

**MINUTES OF A MEETING OF INSTOW PARISH COUNCIL HELD AT
INSTOW PARISH HALL ON
THURSDAY 16th MAY 2013 AT 7.30pm**

Present: - Councillor B Moores (Chairman)

Councillors M Champion, N Crombie, Mrs P. Hackett, A. Johns,
B. Harrison, E .Renshaw, W Vandersteen and Mr M Isaac (Clerk).

In Attendance: Councillor Biederman (DCC), and 2 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.

17 OPENING OF THE MEETING

The meeting was declared open by the Clerk.

18 APOLOGIES

Apologies were received from Councillor Green

19 APPOINTMENT OF CHAIRMAN 2013/14

RESOLVED that Councillor Moores be appointed Chairman of the Parish Council until re-appointments are made in the next municipal year.

Councillor Moores took the declaration of office.

20 APPOINTMENT OF VICE CHAIRMAN 2013/14

RESOLVED that Councillor Green be appointed Vice Chairman of the Parish Council until re-appointments are made in the next municipal year.

21 COUNCILLOR DECLARATION OF INTERESTS

There were no declarations of interest announced.

22 POLICE REPORT

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

Crime Report: -

For the period between Sunday 14th April 2013 – Thursday 16th May 2013 there had been 5 reported crimes:

Theft from shop/stall; damage to garden gate; 2 cases of criminal damage to vehicles and theft of heating fuel from a tank at the rear of Instow Church.

23 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) Rectory Lane Closure

A parishioner asked how long Rectory Lane would be closed. Councillor Moores stated that he would look into the matter.

b) Beach Cleaning

A Parishioner stated that the beach was not being cleaned up to the Cricket Club and litter in front of the dunes and stream area was not being picked up. It was also asked if the beach cleaner was keeping a daily log.

Councillor Moores stated that he would speak to the beach cleaner.

The Parishioner reported that a local person had secured a tenancy in the new Housing Association development at Kiln Lane.

24 REPORT COUNTY COUNCILLOR F. BIEDERMAN

The Chairman congratulated Councillor Biederman on his election as the new Devon County Councillor and welcomed him to his first meeting.

Councillor Biederman stated that he was looking forward to working with the Parish Council.

25 REPORT OF DISTRICT COUNCILLOR B MOORES

There were no issues to report.

26 MINUTES

It was **RESOLVED** that the minutes of the meeting held on 18th April 2013 be approved as a correct record and signed and signed by the Chairman.

27 MATTERS ARISING FROM THE MINUTES

a) Minute 11 (b) - Dogs on the Beach/Beach Cleaning Strategy 2013: -

- (i) It was noted that a meeting was to be arranged with Andrew Millie next week to seek clarification regarding dogs on the sand dunes and provision of a sign.

- (ii) It was noted that a response was awaited from NDC regarding the path beyond the Cricket Club to the second beach and the dumping of dog mess.
- (iii) Submission of Tenders. It was noted that 7 tenders had been received.

RESOLVED:

- (A) that a working group be appointed to open the tenders and make a recommendation to Council.
- (B) that Councillors Moores, Johns and Renshaw be appointed to the working group.

b) Beach Users Awareness Sign and Leaflet

Councillor Harrison produced two signs for Members consideration.

RESOLVED that the sign be in GREEN and picture a dog on a lead with the words:

When the beach is busy please keep dogs under control.

c) Minute 11 (c) - 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) Minute 11 (d) - Lane End/Lane End Road: -

The name change was accepted but an explanation was sought from North Devon Council.

e) Minute 11(f) - IPC's Self Help Emergency Plan (SHEP) Update: -

Councillor Renshaw stated that more questionnaires had been received and that a meeting had been arranged for the following day. He would update Council at the next meeting.

Councillor Johns stated that in order to encourage more people to respond to consultations the Council could look at enabling people to complete response forms on line and also advertising consultations in the Parish magazine.

f) Dog Bins

Councillor Harrison stated that he had undertaken a survey of the dog bins in the Parish. He considered that 3 more bins were required.

It was agreed that the Clerk would seek to arrange for an officer from North Devon Council to meet with Councillor Harrison on site to discuss dog bin provision in the Parish.

g) Minute 11 (j) Consultation with Christie's: -

Councillor Moores informed Council that he had made several attempts to arrange a meeting with Christie Estate to discuss a joint approach to beach management without success. It was agreed that a formal letter be sent to Christie Estates requesting a meeting.

h) Minute 12 Annual Report

RESOLVED that the Annual Report as amended following the audit be adopted.

28 NORTH DEVON AND TORRIDGE LOCAL PLAN

The Council considered a draft response prepared by Councillor Green (previously circulated).

RESOLVED that the response as prepared by Councillor Green be approved subject to the following addition:

That the development boundary be amended to include the proposed development sites identified in the SLAAR document.

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

- a) The Council noted a letter from Barnstaple Town Council regarding an Environment School on Saturday 22nd June 2013.
- b) The Council noted a letter from Mrs Fulford Anstey Way. Thanking the Parish Council for the provision of a hardstanding at the bus stop opposite All Saints and seeking the provision of a shelter.
- c) The Council noted an e mail from Mrs E. Fowler who organises the beach clean surveys for the Marine Conservation Society. She would be undertaking the beach clean survey in September. She was hoping to arrange the next beach clean on Saturday 15th June and needed to work with the existing beach cleaner.
- d) The Council noted an e mail from Mark Richards of Smith Gore Planning Agents for Christie Estates. He had offered to meet Councillors to discuss sites that the Estate was exploring for potential development.

It was agreed to invite Mr Richards to meet with Councillors at 6.30 p.m. prior to the next Council meeting on 20th June 2013.

- e) The Council noted an e mail from Mrs Laura Wilson re Parking on Quay Lane. It was agreed to forward the e mail to PCSO Meaker for attention.

30 FINANCE**1. INCOME: -**

| | | |
|------------------|---|-------------------|
| Parish Precept | April Payment | £4,457.50 |
| Parish Grant | Ditto | £ 625.00 |
| Grant Assistance | Ditto | £ 265.86 |
| Car Park Takings | Period ending 22 nd April 2013 | £ 630.00 |
| Ditto | Period ending 7 th May 2013 | £ 1167.50 |
| TOTAL :- | | £ 7,145.86 |

2. EXPENDITURE: -

| | | |
|-----------------|--|-------------------|
| Mr. B Keane | Village Handyman | £ 153.00 |
| Mr P Cook | Beach Cleaning April/May 2013 | £ 450.00 |
| Archant SW | Advert ND Gazette Beach Cleaning | £ 99.00* |
| Local World Ltd | Advert ND Journal Beach Cleaning | £ 96.00** |
| NDC | Recharge for Costs of Running Election 28.5 2013 | £ 1,782.44 |
| D Budd | Grass Cut (No 2) | £ 320.00 |
| HMRC | Employer NI R.Jacob | £ 9.95 |
| Murch Brothers | Tractor Repairs | £ 176.22+ |
| BT | Telephone Bill | £ 193.67 |
| Mr R Jacob | Parish Clerk duties and expenses | £ 325.26 |
| HMRC | Income Tax on above payment | £ 74.94 |
| Mr M. Green | Printing One page flyer re consultation | £ 41.00 |
| AON | Insurance policy Renewal | £ 1,249.51 |
| TOTAL: - | | £ 4,970.99 |

Key: - =

* £16.50 VAT recoverable

** £16.00 VAT Recoverable

+£29.37 VAT recoverable

3. BANK – STATEMENT OF ACCOUNTS: -

| | | |
|---|---|-------------|
| Lloyds Bank Treasurers a/c no. 02348842 as @ 2.5.13 (Statement) | = | £ 135.52* |
| Lloyds Bank Business a/c no. 02350065 as 2.5.13 (Statement) | = | £21,613.46+ |

Key: -

* According to Clerk's records this is ££1.92 (x2 cheques for £16 (787) and £117.60 (791) uncashed).

+ According to Clerk's records this is £21,613.46 as at 2.5.13.

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 £4,971.00 be transferred from Lloyds Bank Business account number 02350065 to Lloyds Bank Treasurers account number 02348842 to cover cheques as at 2 above

5. AUDIT**Letter from Audit Commission (AC) together with Annual Return for the Year ended 31st March 2013 and associated papers: -**

Clerk stated that the following action(s) is now necessary by IPC: -

(a) Annual Return 2012/13 (General): -

The Council noted that the Auditor had confirmed that nothing had arisen in the course of her examination of the parish records which she considered should be brought to the attention of Councillors.

(b) Audited Receipts and Payments Account 2012/13:-

(i) The Council noted that the Auditor had advised the Council to ratify the original "Draft Receipts and Payments Account 2012/13 as amended".

(ii) The Council noted that the "Bank Reconciliation January – March 2013" had also been amended by the Auditor

(c) Annual Return (Specific) –

The Council noted that the Auditor had confirmed she had completed all the relevant sections of the return and advised Councillors that, if they saw fit, they should adopt the Return and that it should be completed and signed by the Chairperson/Clerk (Responsible Financial Officer) as necessary.

RESOLVED that:

The Annual Return 2012/13, Receipt and Payments Account 2012/13 and Bank reconciliation 2012/13 as amended and the Annual Governance Statement 2012/13 be APPROVED.

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

Clerk advised that there was nothing further to report on lease since last meeting. And that the lease was currently with North Devon Legal Department

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

-

Clerk advised that the draft lease was still in progress.

(c) Grass Cutting Grant 2013/14: -

The Council noted that the order had been received from DCC regarding the Highway Grass cutting 2013/14. An agreement was currently being prepared and the payment to be received would be £2,407.20.

(d) Letter (dd 28.3.13) from AON reference "Local Insurance Renewal 2013/14: -

The Council noted that Councillor Crombie has met with the Clerk and agreed that the Insurance policy renewal should be accepted.

The following had been clarified with the insurance company:

The Beach risk assessment is in order, that a weekly inspection should be in place by a member of the Council to ensure that there are no obvious hazards and recorded and remedial action taken immediately and recorded. It was confirmed that the recording of hours does not have any bearing on the insurance cover.

RESOLVED that the Insurance Policy with AON be renewed.

(e) Clerk Salary and Expenses Payments

RESOLVED that the Clerk's salary and expenses be paid monthly

(f) Payroll

RESOLVED that North Devon Council be requested to run the payroll for Instow Parish Council at a cost of : Set-up fee of £25 +vat with a monthly charge of £6.43 +vat.

31 PLANNING

- a) **EXTENSION & ALTERATIONS TO DWELLING TOGETHER WITH ALTERATIONS TO GARAGE & NEW SWIMMING POOL COVER BUILDING (AMENDED DESIGN TO THAT APPROVED BY PLANNING PERMISSION 54840) AT GARDEN HOUSE NEW ROAD INSTOW**

Noted that the Application had been refused.

- b) **55622 RETROSPECTIVE APPLICATION TO VARY CONDITION 2 (APPROVED PLANS) ATTACHED TO PLANNING PERMISSION 50588 TO REGULARISE THE DRAWINGS WITH AS BUILT**

RECOMMENDED that the application be Approved.

32 **MATTERS RAISED AT THE DISCRETION OF THE CHAIRMAN**

a) Grant Application Procedure

The Chairman stated that in order for the Parish Council to consider applications for grant aid from organisations in the Parish the Council needed to adopt a procedure and criteria for considering and determining such applications.

It was agreed that the Clerk prepare a procedure and criteria for consideration at a future meeting.

b) The Chairman reported that the group organising the Centenary Anniversary 1914 – 1918 War were looking for grant aid towards the cleaning and tidy up of the War Memorial.

There being no other business the meeting was closed at 9.20 p.m.

Chairman

Dated: -