

**MINUTES OF A MEETING OF INSTOW PARISH COUNCIL HELD AT THE ALL
PARISH HALL, INSTOW ON
THURSDAY 19th APRIL 2018 AT 7.30 pm**

Present: - Councillor Moores (Chairman)

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

Mr M Isaac (Clerk)

DCC Councillor Biederman

In Attendance: 6 Parishioner/members of the public.

184 OPENING OF THE MEETING

The meeting was declared open by the Clerk.

The Chairman welcomed Councillor John Stenton to his first Parish Council meeting.

185 APOLOGIES

Apologies were received from Councillor Green.

186 COUNCILLORS DECLARATION OF INTERESTS

There were no declarations of interest announced.

187 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:

Former Councillor Will Vandersteen stated:

Following my resignation last month, I wanted to take this opportunity to explain my situation and thank the council.

As many of you will know, Anna and I have difficult challenges which mean frequent trips to London to care for family members. This will continue for the foreseeable future I therefore feel unable to focus my efforts to the IPC and the stresses that go with this duty. It would be considerably less stressful if members of the public show more courtesy to councillors. Over the last 6 years of being on IPC I have been harassed on my own doorstep, unfairly reprimanded in public and verbally insulted at these meetings. We are volunteers who are also entitled to enjoy this village. That said, I know there are many parishioners who value our efforts and themselves provide essential insights and suggestions to improve our village. I will continue to manage the defibrillator and website as long as needed and until such duties can be handed over.

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Thank you to my fellow councillors, it's been a privilege and I wish you all the best for the future. I know you will continue to do what's best for Instow. Despite what some people like to believe, you are all very good people wanting to do your bit for this village, so thank you.

A Parishioner read out a letter from Mrs Shepherd regarding the way views/comments were or were not recorded and what was on the tracker.

The Chairman agreed to respond to the comments made by Mrs Shepherd.

A Parishioner reported that the lock to the notice board in the bus shelter opposite All Saints was broken. The Clerk advised that he had contacted the suppliers and the lock would be fixed. She also stated that the new Handyperson had visited her twice regarding the lock and was doing a good job.

A Parishioner stated that in his view a comment made by Councillor Green at the last meeting that communications between Councillors were not covered by the Freedom of Information Act was incorrect, such communications are covered.

A Parishioner stated that minute 171 of the last Parish Council meeting should for clarification purposes state that Standing Order 59 Confidentiality was part of Instow Parish Council's Standing Orders.

It was also stated that in the parishioners view the comment regarding the CPRE was incorrect and that a Councillor suggested that their views were extreme. CPRE have helped many small villages to weave their way through minefields of planning information and would have been extremely useful to a council who was more concerned with their own parish rather than the inappropriate needs of Government and local planning tick lists.

The parishioner further commented on the problems with the beach cleaner on his scheduled Christmas week workload. As a consequence of the lack of concern by IPC the parishioner put an article in the Parish News March 2018 and was then surprised to read an article written by the Chair of IPC's Beach Management in the Parish News (April 2018) that stated "The beach cleaner is not contracted to work during the winter months but he will resume his duties on 26th March. The Beach Cleaner is contracted to clean the beach for 1 week just before Christmas.

Council agreed to amend the minute to include reference to Instow Parish Council in relation to Standing Order 59.

A Parishioner reported a grot spot along Marine Parade where scaffolding has been in situ for over a year.

It was also asked if the beach cleaner hand-picked plastics from the beach as she had picked up 3 items recently. It was also stated that delivery lorries to John's were reversing onto the Quay and turning around in the Marine Car Park. Councillor Johns agreed to deal with the problem.

A Parishioner stated that some of the items on the Parish Council website were out of date. It was suggested that Parish events and the bus timetable be could be included on the website.

188 REPORT COUNTY COUNCILLOR F. BIEDERMAN

Councillor Biederman reported the following:

That he would look to progress the residents parking issue at Lane End Road.

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That he had a meeting with the local Highway Officer tomorrow to look at all the issues regarding the 'B' and 'C' roads in the area.

That he had had a productive meeting with Andrew Woollacott (Christie Estate) and Andy Bell (DCC) regarding the clearing of sand. The Estate would be speaking to the Marines.

That he had attended a Police briefing on modern slavery.

Councillor Mrs Hackett reported that there had been a near miss when someone had to step off the pavement into the road due to it being covered with sand.

Councillor McCrum asked whether it would be quicker to get a residents parking scheme agreed for Lane End Road than a scheme that included all of the Parish? In answer to the question Councillor Biederman said yes.

Councillor Mrs Clements reported that the drains in Anstey Way needed cleaning.

The Clerk asked if there had been any update on the following previously raised issues:

'A' Signs on the Pavement – Councillor Biederman stated that 'A' signs were permitted as long as there was a 1.5 metre gap for pedestrians to pass. . It was agreed that the Clerk should obtain written confirmation from DCC highways that the 1.5m rule applied to Instow.

Speed Audit opposite Silver Threads – Councillor Biederman agreed to investigate further.

Cleaning of footpaths along Anstey Way - Councillor Biederman agreed to investigate further.

It was reported that the bench on Worlington Hill was in a state of disrepair.

189 SUPERFLUOUS SIGNS - INSTOW

The Council considered an e mail from Councillor Biederman, following concerns raised by residents, regarding a number of signs in the Parish that were considered superfluous.

It was agreed that the following signs be removed:

The narrow lane/tight corner sign at Lane End and the tatty clean it up! Sign.

190 CLEARING OF SAND FROM THE BEACH AND HIGHWAY

Councillor Biederman had nothing further to report to that stated in minute 188 above.

Councillor McCrum asked if the Estate had accepted liability for the sand on the beach?

Councillor Biederman stated no. He further asked if DCC had accepted responsibility for clearing the gullies. The answer was yes.

Further to a suggestion by Councillor McCrum that the sand be cleared using water jets the Biosphere Officer had stated that it would not work.

It was reported that it had been agreed that a letter jointly signed by the Estate and Chairman of the Parish Council be sent to Andy Bell, Biosphere Officer seeking advice on what should be included in an updated Beach Management Plan for Instow

191 REPORT OF DISTRICT COUNCILLOR B MOORES

Councillor Moores reported the following:

That he had attended a Rural Housing event regarding Community led Housing.

It was agreed that a representative of the Devon Rural Housing Partnership be invited to attend a future Parish Council meeting.

Syrian Refugees – That NDC had agreed to support the project and 1 family had been located in Georgeham.

Councillor McCrum asked if there had been any progress regarding a Public Space Protection Orders and the provision of a street sweeping schedule?

Councillor Moores stated that he had had no success regarding a street sweeping schedule and that although there had been no progress regarding a PSPO, work was on going.

192 MINUTES

It was **RESOLVED** that the minutes of the meeting held on 15th March 2018 be approved as a correct record and signed by the Chairman subject to Minute 171 eighth paragraph being amended to read:

‘It was also stated that Instow Parish Council standing order 59 Confidentiality as written meant that most things were confidential’.

193 MATTERS ARISING FROM THE MINUTES

Minute 178 Marine Car Park: Update

Councillor McCrum updated Council. He stated that he had difficulty in contacting Mr Williams at NDC but had since been notified that he was leaving NDC on 4th May and Mr Roberts who had been due to re-design the entrances and supervise the resurfacing projects had been off on sick leave.

However, he had managed to speak to Mr Roberts the day before the meeting who advised that due to him being engaged on NDC emergency work, he had not progressed the tender process for IPC or NDC car park re-surfacing due to work pressure.

It was considered that it was now sensible to defer any works until the autumn and Mr Roberts was currently drawing up a new timetable with a view to tenders being returned by early August with an on-site date late September early October. Unfortunately drainage issues had been identified in the car park and NDC would need to get a camera survey into the drains to investigate.

Mr Roberts was committed to preparing drawings for a revised layout narrowing the car park entrances in the next few weeks.

194 **PLASTIC FREE NORTH DEVON**

Mrs MacCall reported on the workshop she attended on 4th April 2018

The identified aims were: To encourage residents, businesses and tourists, to reduce single use plastic throughout the county.

The groups included representations from tourism (local attractions), holiday homes, schools, SAS, 2 minute beach clean, Parish, District and County Councils, businesses, Nat. Trust, AONB and Biosphere, voluntary groups, farming and fishing communities.

The following questions were raised:

What Plastic free initiatives are you aware of? Who is delivering? Where is it happening?

The following were identified:

Local/National beach cleans/2 minute beach clean/individual daily pickups, SAS campaign, local recycling bins, Modbury - 11 years ago banned plastic bags because of their impact in the ocean, Woolacombe, Saunton, Putsborough - target beach users and local accommodation, refilling of water bottles, recycle "bonds" in holiday homes, Coastal Creatures (AONB) working with school, community and volunteer groups...education about local marine environment, beach cleans, impact of man-made rubbish, Recycle Devon, Final Straw campaign - Cornwall...stop single use of plastic straws and to educate the damage caused.

What is not happening that should be happening? Why is it not happening... what are the barriers? A long list of issues was identified.

What resources are needed to deliver - staff, equipment, joined-up working etc.?

The main message from the workshop was Education, education, education!!!

The Chairman read an e mail from Claire Moody from Plastic Free North Devon informing that a Community Leader had been found for Instow.

It was agreed that Instow Parish Council support the Plastic Free North Devon Campaign.

Councillor Johns stated that he and other businesses in the village were introducing new initiatives to reduce the use of plastic.

195 **BEACH MANAGEMENT GROUP – PROPOSED BEACH CODE OF CONDUCT SIGN**

Councillor McCrum outlined a proposed draft design and wording of a Code of Conduct sign (copies circulated) taking account of the comments agreed by the Beach Management Working Group at its meeting on 6th April 2018.

It was noted that Christie Estate had no objections to the sign and the wording proposed.

It was suggested that the sign should be designed by a Graphic Designer and be approx. 3ft x 2ft in size.

Councillor Johns stated that the proposed sign should include the word voluntary and the restriction cover the sand dunes. Reference to the Crown Estate should be removed.

A motion was moved by Councillor McCrum and duly seconded that a number of temporary A3 signs with the current draft wording and design as presented to the meeting should be provided in locations to be agreed by Councillors Mrs Clements and Johns at a maximum cost of approx. £50 be agreed.

There being no amendment the motion was put to Council and on a show of hands was lost. There were no further motions.

196 CO-OPTION OF A NEW COUNCILLOR

The Clerk reported that a notice had been placed in the Parish News advertising the vacancy with a deadline date of 31st May 2018

197 APPOINTMENT OF HANDYPERSON

The Clerk reported that following the advert one application had been received and following interview Mrs Katharine Mills had been appointed for a 12 month period.

198 CORRESPONDENCE

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

- a) The Council noted a letter from Rachel Hunter re Sandhills Car Park Planning Applications and agreed to consider it later in the agenda when considering the planning applications.
- b) The Council noted the following quotes to undertake the painting of the outside the toilets, the wall in the Car Park and the Bollards.

Terrys Property Maintenance £830
J. Short Painter and Decorator £1,176
Damos Do It All £886

It was agreed:

- (i) That only the outside of the toilets and car park wall be painted and that the Chairman be authorised to accept the lowest quote for these works only.
 - (ii) That DCC be requested to paint the Bollards
- c) The Council noted an E Mail from K Ellis re parking charge in Sandhills Car Park
 - d) The Council noted an E Mail from James Millichope DCC regarding drainage scheme along Marine Parade.

199 FINANCE

The Council agreed/noted the following payments/receipts:

1. INCOME: -

Car Park takings	Period – 13 Mar 2018 to 27 Mar 2018	£	1,089.95
Car Park takings	Period – 27 Mar 2018 to 3 Apr 2018	£	810.00

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Car Park takings	Period – 3 Apr 2018 to 10 Apr 2018	£	975.20
Car Park takings	Period – 10 Apr 2018 to 17 Apr 2018	£	544.10
<u>TOTAL</u>		£	<u>3,419.25</u>

2. EXPENDITURE: -

North Devon Council Clerk Salary Recharge + Admin (including VAT £1.29)		£	711.01
J. Braddick Toilet Cleaning		£	305.97
M. Isaac Parish Clerk Expenses		£	60.32
Parkeon Car Park Machin Software Update (including VAT £35.40)		£	212.40
DALC Annual Membership Fee (including VAT £24.83)		£	186.36
OJ Williams Derv for Tractor (including VAT £19.75)		£	414.65
Village People Grant towards upkeep of the Orchard		£	200.00
Mrs Mills Handy person		£	168.00
D. Budd Grass Cutting		£	340.00
P. Hosegood Beach Cleaning/Litter collection 2 nd beach		£	770.00
<u>TOTAL: -</u>		£	<u>3,368.71</u>

3. BANK – STATEMENT OF ACCOUNTS: -

Lloyds Bank Treasurers a/c no. 02348842 as @ 3.4.18 (Statement) = £1,504.95
Lloyds Bank Business a/c no. 02350065 as @ 29.3.18 (Statement = £104,434.98 (includes
£59,592.00 for Car Park/Toilets)
Outstanding cheque payments 1384 - £60.00, 1385 - £60.00 and 1388 - £500.00

4. RESOLUTION REQUIRED: -

RESOLVED, that £4,300 be transferred from Lloyds Bank Business account number 02350065 to Lloyds Bank Treasurers account number 02348842 to cover cheques as at 2 above.

5. NATIONAL PAY AWARD

The Council noted and agreed the National Pay Award of 2% as from 1st April 2018 and from 1st April 2019 for the Parish Clerk

It being past 9.30 p.m. the Council agreed not to continue the meeting by invoking standing order 5.

The Chairman therefore closed the meeting at 9.37 p.m.

Chairman

Dated: -

