

BERRYNARBOR PARISH COUNCIL

PARISH CLERK: MRS VICTORIA WOODHOUSE, FIRSTSTONE, YARNSCOMBE,
BARNSTAPLE, EX31 3LW,

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To all Berrynarbor Parish Councillors

You are hereby summoned to attend the Annual Parish Council meeting of Berrynarbor Parish Council, which will be held on **Tuesday, 9th May 2017**, at **Manor Hall, Birdswell Lane, Berrynarbor** at 7pm for the purpose of transacting the following business.

In accordance with The Public Bodies (Admissions to Meetings) Act 1960 members of the public are welcome to attend.


Victoria Woodhouse
Acting Clerk to the Council

Date of issue: 3rd May 2017

AGENDA

- 1 To Elect the Chairman for 2017/18**
- 2 The Chairman will read and sign the prescribed 'Declaration of Acceptance of Office'**
- 3 To Elect the Vice-Chairman for the year 2017/18**
- 4 Apologies** (Please make any apologies known to the Clerk)
- 5 Declarations of interest** - To receive declarations of personal interests and disclosable pecuniary interests (DPIs) in respect of items on this agenda.
- 6 To receive report from outgoing Chairman** (information enclosed)
- 7 Public Participation Period**
Members of the public are invited to make representations for a maximum of 3 minutes. Issues will be heard and noted but no decisions can be taken in this part of the meeting. Please refer to the procedure for Public Participation document.
- 8 To approve and sign the Minutes of the Berrynarbor Parish Council meeting held on Tuesday 11th April 2017** (copies attached)
- 9 To review the Council's Standing Orders** (Information enclosed for Cllrs)
- 10 To review the Council's Financial Regulations** (information enclosed for Cllrs)
- 11 To appoint the following representatives:**
Footpath Officer
Deputy Footpath Officer
Highway Liaison Officer & Tree Warden
Emergency Plan Officers
Councillor to check invoices for payment
Combe Martin & District Tourism Association
Berrynarbor Manor Hall Committee
Play Area Inspections
Finance Working Party
Personnel Working Party

12 To receive reports from:

- Police
- County Councillors Miss A Davis
- District Councillors Mrs Y Gubb & J Lovering
- Play Area Inspections. Councillor Mrs J Beer
- Manor Hall, Councillor Mrs D Reynolds
- Footpaths Report Councillor Mrs White
- Dog Exercise area Councillor Mrs White
- Meetings/events attended by Councillors/Clerk

13 Planning & Planning Correspondence

13.1 Planning Applications: to consider Planning Applications received to date

13.2 Planning Decisions: The Planning Authority has given Approval for:
62746 Extension to dwelling to create ancillary living accommodation & games room/gymnasium at Higher Yetland, Combe Martin, Ilfracombe

14 To review the Council's Assets Register (information enclosed for Cllrs)

15 To review Members' Code of Conduct (Cllrs should already have a copy, no changes proposed)

16 To Review the Council's Statement of Internal Control for the financial year 2016-2017 in accordance with the Local Government Act 2003 (information enclosed)

17 To consider Parish Council's Insurance Renewal

18 To consider request to lay new or repair existing water pipe under the Recreation Field

19 To consider replacement of Laurel Bushes in the Recreation Field

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

- Completion of Monthly Defibrillator report
- DALC's May newsletter
- Correspondence from Mr and Mrs Kitchin relating to the play equipment in the Recreation Field (information has already been circulated)
- Temporary Prohibition of Through Traffic & Speed Restriction A399 Leigh Road, Combe Martin
- Alterations to Highway Neighbourhood Officers
- Receipt of Grant for Parish Paths
- Healthwatch Voices Spring 2017

21 To approve payments and receipts to date (information attached for Cllrs)

22 To receive budget review (information attached for Cllrs)

23 To consider renewal of South West Councils' membership

24 To consider draft Health & Safety Policy (information enclosed for Cllrs)

- 25 **To consider draft Data Protection Policy** (information enclosed for Cllrs)
- 26 **To consider draft Maternity, Paternity and Adoption Leave Policy** (information enclosed for Cllrs)
- 27 **To consider relocation proposals for the Emergency Sand Bunker**
- 28 **To resolve:** 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

- 29 **To receive an update on legal proceedings relating to the Appeals Procedure**