

MINUTES OF A MEETING OF INSTOW PARISH COUNCIL HELD AT THE ALL SAINTS CHAPEL COMMUNITY CENTRE, INSTOW ON THURSDAY 15th FEBRUARY 2018 AT 7.30 pm

Present: - Councillor Moores (Chairman)

Councillors Mrs Clements, Crombie, Green, Mrs Hackett, Johns and McCrum.

Mr M Isaac (Clerk)

In Attendance: 4 Parishioner/members of the public.

152 OPENING OF THE MEETING

The meeting was declared open by the Clerk.

153 APOLOGIES

Apologies were received from Councillor Renshaw and DCC Councillor Biederman.

154 RESIGNATION OF COUNCILLOR VANDERSTEEN

The Clerk reported Councillor Vandersteen had resigned from the Parish Council.

NDC had been notified of the resignation and the notices of the vacancy advertised.

155 COUNCILLORS DECLARATION OF INTERESTS

There were no declarations of interest announced.

156 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 at the last Parish Council meeting the issues raised in her letter were not discussed as she had hoped. Councillor McCrum stated that it would cause a precedent to discuss all matters raised in letters to the Parish Council.

The Clerk stated that he had e mailed a response to her on the issues she had raised. She stated that she had received the e mail. The Clerk agreed to re-send the e mail.

Another Parishioner stated that her letter had also not been discussed. Concerns had been expressed that large items eg a blue bin were being pushed down the beach into the path of the next high tide and the beach cleaner was not doing his job properly. She had contacted NDC Councillor Cann regarding the cleaning of the litter from the beach.

Councillor Moores stated that the issue regarding the Beach Cleaner had been discussed by the Beach Management Working Group.

It was also stated that the CPRE had helped many small villages on planning issues and were not an extreme organisation as stated at the previous meeting.

It was further stated that a Parishioner had had to walk into the road as a John's 'A Frame' sign had been located on the pavement and a delivery lorry had parked on the pavement next to the sign blocking access along the pavement.

Concern was raised that members of the public could not attend Working Groups which it was considered should be open to the public to attend.

A Parishioner stated that the Nolan principles stated you should be prepared to submit to public scrutiny necessary to ensure accountability and be open and transparent in your actions and decisions unless there are clear and lawful reasons for non-disclosure. Furthermore meetings must be advertised and the press and public have a right to observe how the Council operates. This includes Sub Committees. Working Parties/Groups are task and finish groups that are occasionally set up for short term purposes.

Councillor Green stated that the NALC handbook states Working Groups/Parties are different from Committees/Sub Committees as they cannot make decisions that bind the Council and there are no regulations that state that members of the public are entitled to attend. Any recommendations made by a Working Party/Group are considered in public. The Parish Council's Working Groups meet from time to time when matters are referred to them by the Council.

A Parishioner stated that the bushes/brambles that were over hanging the pavement from the Boathouse up to the Sandhills Car Park had been partially cut since the last Parish Council meeting. Some of the trees/bushes for some reason had not.

Councillor Johns stated that he had been a Parish Councillor for 27 years and was proud of the village. The Council does not always have the resources to do a job as well as it might but makes best use of the resources available to it. He would hope that Parishioners would be more positive in their outlook and not bring a lot of negativity to the Council.

A Parishioner stated that the sand that had been cleared from the pavement/road a few weeks ago had been piled up next to the wall.

Councillor Moores stated that the problem was an on-going issue with DCC.

He agreed to raise the issue with the Parish Council's representative on the Taw/Torridge Estuary Forum to find a way forward.

It was agreed to:

- i) Seek legal clarification from DCC regarding the positioning of signs on the pavement and once received write to all retailers in the village.
- ii) Raise the issue of vehicles parking on the pavement with DCC and ask that their Parking Enforcement Officers look at it on their visits to Instow

- iii) Refer the matter regarding the bushes/brambles over hanging the pavement from the Boathouse up to the Sandhills Car Park to Councillor Biederman.

Councillor Johns declared an interest in the issue relating to the 'A Framed' sign and was not present at the meeting during the discussion thereon.

157 REPORT COUNTY COUNCILLOR F. BIEDERMAN

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

158 REPORT OF DISTRICT COUNCILLOR B MOORES

Councillor Moores reported the following:

- a) That he had raised the issue regarding the concerns expressed about an article in the ND Gazette reporting a quoted comment from ND Planners that it was not in the public interest to pursue the structures erected without planning consent in the Sandhills Car Park. He was awaiting a response
- b) He had asked for a street sweeping schedule for Instow but no schedule had been received. He assumed as no schedule had been sent that there was no schedule. However the street sweeper appeared in Instow the following day
- c) He had not yet contacted Appledore regarding their Christmas decorations along the sea front
- d) The Lane End toilets were of the type that did not have toilet seats.
- e) The Full Council would discuss its revenue budget and capital programme and the modifications to the Local Plan at its meeting on 21st February. NDC were looking to increase the Council Tax by 2.99%.
- f) Councillor Cann was working with Surfers Against Sewage to reduce the use of plastics. A representative of the group had agreed to attend a future Parish Council meeting

159 MINUTES

It was **RESOLVED** that the minutes of the meeting held on 18th January 2018 be approved as correct records and signed by the Chairman subject to it being noted that an e mail rejecting the Council's insurance claim in respect of the water leak had been received on 16 January 2018 and had been appealed.

160 MATTERS ARISING FROM THE MINUTES

Minute 142 Marine Car Park Toilets – Water Leak Update

The Clerk reported that he was awaiting a response from the Insurance Company to the Council's appeal against the company's rejection of the Council's claim.

161 **BEACH MANAGEMENT WORKING GROUP: UPDATE**

Councillor Green reported that the Beach Management Working Group had met on the 30th January 2018 and considered the following issues:

De-designation of the Beach

It was noted that the Environment Agency had been interviewed by BBC TV on the beach regarding the application to de-designate the beach as a bathing beach and that a decision was imminent.

ND Yacht Club – Use of the Beach

The Working Group considered the concerns expressed about the ND Yacht Club Annual Regatta at the end of May/beginning of June on the beach. The event had taken up about 150 metres of the beach, the slipway by the flood gates had been blocked thereby stopping people from getting onto the beach and people were camping on the beach.

The Parish Council as managers of the beach had not been informed of the event.

It was recommended that that a letter be sent to the ND Yacht Club, the Instow/Appledore Regatta and the Community on Show Group advising that the Parish Council as managers of the beach be informed of any events on the beach and that a risk assessment is carried out and the required insurance cover is in place as required by the Parish Council's insurers.

Council agreed the recommendation of the Beach Management Group subject to the draft letter circulated with the agenda papers being amended to state the provision of third party public liability insurance in the last paragraph.

Beach Cleaner

It was reported that there had been some complaints regarding the cleaning of the beach.

The Working Group expressed concerns that not all plastic items were being picked up and that certain parts of the beach were not being cleaned.

It was agreed that a meeting be held with the beach cleaner prior to the commencement of the next season to discuss the methods used to clean the beach.

It was also agreed that Councillors should be reminded when it is their turn to undertake beach inspections, that inspection reports should be sent to the Clerk promptly and that the Clerk should then promptly provide feed-back to the beach cleaner.

It was further agreed that the tender for subsequent years be considered in October

Council agreed the recommendations of the beach management group and that Councillors Green, Johns and Moores along with the Clerk be appointed to meet the Beach Cleaner

Investigate ways to reduce litter on the beach

The Working Group considered that the Parish Council was doing all it reasonably could to reduce litter on the beach.

Councillor Moores stated that he would speak to NDC Councillor Cann regarding raising awareness of the people's responsibility to dispose of litter responsibly.

Sand Hills Car Park

The Working Group noted the offer to meet the lessees of the Sandhills Car Park and agreed to take up the offer.

Code of Conduct to control dogs on the beach

The Beach Management Group noted that Christie Estate were happy to support a voluntary code and restrictions on the beach if the Parish Council wished to progress a scheme and would look to make a contribution towards the signage.

It was therefore Recommended:

- a) That the Crown Estate be informed of the proposals and DEFRA's views sought with regard to whether it was considered that the sand and beach were safe for families to use
- b) That in view of the support of Christie Estate and the majority support of residents the Parish Council look to introduce a beach sharing code of conduct for users of the beach in line with the results of the survey, and that a proposal to this effect should be put forward at the next Council meeting.

Council agreed:

- a) That in principle a beach sharing code of conduct be introduced and that the Beach Management Working Group be authorised to prepare details of the proposed signs and the enforcement procedure for a code of practice for consideration by the Council.
- b) That the draft e mail to DEFRA circulated with the agenda papers be approved subject to the last paragraph being amended to ask 'Do you know of any reason why the beach would not remain safe'

162 SUPERFLUOUS SIGNS - INSTOW

In the absence of Councillor Biederman this item was deferred to the next meeting

163 **CORRESPONDENCE**

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

- a) The Council noted an E Mail from Mrs Jackson re the Gift of money received as a legacy from her late husband Gordon H Jackson of £500, "to be used for sea front benches, seats or shelters."

It was noted that no decision had yet been made regarding the use of the legacy but it was agreed that the Clerk and Councillor Crombie undertake a review of the benches along Marine Parade

- b) Telephone call from Mrs Foreman re a delivery lorry parking on the pavement and the location of a John's A Board sign on the pavement (opposite John's shop) blocking the pavement and forcing people to walk in the road

It was noted that this matter had been considered earlier in the agenda (See minute 155 above)

- c) The Council noted an E Mail from Mrs MacCall regarding various issues and that the Clerk be authorised to respond and copy in all Councillors

- d) The Council noted an E Mail from Miss Bailey. Request to use the beach for a wedding in August.

The Estate has no objections subject to the marquee provider having their own public liability insurance cover and that they are covered for putting it up on the beach.

It was agreed:

- i) That there were no objections subject to the following requirements:
- ii) That a Risk Assessment be carried out
- iii) That the provider of the Marquee has public liability insurance and provides a copy to the Council
- iv) That a Returnable Deposit, amount to be agreed be provided to the Parish Council in case of litter etc being left on the beach
- v) That a voluntary contribution be made to the Parish Council towards beach management.
- e) The Council noted an E Mail from Mark Roberts NDC re resurfacing of the car park that he was aiming to carry out the resurfacing at Instow in conjunction with a number of NDC car parks during April/ May – to take account of the better weather conditions and prior to the busy holiday season.

Councillor McCrum stated that he had written to Martin Williams earlier that day seeking details of cost, plans and the tender process.

- f) The Council noted an E Mail from Martin Caddy DCC regarding the Cob House at the picnic area along the Tarka trail and that responsibility for its repair lies with the Parish Council.

It agreed that the Chairman and Clerk inspect the building

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

164 FINANCE

The Council agreed/noted the following payments/receipts:

1. INCOME: -

Car Park takings	Period – 16 Jan 2018 to 30 Jan 2018	£	562.50
Car Park Takings	Period – 30 Jan 2018 to 14 Feb 2018	£	779.70
HMRC	VAT Refund	£	409.46
	<u>TOTAL</u>	£	<u>1,751.66</u>

2. EXPENDITURE: -

North Devon Council Clerk Salary Recharge + Admin (including VAT £1.29)		£	711.01
J. Braddick Toilet Cleaning		£	300.00
M. Isaac Parish Clerk Expenses		£	60.32
J. Mayhew Dog Bin Emptying (Dec/Jan)		£	158.40
BT Telephone Bill		£	168.51
EDF O/Standing Elec charge		£	4.27
Info Commissioner Ann Reg		£	35.00
	<u>TOTAL: -</u>	£	<u>1,437.51</u>

Bookers – Toilet Supplies D Debit £84.07

3. BANK – STATEMENT OF ACCOUNTS: -

Lloyds Bank Treasurers a/c no. 02348842 as @ 1.2.18 (Statement) = £1,864.74
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 1366 - £108.44 and 1367 - £711.01

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 £1,440.00 be transferred from Lloyds Bank Business account number 02350065 to Lloyds Bank Treasurers account number 02348842 to cover cheques as at 2 above.

5. CHRISTMAS CAROL SERVICE

The Clerk reported that £90 had been collected for charities at the Annual Christmas Carol Service.

It was agreed:

- a) That the Parish Council match the collected sum and donate £90
- b) That the total sum of £180 be distributed equally between the North Devon Hospice, Appledore Lifeboat and Northam Lodge

165 PLANNING

There were no Planning Applications to report

166 TRACKER

The Tracker was noted.

It was agreed:

- a) That the tracker be put on the Parish Council's web site
- b) That the Clerk review the items on the tracker and identify those that can be deleted.

Councillor Green stated that he was drafting a Council Publication Scheme; a list of the documents/information that the Council should make available to the public, together with details of how to access them. The most convenient means of publication was on a web-site.

In answer to a question from Councillor McCrum the Clerk stated that he had requested details of the Car Park machine service level contract but had not yet had a reply

167 MATTERS RAISED AT THE DISCRETION OF THE CHAIRMAN

There were no matters raised.

There being no other business the meeting was closed at 9.57 p.m.

Chairman

Dated: -