

**MINUTES OF A MEETING OF INSTOW PARISH COUNCIL HELD AT  
INSTOW PARISH HALL ON  
THURSDAY 22<sup>nd</sup> May 2014 AT 7.30pm**

**Present: -** Councillor Moores (Chairman)  
  
Councillors Crombie, Champion, Green, Mrs Hackett, Renshaw and Vandersteen.  
  
Mr M Isaac (Clerk).

**In Attendance:** Councillor Biederman DCC and 3 parishioners/members of the public.

**PRAYERS**

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

**24 OPENING OF THE MEETING**

The meeting was declared open by the Clerk.

**25 APOLOGIES**

Apologies were received from Councillors Harrison and Johns

**26 APPOINTMENT OF CHAIRMAN 2014/15**

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.

**27 APPOINTMENT OF VICE CHAIRMAN 2014/15**

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

Councillor Green took the declaration of office.

**28 COUNCILLOR DECLARATION OF INTERESTS**

There were no declarations of interest announced.

**29 POLICE REPORT**

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

**Crime Report: -**

For the period between 16<sup>th</sup> April 2014 and 15<sup>th</sup> May 2014 there had been 3 crimes recorded.

Theft from a vehicle, obstruction/resisting a Constable in execution of duty and drunk and disorderly.

### **30 PARISHIONERS QUESTIONS**

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

The following issues were raised:

Mrs Cantle thanked the Parish Council for the provision of the new notice boards.

She stated that the tarmacking of the Church Path would be completed the following day at a cost of £7,000 and requested that the Parish Clerk be asked to chase up the contractor for the works to the War Memorial. She also stated that the grass had encroached onto the footpaths and needed attention. It was agreed to seek funding from the TAP Fund.

### **31 REPORT COUNTY COUNCILLOR F. BIEDERMAN**

Councillor Biederman reported the following:

That following complaints DCC were seeking to find the landowner of the overgrown hedge from the Beach Car Park to the Marine Army Camp in order to send the appropriate notice to cut the vegetation. It was noted that this was an annual problem and the hedge belonged to Christie Estate

There had been a Special DCC meeting to discuss the impact of the closure of Youth facilities and elderly persons homes as part of the cutbacks. The meeting had been well attended by representatives from North Devon. The outcome was that DCC Executive Councillors would make the decisions on the evidence obtained and alternatives considered.

NDC Overview and Scrutiny Committee had had a positive meeting with the Police Commissioner who admitted the failures of the 101 number

The possibility of the provision of defibrillators located in Fremington, Bickington and Instow funded through his locality budget.

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

Councillor Moores reported that the North Devon and Torridge Local Plan had been approved by NDC for public consultation from the end of May.

### **33 MINUTES**

It was **RESOLVED** that the minutes of the meeting held on 17<sup>th</sup> April 2014 be approved as a correct record and signed and signed by the Chairman.

**34** MATTERS ARISING FROM THE MINUTES**a) Minute 18 (a) Litter Bins**

The Chairman and Clerk updated Council on the meeting held with NDC Officers.

It had been agreed that NDC would replace 3 litter bins and that IPC would also 3 replace 3 bins. The 3 bins to be provided by IPC would hopefully be funded through the TAP Fund. NDC had put the sponsorship proposals on hold pending planning and legal issues raised to be investigated.

NDC had also agreed to provide materials to smarten up the other litter bins.

**b) Minute 19 Meeting with Christie Estates**

It was noted that the Clerk was waiting confirmation from Christies Agents on the date of next meeting.

**c) Minute 20 De-designation of Instow Beach as a Bathing Beach**

Councillor Green reported that following the last meeting DEFRA had confirmed that the Current signs were appropriate and had agreed to review Instow Beach designation as a Bathing Beach as part of a survey of the beach to be undertaken during the summer.

**35** COUNCILLORS BEACH INSPECTION ROTA

The Council considered a beach inspection rota and check list prepared by Councillor Vandersteen.

Resolved that the rota and check list as circulated be agreed and adopted respectively.

<b>2<sup>nd</sup> June</b>	<b>4<sup>th</sup> Aug</b>	Will Vandersteen	<b>7<sup>th</sup> July</b>	<b>8<sup>th</sup> Sept</b>	Pearl Hackett
<b>9<sup>th</sup> June</b>	<b>11<sup>th</sup> Aug</b>	Bob Harrison	<b>14<sup>th</sup> July</b>	<b>15<sup>th</sup> Sept</b>	Michael Champion
<b>16<sup>th</sup> June</b>	<b>18<sup>th</sup> Aug</b>	Anthony Johns	<b>21<sup>st</sup> July</b>	<b>22<sup>nd</sup> Sept</b>	Michael Green
<b>23<sup>rd</sup> June</b>	<b>25<sup>th</sup> Aug</b>	Neil Crombie	<b>28<sup>th</sup> July</b>	<b>29<sup>th</sup> Sept</b>	Brian Moores
<b>30<sup>th</sup> June</b>	<b>1<sup>st</sup> Sept</b>	Eddie Renshaw			

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

- a) The IPC Appointments were agreed (copy attached).

Councillor Green reported that 2 Parish Council representatives were required to serve on the Parish Hall Committee and asked Members for a volunteer.

- b) The Council noted 2 e mails from Mrs Yeo and John's Deli and Grocers regarding traders along Marine Parade. Councillor Biederman stated that he was pursuing the issue with DCC Parking Enforcement.

- c) The Council noted an e mail from Mr Caddy, SW Coast Path Officer regarding the provision of a dog bin on the foreshore at the end of the track that goes passed the Sandhills Car Park and Cricket Ground.

It was agreed that if SW Coast Path Team or Christie Estate who own the land wished to provide a dog bin the Parish Council would have no objections.

- d) The Council noted an e mail from Mr Rosenthal regarding dogs on the beach. The Chairman reported that he had also received a number of concerns regarding dogs on the beach. It was agreed that the issue would need to be discussed again.
- e) The Council agreed to take back the 3 highway verges from the Instow in bloom committee and engage Mr Dave Budd to cut and maintain the 3 areas in liaison with Mr Yeo at an agreed cost of £150 p.a.

It was also agreed that subject to the agreement of the Chairman Mr Budd be asked to cut the area opposite the large layby on the main road from the Army Camp to the Bus Stop.

### **37 FINANCE**

The Clerk updated Council on the present position regarding the lease of the Car Park and Toilets from NDC.

The Chairman informed Council that he and the Clerk would meet with the Leader of NDC to pursue the signing of the lease as a matter of urgency.

The Council agreed/noted the following payments/receipts:

#### **1. INCOME: -**

Parish Precept	April Payment	£ 4,457.50
Parish Grant	Ditto	£ 402.50
Grant Assistance	Ditto	£ 229.44
Car Park Takings	Period ending 25 April 2014	£ 1210.45
Ditto	Period ending 15 <sup>th</sup> May 2014	£ 1164.10
Ditto	Ditto	£ 70.10
<b><u>TOTAL</u> : -</b>		<b><u>£ 7,534.09</u></b>

#### **2. EXPENDITURE: -**

Mr. B Keane	Village Handyman	£ 266.80
Mr M. Isaac	Clerks Expenses	£ 53.02
Mr D Budd	Grass cutting (May)	£ 340.00
Mr P Cook	Beach Cleaning (May)	£ 480.00
Mr P. Cook	Tractor Repairs	£ 571.80*
AON	Insurance policy Renewal	£ 1,249.51
Mr M. Turner	2 Notice Boards	£ 982.00
JJ Bins	Dog Bin Emptying	£ 70.20

North Devon Council Clerk Salary Recharge +Admin	£	.678.67
BT Telephone Bill	£	124.72
M. Champion Envelopes + Stamps	£	7.40
Metric Machine Service and Repair	£	120.74+
Parish On Line Annual Subscription	£	33.60*+

North Devon Council Toilet Cleaning 2012/13 & 2013/14 £ 8,694.00

It was RESOLVED that the above payment to NDC for Toilet Cleaning 2012/13 & 2013/14 be not paid/agreed until the agreement for the lease of the car park and toilets with NDC had been signed and the £60,000 payment from NDC received.

**TOTAL: -** £ 13,672.46

\*£95.30VAT

+£20.12VAT

\*+£5.60VAT

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

Lloyds Bank Treasurers a/c no. 02348842 as @ 29.4.14 (Statement) = £400.45\*  
Lloyds Bank Business a/c no. 02350065 as @ 31.3.14 according to Clerks recs= £25,585.59 +

#### **Key: -**

\* According to Clerk's records this is ££259.20 (cheques for £175.20 (908) and £84.00 (911) uncashed).

+ According to Clerk's records this is £25,585.59 as at 31.3.14.

**NB: - IPC to note that £10,000 was invested (7.1.11) and re-invested (18.1.13 until 18.1.16) to a higher interest account within Lloyds TSB – see IPC November 2010 and item 5 (e) hereafter**

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

**RESOLVED** that £13,672 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 31<sup>st</sup> March 2014 and associated papers: -**

**(a) Annual Return 2013/14 (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 2013/14:-**

The Council noted that the Auditor had advised the Council to ratify the original “Draft Receipts and Payments Account 2013/14” as amended.

(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 2013/14, Receipt and Payments Account 2013/14 and Bank reconciliation 2013/14 be APPROVED.

**6. MISCELLANEOUS: -**

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

This matter had been discussed earlier in the agenda (See minute 37 above).

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

Council noted that Possessory Title had now been granted by the Land Registry and the Solicitor was now progressing the lease with DCC.

(c) Grass Cutting Grant 2014/15: -

Council noted that the order had been received from DCC regarding the Highway Grass cutting 2014/15. An agreement was currently being prepared and the payment to be received would be £2,431.20 incl VAT.

(d) AON Local Insurance Renewal 2014/15: -

Council noted that Councillor Crombie had met with the Clerk and agreed that the Insurance policy renewal should be accepted. It was also agreed to renew the Policy with AON for the next 3 years to take advantage of the discount offered.

The following had been previously 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.

**38 PLANNING**

There were no Planning Matters for discussion.

