

**MINUTES OF A MEETING OF INSTOW PARISH COUNCIL HELD AT
INSTOW PARISH HALL ON
THURSDAY 17th NOVEMBER 2016 AT 7.30 pm**

Present: - Councillor Moores (Chairman)
Councillors Mrs Clements, Crombie, Green, Mrs Hackett and McCrum
Mr M Isaac (Clerk)

In Attendance: 7 Parishioners/members of the public.

94 OPENING OF THE MEETING

The meeting was declared open by the Clerk.

95 APOLOGIES

Apologies were received from Councillors Johns, Renshaw and Vandersteen and DCC Councillor Biederman.

96 COUNCILLOR DECLARATION OF INTERESTS

There were no declarations of interest announced.

97 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:

Planning Application Marine Parade s106

A Parishioner asked if there had been any progress on the s106.

Councillor Moores stated that there was no update. The Planners were working through the agreement.

Rubbish near second beach

A Parishioner asked if there had been a response from Christie Estate regarding the removal of rubbish near the second beach.

The Clerk reported that a response was awaited.

New Bench Policy

A Parishioner questioned the sustainability of teak for the benches as agreed in the Council's Policy.

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It was stated that other alternatives had been looked at but were more expensive and the teak had an International Certification from the WWF.

Yacht Club s106 grant application

A Parishioner asked if the Yacht Club had applied to NDC for a grant from s106 monies from planning decisions in the village.

The Chairman stated that they had applied for funding.

Good Councillors Guide

A Parishioner quoted a paragraph from the Good Councillors Guide. 'As a Councillor you have a responsibility to be well-informed especially about diverse local views. You cannot assume that you represent the interest of all your electors without consulting them'

It was agreed that the Parish Magazine should be linked to the Parish Council web site and that the minutes of Parish Council meetings be placed on the notice Parish notice boards

98 REPORT COUNTY COUNCILLOR F. BIEDERMAN

In the absence of Councillor Biederman the Clerk informed the Council of the following update from Councillor Bederman:

a) Minute 88(a) Footpath Anstey Way Update – this will be the land owners responsibility and they have been contacted to address the overgrown vegetation.

Clarification was sought regarding the land ownership. It was considered that the land in question was owned by DCC. The area was a triangle of land opposite the proposed new development site along Anstey Way that was over grown. The footpath on the othedr side of the road was also very narrow due to hedge growth.

b) Minute 88(b) Marine Parade Sea Wall Update – A gang will be starting on Friday. They will be patch pointing the whole length so any defects will be picked up.

c) Minute 88(c) Bus Shelters Update – Correspondence has been sent out to nearby residents. The bus hard standings have been measured, priced up and ordered. DCC are currently enquiring if the funding can be a contribution to the parish for the shelters. Confirmation is requested from the Parish Council that they will be maintaining the shelters in the future.

A Parishioner stated that she had not received any designs from DCC regarding the bus shelter she had agreed to fund.

d) Minute 88(d) Faded Road Signs Update – No update to report.

99 REPORT OF DISTRICT COUNCILLOR B MOORES

Councillor Moores had no NDC issues to report

100 MINUTES

It was **RESOLVED** that the minutes of the meeting held on 20th October 2016 be approved as a correct record and signed by the Chairman subject to it being recorded that the tracker include the internal auditors recommended actions.

101 MEETING DATES 2017

The following dates were agreed for Parish Council meetings in 2017 subject to confirmation of Hall availability:

- THURSDAY 19th JANUARY 2017 @ 7.30 p.m.
- THURSDAY 16TH FEBRUARY 2017 @ 7.30 p.m.
- THURSDAY 16TH MARCH 2017 @ 7.30 p.m.
- THURSDAY 20th APRIL 2017 @ 7.30 p.m.
- THURSDAY 18th MAY 2017 @ 7.30 p.m. (Annual Meeting of Council) Preceded by Annual Parish meeting @ 7.00 p.m.
- THURSDAY 15TH JUNE 2017 @ 7.30 p.m.
- THURSDAY 20th JULY 2017 @ 7.30 p.m.
- THURSDAY 21st SEPTEMBER 2017 @ 7.30 p.m.
- THURSDAY 19TH OCTOBER 2017 @ 7.30 p.m.
- THURSDAY 16TH NOVEMBER 2017 @ 7.30 p.m.
- THURSDAY 7TH DECEMBER 2017 @ 7.30 p.m.

102 MATTERS ARISING FROM THE MINUTES

- a) Minute 88(a) Footpath Anstey Way Update

 See minute 98 above

- b) Minute 88(b) Marine Parade Sea Wall Update

 See minute 98 above

- c) Minute 88(c) Bus Shelters Update

 See minute 98 above

- d) Minute 88(d) Faded Road Signs Update

 See minute 98 above

- e) Minute 88(h) Car Park/Toilets Management Sub Committee: Appointment
 RESOLVED that Councillors Mrs Clements, Crombie and McCrum be appointed to the Car Park & Toilets Management Sub Committee

- f) Minute 88(i) Neighbourhood Plan Next Steps
 Councillor McCrum outlined what a Neighbourhood Plan was and what was required to formulate such a plan. He stated that it was a Community led plan outlining a framework for the future development of the Parish. It would require a lot of resources and funding.

It was agreed:

- a) That the Parish Council would take no further action.
 - b) That a precis of what a Neighbourhood is, what would be required and why the Parish Council has agreed to take no further action be put into the Parish magazine to give an opportunity to any Parishioners who would be willing to form a group to formulate a Plan.
- g) Minute 89(b) Removal of rubbish near second beach
- See minute 97 above
- h) Minute 93 Local Green Space Northam, Appledore and Westward Ho: Designation

The Council noted a letter regarding the provision of a local green space to protect the battlefield of 1069 in Northam

103 CORRESPONDENCE

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

- a) Grass cutting. The Council noted that the contractor had advised that he would not be increasing his charge for 2017/18 as proposed in his accepted tender
- b) Bathing Water Classification 2016. The Council noted a letter from DEFRA regarding the Bathing Water classification for 2016
- c) Sand Bag Policy. The Council noted an E mail from NDC advising that they no longer provided sand bags.

It was agreed to seek a quote for the provision of 250 sand bags

- d) Rating of Car Park & Toilets. The Council noted an e mail from the valuation office amalgamating the rateable values of the Car Park and Toilets as one rateable entity
- e) Letter from DCC re Grass Cutting Contract 2017/18. The Council noted a letter from DCC regarding the grant aid of £ 847 towards the cutting the grass verges for 2017/18.

Councillors requested information regarding the areas of grass to be cut , the grant aid and costs to the Parish Council.

104 FINANCE

The Council agreed/noted the following payments/receipts:

1. INCOME: -

Car Park Takings	Period – 13 October 2016 to 26 October 2016	£	1,014.80
Car park Takings	Period – 26 October 2016 to 11 November 2016	£	974.90

TOTAL : - £ 1,989.70

2. EXPENDITURE: -

Mr. B Keane	Village Handyman	£	156.40
North Devon Council	Clerk Salary Recharge +Admin	£	703.58*
North Devon Council	Printing	£	9.78
M. Isaac	Clerks Expenses	£	50.55
JJ Bins	Dog Bin Emptying	£	84.00
BT	Phone Bill	£	146.83
P Hosegood	Tractor Service +Beach cleaning	£	637.14
Grant Thornton	External Audit	£	240.00+
K.Hopkins	Toilet Plumbing Repair	£	85.00
D. Budd	Grass Cutting	£	170.00
T Hart	Toilet Cleaning	£	300.00
<u>TOTAL: -</u>			<u>£ 2,583.28</u>

Key

*£1.29VAT
+£40.00VAT+

3. BANK – STATEMENT OF ACCOUNTS: -

Lloyds Bank Treasurers a/c no. 02348842 as @ 3.11.16 (Statement) = £1,514.23
Lloyds Bank Business a/c no. 02350065 as @ 28.9.16 (Statement = £104,600.61 (includes £59,592.00 for Car Park/Toilets)

Outstanding cheque payments None

NB: - IPC to note that £10,000 was re-invested (until 10.5.17) to a higher interest account (1.25%) within Lloyds TSB

4. RESOLUTION REQUIRED: -

RESOLVED that £2,600 be transferred from Lloyds Bank Business account number 02350065 to Lloyds Bank Treasurers account number 02348842 to cover cheques as at 2 above.

105 PLANNING

- a) 61834 Conversion of redundant Water Reservoir to dwelling together with formation of access road, Instow Reservoir.

The Chairman reported that he had received representations from a Parishioner setting out a number of reasons for refusal. These had been passed to the Planning Officer to address the issues raised. He stated that the planning Officer also had reservations.

The recommendation of the Planning Sub Committee of no objections but the proposed development appeared to be outside the development boundary for Instow was noted and agreed.

- b) 61843 Extension & Alteration to dwelling together with creation of vehicular access & off road parking area (amended plans), Beach Cottage, Lane End Road, Instow

The recommendation of No Objections by the Planning Sub Committee was noted and agreed.

106 TRACKER

The tracker was noted.

The Clerk outlined the actions recommended by the internal auditor and the actions to date.

It was agreed to add at the top of the minutes – Instow Parish Council minutes with date and at the bottom of each page, the page number and of how many pages in total.

107 MATTERS RAISED AT THE DISCRETION OF THE CHAIRMAN

The following issues were raised:

- a) A complaint regarding the condition of a bench facing towards the yacht club was reported.
- b) It was reported that the willow tree opposite the bus shelter along Anstey Way was overgrown and weeds over the pavement. In answer to a question regarding the bus shelter (where the buses turn around – near the yacht club) the Chairman stated that he had reported to Councillor Biederman who was to seek a structural survey from DCC.
- c) The Chairman reminded Members of the Annual Xmas Carol Service on Sunday 11th December 2016.

There being no other business the meeting was closed at 9.27 p.m.

Chairman
Dated: -