

**MINUTES OF A MEETING OF INSTOW PARISH COUNCIL HELD AT THE
PARISH HALL, INSTOW ON
THURSDAY 18th MAY 2017 AT 8.00 pm**

Present: - Councillor Green (In the Chair)

Councillors Mrs Clements, Johns, Mrs Hackett, McCrum, Renshaw and
Vandersteen

Mr M Isaac (Clerk) and DCC Councillor Biederman

In Attendance: Parishioners/members of the public.

17 OPENING OF THE MEETING

The meeting was declared open by the Clerk.

18 APOLOGIES

Apologies were received from Councillor Crombie.

19 APPOINTMENT OF CHAIRMAN 2017/18

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

20 APPOINTMENT OF VICE CHAIRMAN 2017/18

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 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:

Sewage outlets onto the Beach

A Parishioner stated that there 4 sewage outlets onto the beach.
Councillor Green stated that there are only 2 outlets which operate only during heavy rainfall. There was no raw sewage. The rain water mixed with sewage passed through a filter and the surplus water went into the river. South West Water monitored and recorded the flows and he assumed routinely checked the filters.

It was agreed to ask South West Water how often the filters were checked and whether there had been any incidents lately.

It was also agreed that, an independent check of the outlets be undertaken perhaps by the local College or the EA.

It was noted that following a recent incident in Westward Ho! Notices had been put up by SWW.

The Sands

A Parishioner stated that the Office of the Deputy Prime Minister had issued a best practice note that s215 notices can be served by the Local Planning Authority and used pro-actively. Appeals can be heard in the Magistrates Court.

Councillor McCrum stated that a s215 notice had been served on the owner last year. The outside of the owner of the property had been painted the outside, undertaken work to the rear and made the building secure. However, only part of the s215 had been fulfilled. The next stage was for the Local Planning Authority to pursue a Listed Building repairs order and potentially a compulsory purchase order.

It was agreed to write to NDC to ascertain the present position regarding the s215 notice and where NDC were in the process.

Councillor McCrum declared an interest in the above matter

23 REPORT COUNTY COUNCILLOR F. BIEDERMAN

DCC Councillor Biederman had nothing to report

24 REPORT OF DISTRICT COUNCILLOR B MOORES

In the absence of Councillor Moores there was no NDC update report.

25 MINUTES

It was **RESOLVED** that the minutes of the meeting held on 20th April 2017 be approved as a correct record and signed by the Chairman subject to minute 9 being amended and 'New Cllr' in the table being deleted and substituted with Councillor McCrum.

26 MATTERS ARISING FROM THE MINUTES

- a) Minute 11 Car Park: Update

The Clerk reported that the new car park machine was on order.

Councillor McCrum reported that Martin Williams NDC would attend a meeting of the Car Park Working Group to go through the NDC Off Street Parking Order

- b) Minute 10 Meeting with NDC re Public Space Protection Order

It was noted that a meeting date with NDC Officers about the feasibility of seeking a PSPO to restrict dogs on parts of Instow beach and what evidence would be required to support an application for such controls had not yet been fixed.

It was agreed that when a date was fixed all Members be advised and invited to attend

27 COMMITTEE APPOINTMENTS

It was agreed that the following appointments be made for 2017/18:

Finance Working Group (Risk Assessment): -

Cllrs N Crombie (Risk Assessment), A Johns, M Green and B Moores

Parish Hall Representatives: -

Cllrs M Green and Mrs Hackett

Police Liaison Officer: -

The Clerk

Transport Forum Representative: -

Cllr M Green

Minor Authority Governor on Instow School Governing Body: -

Cllr B Moores

Car Park Working Group: -

Councillors Crombie and McCrum and Renshaw

Beach Management Working Group

Councillors Mrs Clements, Green, Vandersteen and Renshaw

Emergency Planning Committee: -

Cllrs Johns, Moores and Renshaw

Cheque Signatories: -

Cllrs N Crombie, M Green and A Johns

Planning Officers' Rota (Including Planning Sub Committee): -

April – June Cllrs A Johns and W Vandersteen

July – September Cllrs N Crombie & Mrs G. Clements

October – December Cllrs Mrs P Hackett & M Green

January – March Cllrs E Renshaw & D McCrum

Council's Responsible Financial Officer: -

The Clerk

Council's Internal Auditor: -

Mrs Mary Jane Scott

Taw & Torridge Estuary Forum Representative: -

Appointment deferred to the next meeting to ascertain if Mr Simon Brown was willing to continue.

The Council thanked Mrs Maccall for volunteering to represent the Council on the Taw & Torridge Estuary Forum

It was agreed that the Standing Orders be reviewed by the Finance Working Group

28 **CORRESPONDENCE**

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

- a) The Council noted an E Mail from Mike Glover wishing to take advantage of Green Waste Collection Concession for the Orchard.

The Council agreed and supported the request

- b) The Council considered an E Mail from John Stenton regarding the Crossing opposite Silver Threads.

It was stated that the bollard has been damaged over 4 months ago and had not yet been repaired. It was also stated that traffic was speeding along that stretch of road and it was asked whether it would be possible to have a Zebra crossing installed.

Councillor Biederman stated that a Zebra crossing could not be situated near a junction.

It was agreed that Councillor Biederman request that a speed audit to be undertaken, and that the DCC Safety Liaison Officer investigate. He was also asked to seek the repair of the damaged bollard.

- c) Several E mails re Dogs on the Beach (copies e-mailed to Councillors)

The Council noted the receipt of several letters regarding Dogs on the Beach which would be considered at the appropriate time.

It was agreed that a press release be prepared in advance of any press requests based on the 5 resolutions of the Council outlined in the minutes and that a note be put in the Parish newsletter to inform residents of the current position.

29 **FINANCE**

The Council agreed/noted the following payments/receipts:

1. INCOME: -

Car Park takings	Period – 7 April 2017 to 25 April 2017	£	2,049.45
Car Park takings	Period – 25 April 2017 to 4 May 2017	£	383.35
Car Park	Season Ticket	£	150.00
Legacy	From Mr G Jackson	£	500.00
	<u>TOTAL</u>	£	<u>3,082.80</u>

2. EXPENDITURE: -

North Devon Council Clerk Salary Recharge +Admin (including VAT £1.29)		£	711.01
North Devon Council Printing (March 2017)		£	20.24
J. Mayhew Dog Bin Emptying (Apr)		£	73.50

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M. Isaac	Clerks Expenses	£	53.87
P. Hosegood	Beach Cleaning/Handyman/clearance of rubbish 2 nd beach	£	1,430.00
Mrs Clements	Dustpan for Toilets (including VAT £1.66)	£	9.99
BT	Telephone Bill	£	182.05
T. Churchill	Car Park Machine Service	£	50.00
AON Insurance		£	1,138.74
Instow Village People	Grant to cut the Orchard	£	200.00
J. Braddick	Toilet Cleaning	£	300.00
<u>TOTAL: -</u>		£	<u>4,169.40</u>

Additional Payments Authorised (received after deadline):

OJ Williams	Derv for Tractor (including VAT £18.09)	£	379.82
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3. BANK – STATEMENT OF ACCOUNTS: -

Lloyds Bank Treasurers a/c no. 02348842 as @ 3.5.17 (Statement) = £3,294.69
Lloyds Bank Business a/c no. 02350065 as @ 6.4.17 (Statement = £98,503.17 (includes £59,592.00 for Car Park/Toilets)
Outstanding cheque payments 1267 -£703.58, 1268 - £11.60, 1269 - £73.50, 1272 -£600.00, 1273 £170.00, 1275 £25.00, 1276 - £283.63, 1277 - £80.28, 1278 - £500.00, 1280 - £225.00 and 1281 - £340.00
NB: - IPC to note that £10,105 was re-invested for 12 months in a fixed term deposit account (0.80%) within Lloyds Bank

4. RESOLUTION REQUIRED: -

RESOLVED, that £6,170 be transferred from Lloyds Bank Business account number 02350065 to Lloyds Bank Treasurers account number 02348842 to cover cheques as at 2 above.

30 PLANNING

- a) 62826 Extension to dwelling, Sailors, 8 Lane End Road, Instow
- The recommendation of the Planning Sub Committee of No Objections was agreed
- b) 62946 Part Demolition of flat roof rear extension & replacement with pitched roof extension, Quay House Cottage, Marine Parade, Instow
- The recommendation of the Planning Sub Committee of No Objections was agreed
- c) 62936 Demolition of 1 dwelling & Barn together with erection of 1 dwelling with integral garage & associated parking area. Replacement of septic tank with private package sewage treatment plant, Worlington Cottage, Instow

It was agreed that the following comments of the Planning Sub Committee be passed to NDC:

Concerns were expressed regarding the size and appearance and impact of the development, including privacy issues of overlooking in relation to the house opposite, Windrush, one of a few thatched houses in Instow

31 TRACKER

The tracker was noted.

It was agreed to seek a cost for emptying the dog bins every other day.

It was also agreed to inform the Beach Cleaner to remove any rubbish from the Marine slipway

It was reported that the drain outside the Instow Arms was blocked. Councillor Biederman agreed to action.

The Council in accordance with standing order 5 agreed to continue the meeting past 9.30 p.m. in order to complete the remaining business on the agenda

32 MATTERS RAISED AT THE DISCRETION OF THE CHAIRMAN

There were no matters raised:

There being no other business the meeting was closed at 9.50 p.m.

Chairman

Dated: -