

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

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

In Attendance: 6 Parishioner/members of the public.

168 OPENING OF THE MEETING

The meeting was declared open by the Clerk.

169 APOLOGIES

Apologies were received from Councillor Mrs Hackett and DCC Councillor Biederman.

170 COUNCILLORS DECLARATION OF INTERESTS

There were no declarations of interest announced.

171 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 why the Police had not attended a Parish Council meeting for a while. The Clerk reported that due to reduction in resources the Police had ceased to send a representative to Parish Council meetings. It was agreed to invite a representative of the Police to a future Parish Council meeting.

The Parishioner also stated that the Picnic area had not been cleared of rubbish, that there were a number of pot holes that needed repairing and that the bus shelter opposite the All Saints Community Centre had graffiti sprayed on it. The Chairman stated that the pot holes had been reported to DCC.

A Parishioner read out the Fremington Parish Council Community Engagement Policy and its aims to reflect the needs of its residents and the local community and the services it provides to work towards achieving this aim. It was stated that it recognised that residents should be involved in decisions affecting them and their neighbourhood and in shaping the future of the area in which they lived and highlighted the way in which it would achieve it

It was further stated that Community Engagement could be achieved in many ways to ensure all sections of the community were reached and included the following:
A quarterly newsletter distributed at locations throughout the parish and available on the Parish Council's website and Facebook page.

Meetings of the Parish Council, including Committee meetings, are open to members of the public and allow for Public Participation at the start of the meeting. Councillors are an important source of two way communication between the Council and residents. Councillors are encouraged to interact with residents informing them of information relevant to the parish and Parish Council news and reporting back to the Council on issues raised by residents. The Parish Council will aim to be as open and transparent as possible, providing the local community with as much information through as many different routes as possible.

It was also stated that Standing Order 59 Confidentiality as written meant that most things were confidential.

Councillor Green stated that the Nolan principles have influenced statute law but are not incorporated in law. The Freedom of Information Act is wide ranging but there are exemptions. The Council is in the process of forming a publication scheme and documents will be put on the Council's web site. He further added that communications between Councillors are not covered by the Freedom of Information Act.

A Parishioner reported that the pot holes were not being repaired properly and were re-occurring. It was also reported that the sign at the Bideford end of the village still included Fremington and the verges by the allotments needed attention

172 REPORT COUNTY COUNCILLOR F. BIEDERMAN

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

173 REPORT OF DISTRICT COUNCILLOR B MOORES

Councillor Moores reported the following:

Future Commissioning of Temporary Accommodation

It was agreed at Full Council to increase and amend the Capital programme from £541,000 as agreed at Executive, to £1.2 million for the provision of temporary accommodation. A cross Party Working Party will be Chaired by himself as Lead Member for Housing.

Economic Regeneration

The Team has secured £13 million over the past 3 years. The Council has successfully secured £2.2 million from Government land release fund to help bring forward development of Council owned site at Seven Brethren

Budget 2018/19

The Council has agreed to increase the Council Tax by 2.99%
Parish Grants have been re-instated and the additional £34,000 will be funded by the Rural Services Delivery Grant
Strategic Grants for CAB, Go North Devon etc have been retained and will be funded by a reduction in the planned contribution to the Executive Contingency Reserve by £10,870

Plastic Free North Devon Campaign

A meeting was held on Friday 9th March and workshops will be arranged at Brynsworth. It was agreed that Mrs McCall attend on behalf of the Parish Council.

Sandhills Car Park

Mike Kelly has inspected the site and remains of the view as previously advised that it was not considered expedient to initiate formal enforcement action in the absence of any applications for advertisement consent and CCTV equipment. However, in response to a pre application enquiry the agent has confirmed that an application would be submitted shortly.

Planning Enforcement

Trawler moored below Westleigh. The enforcement team has carried out a site visit and it was considered that the mooring of the boat is not considered as development that the LPA can control. The associated Jetty was considered a temporary feature which does constitute development and it was up to the landowner to request the removal of rubbish.
3 more boats have since moored up.

Councillor McCrum stated that it was reported in the ND Gazette that Torridge District Council were progressing Public Space Protection Orders and asked that Councillor Moores ascertain when/if North Devon Council were going to progress such an order.

174 MINUTES

It was **RESOLVED** that the minutes of the meeting held on 15th February 2018 be approved as a correct record and signed by the Chairman subject to Minute 56 sixth paragraph being amended to read:

‘It was also stated by a Parishioner that in her opinion the CPRE had helped many small villages on planning issues and were not an extreme organisation as stated at the previous meeting.’

175 MATTERS ARISING FROM THE MINUTES

It was noted that there were no matters arising from the previous minutes that were not considered elsewhere on the agenda.

176 SUPERFLUOUS SIGNS - INSTOW

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

177 CLEARING OF SAND FROM THE BEACH AND HIGHWAY

The Chairman reported in the absence of Councillor Biederman reported that he had received an e mail from Councillor Biederman seeking to arrange a meeting between the Parish Council, DCC and the Estate to look at the management of the beach as a whole.

He stated that some time ago he had sought a way to clearing the sand in a more efficient way.

Councillor McCrum stated that DCC were legally responsible for clearing the sand from the pavement and he would be against any proposals that would seek to burden any costs on the Parish Council.

The Clerk reported that the Marines were willing to help clear sand from the wall on the beach side.

178 **MARINE PARADE CAR PARK: UPDATE**

The Clerk informed Council that the insurance claim and subsequent appeal for the water leak had been rejected. He further informed that he had submitted a leakage allowance claim to South West Water and was awaiting a response.

Concern had been expressed by the Finance Working Group at the proposed NDC timing for the re-surfacing of the Car Park. May was a busy time in Instow and the Parish Council could not afford to lose a lot of income. The Working Group considered that NDC should be asked to postpone the re-surfacing until November or end of March/beginning of April 2019.

Councillor McCrum stated that the timetable was:

Tender advert 29 March 2018

Tender return date 21 April 2018

Start on site 14 May 2018

He further stated that he would agree to a completion date of 25 May 2018.

It was agreed that Councillor McCrum be authorised to investigate the latest position and report with a recommendation to the next Parish Council meeting.

179 **CORRESPONDENCE**

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

- a) Parish Council vacancies. The Council noted that an Election had been called for the vacancy left by the resignation of Will Vandersteen but that there had been no request for the vacancy left by the resignation of Ed Renshaw therefore the Council could co-opt for that vacancy

North Devon Council was awaiting a reply from the Booking agent regarding the date the Election.

It was agreed that the Clerk seek information as to whether the election could be held for both vacancies, a preferred option by the Parish Council

- b) The Council considered an E Mail from Ms Hill requesting to use the beach for Yoga Classes during the summer months.

It was agreed:

- i) That there were no objections subject to the following requirements:
- A) A Risk Assessment be carried out and valid Public Liability Insurance being provided
 - B) A voluntary contribution being made to the Parish Council towards beach management.

C) Dates/times of classes being provided

- c) The Council considered an E Mail from Mrs Champion requesting that the Car Park be free of charge on July 29th for the Community on Show event.

Following discussion the request was rejected.

Councillor Moores declared an interest as a Member of the Community on Show Group

180 **FINANCE**

The Council considered the recommendations of the Finance Working Group meeting held on 1st March 2018.

1. BUDGET 2018/19, GRANT APPLICATIONS AND POLICIES

a) GRANT APPLICATIONS

RESOLVED that the following grants be awarded:

i) Instow Twinning Association

That a grant of £500 be awarded to Instow Twinning Association towards the hosting of the 40th visit by residents of Arromanches to Instow in September

Councillor Moores declared Personal interests as a Member of the Twinning Association.

(ii) St John's PCC Instow

That a grant of £1,500 be awarded to Instow PCC towards the repairs required to the Church Room

Councillor Green declared a Personal interest as the independent examiner of the PCC Church accounts.

b) ANNUAL REVIEW OF POLICIES

Copies of the following policies/procedures were tabled - Financial Regulations, Risk Assessment, Beach Risk Assessment Policy, Child Protection Policy, Training Policy, Equal Opportunities Policy, Disciplinary Procedure and Code of Practice for Handling Complaints

The Policies and Procedures as amended were approved and adopted.

It was also agreed that the beach signs will be reviewed to ensure they adequately reflect the latest beach risk assessment.

Councillor Green stated that the policies and procedures needed a more in depth review and he hoped to have undertaken the review by September. He further stated that he was still working on the review of Standing Orders and also hoped to complete them by September.

(c) INTERNAL AUDITOR REPORTS

The comments of the Working Group regarding the internal auditor report on the Council records in 2016 and 2017 were noted and agreed.

d) MAINTENANCE OF THE ORCHARD

It was agreed:

- (i) that a grant of £200 be awarded for maintenance works to the Orchard in the year commencing 1st April 2018
- (ii) that the applicant be informed that consideration of future grants would be reviewed and considered alongside the annual grants considered each year.

e) BUDGET 2018/19

It was agreed:

- (i) That the budget 2018/19 as outlined in the report with minor amendments (copies circulated/ tabled) be approved and adopted. Copy appended to the minutes.
- (ii) That the transfer of £6,000 in the current year (£3,000 relating to this year 17/18 and £3,000 from last year 16/17) to the Car Park fund and £3,000 per year thereafter be approved.
- (iii) That the monies on deposit at Lloyds Bank (maturity date 23 March 2018) be not rolled over or put on deposit but put back into the current account.

It was noted and agreed that the Clerk arrange an appointment for him and Councillor Green with Lloyds Bank to discuss on line banking for the Parish Council.

The Council recorded its thanks to Councillor Green for his work undertaken in preparing the budget.

The Council agreed/noted the following payments/receipts:

2. INCOME: -

Car Park takings	Period – 30 Jan 2018 to 14 Feb 2018	£	779.70
Car Park takings	Period – 14 Feb 2018 to 27 Feb 2018	£	1,364.65
Car Park Takings	Period – 27 Feb 2018 to 13 Mar 2018	£	781.00
	<u>TOTAL</u>	£	<u>2,925.35</u>

3. EXPENDITURE: -

North Devon Council Clerk Salary Recharge +Admin (including VAT £1.29)		£	711.01
North Devon Council Printing Charges (including VAT £6.50)		£	72.21
J. Braddick Toilet Cleaning		£	386.94
M. Isaac Parish Clerk Expenses		£	56.34
J. Mayhew Dog Bin Emptying (Dec/Jan)		£	73.60
Parkeon Ltd Reprogramming of Charges (including VAT £50.60)		£	303.60

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Murch Bros Tractor (Oil/Oil filter/Fuel filter) (including VAT £15.05)	£	90.30
ND Hospice Xmas Collection Donation	£	60.00
Appledore Lifeboat Xmas Collection Donation	£	60.00
Northam Lodge Xmas Collection Donation	£	60.00
P. Hosegood Collection of rubbish from 2 nd Beach (2 months)	£	100.00
Instow PCC Grant	£	1500.00
Instow Twinning Assoc Grant	£	500.00
<u>TOTAL: -</u>	£	<u>3,974.00</u>

4. BANK – STATEMENT OF ACCOUNTS: -

Lloyds Bank Treasurers a/c no. 02348842 as @ 2.3.18 (Statement) = £1,833.12
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 1370 - £711.01 and 1375 - £158.40

NB: - IPC to note that £10,105 was re-invested for 12 months in a fixed term deposit account (0.80%) within Lloyds Bank

5. RESOLUTION REQUIRED: -

RESOLVED, that £3,900 be transferred from Lloyds Bank Business account number 02350065 to Lloyds Bank Treasurers account number 02348842 to cover cheques as at 2 above.

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

181 PLANNING

Application 64593: To demolish existing garage & erection of new annex & workshop,
Venn Farm, road from Barton Cross to Instow CP School, Instow

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

182 TRACKER

The Tracker was noted.

It was agreed to seek an update from DCC Councillor Biederman regarding the clearing of the
Footpath's and the cutting back of hedges along Anstey Way through the Community Pay Back
Scheme and a speed audit by Silver Threads.

Councillor Green stated that he had drafted wording for the proposed beach Code of Conduct
Signs and he circulated suggested wording for the signs.

Due to the resignation of Councillor Renshaw, Councillor McCrum was appointed to the Beach
Management Working Group.

Councillor McCrum agreed to look at proposed wording for the signs.

183 MATTERS RAISED AT THE DISCRETION OF THE CHAIRMAN

Appointment of a Handyperson

It was agreed:

- a) That Councillors Crombie and McCrum be appointed to interview and appoint a Handyperson.

- b) That if there are no suitable applicants Councillors Crombie and McCrum be authorised to advertise the position in the ND Journal and ND Gazette.

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

Chairman

Dated: -