE		£59.60
Public Toilet Cleaning October		£56.25
South West Water – Public Toilets		£91.30
Westward IT – Laptop & Licence for Office		£744
GL Songhurst – Repairs to shelters etc		£708
Opus – Electricity Public Toilets		£12.60
Buckets and Sparkles – Deep Clean of Public Toilets		£100
Westward IT – External backup hard drive		£72
Grant Thornton Audit Fees		£240

Payments total: £2,341.65

Receipts 12th October 2016 – 8th November 2016

HMRC – VAT Return	£5,977.16
Interest	£0.74
Donation	£500

Receipts total: £6,477.90

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

- 1611/09 **To receive budget review**
The budget review and bank reconciliation were circulated prior to the meeting and it was **resolved**, with no votes to the contrary, to note the information.

- 1611/10 **To receive notice of conclusion of audit for year ended 31st March 2016**
Members were informed that the audit for the year ended 31st March 2016 had been completed and all of the issues highlighted had been addressed or considered. It was **resolved**, with no votes to the contrary, to note the information.

- 1611/11 **To consider draft budgets for the financial year 2017/2018**
Members considered the draft budgets and it was agreed to produce a draft budget based on a precept increase of 2% to cover rising costs.

- 1611/12 **To review the following policies**
- a) Financial Risk Assessment
 - b) Information available under the Model Publication Scheme
 - c) Complaints Procedure

- d) Equal Opportunities
- e) Grant Giving Policy
- f) Model Protocol on the Filming and Recording of Local Council and Committee Meetings
- g) Safeguarding Policy and Procedure

The above policies were reviewed and it was **resolved**, with no votes to the contrary, to amend the contact details for the Clerk.

Cllr Miss Davis outlined her County Councillor's report, there were not any questions.

- 1611/13 **To consider draft Flexible Working policy**
 The draft policy was circulated prior to the meeting and it was **resolved**, with no votes to the contrary to adopt the policy.

Cllrs Mrs Gubb, Lovering and Miss Davis left the meeting.

- 1611/14 **To consider Your Future Care Consultation**
 Members were informed that the consultation was available and that it was mostly looking at closing community hospital beds in the east; the ones in this area had already been closed 18 months ago due to a lack of use and were now being used to provide other treatment closer to where people live. The consultation is not about closing services but looking at how services can be delivered better, members were urged to read and respond to the consultation document.

- 1611/15 **To consider offer of support to increase Community Resilience**
 Members considered the offer of support to increase Community Resilience and it was **resolved**, with no votes to the contrary, to arrange training for Cllrs Mrs Fairchild and Mrs Beer.

- 1611/16 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

- 1611/17 **To receive update on legal proceedings**
 It was **resolved**, with no votes to the contrary, to accept the advice from the solicitor on the mediation methods and proposals.

- 1611/18 **Close**
 There being no further business the meeting closed at 9pm.

Signed Dated