

**Minutes of the Berrynarbor Parish Council Meeting  
Held on Tuesday 14<sup>th</sup> February 2017 at 7.00pm at Manor Hall,  
Berrynarbor**

**Present:** Cllrs A Stanbury (Chairman), Mrs S Barten, Mrs G Bacon, Mrs J Fairchild, Mrs D Reynolds and Mrs C White  
Mrs V Woodhouse, Acting Parish Clerk  
Cllrs Miss A Davis, Devon County Council and J Lovering, North Devon Council

1702/01      **Apologies**  
Cllrs Mrs J Beer, D Kennedy and A Coppin, Cllr Mrs Y Gubb, North Devon Council and PCSO Drury.

1702/02      **Declarations of Interest**  
Cllr Stanbury declared a Disclosable Pecuniary Interest in Item 1702/06 application 62406 as the applicant and a Personal Interest in Items 1702/14 and 1702/15 as his wife is a member of the Manor Hall Committee.

Cllrs Mrs Fairchild declared a Personal Interest in Items 1702/14 and 1702/15 as a member of the Manor Hall Committee.

Cllrs Mrs Reynolds declared a Personal Interest in Items 1702/14 and 1702/15 as a Trustee of the Manor Hall and the Parish Council's Representative on the Manor Hall Committee.

All members of the Council declared an Interest in Item 1702/06 application 62406 as the applicant is the Chairman of the Parish Council.

1702/03      **Public Participation Period**  
None.

1702/04      **To approve and sign the Minutes of the Berrynarbor Parish Council meeting held on Tuesday 10<sup>th</sup> January 2017**  
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 10<sup>th</sup> January 2017 as a correct record. Cllr Stanbury duly signed the minutes.

1702/05      **To receive reports from:**

- Police  
It was reported that there were 2 crimes recorded this month which is the same as reported this time last year.
  
- County Councillor Miss A Davis  
Cllr Miss A Davis circulated a report which is attached as Appendix one.  
  
Cllr Miss Davis left the meeting at 7.10pm.
  
- District Councillors Mrs Y Gubb & J Lovering  
Cllr Lovering reported that the North Devon Council was confident it had found a company to take over the interim management of the theatres and was hopeful the theatres could reopen as early as March.
  
- Play Area Inspections. Councillor Mrs J Beer  
The contractor had reported that he had been unable to complete the works requested as yet due to work load but would complete them before Easter. Cllr Stanbury reported that it looked as though people were

climbing up the football nets causing the ropes to break.

- Councillor Mrs D Reynolds, Manor Hall  
Members were informed that the works to the Manor Hall Wing were underway and the Trust would be looking to release the funds earmarked for the roof once the legal fees have been finalized.
- Footpaths Report Councillor Mrs White  
Cllr Mrs Fairchild reported that on footpath 18 the right-hand hedge had been cut but the left-hand side was overgrown, it was noted that it was not obstructing the footpath.
- Dog Exercise area Councillor Mrs White  
Cllr Mrs White reported that a neighbour of the area had informed her that it was well used and they were happy with the addition.
- Meetings/events attended by Councillors/Clerk  
None.

1702/06

### **Planning & Planning Correspondence**

Planning Applications: to consider Planning Applications received to date

6.1 Planning Applications: to consider Planning Applications received to date

Cllr Stanbury declared a DPI and left the meeting for the following item, Cllr Mrs Barten took the Chair.

**62406** Erection of temporary agricultural workers dwelling  
Location: Land adjacent to Smythen Farm, Combe Martin Ilfracombe  
Applicant/Agent: Mr Adam Stanbury

Given that the applicant is the Chairman of the Parish Council it was **resolved**, with no votes to the contrary, not to pass any comment on this application.

Cllr Stanbury returned to the meeting and resumed the Chair.

6.2 Planning Decisions: to note Planning Decisions received to date  
North Devon Council, the determining authority, has given notice that the following application has been approved:

**62253** Prior approval application for erection of extension to agricultural building to store machinery and fodder at Bowden Farm, Berryarbor.

**62206** Application for consent for works to trees covered by a Tree Preservation order in respect of removal of one Sycamore tree at Watermouth House land off of Hagginton Hill, Berryarbor.

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

1702/07

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

- Completion of Monthly Defibrillator report
- Healthwatch Voices Newsletter
- Correspondence from Peter Heaton-Jones MP and Defence Infrastructure Organisation relating to RMB Chivenor (copy enclosed)
- Clerks and Council Direct January 2017
- DALC January & February Newsletters
- Village Green Newsletter Spring 2017

- Temporary Prohibition of Through Traffic & Parking, Pitt Hill (copy enclosed)

Members were informed that the Defibrillator Awareness training was due in April and it was agreed to check availability and organise the training.

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

1702/08

**To approve payments and receipts to date**

The following payments were received: -

**Payments 11<sup>th</sup> January 2017 – 14<sup>th</sup> February 2017**

Clerk's February Salary (including Honorarium)	£477.40 (Net)
Expenses: Mileage 14/02/2016 39 miles @ 0.45 =	£17.55
Postage: Special Delivery	£7.25
5 x 2 <sup>nd</sup> class stamps @ 055 =	£2.75
<b>Total:</b>	<b>£504.95</b>

HMRC PAYE	£119.20
Berrynarbor Manor Hall Trust, Hall Hire	£132
North Devon Journal, Advert	£270
Woodcraft UK, Notice Board	£1,140.96
Buckets and Sparkle, January Toilet Cleaning	£100
Fremington Parish Council	£13.76
Community Enterprises 50% sewage charges	£49.50
British Gas, Electricity public toilets	£38.74
South West Water, water public toilets	£50.44
<b>Payments total:</b>	<b>£2,419.55</b>

**Receipts 10<sup>th</sup> January 2017 – 14<sup>th</sup> February 2017**

Adrian Coppin, photocopying	£9.60
Interest	£0.74
<b>Receipts total:</b>	<b>£10.34</b>

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

1702/09

**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.

1702/10

**To consider Berrynarbor Wall Memorial Consultation**

Members considered the consultation and did not have any objections.

Cllr Lovering left the meeting.

1702/11

**To consider appointment of Internal Auditor**

Members considered the quotations received, it was noted that Mrs Julie Snooks had previous experience of the Parish Council's accounts and had provided a competitive quotation and it was **resolved**, with no votes to the contrary, to appoint Mrs Julie Snooks as the Council's Internal Auditor.

1702/12

**To discuss complaint relating to not declaring an interest** (item requested by Cllr Mrs Barten)

Cllr Mrs Barten explained that she had received correspondence from the Monitoring Officer relating to a complaint that had been made against her for not declaring an interest as a School Governor in 2015. Cllr Mrs Barten welcomed the scrutiny and confirmed that she did not hold the position of School Governor in 2015. Cllr Mrs Barten further explained that the Council wishes to be as open and transparent as possible and a high performing Council, steps have been taken to

rectify the situation and Councillors are willing to undertake Code of Conduct Training. It was noted that the North Devon Council is hoping to organise such training in March 2017. It was further noted that further complaints had been received with inaccurate information.

1702/13

**To agree pension provider for automatic enrolment**

It was **resolved**, with no votes to the contrary, to appoint Peninsula Pensions as the Parish Council's pension provider for automatic enrolment.

Cllrs Stanbury, Mrs Fairchild and Mrs Reynolds declared a Personal Interest in the following item.

1702/14

**To consider request for assistance with security arrangements for the Manor Hall**

Cllr Mrs Reynolds reported that the Manor Hall had been experiencing issues with unauthorised access and vandalism in the hall which has been reported to the Police. The Committee has obtained a quotation from a lock smith to have the locks altered to a high security lock where keys can only be copied by authorised personnel and through the lock smith, the cost of this is over £300. The Council considered a contribution towards the cost and it was, **resolved**, with no votes to the contrary, that if funding could not be sought the Parish Council would consider a contribution at the next meeting.

Cllrs Stanbury, Mrs Fairchild and Mrs Reynolds declared a Personal Interest in the following item.

1702/15

**To consider inclusion of strip of land adjacent to the Manor Hall in the vesting deed**

Correspondence had been received with reference to the Manor Hall Vesting Deed requesting agreement from the Parish Council to include the small strip of land adjacent to the Manor Hall, which is the access path along the east elevation, within the Vesting Deed. It was **resolved**, with no votes to the contrary, to agree to the inclusion of the access path along the east elevation in the Vesting Deed.

1702/16

**To consider Lynton and Barnstaple Railway Consultation**

Members consider the amended plans and it was **resolved**, with no votes to the contrary, to recommend approval.

1702/17

**To consider financial contribution towards the Berrynarbor Iron Signs**

Members were informed that quotations had been sought for three signs at the entrance points to the village the quotation presented to the Council was for £2,000. It was noted that the County Councillor had agreed to fund half the amount and it was **resolved**, with no votes to the contrary, for Cllrs Mrs Bacon, Mrs Barten and Stanbury to form a Working Party to investigate sizes and designs and report back, it was noted that once the size and design had been agreed the Clerk would ascertain whether or not planning permission would be required. It was further **resolved**, to include the signs in the Awards For All grant submission along with the Public Toilet refurbishment and bus shelter replacement as a bid to enhance tourism.

1702/18

**To consider call for potential traveller sites consultation**

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

1702/19

**To consider applying for the Foundation Level of the Local Council's Award Scheme**

Members considered applying for the award and it was **resolved**, with no votes to the contrary, to apply for the Foundation Level of the Award once the Clerk had

been appointed.

1702/20      **To consider draft Disciplinary Procedure Policy**  
It was **resolved**, with no votes to the contrary to adopt the draft Disciplinary Procedure Policy.

1702/21      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

1702/22      **To receive update on legal proceedings**  
It was **resolved**, with no votes to the contrary, to raise questions as appropriate with the surveyor following the report.

1702/23      **Close**  
There being no further business the meeting closed at 8.50pm.

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