

**MINUTES OF A MEETING OF INSTOW PARISH COUNCIL HELD AT  
INSTOW PARISH HALL ON  
THURSDAY 19<sup>th</sup> SEPTEMBER 2013 AT 7.30pm**

- Present: -** Councillor B Moores (Chairman)
- Councillors M. Champion, N Crombie, M. Green, Mrs P. Hackett,  
W Vandersteen and Mr M Isaac (Clerk).
- In Attendance:** Councillor Biederman (DCC), and 7 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.

**60 OPENING OF THE MEETING**

The meeting was declared open by the Clerk.

**61 APOLOGIES**

Apologies were received from Councillors Harrison and Renshaw.

**62 COUNCILLOR DECLARATION OF INTERESTS**

There were no declarations of interest announced.

**63 POLICE REPORT**

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

**Crime Report: -**

For the period between 18<sup>th</sup> July 2013 and 18<sup>th</sup> September 2013 there had been 4 reported crimes:

Two thefts from Fishing Boats moored at Instow beach, one from a boat moored in the estuary and the theft of a pedal cycle.

**64 PARISHIONERS**

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 questions were raised by Parishioners:

How many times had the tractor scraper been out of action?  
The Clerk agreed to inform the Parishioner of the answer.

What houses had been flooded by the tide at the Lane End area of the Marine Parade?  
 The Chairman informed the meeting that no properties had been flooded due to the tide.  
 It was also asked should Councillor Moores have declared an interest in the item on the flood defence gates opposite the boathouse as he owned property in the vicinity?  
 Councillor Moores stated that he did not have an interest to declare.  
 Did all Members receive copies of the photo's e-mailed by Mr Harper? Councillor's acknowledged that they had received them.  
 Did Members consider the merits of tenders awarding the Beach Cleaning tender?  
 Councillor Moores stated that the merits of the tenders were considered and were happy with the quality of the cleanliness of the beach. A checking system had been put in place and would be re-assessed at the end of the year.  
 Another Parishioner stated that he considered the beach to be very clean.

It was stated that some areas of the village were looking very poor with branches overhanging footways, overgrown grass verges and footpaths reduced considerably in width due to overgrown hedges, especially from Kiln Close to Anstey Way, the back of Lane End Close and from Attun to the Boathouse.

It was agreed that Councillors Moores and Biederman would investigate the matter and undertake a walkabout of the areas.

The speed of traffic along Anstey Way was also raised. Councillor Biederman stated that any incidents should be reported via 101 to get the incident logged and build a case for action.

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

Councillor Biederman reported the following:

The damaged bollard in Anstey Way had been reported.

An inspection of the main road would be undertaken next week to consider the best type of surface dressing to be laid. The cost would be met by COLAS the contractor.

There were 9 missing signs between Westleigh to Lovacott

The sand on the pavement and road along the seafront had been reported. DCC however has advised that they would clear drains etc but would not take the necessary preventative action to stop the build-up of sand on the beach blowing over onto the pavement as the beach was in private ownership. The Environment Agency had also been contacted.

It was agreed that in order to sort the problem in the short term that Councillor Biederman be requested to look at using Locality grant funding to clear the build-up of sand on the beach and arrange a multi-agency meeting on site to put together a management plan to sort the problem.

**66**                    **REPORT OF DISTRICT COUNCILLOR B MOORES**

Councillor Moores updated the Council on the following issues:

He reported that NDC had recommended refusal of the Atlantic Array planning application. The District Council was however only a consultee and the final decision would be made the Secretary of State.

He also reported that due to staff shortages the Car Park lease would be outsourced by NDC to Toller Beattie Solicitors.

**67**                    **MINUTES**

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

**68**                    **MATTERS ARISING FROM THE MINUTES****a)            Minute 55 (e) - Dog Bins**

The Clerk informed Council that following a telephone conversation with an NDC Officer the District Council were willing to move the bin placed near the Marine Base on Anstey Way to the beach/MOD slip way. It was considered however that the two bins opposite the Boathouse, if relocated to their original position would be nearer to the boathouse and would be unprotected from the sand and tides.

RESOLVED:

- (i) That following advice from NDC the two bins opposite the Boathouse remain in their present location.
- (ii) That the bin placed near the Marine Base on Anstey Way be relocated to the beach/MOD slipway subject to NDC contacting Christie Estates and the MOD prior to relocation.

**b)            Minute 55 (f) Consultation with Christie's: -**

Councillor Moores informed Council that there had been no response to a further letter sent to the Estate.

**69**                    **GRANTS POLICY**

The Clerk outlined a proposed grants policy for the Council to consider grant applications.

Resolved:

- a) that the grants policy be adopted and that grant applications be considered by the Budget Committee in October each year.
- b) that for 2013/14 only grant applications be considered at the March 2014 meeting.

## **70                      CONSERVATION AREA MANAGEMENT PLAN**

Councillor Green briefly outlined the Conservation Area Management Plan.

Resolved that the Instow Conservation Area Management Plan be adopted

## **71                      LITTER BINS**

Councillor Moores stated that the litter bins along Marine Parade were in a state of disrepair. The District Council has stated that they would not replace the litter bins but only repair them.

He further stated that Combe Martin had replaced their litter bins by seeking local businesses to adopt a bin, which had proven very successful.

It was considered that such a scheme may not be appropriate for Instow.

Resolved:

- a) That NDC be requested to replace the broken and dangerous litter bins along Marine Parade.
- b) That a quote be sought for the purchase of new litter bins along Marine Parade.

## **72                      CORRESPONDENCE**

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

- a) The Council noted e-mails regarding Burger vans trading along Marine Parade. The Clerk informed Council that power was vested in the District Council under the Miscellaneous Provisions Act 1981 to restrict on street trading. This however would be a blanket order and would stop anyone trading if so adopted.
- b) The Council noted that a Parishioner had reported that the security light facing into the car park was not working. The District Council had advised that the light was installed by at the request of the Parish Council and as it was part of the car park it was the responsibility of the Parish Council as the Parish Council operated the car park.

It was agreed that NDC be contacted as to who/how the light could be repaired.

- c) North Devon/Torridge Green Infrastructure Survey. Councillor Moores agreed to complete the survey.
- d) The Council noted that Barnstaple Town Council was holding a Planning and Environmental School on 13<sup>th</sup> October 2013.
- e) The Council noted that the DALC AGM and Conference was to held on 12<sup>th</sup> October 2013.

- f) Code of Conduct Training. The Council noted that two training sessions had now been arranged for Clerks to Town and Parish Councils in respect of the Code of Conduct. The sessions would be held on Wednesday, 2nd October 2013 at 3:00 p.m. and again at 7:00 p.m. in the Civic Centre, Council Chamber.
- g) The Council noted that the North Devon Homes and North Devon Homes' Customer Forum: Joint Annual General Meeting 2013 was being held at the Barnstaple Hotel, Braunton Road, Barnstaple on Friday 27 September 2013 at 10.30am.
- h) The Council noted that the pailings along the sand dunes had been repaired.
- i) The Council noted an update regarding The Sands. The planning application was still on going and NDC had received an updated development appraisal relating to viability and the provision of affordable housing. It was also noted that the condition of the building was being considered.

## 73 FINANCE

### 1. INCOME: -

Car Park Takings	Period ending 19 <sup>th</sup> July 2013	£ 1,275.40
Ditto	Period ending 26 <sup>th</sup> July 2013	£ 1,123.00
Ditto	Period ending 2 <sup>nd</sup> August 2013	£ 1,068.80
Ditto	Period ending 8 <sup>th</sup> August 2013	£ 781.10
Ditto	Period ending 16 <sup>th</sup> August 2013	£ 1,190.25
Ditto	Period ending 22 <sup>nd</sup> August 2013	£ 928.65
Ditto	Period ending 30 <sup>th</sup> August 2013	£ 1,462.55
Ditto	Period ending 6 <sup>th</sup> September 2013	£ 957.30
Ditto	Period ending 13 <sup>th</sup> September 2013	£ 560.40
Car Park weekly tickets	Period ending 16 <sup>th</sup> August 2013	£ 450.00

**TOTAL :- £ 9,797.45**

### 2. EXPENDITURE: -

#### **July**

Mr B Keane	Village Handyman	£ 660.00
Mr D Budd	Grass Cutting (Aug)	£ 320.00
Mr P Cook	Beach Cleaning (July)	£ 450.00
M. Isaac	Quality Parish Clerk Registration	£ 150.00
North Devon Council	Clerk Salary Payment + Payroll Admin (July)	£ 656.69*
North Devon Council	Printing Charges (July)	£ 10.61
R. Ludwell	Removal of rubbish from Beach	£ 220.00
SWH Signs	Replacement of 2 signs	£ 26.40+
All Saints Chapel	Hire of Hall	£ 10.00
BT	Telephone Bill	£ 126.73
O.J. Williams	Derv for Tractor	£ 719.70**
AON UK Ltd	Tractor Insurance	£ 381.30

**TOTAL: - £ 3,731.43**

#### **Key: -**

\*£1.29 VAT

+£4.40 VAT

\*\*£119.95 VAT

**August**

Mr B Keane	Village Handyman	£ 360.00
Mr D Budd	Grass Cutting (Aug)	£ 320.00
Mr P Cook	Beach Cleaning (August/Sept)	£ 450.00
M. Isaac	Clerk Expenses (July/August)	£ 92.44
North Devon Council	Clerk Salary Payment + Payroll Admin (August)	£ 686.69*
Grant Thornton	Audit Fee	£ 270.00+
Metric	Car Park Tickets	£ 353.40**

**TOTAL: -                    £ 2,532.53**

**Key: -**

\*£6.29 VAT  
+ £45.00 VAT  
\*\* £58.90 VAT

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

Lloyds Bank Treasurers a/c no. 02348842 as @ 2.9.13 (Statement) = £2.28\*  
Lloyds Bank Business a/c no. 02350065 as @ 1.7.13 (Statement) = £21,573.73 +

**Key: -**

\* According to Clerk's records this is £2.28.

+ According to Clerk's records this is £25,107.18 as at 19.9.13.

**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 £3,732 + £2,532 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:-**

This matter had been updated by Councillor Moores under minute 66 above.

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

The Council noted that the IPC Solicitor had been advised by DCC that the conveyance to IPC (and therefore title) only covered part of the Recreational Field and wanted to see title before proceeding.

The IPC Solicitor had advised that the way forward is for IPC to try and register IPC's title with the Land Registry. The Solicitor had been authorised to take this action.

**(c) Audit of Accounts 2012/13**

The Council noted that the Auditor has agreed and signed off the accounts for 2012/13

**74                    PLANNING**

56230 DEMOLITION OF EXISTING & ERECTION OF NEW HANGAR BUILDING 11) TOGETHER WITH ALTERATIONS TO BUILDING 7, 1 ATTURM 1<sup>ST</sup> ASSAULT GROUP, INSTOW

Recommended that the Application be APPROVED

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

The following issues were raised:

Councillor Green reported that Instow Beach had failed the Bathing Water quality test for a second time and therefore had failed for the season.

Councillor Green reported that a new vicar had been appointed at Westleigh Church.

Councillor Moores reported that some of the damaged dinghies on the beach had been removed and the EA had advised that no boats should be tied to the railings.

There being no other business the meeting was closed at 9.25 p.m.

**Chairman** .....

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