

**MINUTES OF A MEETING OF INSTOW PARISH COUNCIL HELD AT THE
PARISH HALL, INSTOW ON
THURSDAY 18th JANUARY 2018 AT 7.30 pm**

Present: - Councillor Moores (Chairman)

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

Mr M Isaac (Clerk) and DCC Councillor Biederman

In Attendance: 5 Parishioner/members of the public.

135 OPENING OF THE MEETING

The meeting was declared open by the Clerk.

136 APOLOGIES

Apologies were received from Councillor Johns

137 COUNCILLORS DECLARATION OF INTERESTS

There were no declarations of interest announced.

138 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 asked was it possible to get the owners of the sand dunes to trim the bushes/brambles that are over hanging the pavement from the Boathouse up to the Sandhills Car Park.

Councillor Biederman stated that if the over-hanging bushes/brambles were restricting people's use of the pavement DCC could insist that the land owner cut them back.

He further stated that he would raise the issue with the Estates agent at a pre-arranged meeting with himself and Councillor Moores regarding the clearing of sand.

A Parishioner asked if the water leak in car park was covered by the Council's insurance. The Clerk stated that the matter was included later on the agenda.

Pursuant to the statement made by the Chairman at the beginning of the meeting that Members of the Public would not be permitted to speak on matters being discussed by the Council unless Standing Orders were suspended by the Councillors a Parishioner stated that a Member of the Public may have knowledge of an issue being discussed but may be prevented from doing so and informing the debate.

A Parishioner raised concerns regarding an article in the ND Gazette about structures erected without planning consent in the Sandhills Car Park that quoted a comment from ND planners that it was not in the public interest to pursue.

Councillor Moores stated that he would raise the issue with planning department and seek an explanation.

139 REPORT COUNTY COUNCILLOR F. BIEDERMAN

Councillor Biederman reported the following:

- a) That the planned meeting with regard to the parking issues in the Village had been postponed and would hopefully be re-arranged in February.
- b) That there were no additional funds from the Government for Social Care and Children Services and DCC would be increasing the Council tax for these services by an additional 3%. The Police were undertaking an online consultation and looking to increase their Council tax by 2.8%.
- c) That he had given a Community grant of £3,000 to Instow School towards their extension building project. The School had raised £20,000.
- d) He hoped that the sand on the pavements would be cleared again soon. Councillor McCrum reported that the EA had had a JCB on the beach clearing the sand. He stated that the drains on the landward side of Marine Parade were blocked.
- e) That the National Citizenship scheme was looking for projects this summer.

140 REPORT OF DISTRICT COUNCILLOR B MOORES

Councillor Moores reported the following:

- a) That NDC would be discussing the budget at Full Council in February
- b) That due to the costly procurement of temporary accommodation for the homeless and increase in demand NDC were looking to purchase 5 units of accommodation (4 in Barnstaple and 1 in South Molton).
- c) That the EA had given a presentation on the Barnstaple Flood Defence Strategy – The way forward. Negotiations were to be held with the residents of Pilton regarding the redirection of the River Yeo through Pilton Park.
- d) That following a review of the green waste collection service the green wheelie bin collection service had been extended to the end of November

In answer to a question from Councillor McCrum regarding street cleaning Councillor Moores stated that NDC were responsible for street sweeping and agreed to seek clarification of the street sweeping schedule for Instow.

141 MINUTES

It was **RESOLVED** that the minutes of the meetings held on 7th December 2017 and 14th December 2017 be approved as correct records and signed by the Chairman.

142 MATTERS ARISING FROM THE MINUTES

Minute 122 Marine Car Park Toilets – Water Leak Update

The Clerk reported that he and Councillor Moores had met the insurance loss adjuster on site and were now awaiting a response from the insurance company. The claim was for the costs of the repair and the water bill.

In answer to a question regarding proposed design changes to the entrance to the car park the Clerk reported that he had spoken to the NDC Officer who was preparing the proposals and he had advised that he had not yet drawn up the designs. No news had been received regarding the tender process for the re-surfacing of the car park.

Councillors view was that no re-surfacing work should undertaken between April - September

It was agreed that the Clerk investigate the latest position.

The Clerk reported that the pay and display machine had broken down between Christmas and New Year. An Engineer had been called and identified that a part had broken and replaced the part. He stated that the machine provider was investigating the problem which had occurred on a number of machines provided to NDC. It was unsure at this time if the problem was a faulty part or a software issue.

The Clerk was requested to ascertain the service level provided under the warranty.

143 PLANNING SUB COMMITTEE

Councillor Moores put forward a suggestion that a permanent Planning Working Group/Sub Committee be appointed to consider all minor planning applications that would meet prior to the Council meeting to consider and form views on applications received in order to form a collective view.

Following discussion it was agreed that the existing arrangement remain but it was recognised that those Members on the rota should meet to form a collective response.

144 PROVISION OF IT AT COUNCIL MEETINGS

Councillor Moores put forward a suggestion that the Council look to purchase a laptop/projector/screen in order to better present reports/planning applications to Council.

Following discussion it was agreed not to pursue the matter

145 **DCC GRANT TOWARDS CUTTING THE HIGHWAY VERGES**
2018/19

The Clerk reported the receipt of a letter from DCC increasing this year's grant offer to £ 1,121 for 2018/19 towards the cutting of highway verges in the Parish.

It was agreed that the grant offer for 2018/19 be accepted

146 **BEACH MANAGEMENT WORKING GROUP: UPDATE**

Councillor Green reported that the Beach Management Group had met Andrew Woollacott, Christie's agent and would meet shortly to discuss issues pertaining to the management of the beach.

It was also reported that the handyman duties were not currently being undertaken

147 **CORRESPONDENCE**

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

- a) The Council noted an E Mail from Mr Champion re Christmas decorations along Marine Parade.

Councillor Moores agreed to investigate costings etc and contact the organisers at Appledore

- b) The Council noted a letter from CPRE requesting IPC to become a member. It was agreed not become a Member

- c) The Council noted an E Mail from Mrs Shepherd re various issues.

Councillor Moores stated that he had spoken to the NDC Chief Executive and the Monitoring Officer regarding the issues raised by Mrs MacCall

- d) The Council noted an E Mail from Mr Glover re The Orchard.

It was agreed that the Finance Working Group consider the further grant support to the Village People for the upkeep of the Orchard

- e) The Council noted an E Mail from Miss Chew re noise complaint Instow Arms

The Clerk stated that he passed the complaint onto NDC noise team for investigation.

It was agreed to also inform NDC Licensing Officer

- f) The Council noted an E Mail from Mrs MaCall re Beach cleaning and referred the issues to the Beach Management Working Group.

Instow Parish Council Minutes 18 January 2018

- g) Further to a question from Councillor McCrum the Clerk stated that he had not yet replied to a letter from a Mr Wynn regarding the Sandhills Car Park but upon reply would send a copy to members.

The Council in accordance with standing order 5 agreed to continue the meeting past 9.30 p.m.

148 FINANCE

The Council agreed/noted the following payments/receipts:

1. INCOME: -

Car Park takings	Period – 21 Nov 2017 to 5 Dec 2017	£	590.00
Car Park Takings	Period – 5 Dec 2017 to 20 Dec 2017	£	394.30
Car Park Takings	Period – 20 Dec 2017 to 2 Jan 2018	£	167.10
Defra	Grant towards sign	£	390.00
MOD Atturn	Payment	£	283.00
Parkeon	Refund on P&D machine	£	708.00
	<u>TOTAL : -</u>	£	<u>2,532.40</u>

Car Park Takings	Period – 2 Jan 2018 to 16 Jan 2018	£	793.60
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2. EXPENDITURE: -

North Devon Council Clerk Salary Recharge +Admin (including VAT £1.29)		£	711.01
North Devon Council Printing (July –Sept) (including VAT £6.95)		£	108.44
J. Braddick Toilet Cleaning		£	300.00
M. Isaac Parish Clerk Expenses		£	70.17
Johns of Instow Xmas Carol Service supplies		£	53.20
J. Mayhew Dog Bin Emptying		£	78.40
M. Green Xmas Carol Service supplies		£	59.37
	<u>TOTAL: -</u>	£	<u>1,380.59</u>

Invoice received after due date:

P. Hosegood Beach clean/tractor service /rubbish collection	£480.00
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3. BANK – STATEMENT OF ACCOUNTS: -

Lloyds Bank Treasurers a/c no. 02348842 as @ 29.12.17 (Statement) = £1,905.88
Lloyds Bank Business a/c no. 02350065 as @ 21.12.17 (Statement = £94,456.73 (includes £59,592.00 for Car Park/Toilets)

Outstanding cheque payments 1358 - £333, 1360 - £150, 1361 - £417

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 £1,900 be transferred from Lloyds Bank Business account number 02350065 to Lloyds Bank Treasurers account number 02348842 to cover cheques as at 2 above

In answer to a question from Councillor McCrum, Councillor Green agreed to circulate a copy of the year to date figures to Councillors.

149 PLANNING

a) Applications considered by the Planning Sub Committee

- i) 64003: Variation of condition 3 (occupancy restriction) attached to planning permission 52688 to enable unrestricted holiday use of one unit of holiday accommodation, Southgate chalet, Sandhills, Instow

Council noted and agreed the following recommendation of the Planning Sub Committee – No Objections provided it is used for holiday use and not permanent occupation

- ii) 62936: Demolition of one dwelling & barn together with erection of one dwelling with integral garage & associated parking area replacement of septic tank with private package sewage treatment plant (amended drawings) Worlington Cottage, Instow

Council noted and agreed the following recommendation of the Planning Sub Committee – Expressed concern at the size and scale of the proposal and detrimental impact on the neighbouring property

- iii) 63926: Conversion of bunker to holiday let (amended drawings), The Red Bunker, Instow

Council noted and agreed the following recommendation of the Planning Sub Committee – The removal of the roof-top terrace is an improvement but still have concerns about the end windows overlooking Dashwood

- iv) 64253 Extension and alterations to dwelling together with erection of balconies and decking, Greenlands, New Road, Instow

Council noted and agreed the following recommendation of the Planning Sub Committee – No Objections

- b) Planning Application 64041 Reserved Matters Application for erection of six dwellings (outline planning permission 58626), land at Anstey Way, Instow:
Update

Councillor Moores reported that the consultation period had expired. The Council could make a response to the application but it may not be considered.

Although the plans in front of Members were incorrect the correct plans were on the NDC Planning portal.

It was agreed that a request be sent to the NDC Senior Planning Officer seeking a refund of the cost of the relevant plans identified and supplied by the Planning Department and purchased by the Parish Council because they were inaccurate

In relation to the Marine Parade application Councillor Moores stated that the Planning Officer had met with residents and was dealing with the outstanding issues before presentation to NDC Planning Committee

150 TRACKER

The Tracker was noted.

It was agreed to delete the Huish Lane item.

Councillor Moores reported that in relation the Sands the applicant had appointed an Architect to put together proposals

151 MATTERS RAISED AT THE DISCRETION OF THE CHAIRMAN

There were no matters raised.

Councillor McCrum suggested that Council meeting dates be booked as far ahead as possible to avoid venues getting booked up in advance

There being no other business the meeting was closed at 9.53 p.m.

Chairman

Dated: -