

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

**Present:** Cllrs A Stanbury (Chairman), Mrs G Bacon, Mrs S Barten, Mrs J Beer, Mrs J Fairchild, D Kennedy, Mrs D Reynolds and Mrs C White  
Mrs V Woodhouse, Acting Parish Clerk  
Cllrs Miss A Davis, Devon County Council (from Minute No.1703/05), Mrs Y Gubb and J Lovering, North Devon Council  
PCSO Ade Drury  
A representative from Berrynarbor in Bloom

1703/01      **Apologies**  
Cllr A Coppin.

1703/02      **Declarations of Interest**  
Cllr Stanbury declared a Personal Interest in Items 1703/05, 1703/19 and 1703/20 as his wife is a member of the Manor Hall Committee.

Cllr Mrs Reynolds declared a Personal Interest in Items 1703/05, 1703/19 and 1703/20 as a Trustee of the Manor Hall and the Parish Council's representative on the Manor Hall Committee.

Cllr Mrs Fairchild declared a Personal Interest in Items 1703/05, 1703/19 and 1703/20 as a member of the Manor Hall Committee

1703/03      **Public Participation Period**  
The representative from Berrynarbor in Bloom explained that a letter had been passed to the Clerk for the Parish Council to consider making a donation towards Berrynarbor in Bloom. The representative was also interested in the proposed designs for the village signs.

Cllr Mrs Fairchild reported that a member of the public had raised concerns about dangerous parking at the bottom of John Braggs Hill and there is a build-up of dead leaves and blocked drains before Wood Park Lane.

Cllr Mrs Bacon reported that the drains are also blocked in Barton Lane and the stone hut along the main road and opposite the Sawmills is full of rubbish.

Cllr Stanbury reported that there is fly tipping between Smytham Farm and Smytham Cross.

1703/04      **To approve and sign the Minutes of the Berrynarbor Parish Council meeting held on Tuesday 14<sup>th</sup> February 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 14<sup>th</sup> February 2017 as a correct record. Cllr Stanbury duly signed the minutes.

1703/05      **To receive reports from:**

- Police  
          It was reported that there were 0 crimes recorded.
  
- County Councillor Miss A Davis  
          The report was received and is attached as Appendix one.
  
- District Councillors Mrs Y Gubb & J Lovering

Cllr Lovering reported that litter picking was being organised by NDC for the Link Road and the Museum has plans for an extension.

Cllr Miss Davis entered the meeting.

Cllr Miss Davis reported that she had investigated funds for a replacement bus shelter but unfortunately DCC does not have funding available.

- Play Area Inspections. Councillor Mrs J Beer  
All ok. It was noted that the handrail had not been completed and the bin had not been moved in the Recreation Field.

Councillors Stanbury, Mrs Fairchild and Mrs Reynolds declared a Personal Interest in the following Item.

- Councillor Mrs D Reynolds, Manor Hall  
Members were informed that the locks had been changed for security reasons and the Committee was looking at additional security measures.
- Footpaths Report Councillor Mrs White  
None.
- Dog Exercise area Councillor Mrs White  
Nothing to report.
- Meetings/events attended by Councillors/Clerk  
It was noted that Cllrs Mrs Beer and Mrs Fairchild had attended Flood Warden Training and a report was given later in the meeting.

PCSO Drury left the meeting.

Members were informed that the Monitoring Officer had arranged Code of Conduct training for Monday 20<sup>th</sup> March 2017 7pm-9pm it was agreed that those Cllrs that were available would attend.

Cllr Mrs Gubb reported that two further Coastal Community teams had been awarded funding and the Building Control service would be merging with Mid-Devon and would relocate to South Molton.

1703/06

### **Planning & Planning Correspondence**

Planning Applications: to consider Planning Applications received to date

6.1 Planning Applications: to consider Planning Applications received to date

None.

**62545** Siting of non-illuminated wooden B&B sign erected on a wooden post

Location: Start of access track for Home Barton Farmhouse, Barton Lane, Berrynarbor, Ilfracombe

Applicant/Agent: Dr Brandon

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

1703/07

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

- Completion of Monthly Defibrillator report
- DALC March Newsletters
- Devon Acute Services Review
- Changes to Waste and Recycling

- Clerks & Councils Direct March Edition
- Thank you Letter from Berrynarbor Community Enterprise
- Berrynarbor Wall Memorial, Grade II Listing
- Non-material amendment to planning permission 61070
- Completion of Registration of Title for the Recreation Field

Members discussed the Defibrillator Awareness event and it was agreed to place notices throughout the village.

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

1703/08

**To approve payments and receipts to date**

The following payments were received: -

**Payments 15<sup>th</sup> February 2017 – 14<sup>th</sup> March 2017**

Clerk's March Salary (including Overtime 7 1/2 Hours)	£310.38 (Net)
Expenses: Mileage 14/03/2076 39 miles @ 0.45 =	£17.55
Postage: 5 x 2 <sup>nd</sup> class stamps @ 055 =	£2.75
Total:	£330.68
HMRC PAYE	£77.40
Berrynarbor Manor Hall Trust, Hall Hire	£12
Buckets and Sparkle, February Toilet Cleaning	£100
Fremington Parish Council	£2.99
Westernweb	£72
<b>Payments total:</b>	<b>£595.07</b>

**Receipts 14<sup>th</sup> February 2017 – 14<sup>th</sup> March 2017**

Gemma Bacon, 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.

1703/09

**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.

1703/10

**To consider Draft Pensions Discretions Policy**

The draft policy was circulated prior to the meeting and it was **resolved**, with no votes to the contrary, to adopt the policy. It was noted that Cllr Kennedy would write to staff members and complete the declaration of compliance as required by the Parish Council.

1703/11

**To receive further information and consider whether or not the Parish Council wishes to proceed with a Feasibility Study for Community Renewable Energy**

Members were informed that a further tender had been received to produce a feasibility study for community renewable energy and the provider of the initial tender had reduced their cost the following tenders were considered:

Energy Analysis – £18,900.

Renewables First –£16,000

It was noted that the Acting Parish Clerk had met with a third company that were invited to tender in the first and second round and had confirmed that they do not

have enough time to tender, however, they did indicate that the cost would be around £18,000/£19,000.

It was noted that the funding for a feasibility study available was £20,000. Members were also informed that the information had been on the Parish Council's website and circulated in the newsletter, however, support from then community had not been forthcoming. The Clerk had spoken to Combe Martin Parish Council which had shown an interest in the project, the Council had not progressed any further at this stage.

Cllr Stanbury indicated that Cllr Coppin and himself were interested in the project and would be willing to drive the project forward.

After considering the project and the community benefit it was **resolved**, with one vote to the contrary, not to progress the project any further and not to undertake a feasibility study.

1703/12

**To consider Online Payments for HMRC**

Members were informed that HMRC can no longer be paid with a cheque via the Post Office and only a debit card or cash will be accepted, therefore, members were asked to consider paying HMRC via online payment. It was **resolved**, with no votes to the contrary, to pay HMRC via online payment, it was further **resolved**, with no votes to the contrary to place an item on the next agenda to consider making Council payments via online payments it was noted that procedures would need to be put in place.

1703/13

**To consider designs and information relating to the Berrynarbor Village Signs**

The Working Party presented three designs to the Council for consideration. The Working Party recommended that the larger oval design should be placed at the Barton Lane entrance and one of the two remaining designs should be used for both the Diggers Cross and Sawmills entrance. It was **resolved**, with no votes to the contrary, to accept the recommendation from the Working Party members then considered a round design featuring a castle and corn and a shield type design featuring several aspects relating to the community. It was **resolved**, with no votes to the contrary, to proceed with the shield design. County Councillor Miss Davis informed members that the signs were replacement signs being erected on Highway Land.

The representative from Berrynarbor in Bloom left the meeting.

1703/14

**To consider grass cutting tenders for 2017-2018**

Members considered a tender received for the grass cutting for 2017-2018 and it was **resolved**, with no votes to the contrary, to award the contract to Berry Arboriculture.

1703/15

**To consider Berrynarbor Flag Design Competition** (item requested by Cllr Mrs Barten)

Councillor Mrs Barten felt that a flag design competition would be a nice community event. It was **resolved**, with no votes to the contrary, to launch a flag design competition for the community with a closing date of Friday 26<sup>th</sup> May 2017.

1703/16

**To receive report from Cllrs Mrs Fairchild and Mrs Beer on Flood Warden Training**

Cllrs Mrs Fairchild and Mrs Beer reported that they had recently undertaken Flood Warden Training and would be producing a simple Flood Plan to be incorporated into the Emergency Plan. It was noted that seventeen houses

within the parish are at risk from flooding and it was agreed that these properties should be notified of the risk.

1703/17 **To receive updated Emergency Plan**

The updated draft Emergency Plan was circulated and it was **resolved**, with no votes to the contrary, to note the update.

1703/18 **To review the Parish Council's Snow Plan**

It was **resolved**, with no votes to the contrary, to appoint Councillor Coppin as the Parish Council's lead Snow Warden and to write to the volunteers to ensure they wish to remain as Snow Wardens.

Cllr Mrs Gubb left the meeting.

Councillors Stanbury, Mrs Fairchild and Mrs Reynolds declared a Personal Interest in the following Item.

1703/19 **To consider releasing Ear Marked Funds for the Manor Hall project**

It was **resolved**, with no votes to the contrary, to release the remaining funds in the Ear Marked Reserve for the Manor Hall once the paperwork had been signed and the legalities completed.

Councillors Stanbury, Mrs Fairchild and Mrs Reynolds declared a Personal Interest in the following Item.

1703/20 **To receive update on security arrangements for the Manor Hall and consider financial contribution**

Members were informed that the lock on the Manor Hall had been changed to a high security lock with keys that cannot be copied at a cost of £337.20 and the Committee was now considering the installation of CCTV on the advice of the Police which would be in excess of £700.

Cllrs Miss Davis and Lovering left the meeting.

The Council was asked to consider whether it would be willing to contribute towards the cost of the replacement lock. It was noted that, although the Hall generates an income from hires, it is a community owned building and it was **resolved**, with two abstentions, one from Cllr Mrs Reynolds, to contribute 50% towards the replacement lock.

1703/21 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**

1703/22 **To consider appointment of Parish Clerk and Responsible Financial Officer**

It was **resolved**, with no votes to the contrary, to appoint Mrs Victoria Woodhouse as Parish Clerk & Responsible Finance Officer from the 1<sup>st</sup> April 2017 it was further **resolved**, with no votes to the contrary, for the Chairman to sign the contract of employment.

1703/23 **To receive update on legal proceedings**

Members were informed that all documents had been served and the hearing would commence on the 4<sup>th</sup> April 2017 with a site visit at 10am. It was **resolved**, with no votes to the contrary, to note the update and seek clarification on proceedings.

1703/24 It was resolved that the press and public be re-admitted to the meeting.

**PART A**

1703/25 **To consider resolutions to allow the Parish Council to apply for the Foundation Local Council Award**

It was **resolved**, with no votes to the contrary, that the Parish Council publishes online the following information:

1. Standing Orders and Financial Regulations
2. Code of Conduct and a link to Councillors' Register of Interests
3. Publication Scheme
4. The last annual return
5. Transparent information about council payments
6. A calendar of all meetings
7. Minutes for at least one year of Full Council and all Committees
8. Current Agendas
9. The Budget and Precept information for the current or next financial year
10. The complaints procedure
11. Council contact details and Councillor information
12. The action plan for the current year
13. Evidence of consulting with the community
14. Publicity advertising council activities
15. Evidence of participating in town and country planning

It was further **resolved**, with no votes to the contrary, that Berrynarbor Parish Council has:

16. A risk management scheme
17. A register of assets
18. Contracts for all members of staff
19. Disciplinary and grievance procedures
20. A policy for training new staff and councillors
21. A record of all training undertaken by staff and councillors in the last year
22. A clerk who has achieved 12 CPD points in the last year

1703/26 **Close**

There being no further business the meeting closed at 9.10pm.

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