

**MINUTES OF A MEETING OF INSTOW PARISH COUNCIL HELD AT THE
PARISH HALL, INSTOW ON
THURSDAY 21st SEPTEMBER 2017 AT 7.30 pm**

Present: - Councillor Moores (Chairman)

Councillors Mrs Clements, Green, Mrs Hackett, Renshaw and
Vandersteen

Mr M Isaac (Clerk) and DCC Councillor Biederman

In Attendance: 14 Parishioners/members of the public.

66 OPENING OF THE MEETING

The meeting was declared open by the Clerk.

67 APOLOGIES

Apologies were received from Councillors Crombie, Johns and McCrum.

68 COUNCILLOR DECLARATION OF INTERESTS

There were no declarations of interest announced.

69 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 raised the following issues:

Is it true that the play area will not be put in the Marine Parade field but that the funds will be used to extend the area in the grounds of All Saints?

Another Parishioner stated that there would be no new play equipment provided at All Saints but any funds would help maintain the existing equipment for children under 9 years.

Councillor Moores stated that NDC Planning Committee had decided that a play area would not be provided on site and that the area would be open space.

A Parishioner raised the following issues:

He stated that he had attended the NDC Planning Committee regarding the Barton Lane application and it was obvious that Instow's views counted for very little. He further added that the Parish Council need to be aware of potential development sites in the Parish.

He further stated that he considered that the Beach Survey process was ridiculous, the distribution flawed and the questions confusing and the survey re-written.

The Chairman stated that he had no problems with the survey which had been agreed by the Parish Council.

A Parishioner raised the following issues:

Another Grot Spot - the Parish Hall Fire Escape

That there was a number of pot holes along the road to the Cricket Club.

No response had been received from NDC regarding road sweeping schedules.

What was the purpose of the Tracker? The Clerk reported that the tracker was a list of decisions made by the Council that were on going had not been completed.

A Parishioner stated that her comments regarding the Beach Survey had not been recorded in the June minutes and that she wished her comments that the decision was unlawful in accordance with the Good Councillors Guide be recorded.

A Parishioner asked that the Council give consideration to the provision of parking meters along Marine Parade. The Chairman stated that DCC Councillor Biederman was looking into parking issues in and around Instow.

It was also stated that Councillor Biederman was looking at the parking issues in Lane End.

A Parishioner stated that he was pleased to see that the temporary Water Quality Signs had been replaced. The Clerk reported that he had had them replaced as soon as possible following their disappearance.

The Council agreed to look at providing a third sign by the MOD Slipway.

A Parishioner reported an abandoned vehicle in the layby below the School.

70 REPORT OF DISTRICT COUNCILLOR B MOORES

Councillor Moores reported the following:

District Council Ward Boundary Review - That a decision had been made to reduce the number of NDC Councillors from 43 to 41. The review proposed that Instow ward be extended to include Tawstock Rural and remain a 1 member ward

That a meeting had been held between Mike Kelly, Collette Hall and the owner of the Sands on 4 August to which he was not included. However, he had been advised that it had been a positive meeting and he would keep the Parish Council updated on progress.

71 REPORT COUNTY COUNCILLOR F. BIEDERMAN

DCC Councillor Biederman reported the following:

That over 700 Children were in the system and DCC were desperately looking for more foster parents.

That he had been asked to include White House Close in any proposed residents parking scheme. It was hoped to bring residents parking proposals to the October Parish Council meeting.

That he realised that the drains were not cleared as often as wanted but due to financial constraints they would only be cleared as part of the maintenance programme.

Councillor Moores stated that the on-going problem of sand coming off the beach onto the highway had arisen again. A Parishioner stated that all the interested organisations should get together to discuss the problem and dredging the river may be a solution.

72 MINUTES

It was **RESOLVED** that the minutes of the meeting held on 20 July 2017 be approved as a correct record and signed by the Chairman.

73 MATTERS ARISING FROM THE MINUTES

a) Minute 57(a) Dog Bin

The Clerk report that he had had 2 quotes for the provision of a dog bin. Glasdon 35L £249.91 + VAT, 50L £278.21 +VAT and Earth Anchor 35L £133 + VAT and 45L 3179 +VAT

It was agreed;

- (i) That the HGN 35L Dog Bin be purchased from Earth Anchor for £133 + VAT and located at the MOD slipway
- (ii) That the frequency of emptying the dog bins be increased to 4 per week.

b) Minute 57(b) Beach Survey Extension of Time

It was agreed due to complaints from some residents that they had not had the opportunity to respond before the original deadline, the deadline for the return of survey forms be extended to 30th September 2017 and that notices be placed in the Parish notice boards and on the web site.

c) Minute 61 Provision of 4 litter bins at the new bus stops along Anstey Way

The Clerk reported the receipt of quotes from Glasdon and Earth Anchor for various types/sizes of litter bins.

It was agreed that consideration of the provision of litter bins at the new bus stops along Anstey Way be deferred for 6 months to ascertain need.

74 HANDYMAN CONTRACT

The Clerk reported that the contract for the Handyman expired on 30th September 2017.

It was agreed that the renewal of the handyman contract be referred to the Finance Working Party for consideration and report to the Council.

75 COIN SORTING MACHINE

The Clerk reported that following discussion with Councillor McCrum regarding the time taken to count the takings from the Car Park machine, Councillor McCrum had done some research and identified a suitable machine at a cost of £133.50 +vat

It was agreed that the identified coin sorting machine be purchased at a cost of £133.50 + vat

76 REMEDIAL WORKS TO CAR PARK SURFACE

The Clerk reported that following a meeting with NDC Officers it had been identified that some remedial works were required to the car park surface. He had obtained a quote for P. Vanstone for £700.

It was agreed that due to the urgency of the work the quote from P Vanstone be accepted.

77 MEETING WITH NDC RE PUBLIC SPACE PROTECTION ORDERS

The Clerk reported on the meeting held with NDC Officers regarding Public Space Protection Orders.

The meeting was arranged to obtain advice on the measures that can be taken to control dogs on the beach, with specific reference to Public Space Protection Orders (PSPO).

The meeting was attended by Councillors Moores, Green, Mrs Hackett and McCrum and the Parish Clerk with Mr Mann, NDC Head of Environmental and Housing Services and Mr Cole, Officer responsible for PSPO's.

Mr Mann of NDC stated that it was clear there was an ongoing need for regulations to restrict nuisance dogs, excessive alcohol consumption and other forms of antisocial behaviour. The 2014 legislation that permitted the introduction of PSPOs had enhanced the powers of local authorities in dealing with these problems. PSPOs were more flexible than the preceding legislation by allowing controls to be applied pro-actively and not just reactively. They offered advantages over ASBOs and Community Protection Notices, which applied only to named individuals and were cumbersome and expensive to administer.

He further stated that control orders established under the previous legislation were now time limited and would be replaced by orders under the new legislation. This was causing NDC to review all of its existing orders, and these may be altered or extended.

He said NDC would be reluctant to institute a PSPO relating solely to Instow and would prefer District-wide control orders, but these could incorporate local requirements.

An assurance was given that dog controls would be considered on a District-wide basis and that representations made by Instow Parish Council, including the result of the current survey of Parish residents' opinions, would be used pro-actively in determining the form of any controls. The beach should be used appropriately and safely. In assessing a need for controls, enforceability would be an important consideration, and controls must be proportionate.

The exercise for introducing new controls would start within 12 months.

Though Instow beach was privately owned, it was classified as an amenity beach. The beach owners would be consulted as part of the procedure for introducing a PSPO, and their views

would be given due weight, but they did not have a right to veto a PSPO. It was the District Council, that was responsible for deciding on whether to introduce a PSPO.

78 CAR PARK WORKING PARTY UPDATE

The Clerk reported that the Car Park Working Party had met NDC Officers on site to discuss the management of the contract to surface the car park, the car park layout and the access/egress points.

The NDC Officers stated that as part of the management of the contract they would write the specification and bill of quantities, go out to tender and supervise the contractor on site. The tender would part of a larger tender for other NDC Car Parks.

Whilst on site discussions were held regarding the relining of the car park spaces and the required width of each space, the provision of a walkway and required width requirements and the lease rights of the NDC garage owners and residents of Marine Court re access.

Discussions were also held regarding options for the alterations to the 2 access/egress points; closure of the left hand side access and narrowing of the 2 access points to prevent lorries doing U turns in car park.

The Working Party also discussed the removal of the old ticket machine.

It had been agreed:

- (a) That the management of the resurfacing contract by NDC be agreed.
- (b) That NDC Officers draw up 2 options for alterations to the 2 access/egress points ie closure of left hand side entrance and the narrowing of both entrances.
- (c) That Western Power remove the electricity cables to the old ticket machine and the old machine be removed.

79 CORRESPONDENCE

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

- a) The Council considered an E Mail from Mr N. Arthur regarding provision of a web cam overlooking the Estuary/Beach and possibility of parts of Marine Parade being designated Residents only Parking.

It was stated that there were currently 3 web cams in the village and that Councillor Biederman was looking into residents parking in the village.

- b) The council noted 3 E Mails re Dogs on the Beach (2 in support of no restrictions and 1 in support of restrictions).
- c) The Council noted an E Mail from Chairman White House Close Residents Association regarding Residents Parking in Lane End Road which was being dealt with by Councillor Biederman.
- d) The Council noted an E Mail from Mr B. Harrison regarding the Beach signage information.

It was agreed to invite Mr Harrison to meet the Beach Management Working Party to discuss the issues raised.

The Clerk reported that temporary signs had been erected and 2 permanent signs have been ordered and would be paid for with grant monies from Defra. Defra had been notified of and had agreed the arrangements.

- e) The Council considered an E Mail from Mr Harper re Illegal Parking on Anstey Way

It was agreed to pass the matter to Councillor Biederman and request that DCC Parking Enforcement Officers attend to the problem.

- f) The Council noted the receipt of letters from Mr and Mrs J Bell regarding issues in Instow.

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.

80 FINANCE

The Council agreed/noted the following payments/receipts:

1. INCOME: -

Car Park takings	Period – 6 July 2017 to 19 July 2017	£	1,665.65
Car Park Takings	Period – 20 July 2017 to 24 July 2017	£	81.00
Car Park Takings	Period – 25 July 2017 to 1 August 2017	£	1,137.60
Car Park Takings	Period – 2 August 2017 to 8 August 2017	£	1,270.15
Car Park Takings	Period – 8 August 2017 to 16 August 2017	£	1,199.45
Car Park Takings	Period – 17 August 2017 to 22 August 2017	£	1,192.00
Car Park Takings	Period – 23 August 2017 to 29 August 2017	£	1,156.70
Car Park Takings	Period – 30 August 2017 to 5 September 2017	£	695.70
Car Park Takings	Period – 6 September 2017 to 12 Sept 2017	£	841.10
P. Short	Mooring Fees 2016/17	£	1,750.00
<u>TOTAL</u> :-		£	<u>10,989.35</u>

2. EXPENDITURE: -

August

North Devon Council Clerk Salary Recharge + Admin (including VAT £1.29)		£	711.01
North Devon Council Car Park Tickets (including VAT £5.20)		£	31.20
North Devon Council Green Bin Permits		£	72.00
AON Tractor Insurance		£	465.92
OJ Williams Tractor Derv (including VAT £20.35)		£	427.40
SW Water Water Bill Toilets		£	460.88

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BT Telephone		£	202.43
P. Hosegood	Beach Cleaning	£	900.00
	Handyman (incl Materials)	£	938.22
	Clearance of rubbish 2 nd beach	£	50.00
J. Braddick	Toilet Cleaning		£1,888.22
J. Mayhew	Dog Bin Emptying (July)	£	305.97
Parkeon Ltd	New Car Park Machine	£	80.00
(including VAT £630.80)			£ 3,784.80

TOTAL: - **£8,429.83**

Bookers Direct debit £133.01 Toilet Supplies (including VAT £17.17)

September

North Devon Council	Clerk Salary Recharge + Admin (including VAT £1.29)	£	711.01
North Devon Council	(Printing Apr/May/June 2017) (including VAT £0.50)	£	97.06
M. Isaac	Clerks Expenses (Aug/Sept)	£	119.66
D. Budd	Grass Cutting	£	340.00
P. Hosegood	Beach Cleaning	£	900.00
	Handyman	£	840.00
	Clearance of rubbish 2 nd beach	£	50.00
		£	1,790.00
Mrs Clements	Mileage (210 miles @ 0.45ppm)(Toilet Supplies)	£	94.50
Murch Bros	Tractor repairs (including VAT £91.19)	£	547.14
Royal Mail	Survey Postage (including VAT £14.69)	£	88.12
J. Braddick	Toilet Cleaning + supplies	£	307.75
J. Mayhew	Dog Bin Emptying (August)	£	99.20

TOTAL: - **£ 4,194.44**

Bookers Direct debit £108.26 Toilet Supplies

3. BANK – STATEMENT OF ACCOUNTS: -

Lloyds Bank Treasurers a/c no. 02348842 as @ 1.9.17 (Statement) = £8,096.24

Lloyds Bank Business a/c no. 02350065 as @ 26.6.17 (Statement = £99,667.35 (includes £59,592.00 for Car Park/Toilets)

Outstanding cheque payments 1312 £711.01, 1313 £31.20, 1314 £80.00, 1315 £3,784.20, 1316 £305.97 and 1319 £1,888.22

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 £6,550+£1,890 (August Payments) and £4,200 (September Payments) be transferred from Lloyds Bank Business account number 02350065 to Lloyds Bank Treasurers account number 02348842 to cover cheques as at 2 above.

81 **PLANNING**

- a) 63464 Extension alterations to dwelling, Redlands House, New Road, Instow
- The Council noted the recommendation of the Planning Sub Committee of No Objections
- b) 63324 Listed Building application in relation to 63547 for removal of front & rear chimney stacks with replacement stacks of identical proportions & original style, Little Hill South, Anstey Way, Instow
- 63547 Retrospective Application for removal of front & rear chimney stacks with replacement stacks of identical proportions & original style, Little Hill South, Anstey Way, Instow
- The Council noted the recommendation of the Planning Sub Committee of No Objections
- c) 63496: Extension to dwelling & alterations to roof, Romana, Instow
- The Council noted the recommendation of the Planning Sub Committee of No Objections
- d) 63544: Variation of condition 2 (approved drawings) attached to planning permission 57398 (extension to dwelling) to allow for change of design, 2 Kiln Close, Kiln Close Lane, Instow
- The Council noted the recommendation of the Planning Sub Committee of No Objections
- e) 63590: Conversion of redundant water reservoir to a dwelling together with formation of access road at Instow reservoir land adjacent to Panorama, Instow.
- The Council noted the recommendation of the Planning Sub Committee of No Objections and that it was outside the development boundary.
- Councillor Moores stated that the Planning Officer had extended the time for comments and that there had been objections to the proposal

82 **TRACKER**

The tracker was noted.

Sewage outlets onto the beach – Councillor Green outlined comments made by the Environment Agency in a letter in 2013. He stated that it was stated that the major source of pollution was from cattle. The human element was very small. 7/10 Water samples taken between 2008/10 were contaminated by cattle.

83 MATTERS RAISED AT THE DISCRETION OF THE CHAIRMAN

The Council wished to record its thanks all those who were involved in organizing another excellent Community on Show event.

A Councillor expressed concern at the number of fines being issued to people who visited the Sand Dunes Car Park and the pot holes the bottom of Kiln Close Lane.

It was noted that the Parish Clerk had the keys to the notice boards in the new bus shelters along Anstey Way that could be used for Community notices.

There being no other business the meeting was closed at 9.54 p.m.

Chairman

Dated: -