

**MINUTES OF A MEETING OF INSTOW PARISH COUNCIL HELD AT  
INSTOW PARISH HALL ON  
THURSDAY 18<sup>th</sup> APRIL 2013 AT 7.55pm**

**Present: -** Councillors M Champion, N Crombie, M Green (Vice Chairman – In the Chair), Mrs P. Hackett, B. Harrison, W Vandersteen and Mr M Isaac (Clerk).

**In Attendance:** Cllr R Cann (DCC), R Jacob (former Clerk) and 12 parishioners/members of the public.

**PRAYER**

Prior to the commencement of the meeting the Clerk led Council in Prayer; it was stressed that to participate was purely optional. All persons present remained.

**1 OPENING OF THE MEETING**

The meeting was declared open by the Clerk.

**2 APOLOGIES**

Apologies were received from Councillors Moores and Renshaw

**3 WELCOME TO NEWLY ELECTED COUNCILLORS AND APPOINTED CLERK**

- (i) Councillor Green welcomed Councillors Mrs Hackett and Harrison to their first meeting, adding that he hoped they would enjoy and fully participate in their new role.
- (ii) Councillor Green also welcomed Martyn Isaac, the new Clerk to his first meeting and hoped he would enjoy his new role.

**4 GRANTING OF DISPENSATION**

Written “budget/precept” dispensation requests were made by Councillors Mrs Hackett and Harrison to the Clerk who duly granted said dispensations in writing.

**5 COUNCILLOR DECLARATION OF INTERESTS**

There were no declarations of interest announced.

**6 POLICE REPORT**

In the absence of PCSO Meaker the Clerk read the following crime update from PSCO Meaker:

**(i) Crime Report: -**

For the period between Thursday 21<sup>st</sup> March 2013 – Sunday 14<sup>th</sup> April 2013 there had been 2 reported crimes:

CRIMINAL DAMAGE TO VEHICLE – RECTORY LANE, SOFT TOP HAD ROOF SLASHED BY UNKNOWN MEANS.

THEFT - NORTH DEVON YACHT CLUB - SITUATED SECURE WITH HEAVY DUTY CHAIN AND BRASS LOCK BUT UNATTENDED IN THE BOAT PARK BELIEVED INSTRUMENT USED TO KNOCK THE LOCK FROM CHAIN SECURING THE 8FT PRAM DINGHY WITH TRAILER WHICH WAS STOLEN.

**(ii) Indiscriminate Parking – Rectory Lane/Rectory Close: -**

Further to the issues raised at the last Parish Council Meeting with regard to Rectory Lane and the problems with the refuse lorry's being obstructed, a letter drop has been carried out to all residents. The white Nissan reported to be possibly abandoned, has been checked and is all in order. The owner who is currently living at Venn Close has stated it would be moved soon and words of advice were given re parking.

**7 PARISHIONERS**

The Clerk explained that there was 15 minutes set aside for this item with parishioners being given precedence over members of the public.

**a) Overgrown Hedges and Weeds**

A parishioner raised an issue regarding overgrown hedges and weeds along the back roads and brambles along Anstey Way.

It was reported that the killing of weeds would commence later this month by a commercial contractor. The hedges would also be cut after the bird nesting season.

**b) Minutes**

A Parishioner asked whether minutes could be labelled draft and published prior to consideration by the Council as they were in affect not available to the public for 2 months after the meeting.

It was stated that minutes were approved at the next meeting and published a few days later.

**c) Section 137 Expenditure**

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A parishioner asked whether section 137 expenditure could be used for the Christmas Carol Service.

It was stated that section 137 expenditure may be used and the Council would consider the matter later in the year.

## **8 REPORT COUNTY COUNCILLOR R CANN**

Councillor Cann informed the Council that work had commenced on the “Fremington Quay Heritage Centre Extension” and £45,000 had been awarded from Leader 4 to fit out the extension.

## **9 REPORT OF DISTRICT COUNCILLOR B MOORES**

In the absence of Councillor Moores the clerk read an e mail from Councillor updating the Council on the ‘grot spots’.

### **a) Methodist Chapel (Change of Use)**

North Devon Council was going to arrange a site visit to check on the current state of use

### **b) Glen Cottage (Untidy)**

A third letter was to be sent with a request the property is tidied up. If this is not successful, more formal action could follow.

### **c) Pumping Station: -**

This is in hand and scaffolding has been erected around the property.

### **d) Galsworthy House (Listed wall and railings - crumbling)**

North Devon Council was to visit and investigate

## **10 MINUTES**

It was **RESOLVED** that the minutes of the meeting held on 21<sup>st</sup> March 2013 be approved as a correct record and signed and signed by the Chairman.

## **11 MATTERS ARISING FROM THE MINUTES**

### **a) Item 2303/10 (b) - Councillor Vacancy: -**

Council noted that the vacancy had been filled

### **b) Item 2303/10 (c) - Dogs on the Beach/Beach Cleaning Strategy 2013: -**

Councillor Green outlined a draft cleaning beach contract invitation to tender document and wording for a proposed beach user awareness sign that had been circulated to all Councillors. -

The issue of the provision of a sign concerning the banning of dogs on the sand dunes was also raised. It was agreed to contact North Devon Council to clarify the matter.

A Parishioner raised an issue regarding the path beyond the Cricket Club to the second beach and the dumping of dog mess. It was agreed to raise this issue with NDC.

Councillor Harrison stated that he had drafted a leaflet concerning beach use which he would circulate to Councillors.

It was RESOLVED

- (i) that the Invitation to Tender Document circulated be approved and adopted subject to it being amended so to state that the beach should be cleared of man made rubbish daily and the dunes at least once a week.
- (ii) that the invitation to tender be advertised in the ND Journal and Gazette and on the web site.
- (iii) that Councillor Vandersteen organise a rota of Councillors to monitor the cleaning contract.
- (iv) that consideration of the wording of a Beach User awareness sign and proposed beach use leaflet be deferred to allow Councillors put forward ideas for consideration at the next meeting

**c) Item 2303/10 (d) - Flood Prevention – Boathouse Flood Defence Gates: -**

It was noted that the Environment agency had been chased but there had been no response to date

**d) Item 2303/10 (e) - Lane End/Lane End Road: -**

The procedure to seek a change to the name was outlined and noted.

**e) Item 2303/10 (f) - IPC Appointments/Cllr Details:**

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The IPC Appointments were agreed (copy attached).

The List of Parish Cllrs with Email Addresses (for publication – 18.4.13) and List of Parish Cllrs with Email Addresses and Telephone Numbers (for internal use – 18.4.13) were noted.

**f) Item 2303/11 (i) (g) - IPC's Self Help Emergency Plan (SHEP) Update: -**

In the absence of Councillor Renshaw this item was deferred.

**g) Dune Fencing: -**

It was noted that fencing in the Dunes had been made safe.

**h) Dog Bins**

It was agreed that there should be a survey of dogs bins to establish where additional bins may be required. Councillor Harrison agreed to investigate.

**i) Consultation with Christie's: -**

Councillor Green informed Council that Councillor Moores was seeking to arrange a meeting with Christie Estate to discuss a joint approach to beach management.

**12 CORRESPONDENCE****(i) Matters for discussion/resolution or noting: -**

- a) **Email (dd 25.3.13) from Town Clerk, Bideford reference "Improvements to the A361 and 139 Corridor": -**  
Agreed to support the implementation of a dual carriageway between Bideford and the M5.
- b) **Emails (various) from NDC (Elections Officer) reference "DCC Elections – 2<sup>nd</sup> May 2013": -**  
Noted
- c) **Email (dd 3.4.13) and letter from RWE renewables Ltd reference "Atlantic Array": -**  
Noted response from RWE Renewables Ltd regarding consultation response.
- d) **Email (dd 4.4.13) and leaflet from the EA reference "EA Reporting of Bathing Water Results": -**  
Noted e mail from EA.  
A Parishioner stated that there had recently been more than one sewage outflow in the lane leading to Barton Farm. This had been reported to EA and SWW but nothing had been done to rectify the problem.
- e) **Draft IPC Annual Report 2012/13: -**  
Copies provided to Cllrs at the meeting for perusal and comments prior to meeting of 16<sup>th</sup> May 2013 when it will need to be approved and circulated (before the end of May 2013).

**(ii) Matters to note (see item 2202/10 (p)):-**

- a) **DALC etc. Matters (Various): - "DALC Newsletter April 2013";**
- b) **NDC Members Services Weekly Information Sheet (various) ,**
- c) **Emails (various) and attachment from NDC Housing reference "Devon Home Choice Newsletter": -**
- d) **Emails (various) from Rural Services Network (RSN) reference "Weekly News Digest Bulletins":-**
- e) **Emails (various) from NDVS and TTVS reference "Bulletins, Funding Bids, Survey, Snippets, Conference, and Newsletters etc."**
- f) **Email (dd 25.3.13) from DCC reference "Reminder: Engaging Devon : -**
- g) **(i) Email (dd 26.3.13) from Devon Wildlife Trust reference "Parish Magazine**

**Articles”:**

(ii) Letter (dd 28.3.13) from Devon Wildlife Trust reference “2012 – Glow-worm Survey Results in Your Area”:

h) Email (to Chairman) from a parishioner reference “Beach Signs – Water Damage”:-

*Arrangements made with SW Signs to make up two new signs to replace the damaged ones.*

i) Email (dd 3.4.13) from Northern Devon Healthcare NHS Trust reference “Northern Devon Healthcare NHS Trust – Membership”:-

j) Email (dd 4.4.13) from DCC reference “Your Devon Community Directory Record(s) Now Need Reviewing”:-

k) Email (dd 4.4.13) from a parishioner reference “Signs – Requiring Attention”:*In hand by the Clerk*

l) Email (dd 4.4.13) from DCC reference “Help Recycle Devon to improve communications and you could win a "Gadgets Hamper”:-

m) Email (dd various) from North Devon+ reference “North Devon e-news”:-

n) Email (dd 5.4.13) from a parishioner reference “Kiln Close Lane – Work by Handyman”:-

o) Devon Senior Voice Everyone’s Tomorrow Magazine Issue 18 (April 2013):-

**13 FINANCE****1. INCOME:** -

Car Park Takings	Period ending 27 <sup>th</sup> March 2013	£ 457.55
Ditto	Loose Cash from Car Park Machine	£ 10.55
Ditto	Period ending 9 <sup>th</sup> April 2013	£ 1125.30
Ditto	Car Park Annual Ticket 2013/14 - No 1	£ 150.00
Ditto	Ditto No 2	£ 150.00
Ditto	Ditto No 3	£ 150.00
Ditto	Weekly Tickets	£ 168.00
Lloyds TSB	Interest Business a/c – January 2013	£ 0.90
Ditto	Ditto – February 2013	£ 1.06
Ditto	Ditto – March 2013	£ 0.80
Ditto	2 <sup>nd</sup> Year Interest - Fixed Term Deposit a/c	£ 259.29
HMR	VAT Refund	£ 777.24
	<b><u>TOTAL</u> :-</b>	<b><u>£ 3,250.69</u></b>

**2. EXPENDITURE:** -

Mr. B Keane	Village Handyman (17 hours)	£ 153.00
Mr P Cook	Beach Cleaning March/April 2013	£ 450.00
NDC	Recharge for Off Street Parking Places Order (Jan/Feb 2013)	£ 300.00
DALC	Affiliation Fee/Service Charge 2013/14	£ 173.43*
Pro-Weld	Emergency Repair to Tractor Scrape	£ 300.00+
NDC	Recharge for Costs of Running Election 7 <sup>th</sup> February 2013	£ 1,849.71
LCR	Subscription Renewal 2013/14	£ 16.00
D Budd	Grass Cut (No 1)	£ 320.00
EDF Energy	Car Park Machine	£ 58.49
Taw Torridge Estuary Forum	Subscription	£ 20.00
South West Highways	Car Park Sign Update	£ 117.60
	<b><u>TOTAL:</u></b> -	<b><u>£ 3,758.23</u></b>

Key: - =

\* £22.73 VAT recoverable

+ £50 VAT recoverable – authorised by Chairman/Clerk as an emergency repair (to be ratified by IPC)

### **3. BANK – STATEMENT OF ACCOUNTS: -**

Lloyds Bank Treasurers a/c no. 02348842 as @ 31.3.13 (Statement)	=	£	46.15*
Lloyds Bank Business a/c no. 02350065 as 31.3.13 (Statement)	=	£	17,748.50+

Key: -

\* According to Clerk's records this is ££1.15 (x1 cheque for £45 (776) uncashed).

+ According to Clerk's records this is £18,226.60 as at 2.4.13.

NB: - IPC to note that £10,000 was invested (7.1.11) and re-invested (18.1.13 until 18.1.15) to a higher interest account within Lloyds TSB – see IPC November 2010 and item 5 (e) hereafter)

### **4. RESOLUTION REQUIRED: -**

**RESOLVED** that £3,759.00 be transferred from Lloyds Bank Business account number 02350065 to Lloyds Bank Treasurers account number 02348842 to cover cheques as at 2 above

### **5. MISCELLANEOUS: -**

(a) Future Use of Marine (Quay) Car Park following transfer of 99 year Lease by NDC to IPC:-

Noted

- (i) that nothing further to report on lease since last meeting
- (ii) that the relevant new sign had been erected at the Car Park as of 1.4.13 and all now in order.
- (iii) that the times of the day that cars are parking on car park (from the machine computer chip) could not be established..

(b) Tarka Trail Recreational Field – Lease between IPC and DCC (2012 onwards):

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Noted that the draft lease was still in progress.

(c) Letter (February 2013) from HM Revenue and Customs reference “Important Information for All Employers – End of Year 2012/13 Returns”:-

Noted that the Employers Annual Return (P 14's and P 35) for the tax year 2012/13 must be filed online and by the 19<sup>th</sup> May 2013 following the end of the tax year 2012-13 – and that the former Clerk would action in liaison with IPC's IA and Clerk.

d) Internal Audit – January to March 2013: -

Noted that Cllr Crombie had carried out the internal audit (15.4.13) and found all to be in order.

**(e) Bank Reconciliation – 1<sup>st</sup> January 2013 to 31<sup>st</sup> March 2013: -**

The Clerk referred to a copy of the paper circulated to Councillors at the meeting. It was noted that the; figures had been checked by Cllr Crombie (15.4.13).

**(f) Budget (Income/Expenditure) 2012/2013 against Actual (Income/Expenditure) 2012/2013: -**

The Clerk provided Councillors with a copy that had been checked by Cllr Crombie (15.4.13) with financial records and found to be in order.

**(g) Draft Annual Accounts (Pre Internal Audit) 2012/2013: -**

The Clerk provided Councillors with a copy for perusal/discussion at meeting that had been checked by Cllr Crombie (15.4.13) with financial records and found to be in order..

**(h) HM Customs and Excise - Claim for Refund by Local Authorities 2012/13: -**

The Clerk advised that a claim had been made (sent 2.4.13) in the sum of £777.24 and had been received.

**(i) Grass Cutting Grant 2013/14: -**

The Clerk confirmed that enquiries had been made of DCC with a view to establishing the amount of the grant. Noted it had been confirmed the Payment would be in line with last year.

**(j) Letter (dd 20.3.13) from Grant Thornton (GT) (on behalf of AC) together with Annual Return for the Year ended 31<sup>st</sup> March 2013 and associated papers: -**

(i) The Clerk confirmed both he and the former Clerk were to liaise with Mrs Mary Jane Scott (IPC's IA) and discuss the local audit process; copy of letter/form as above had been forwarded to her (9.4.13) for her information.

(ii) The Clerk advised that appropriate audit paperwork needed to be completed and returned to GT by the 8<sup>th</sup> June 2013 and notice to electors published on 26<sup>th</sup> April 2013 (Inspection period 10<sup>th</sup> May to 7<sup>th</sup> June 2013).

(iii) The Clerk confirmed both he and the former Clerk would be taking all necessary paperwork to IPC's IA w/commencing 22.4.13 and posting notices as at (ii) above by 26.4.13.

**(k) "Instow Allotment and Recreation Nationwide Savings Account – Interest 2012/13": -**

(i) Noted that the interest on the account for 2012/13 was 51p and that this had been confirmed to be the case by Cllr Crombie who examined the relevant book.

(ii) RESOLVED not to transfer this sum to the Instow Parish Hall Committee (as in 2011 and in former years) on the basis it was insufficient to make it worthwhile –



**(l) Letter (dd 28.3.13) from AON reference “Local Insurance Renewal 2013/14: -**

Noted that the relevant papers were to be copied and forwarded to Cllrs Crombie and Johns as per IPC’s policy; and that Cllrs Crombie/Johns would meet up with Clerk and come back to IPC Meeting in May with recommendations.

**14 PLANNING**

E mails relating to the “Draft North Devon & Torridge Local Plan ”, Grot Spot update from Councillor Moores, and Planning application 55323 Turnstones, Marine Parade were noted.

**55452 Extension and alteration to to dwelling together with alterations to garage and new swimming pool cover building (amended design to that approved by planning 54840) at Garden House, New Road, Instow -**

RECOMMENDED Approval.

**15 SUSPENSION OF STANDING ORDERS**

It was agreed to suspend standing order 5 to enable the Council to complete the business on the agenda.

**16 LOCAL PLAN**

Councillor Green produced and circulated a draft response to the North Devon and Torridge Local Plan.

He also reminded Councillors of the drop in session at the Civic Centre, Barnstaple on 8<sup>th</sup> May.

In order to enable Councillors to consider the draft response it was agreed that consideration be deferred to the next meeting.

There being no other business the meeting was closed at 9.35 p.m..

**Chairman** .....

**Dated:** - .....