

**MINUTES OF A MEETING OF INSTOW PARISH COUNCIL HELD AT THE  
PARISH HALL, INSTOW ON  
THURSDAY 17<sup>th</sup> MAY 2018 AT 7.50 pm**

**Present: -** Councillor Moores (Chairman)  
Councillors Mrs Clements, Crombie, Mrs Hackett, Johns and Stenton.  
Mr M Isaac (Clerk)  
DCC Councillor Biederman (from minute 13)

**In Attendance:** 6 Parishioner/members of the public.

**1 OPENING OF THE MEETING**

The meeting was declared open by the Clerk.

**2 APOLOGIES**

Apologies were received from Councillors Crombie and McCrum.

**3 APPOINTMENT OF CHAIRMAN 2018/19**

RESOLVED, that Councillor Moores be appointed Chairman of the Parish Council until re-appointments are made in the next municipal year.

**4 APPOINTMENT OF VICE CHAIRMAN 2018/19**

RESOLVED, that Councillor Green be appointed Vice Chairman of the Parish Council until re-appointments are made in the next municipal year.

**5 COUNCILLORS DECLARATION OF INTERESTS**

There were no declarations of interest announced.

**6 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 the 2 residents who had requested residents car parking in Lane End had moved or were moving away and as a resident of Lane End she did not support a residents parking scheme for Lane End.

A Parishioner asked how to find the facts and figures relating to the beach survey results. It was stated that all the forms and analysis were on the Parish Council web site under the heading of Parish Council.

A Parishioner, Mrs Cante stated that she had a key to the Bus Shelter notice boards and any Village Organisation (non-commercial) wishing to advertise local events etc could contact her.

A Parishioner asked if a response had been received from the Parish Council's representative on the Taw Torridge Estuary Forum on a way forward regarding sand from the pavement/road. It was stated that no response had been received.

A Parishioner asked why the Beach Code of Conduct sign was on the agenda. It was stated that at the last meeting it was only the wording on the sign that had not been agreed, not the principle of a sign. The matter was on the agenda to agree the wording.

## **7 REPORT COUNTY COUNCILLOR F. BIEDERMAN**

In the absence of Councillor Biederman there was no County Council business to report.

## **8 REPORT OF DISTRICT COUNCILLOR B MOORES**

Councillor Moores had no District Council business to report.

## **9 MINUTES**

It was **RESOLVED** that the minutes of the meetings held on 19<sup>th</sup> April 2018 and 30<sup>th</sup> April 2018 be approved as correct records and signed by the Chairman.

## **10 MATTERS ARISING FROM THE MINUTES**

There were no matters arising not listed elsewhere on the agenda

## **11 PROPOSED BEACH CODE OF CONDUCT SIGN - WORDING**

Councillor Green outlined 3 proposed draft design and wording versions of Code of Conduct signs (copies tabled) taking account of the comments received by Councillor McCrum from those Councillors who had responded following consultation with Councillors.

It was considered that temporary signs should be erected in order that the design and wording can be reviewed, if required at the end of the season.

It was **RESOLVED**:

- a) That the wording of the signs (appropriate to each location) as tabled be agreed subject to the blue and green coloured areas on the map being changed to yellow.
- b) That 5 A2 temporary signs be provided at all the entrances to the beach
  - (i) 1 opposite the Boathouse
  - (ii) 1 opposite the Commodore
  - (iii) 1 by the gap in the wall along Marine Parade
  - (iv) 1 by Sand Dunes Car Park
  - (v) 1 by the Marine Slipway
- c) That expenditure up to £150 + VAT be authorised for the purchase of the signs
- d) That the design and wording of the signs be reviewed, if required at the end of the season.
- e) That the existing IPC signs be removed.

Councillor Mrs Hackett requested that her vote against the above resolution be recorded.

## **12 APPOINTMENTS 2018/19**

It was agreed that the following appointments be made for 2018/19:

Finance Working Group (Risk Assessment): -

Cllrs N Crombie (Risk Assessment), A Johns, M Green and B Moores

Parish Hall Representatives: -

Cllrs M Green and Mrs Hackett

Police Liaison Officer: -

The Clerk

Transport Forum Representative: -

Cllr M Green

Minor Authority Governor on Instow School Governing Body: -

Cllr B Moores

Car Park Working Group: -

Councillors Crombie, McCrum and Stenton

Beach Management Working Group

Councillors Mrs Clements, Green, McCrum and Stenton

Emergency Planning Committee: -

Cllrs Johns, Moores and Stenton

Cheque Signatories: -

Cllrs N Crombie, M Green and A Johns

Co-Option Interview Panel

Councillors Mrs Clements, Green and Stenton

Planning Rota: -

April – June Cllrs A Johns and M Green

July – September Cllrs N Crombie & Mrs G. Clements

October – December Cllrs Mrs P Hackett & M Green

January – March Cllrs J Stenton & D McCrum

Council's Responsible Financial Officer: -

The Clerk

Council's Internal Auditor: -

Mrs Mary Jane Scott

Taw & Torridge Estuary Forum Representative: -

Mr Simon Brown.

## **13 CORRESPONDENCE**

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

- a) The Council noted a number of letters, 2 E Mails from Mrs MacCall and E Mails from A. Woollacott, Christie Estate and the Crown Estate regarding the proposed Dog restrictions and Code of Conduct on the beach.
- b) The Council noted a letter from the Local Government Boundary Commission re Electoral Review of North Devon.
- c) The Council noted E Mails from A Woollacott and DCC Councillor Biederman

regarding sand on the Highway, Marine Parade.

- d) The Council noted an e mail from White House Close residents association regarding the removal of signs
- e) The Council noted an E Mail DCC re operation of stop go boards along B3233 Instow to Bickington on 22 May 2018

## **14 FINANCE**

The Council agreed/noted the following payments/receipts:

### **1. INCOME: -**

Car Park takings	Period – 17 Apr 2018 to 24 Apr 2018	£	844.95
Car Park takings	Period – 24 Apr 2018 to 1 May 2018	£	546.00
Car Park takings	Period – 1 May 2018 to 8 May 2018	£	796.85
Car Park takings	Period – 8 May 2018 to 15 May 2018	£	699.35
<b><u>TOTAL</u></b>		<b>£</b>	<b><u>2,887.15</u></b>

### **2. EXPENDITURE: -**

North Devon Council Clerk Salary Recharge +Admin (including VAT £1.29)		£	708.19
North Devon Council Printing (including VAT £8.55)		£	75.46
Frank Knight (Crown Est) Lease of Foreshore		£	125.00
J. Mayhew Dog Bin Emptying (March/April)		£	153.60
J. Braddick Toilet Cleaning (5 weeks + bin bags)		£	380.97
M. Isaac Parish Clerk Expenses		£	75.96
Mrs Mills Handyperson (incl £45.59 materials)		£	717.59
SW Water Water Bill		£	2,931.01
BT Telephone Bill		£	163.93
D. Budd Grass cutting		£	340.00
P. Hosegood Beach Cleaning/Litter collection		£	782.00
Mrs Clements New Toilet Seat		£	13.45
<b><u>TOTAL: -</u></b>		<b>£</b>	<b><u>6,467.16</u></b>

Aviva Insurance Policy Renewal - It was agreed to renew the Policy and enter into a 3 year agreement to take advantage of a 5% discount.

### **3. BANK – STATEMENT OF ACCOUNTS: -**

Lloyds Bank Treasurers a/c no. 02348842 as @ 2.5.18 (Statement) = £2,506.47  
 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 1393 - £711.01***

**4. RESOLUTION REQUIRED: -**

RESOLVED that £7,500 be transferred from Lloyds Bank Business account number 02350065 to Lloyds Bank Treasurers account number 02348842 to cover cheques as at 2 above.

Councillor Green informed Council that he and the Clerk had visited the bank for advice regarding on line banking which would need to be set up online.

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

**15 PLANNING**

- a) Application 64817 Erection of 1 dwelling, Garden of Venn House, Instow

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

- b) Application 64893 Replace Concrete Ballustrade with Glass and Steel  
Ballustrade, Corner House, Lane End Close, Instow

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

**16 TRACKER**

The Tracker was noted.

The Sands – The Chairman reported that the NDC Planning Officer was seeking progress on the receipt of an application from the applicants Architect.

Lane End Residents Parking – It was noted that DCC was not looking at a holistic approach to residents parking in Instow but concentrating on a residents scheme for Lane End.

Picnic Area – It was agreed that the Clerk and Councillor Stenton inspect the Cob building

Reduction of use of Plastic – It was agreed that Lyndsay Longdog, appointed Co-ordinator be invited to a future Parish Council meeting

**17 MATTERS RAISED AT THE DISCRETION OF THE CHAIRMAN**

There were no matters raised.

The Chairman therefore closed the meeting at 9.48 p.m.

Chairman .....

Dated: - .....

