

**Minutes of the Berrynarbor Parish Council Meeting
Held on Tuesday 13th February 2018 at 7pm at Manor Hall,
Berrynarbor**

Present: Cllrs A Stanbury (Chairman), Mrs G Bacon, Mrs J Beer, A Coppin, Mrs J Fairchild, Mrs D Reynolds and Mrs C White (from Minute No.1802/05)

Cllrs Mrs Y Gubb from Minute No.1802/06) and J Lovering, North Devon Council
2 members of the public

1802/01

Apologies

Cllrs D Kennedy and Mrs S Barten. Cllr Mrs White had given her apologies she would be late to the meeting.

Cllr Miss A Davis, Devon County Council

1802/02

Declarations of Interest

Cllr Mrs D Reynolds declared a Disclosable Pecuniary Interest in Item 1802/22 as it affects her property and a Personal Interest in Item 1802/10 as she has a child at the school.

Cllr Mrs C White declared a Disclosable Pecuniary Interest in Item 1802/22 as it affects her property.

Cllr Stanbury declared a Personal Interest in Item 1802/06 Planning Application 64294 as he knows the applicant and Item 1802/10 as he has children at the school.

Cllr Mrs Bacon declared a Personal Interest in Item 1802/10 as she has children at the school.

Cllr Mrs Beer declared a Personal Interest in Item 1802/10 as she has children at the school.

1802/03

Public Participation Period

A member of the public raised concerns about the Council's decision-making process in relation to their offer made during court proceedings. Details had been requested under the Freedom of Information Act relating to the refusal of the offer and the requestor had been informed that the requested information was not held. The requestor could not understand why the requested details were not held relating to the decision to decline the offer.

1802/04

To approve and sign the Minutes of the Berrynarbor Parish Council meeting held on Tuesday 9th January 2018

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 9th January 2018 as a correct record. Cllr Stanbury duly signed the minutes.

1802/05

To receive reports from:

- Police
The February newsletter had been circulated.
- County Councillor Miss A Davis
Attached as Appendix One.
- District Councillors Mrs Y Gubb & J Lovering
Cllr Lovering reported on the opening times of the Landmark Theatre and it was highlighted that it will now close at 2pm instead of 4pm and an extension to the lease had been granted to allow another pantomime. Cllr

Lovering explained that there would be a pop-up museum whilst the extension to the Barnstaple Museum is completed. The Pannier Market in Barnstaple will now be closed at night due to anti-social behavior and a litter pick on the Link Road was due to commence.

Cllr Mrs White entered the meeting.

- Play Area Inspections. Councillor Mrs J Beer
Due to recent weather conditions Cllr Mrs Beer had been unable to complete inspections.
- Councillor Mrs D Reynolds, Manor Hall
Cllr Mrs Fairchild reported that the Lottery Bid had been submitted.
- Footpaths Report Councillor Mrs Fairchild
Cllrs Mrs Fairchild and Mrs White reported that the survey forms had been completed and passed to the Clerk, there were a few issues that had been reported which would be discussed later in the meeting as an Agenda item.
- Dog Exercise area Councillor Mrs White
Nothing to report
- Meetings/events attended by Councillors/Clerk
The Clerk reported that she had recently attended a training session on the new General Data Protection Regulations that will come into law on the 25th May 2018. The government had indicated to the Devon Association of Local Councils that it was not expecting Town and Parish Councils to be compliant on the 25th May but certainly working towards compliance. A full report would be produced for the next meeting. The Clerk explained that members would need to consider training opportunities to understand the requirements and she would be attending a further training event in April.

Cllr Coppin asked if the options for the transfer of the public toilets and car park had been received from NDC. It was noted that the options had not been received and the Clerk and Cllr Mrs Gubb were regularly chasing the issue.

Cllr Mrs Gubb entered the meeting.

1802/06

Planning & Planning Correspondence

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

6.1 Planning Applications

64294 Erection of one temporary agriculture workers dwelling

Location: Land Adjacent to Buddicombe House, Combe Martin, Ilfracombe
Applicant/Agent: Mr and Mrs Rice

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

64370 Prior approval for proposed change of use from agricultural building to dwelling house (class Q(A&B))

Location: Higher Twitchen, Berry Down, Combe Martin, Ilfracombe
Applicant/Agent: Ms Bowden

The Parish Council would ask if the building is fully agriculture for class Q purposes.

64429 Extension to dwelling

Location: Sandpiper Wood Park Lane, Sterridge Valley, Berrynarbor, Ilfracombe
Applicant/Agent: Mr and Mrs Singleton

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

64393 Installation of replacement garage doors

Location: Dorma House, 45 The Village, Berrynarbor, Ilfracombe
Applicant/Agent: Mr Bardsley

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

6.2 Planning Decisions: The Planning Authority has given Approval for:

64179 Erection of outbuilding at Berri Dale, Barton Lane, Berrynarbor, Ilfracombe

64447 Notification of works to trees in a Conservation Area in respect of re-pollarding of one Ash tree at High Bank, Silver Street, Berrynarbor, Ilfracombe

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

1802/07

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

- Completion of Monthly Defibrillator report
- Combe Martin, Berrynarbor and East Down Police Newsletter February 2018 (available on the website)
- Details of opening times and facilities of Killacleave Recycling Centre, Ilfracombe during improvement works (available on website)
- DALC's January newsletter
- Lawful development certificate for existing change of use of land as an informal amenity area for Berrynarbor Park Residents and siting of maintenance equipment, buildings and greenhouse at Berrynarbor Park, Sterridge Valley, Berrynarbor, Ilfracombe - Granted
- Healthwatch Voices Winter 2018 newsletter
- Thank you Letter from Torrridge, North, Mid & West Devon Citizens Advice (copy enclosed for Cllrs)
- Clerks & Councils Direct January 2018
- ICO January newsletter
- DALC Spring Events (copy enclosed for Cllrs)

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

1802/08

To approve payments and receipts to date

The following payments were received: -

Payments 10th January 2018 – 13th February 2018

Clerk's February Salary		£300(Net)
Expenses: Mileage	13/02/2018 39 miles @ 0.45 =	£17.55
Total:		£317.55
HMRC PAYE		£75
Buckets and Sparkle, January Toilet Cleaning		£100
British Gas, Electricity Public Toilets		£7.04

British Gas, Electricity Public Toilets	£7.56
South West Water	£66.90
Payments total:	£574.05

Receipts 10th January 2018 – 13th February 2018

Interest	£0.69
Anonymous donation towards installation of Basket Swing at school	£100

Receipts total: £100.69

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

- 1802/09 **To receive budget review**
The budget review was circulated prior to the meeting and it was **resolved**, with no votes to the contrary, to note the information.
- 1802/10 **To note that the Basket Swing could not be installed at the School and consider the future of the Swing and Frame and reimbursement of donations towards the installation**
Members were informed that the Basket Swing had been removed from the Recreation Field, however, it could not be installed at the school and the reasons were still being investigated. It was **resolved**, with no votes to the contrary, to defer consideration of the item and future of the Basket Swing until the next meeting to ensure that the equipment could definitely not be installed at the school. It was further agreed to inform the anonymous donators of the situation and explain that if the swing could not be sited at the school then all donations would be returned as they were given towards the installation at the school.
- 1802/11 **To consider purchase of AONB Signage to comply with Grant conditions**
Members were informed that a condition of the AONB Grant was the purchase and installation of a sign on each village sign. Two would be “AONB” and one “Outstanding Area of Natural Beauty”. The designs have to be agreed with the AONB and they would like to see the logo incorporated on a pressed metal sign. It was noted that the logo could not be incorporated on a pressed metal sign but could be on a separate sign beneath the wording. It was **resolved**, with no votes to the contrary, to purchase the three signs plus three logo signs once the designs have been agreed with the AONB.

2 members of the public left the meeting.
- 1802/12 **To receive notification of Grant award from Tesco Bags of Help towards the replacement of the Bus Shelter and agree the terms and conditions contained within the associated grant agreement**
The terms and conditions and grant details were circulated prior to the meeting. It was **resolved**, with no votes to the contrary, to accept the terms and conditions and sign the agreement.
- 1802/13 **To consider an application to the TAP fund for a sound system in the Manor Hall**
It was **resolved**, with no votes to the contrary, to apply to the TAP fund for the full Berrynarbor allocation to purchase a sound system for the Manor Hall.
- 1802/14 **To consider the future lease of the defibrillator**
Cllr Mrs White explained that the defibrillator is on a lease from South West Ambulance and the Council will need to consider saving funds towards a further lease or purchase of the defibrillator. It was noted that the lease was for a four year period from the date of signing which was 19/4/2016 and it was **resolved**,

with no votes to the contrary, for Cllr Mrs White to liaise with South West Ambulance about the costs involved in purchasing or leasing the defibrillator at the end of the term and report back.

1802/15 **To consider priority of works for parish paths**

Cllrs Mrs Fairchild and Mrs White reported on the P3 surveys and explained that Bridleway 9 appeared to have been diverted without permission, the gates on Bridleway 10 could not be opened and the sign had been snapped and covered in ivy. Groundworks were required for footpath 18 and the hedge require cutting. It was **resolved**, with no votes to the contrary, for the Clerk to liaise with DCC's Footpath Warden.

1802/16 **To consider update and request for equipment from Flood Wardens**

Cllr Mrs Gubb thanked the Chairman for his help and assistance during the recent flooding. It was noted that the Flood Wardens had been out assisting local people to prevent flooding and, although gardens in Berrynarbor had been flooded, the Flood Wardens were not aware of any houses in the parish being flooded. The Flood Wardens requested the following equipment:

Smaller head shovel
High-Visibility Jackets
Torch
Whistle
Cone
Replacement bags of sand.

It was noted that following the training the Flood Wardens were advised that the equipment would be provided by the training provider, however, this has not been forthcoming. Cllr Mrs Gubb reported that grants might be available for the purchase of equipment and she would forward the details onto the Clerk.

Cllr Mrs Gubb and Lovering left the meeting.

It was **resolved**, with no votes to the contrary, for the Clerk to investigate the grants available and purchase the above equipment, if a grant is not available it was further **resolved**, with no votes to the contrary, to purchase the above equipment.

1802/17 **To consider grass cutting Tenders for 2018/2019**

Members considered the grass cutting tender received for 2018/2019 and it was **resolved**, with no votes to the contrary, to accept the tender from Berry Arboriculture subject to confirmation of appropriate Public Liability Insurance.

1802/18 **To review the following policies:**

Financial Risk Assessment
Information available under the Model Publication Scheme
Complaints Procedure
Equal Opportunities
Grant Giving Policy
Model Protocol on the Filming and Recording of Local Council and Committee Meetings
Safeguarding Policy and Procedure
Disciplinary Procedure Policy
Pensions Discretion Policy
Health & Safety Policy
Data Protection Policy
Maternity, Paternity and Adoption Leave Policy
Flexible Working Policy

Grievance Procedure
Training and Development Policy

The above policies were reviewed, it was noted that the Data Protection Policy would need to be amended to allow for the General Data Protection regulations otherwise no amendments were proposed.

1802/19 **To consider the purchase of a small fire proof cabinet**
Cllr Mrs Beer reported that she had received a specification for a fire proof, two drawer cabinet which she would forward onto the Clerk. It was **resolved**, with no votes to the contrary, to purchase a fireproof cabinet for the Clerk's current files up to a maximum cost of £560 to include delivery.

1802/20 **To consider growing a Christmas Tree for the village** (Cllr Stanbury to report)
Cllr Stanbury apologised for not being able to progress the item at this time and it was **resolved**, with no votes to the contrary, to remove this item from the Agenda until such time when the matter can be fully investigated.

1802/21 **To consider signage for the Dog Exercise area**
Members would like to add a sign to the finger post in the centre of the village and a sign on the gate to the Dog Exercise area. It was **resolved**, with no votes to the contrary, to seek permissions were necessary to add a sign to the fingerpost and obtain costings for the two signs.

Cllr Mrs White and Mrs Reynolds declared a Disclosable Pecuniary Interest and left the meeting for the following item.

1802/22 **To receive Statement of Case on behalf of the objectors for Title Order: (Restricted Byway No. 27 Berrynarbor) Definitive Map Modification Order 2016**
It was **resolved**, with no votes to the contrary, to note the information.

Cllr Mrs White and Mrs Reynolds returned to the meeting.

1802/23 **To consider request for installation of Memorial Bench**
Members were informed that a request had been received for a Memorial Bench to replace the existing bench next to the stone bus shelter in the centre of the village it was thought that this was Highway land and permission from DCC would need to be sought. It was **resolved**, with no votes to the contrary, that subject to permission, the wording being agreed with the Parish Council and the contractor installing the bench holding appropriate Public Liability Insurance (a copy to be provided to the Parish Clerk prior to installation), to grant permission for the memorial bench to replace the existing bench.

1802/24 **Close**
There being no further business the meeting closed at 9pm.

Signed Dated