

**MINUTES OF A MEETING OF INSTOW PARISH COUNCIL HELD AT THE
PARISH HALL, INSTOW ON
THURSDAY 15th JUNE 2017 AT 7.30 pm**

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

In Attendance: 11 Parishioners/members of the public.

33 OPENING OF THE MEETING

The meeting was declared open by the Clerk.

34 APOLOGIES

Apologies were received from Councillor Johns and Vandersteen.

35 COUNCILLOR DECLARATION OF INTERESTS

There were no declarations of interest announced.

36 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:

A Parishioner stated that Village People were trying to get people together but there was a lot of negativity in the Parish Council meetings.

A Parishioner stated that meetings were being held not in public. The Clerk stated that Working Parties did not make decisions and were therefore not open to the public to attend. Any recommendations from a working party had to be presented and discussed in Council which was open to the public.

A Parishioner raised concern regarding the Planning Authority decision that works being undertaken at 13 Old Rectory Close was permitted development. He questioned the definition of permitted development.

It was agreed that the Clerk would seek the definition of permitted development and send to the Parishioner.

The Parishioner also asked if the Open Space provision in the Barton Lane Planning Application would be designated Open Space. The Chairman stated that there was no open space provision in the Barton Lane application.

A Parishioner raised concern and questioned the appropriateness of the grant given to the ND Yacht Club as the Club was a private Club and exclusive to Members only.

It was reported that the hedge to the rear of the Commodore onto Anstey Way was encroaching over the pavement.

It was agreed to raise the problem with the owner of the Commodore.

37 REPORT COUNTY COUNCILLOR F. BIEDERMAN

In the absence of DCC Councillor Biederman there was no DCC update report

38 REPORT OF DISTRICT COUNCILLOR B MOORES

The Clerk read a letter from NDC Chief Planning Officer to the owner of the Sands seeking discussions regarding an appropriate re-use of the building.

39 MINUTES

It was **RESOLVED** that the minutes of the meeting held on 18th May 2017 be approved as a correct record and signed by the Chairman

40 MATTERS ARISING FROM THE MINUTES

- a) Minute 22 Sewage Outlets onto the Beach: Filter Checks

The Clerk informed Council that South West Water inspected the outlets every 90 days. There had been no recent incidents and if an incident occurred an alarm was triggered and the Parish Council would be informed.

- b) Minute 27 Taw/Torridge Estuary Forum: Appointment

The Clerk reported that Simon Brown was willing to continue as the Council's representative on the Forum. Mr Brown was re-appointed.

- c) Minute 28 Press release/article for Parish Newsletter

Councillor McCrum stated that he had drafted a survey form and letter to send to all residents of Instow seeking their views on the imposition of dog restrictions on Instow beach. He had e mailed the draft form and letter to all Councillors for comment.

Some Parishioners present raised concern that the matter was not on the agenda and therefore any decision would be unlawful.

It was agreed to consider the matter under the any matters raised at the discretion of the Chairman item on the agenda later in the meeting

41 **CORRESPONDENCE**

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

- a) The Council considered a letter from Mrs Maccall regarding Memorial Benches. Councillor McCrum stated that Council had considered and agreed that the proposed teak benches were acceptable and the policy should not be changed.

It was agreed that the letter be noted and no further action taken.

- b) The Council noted letters from Mr Bell and, Mrs Bell regarding issues at the Instow Annual Parish meeting and other issues.

It was agreed that the letters be acknowledged but that there be no response

- c) The Council noted a letter from Mrs Maccall regarding issues at the Instow Annual Parish meeting and other issues.

It was agreed that the letter be acknowledged and to await a response from NDC Monitoring Officer.

- d) The Council considered an E Mail letter from Mr Dymond, The Quay Inn regarding the flower bed in front of the Quay Inn.

It was agreed that Mr Dymond be informed that he would need to apply to the Council for a grant.

Councillor Mrs Hackett declared an interest in the above matter as any refurbishment of the flower bed would improve the look of the access to where she lived.

- f) The Council considered an E Mail from Mrs Maccall regarding the cutting of the honeysuckle in the Marine Car Park

The Chairman stated that the removal of the clematis and honeysuckle from the car park was planned as part of the upgrading of the area. The idea in the first instance was to trim the foliage back with a view to removing, tidying the wall and replanting. Unfortunately due to a communication error it had been removed at the wrong time of year. The Parish Council regrets this action and hopes this clears up any misunderstanding.

42 **FINANCE**

The Council agreed/noted the following payments/receipts:

1. INCOME: -

Car Park takings	Period – 4 May 2017 to 23 May 2017	£	1,409.55
Car Park Takings	Period – 23 May 2017 to 6 June 2017	£	955.10

TOTAL :- £ 2,364.65

2. EXPENDITURE: -

North Devon Council Clerk Salary Recharge + Admin (including VAT £1.29)	£	711.01
D. Budd Grass Cutting (May/June)	£	680.00
M. Isaac Clerks Expenses	£	49.42
P. Hosegood Beach Cleaning	£ 720.00	
Handyman	£ 840.00	
Clearance of rubbish 2 nd beach	£ 50.00	
Materials (Tractor Tyre, Paint/brushes)	£ 476.30	
TOTAL (including £79.38 VAT)	£	2,086.30
Mrs Clements Toilet materials	£	8.85
J. Braddick Toilet Cleaning	£	300.00
	<u>£</u>	<u>3,835.58</u>
Bookers Toilet materials (Direct Debit)	£	100.38

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 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 £3,850 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

Annual Return for the Year ended 31st March 2017 :-

(a) Audited Receipts and Payments Account 2016/17:

Clerk advised that the Auditor had agreed to ratify the Receipts and Payments Account 2016/17.

(b) Annual Return –

Clerk advised that the Auditor had confirmed she has completed all the relevant sections of the return and advised Councillors that, if they see fit, they should adopt the Return at this (June) meeting with the details (in green spaces) at the foot of page 2 being completed and signed by the Chairperson/Clerk (Responsible Financial Officer) as necessary and similarly at the foot of page 3.

RESOLVED:

- a) That the Annual Return 2016/17, Receipt and Payments Account 2016/17 and Bank `reconciliation 2016/17 be APPROVED.
- b) That the letter from the Internal Auditor be noted and the highlighted issues referred to the Finance Working Party.

43 PLANNING

- a) 58608 Outline application (all matters reserved except access and layout) for the erection of up to 5 dwellings, access, open space & associated works (amended information, plans & description), land at Barton Lane, Instow

The Chairman reported that he and Councillor Green had arranged to meet the planning Officer and Mr Sainsbury an objector the following day.

It was agreed that an Extra Ordinary Council meeting be arranged to consider the application.

- b) 62934 Erection of pre-fabricated summerhouse, Sea View Cottage, Marine Parade, Instow

The recommendation of the Planning Sub Committee of No Objections was agreed

- c) 63134 Listed Building Application in respect of extension & alteration to dwelling including a raised deck to garden, 3 Cleveland Villas, Marine Parade, Instow

It was noted that the views of the planning Sub Committee were awaited

44 TRACKER

The tracker was noted.

Dog Bin Emptying

It was agreed that the cost to increase the emptying of the dog bins every other day be considered at the next meeting.

Sand on the Pavement

It was agreed that Councillor Biederman be requested to pursue a meeting between the DCC and Parish Council regarding the requirements of s150 and the clearing of sand on the pavement.

Lane End Parking Problems

It was agreed that Councillor Biederman be requested to arrange the meeting with residents as soon as possible

Car Park Machine: Update

The Clerk reported that the new Car Park machine was scheduled to be installed in July.

The Clerk was requested to contact Martin Williams NDC to arrange for him to meet the Car Park Working Party

45 MATTERS RAISED AT THE DISCRETION OF THE CHAIRMAN

Councillor McCrum outlined the survey form and the proposed timescale for delivery/return.

It was agreed that the survey form and letter as amended following comments from Members be Approved and Councillor McCrum authorised to get the forms and letter printed and distributed.

All Members were in favour with 1 abstention

There being no other business the meeting was closed at 9.09 p.m.

Chairman

Dated: -