

**Minutes of the Annual Berrynarbor Parish Council Meeting
Held on Tuesday 9th May 2017 at 7pm at Manor Hall,
Berrynarbor**

Present: Cllrs Mrs S Barten (Chairman), Mrs G Bacon, Mrs J Beer, Mrs J Fairchild, D Kennedy, Mrs D Reynolds (from Minute No.1705/12) and Mrs C White
Mrs V Woodhouse, Parish Clerk
Cllr J Lovering, North Devon Council

1705/01 **To Elect the Chairman for 2017-2018**

Cllr Mrs Barten nominated, seconded by Cllr Mrs Bacon, that Cllr Stanbury be elected Chairman for 2017-2018.

It was **resolved**, with no votes to the contrary, that Cllr Stanbury be elected Chairman for 2017–2018.

1705/02 **The Chairman will read and sign the prescribed ‘Declaration of Acceptance of Office’**

It was **resolved**, with no votes to the contrary, to allow the Chairman to sign the Declaration of Acceptance of Office prior to the next meeting at which point it would be received.

1705/03 **To Elect the Vice-Chairman for the year 2017-2018**

Cllr Mrs Fairchild nominated, seconded by Cllr Kennedy, that Cllr Mrs Barten be elected Vice-Chairman for 2017-2018.

It was **resolved** that Cllr Mrs Barten be elected Vice-Chairman for 2017–2018.

1705/04 **Apologies**

Cllrs A Stanbury and A Coppin, Miss A Davis, Devon County Council, Mrs Y Gubb PCSO Drury. It was noted that Cllr Mrs Reynolds had sent her apologies and would be late to the meeting.

1705/05 **Declarations of Interest**

None.

1705/06 **To receive report from outgoing Chairman**

The report was circulated prior to the meeting and it was **resolved**, with no votes to the contrary, to note the report.

1705/07 **Public Participation Period**

None.

1705/08 **To approve and sign the Minutes of the Berrynarbor Parish Council meeting held on Tuesday 11th April 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 11th April 2017 as a correct record. Cllr Mrs Barten duly signed the minutes.

1705/09 **To review the Council's Standing Orders**

It was **resolved**, with no votes to the contrary, to amend as follows:

27. Financial Matters

B Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of [£500.00] shall be procured on the basis of a formal tender as summarised in Standing Order 27 (c) below.

Increase limit and amend to read- :

B Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of [£1,000] shall be procured on the basis of a formal tender as summarised in Standing Order 27 (c) below.

Any formal tender process shall comprise the following steps:

i a public notice of intention to place a contract to be placed in a local newspaper

Amend to read: -

i a public notice of intention to place a contract will be advertised locally.

1705/10

To review the Council's Financial Regulations

It was **resolved**, with no votes to the contrary to amend as follows:

6. Payment of Accounts

6.1 – **Amend to read**

All payments shall be effected by cheque or by direct debit drawn the Council's bankers. Payments may also be made via bank transfer subject to the Conditions for Payment by Bank Transfer being followed.

6.3 – **Add** Conditions for Payment by Bank Transfer

- The Clerk will set up the electronic payment on the Parish Council's online banking with a clearance date of not less than two days following a Parish Council meeting.
- The Clerk will print off and attach the payment which has been created to the invoice.
- The Councillor responsible for checking invoices for compliance and one other Councillor will check the payment against the invoice and sign the payment.

If a payment is incorrect the Parish Clerk will cancel the payment, create a new payment and, subject to Council's approval, submit to the same two Councillors for checking and approval.

1705/11

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

It was **resolved**, with no votes to the contrary, to appoint the representatives as follows:

Footpath Officer – Cllr Mrs Fairchild

Deputy Footpath Officer – Cllr Mrs White

Highway Liaison Officer & Tree Warden – Cllr Coppin

Emergency Plan Officers – Cllrs Stanbury, Kennedy and Coppin

Councillor to check invoices for payment – Cllr Mrs Fairchild

Combe Martin & District Tourism Association – Cllr Mrs Beer
Berrynarbor Manor Hall Committee – Cllr Mrs Reynolds
Play Area Inspections – Cllr Mrs Beer
Finance Working Party – Cllrs Kennedy, Stanbury and Mrs Reynolds
Personnel Working Party – Cllrs Kennedy, Mrs Barten and Mrs Reynolds
Councillor to initially check planning applications – Cllr Mrs Bacon

1705/12

To receive reports from:

- Police
It was reported that two crimes had taken place compared to no crimes in the same period as last year.

- County Councillor Miss A Davis
It was noted that Cllr Miss Davis's boundaries had increased and as such there were now several parish meetings on the same evenings, a written report would be received each month and if there was something specific the Council would like to discuss Cllr Miss Davis would do her best to attend.

- District Councillors Mrs Y Gubb & J Lovering
Cllr Lovering gave an update on the re-opening and management of the Theatres.

Cllr Mrs Reynolds entered the meeting at 7.20pm.

Cllr Lovering reported on the Village of the year Competition, it was agreed to investigate entry.

- Play Area Inspections. Councillor Mrs J Beer
Cllr Mrs Beer reported that everything was looking good.

Cllr Mrs Barten reported that the sign on the Manor Hall play area required stainless steel screws.

- Councillor Mrs D Reynolds, Manor Hall
Cllr Mrs Reynolds reported that the last of the consultations had been received and were being collate, therefore, submitting the funding bid would be imminent. The Committee is now looking at remedial works to the hall.

- Footpaths Report Councillor Mrs White
Nothing to report.

- Dog Exercise area Councillor Mrs White
Nothing to report.

- Meetings/events attended by Councillors/Clerk
None.

1705/13

Planning & Planning Correspondence

Planning Applications: to consider Planning Applications received to date
None.

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

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

1705/14 **To review the Council's Assets Register**

It was **resolved**, with no votes to the contrary, to remove the telephone box that was given to the shop and to add the new notice board and shed.

1705/15 **To review Members' Code of Conduct**

The Code of Conduct was reviewed and no changes were made.

1705/16 **To Review the Council's Statement of Internal Control for the financial year 2016-2017 in accordance with the Local Government Act 2003**

The document was circulated prior to the meeting and it was **resolved**, with no votes to the contrary, not to make any changes and to agree and sign the Statement of Internal Control for 2016-2017

1705/17 **To consider Parish Council's Insurance Renewal**

It was noted that the renewal quotations had not been received. The Parish Council's insurance is due for renewal on the 1st June 2017 and it was **resolved**, with no votes to the contrary, for the Clerk to accept the cheapest most appropriate quotation in consultation with Councillors.

1705/18 **To consider request to lay new or repair existing water pipe under the Recreation Field**

It was reported that further details had not been received and it was **resolved**, that whilst the Council does not wish to delay the works, it requires full details of the proposed works. Once these details have been received and approved the Council would be happy for the Clerk to give permission in consultation with Councillors.

1705/19 **To consider replacement of Laurel Bushes in the Recreation Field**

Members discussed the replacement of the dead Laurel Bushes in the Recreation Field. It was noted that representations had been received from Mr and Mrs Kitchin relating to the bushes and the possible cause for the bushes dying. It was **resolved**, with no votes to the contrary, to re-plant up to 5 plants with a size of 10litres Cllr Mrs Fairchild offered to plant and water the plants.

1705/20 **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

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

1705/21 **To approve payments and receipts to date**

The following payments were received: -

Payments 12th April 2017 – 9th May 2017

Clerk's May Salary		£300(Net)
Expenses: Mileage	09/05/2017 39 miles @ 0.45 =	£17.55
Total:		£317.55
HMRC PAYE		£75

Berrynarbor News, Grant	£1,000
Buckets and Sparkle, April Toilet Cleaning	£100
Fremington Parish Council	£6.33
Manor Hall, 50% contribution towards change of locks	£168.60
British Gas, Electricity	£8.16
South West Water	£14.39
Payments total:	£1,690.03

Receipts 12th April 2017 – 9th May 2017

NDC, Toilet Grant	£700
NDC, Precept & Grant	£8,347.41
Interest	£0.76
Receipts total:	£9,048.17

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

1705/22 **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.

1705/23 **To consider renewal of South West Councils' membership**

It was **resolved**, with no votes to the contrary, to thank South West Council's for their assistance but not to renew the membership.

1705/24 **To consider draft Health & Safety Policy**

It was **resolved**, with no votes to the contrary, to adopt the draft Health & Safety Policy.

1705/25 **To consider draft Data Protection Policy**

It was **resolved**, with no votes to the contrary, to adopt the draft Data Protection Policy.

1705/26 **To consider draft Maternity, Paternity and Adoption Leave Policy**

It was **resolved**, with no votes to the contrary, to adopt the draft Maternity, Paternity and Adoption Leave Policy.

1705/27 **To consider relocation proposals for the Emergency Sand Bunker**

It was noted that members had met on site to discuss options.

Cllr Lovering left the meeting and did not return.

Members felt that the sand bunker would not benefit from being moved but was no longer fit for purpose and it was **resolved**, with no votes to the contrary, to obtain prices for a replacement container.

1705/28 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

1705/29 **To receive an update on legal proceedings relating to the Appeals Procedure**

It was **resolved**, with no votes to the contrary, to note that the appeal deadline had been extended.

1705/30 **Close**

There being no further business the meeting closed at 8.37pm.

Signed Dated