

**Minutes of the Berrynarbor Parish Council Meeting
Held on Tuesday 13th December 2016 at 7.00pm at Manor Hall,
Berrynarbor**

Present: Cllrs A Stanbury (Chairman), Mrs S Barten, Mrs J Beer, Mrs J Fairchild, D Kennedy (from Min No. 1612/14) Mrs D Reynolds and Mrs C White
Mrs V Woodhouse, Acting Parish Clerk
Cllr Miss A Davis, Devon County Council
Cllrs Mrs Y Gubb and J Lovering, North Devon Council

2 members of the public

1612/01

Apologies

Cllrs Mrs G Bacon and A Coppin.

Cllr D Kennedy had given apologies and explained prior to the meeting that he would be late.

1612/02

Declarations of Interest

Cllr Mrs Reynolds declared a Personal and Prejudicial Interest in Item 6.1 application 62151 as the applicant is a friend.

Cllr Mrs White declared a Personal and Prejudicial Interest in Item 6.1 application 62151 as the applicant is a friend.

Cllr Stanbury declared a Personal and Prejudicial Interest in Item 6.1 application 62151 as the applicant is a friend and neighbour.

1612/03

Public Participation Period

None.

1612/04

To approve and sign the Minutes of the Berrynarbor Parish Council meeting held on Tuesday 8th November 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 8th November 2016 as a correct record. Cllr Stanbury duly signed the minutes.

1612/05

To receive reports from:

- Police
It was reported that for the period covering to the November Full Council meeting there were 2 crimes recorded which compared to no reported crimes the previous year. During the period to date there were no recorded crimes compared to two reported crimes in the same period last year.
- County Councillor Miss A Davis
Councillor Miss Davis gave an update on the closure of RMB Chivenor and the devolution bid and confirmed that Plymouth and Exeter would be looking to submit their own bids. It was noted that another complaint had been made about overgrown hedges in Sterridge Valley, unfortunately DCC had not been able to identify any hedges that a notice could be served on and it was agreed to place an item in the next newsletter highlighting the dangers of overgrown hedges.
- District Councillors Mrs Y Gubb & J Lovering
Cllr Mrs Gubb reported that there are plans to enhance Barnstaple's

waterfront which are moving forward, NDC is reminding and encouraging everyone to recycle over the Christmas period, it was noted that Christmas wrapping paper cannot be recycled. Cllr Mrs Gubb provided an update on the progress of the Local Plan and the move towards a joint Building Control Service.

Cllr Lovering can a brief overview on the history of RMB Chivenor and read a letter from the leader of NDC to the Minister expressing concerns over the loss of Chievenor as a Military Base.

Cllr Mrs Gubb left the meeting at 7.30pm.

Cllr Miss Davis and the members of the public left the meeting.

- Play Area Inspections. Councillor Mrs J Beer
No issues reported.
- Councillor Mrs D Reynolds, Manor Hall
Cllr Mrs Reynolds apologised that she had been unable to attend the last meeting due to illness.
- Footpaths Report Councillor Mrs White
Cllr Mrs White reported that she is currently in the process of completing the annual footpath surveys with Cllr Mrs Fairchild, concerns were raised about the lack of Bridle paths in the parish and the importance of retaining the two in existence. It was noted that the damaged sign had been replaced.
- Dog Exercise area Councillor Mrs White
Nothing to report.
- Meetings/events attended by Councillors/Clerk
It was noted that Cllr Mrs Barten was a Governor of the school and would report relevant items to the Parish Council.

1612/06

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 Reynolds, Stanbury and Mrs White declared a Personal and Prejudicial Interest and left the meeting for the following item. Cllr Mrs Barten took the Chair.

62151 Conversion of barn to form one residential dwelling together with new vehicular access

Location: Hempster Farm, Berrynarbor, Ilfracombe

Applicant: Mrs Holland

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

Cllrs Mrs Reynolds, Stanbury and Mrs White returned to the meeting. Cllr Stanbury resumed as Chair.

62206 Application for consent for works to trees covered by a Tree Preservation Order in respect of removal of one Sycamore tree

Location: Watermouth House land off of Hagginton Hill, Berrynarbor, Ilfracombe

Applicant: Mr M Clarke

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:

62078 Removal of condition one (use) attached to planning permission 2/80/1798/5/3 (erection of amenities building and warden accommodation) to allow for full time residential use at Staddle Stones, Berrynarbor Park, Berrynarbor

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

- 1612/07 **Matters to Note** (correspondence is available from the Clerk unless otherwise stated)

- DALC December Newsletter
- Completion of Monthly Defibrillator report
- Temporary Prohibition of Traffic, road past Moules Farm & Barton Lane, Berrynarbor (information enclosed for Cllrs)

It was noted that the pads on the defibrillator expire in May 2017.

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

- 1612/08 **To approve payments and receipts to date**

The following payments were received: -

Payments 8th November – 13th December 2016

Clerk's December Salary		£238.70 (Net)
Expenses: Mileage	13/12/2016 39 miles @ 0.45 =	£17.55
Postage:	3 x 1 st class stamps @ 064 =	£1.92
	3 x 2 nd class stamps @ 055 =	£1.65
Total:		£259.82

HMRC PAYE	£59.60
John White Signs: Sign for play area	£66.00
Attendance at New Cllrs Short Course x 2	£60
Cllr Expenses: 15/11/2016 130 miles @ 0.45 =	£58.50
WesternWeb Ltd, Website	£540

Payments total: £1,043.92

Receipts 8th November 2016 – 13th December 2016

Interest	£0.71
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Receipts total: £0.71

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

- 1612/09 **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.

- 1612/10 **To consider draft budgets for the financial year 2017/2018 and set the precept**

Members considered the draft budgets and precept. It was noted that the precept had not been increased for quite some time and costs have been increasing it was

therefore **resolved**, with no votes to the contrary, to increase the precept by 2% which is an annual increase of 0.83p based on a band D property and accept the budgets.

Cllr Lovering left the meeting.

- 1612/11 **To agree Calendar of Meetings**
It was **resolved**, with no votes to the contrary, to agree the Calendar of meetings for 2017 a copy of which is attached as Appendix two.
- 1612/12 **To consider request from Berrynarbor Shop for financial assistance towards glazing of the telephone kiosk**
Members considered the request to contribute towards the glazing of the telephone kiosk and it was **resolved**, with no votes to the contrary, to contribute £100 (which is one third of the cost) towards the glazing of the kiosk.
- 1612/13 **To consider works to the tree in the Manor Hall Play Area and associated quotations**
Members were informed that the Sorbus tree in the play area is infected with Honey Fungus, Armillaria and requires removal, it was noted that the tree is in a Conservation Area and the Council would be required to serve notice of the removal on NDC. Three quotations were received and considered for the removal and it was **resolved**, with no votes to the contrary, to remove the tree and to accept the lowest quotation from Berry Arboriculture.
- Cllr Kennedy entered the meeting at 8.15pm.
- 1612/14 **To consider quotations for the purchase of a sign for the Public Toilets**
Quotations for a sign in the public toilets informing people of who to contact if there is an issue with the toilets were received and considered and it was **resolved**, with no votes to the contrary, to place laminated signs in the toilets with contact information.
- 1612/15 **To receive update on cleaning arrangements for the Public Toilets and consider any the purchase of associated products**
Members noted that the toilets had been cleaned, however, there was not any hand soap in the toilets. It was **resolved**, with no votes to the contrary, to purchase three hand soap dispensers and hand soap for the toilets.
- 1612/16 **To consider donation towards the Royal British Legion Poppy Appeal**
Members considered a donation towards this year's Poppy Appeal, members discussed the possibility of contributing towards other charities and it was **resolved**, with no votes to the contrary and one abstention, to make a donation of £25.
- 1612/17 **To receive update and agree for transfer of documents for the transfer of the Manor Hall**
Members were informed that the Manor Hall had not been registered with the land registry and this process would have to be completed as part of the transfer and would be completed by the Manor Hall Trust's solicitors. In order to complete the first registration the solicitors need the original deeds.
- It was **resolved**, with no votes to the contrary, to transfer the deeds to the solicitors in order that the registration can be completed.



- 1612/18 **To receive and consider representations made by Braunton Parish Council in relation to the proposed closure of Chivenor**
It was **resolved**, with no votes to the contrary, to write a letter to the Secretary of State expressing concerns at the closure of Chivenor.
- 1612/19 **To consider draft Training and Development policy**
It was **resolved**, with no votes to the contrary to adopt the draft policy.
- 1612/20 **To consider Tenders for feasibility study for Community Renewable Energy and associated grant application**
Members were informed that only one tender had been received, members considered the tender and the benefit to the community of continuing with the project. It was **resolved**, with no votes to the contrary, to try to obtain another tender, to defer any decision on proceeding with applying for the funding and completing a feasibility study to see how Combe Martin's project progresses, to highlight concerns over the cost with the company that has submitted a tender and to place an item in the newsletter asking if this would be a project that the community would support.
- 1612/21 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

- 1612/22 **To receive update on legal proceedings**
It was **resolved**, with no votes to the contrary, to request that the Chairman, Vice-Chairman and Acting Parish Clerk are on site with the surveyor.
- 1612/23 **To consider recruitment process: job advert, associated timescales and costs**
Members consider the advert and process and it was **resolved**, with no votes to the contrary, to place the advert with DALC and in the North Devon Journal from the first week in January with a closing date of the 31st January 2017, interviews will take place in early February 2017.
- 1612/24 **Close**
There being no further business the meeting closed at 9.25pm.

Signed  Dated 