

**MINUTES OF A MEETING OF INSTOW PARISH COUNCIL HELD AT THE  
PARISH HALL, INSTOW ON  
THURSDAY 21<sup>st</sup> JUNE 2018 AT 7.30 pm**

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

**In Attendance:** 7 Parishioner/members of the public.

**18 OPENING OF THE MEETING**

The meeting was declared open by the Clerk.

**19 APOLOGIES**

Apologies were received from Councillor Johns.

**20 COUNCILLORS DECLARATION OF INTERESTS**

There were no declarations of interest announced.

**21 AFFORDABLE HOUSING IN INSTOW – COMMUNITY LED HOUSING SCHEME**

The Council received a presentation from Sue Southwell, Rural Housing Enabler – Devon Communities Together regarding affordable housing need in Instow

She briefly outlined her role, which was to identify housing need, work with communities to find sites for affordable housing and help bring schemes to development stage. She stated that Devon Communities Together worked in partnership with North Devon Council who funded 3 ½ days of her work.

The current needs data for Instow was from a Housing needs survey in 2009 when 8 households identified a need and the Devon Choice register – April 2018 that had 15 registered in Instow.

She further stated that following a meeting with Andrew Woollacott, the Estate were happy to work with the Parish Council and community to provide some affordable homes if required.

She added that essential to any planning permission evidence of need was required if any development was to proceed. An updated survey would be required. An Awards for All grant would fund the work for a survey. A paper copy of the survey would need to be delivered to every household and housing need was determined by actual households and not on estimated need based on sample returns.

Affordable housing was rents below market rents, shared ownership, discounted sale and priority was given to local people and would be in perpetuity.

She informed that the Options were:

A Housing Association takes on leadership of a housing development with consultation with the Parish Council and local community

Community Led Housing project where the community takes the lead in planning the housing development

The Parish Council can help by:

- Support/participate in a housing project if needed
- Engage with the development process to ensure that the community gets the housing it needs
- Participate in finding a suitable site
- Decide what option they prefer
- Be prepared to compromise
- Get community involved and keep them informed

It was agreed that the Parish Council would support a housing needs survey being undertaken in the Parish to establish housing need.

## **22 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 LED lights in Rectory Lane did not go out until 2.30 a.m., that there were weeds/dog mess along the footpath from the Marine Camp to the bridge. It was also asked when the dog restrictions would be in place.

A Parishioner stated that the bench donated by the Parish Council in memory of Roy Stanbury and Doris McQueen was in a bad state of repair. There were also 2 benches strapped together opposite the Commodore.

A Parishioner stated that at the NDC Planning Committee the Planning Officer would not allow Councillors to discuss the provision of a 2m footpath from the entrance to the new estate to the bridge. Councillor Moores agreed to take up the matter with the Chairman of NDC Planning Committee, Councillor Biederman and the Planning Officer.

A Parishioner asked why there had been no progress regarding the erection of the Beach Code of Conduct signs?

Councillor McCrum stated that the signs had arrived Wednesday of this week and the handyperson would be erecting them next week.

Councillor McCrum presented the sign to be erected.

A Parishioner raised concerns regarding the over growth from the Boathouse to the Cricket Club. It was agreed to raise the issue with Councillor Biederman.

A Parishioner raised the following issues:

Flyposting – A number of posters/balloons had been put on the lamp posts and in the bus shelters against Highway regulations and the Planning Act.

It was stated that signs were permitted under the 28 days rule and that only the Highway Authority could remove private signs.

That Recording at Parish Council meetings was permitted.

That the wreck had been removed but where had it been relocated?

That the Extra Ordinary Council meeting on 30 April had only been disrupted due to the item regarding the Beach signs being on the agenda which should have only been an extension of the original meeting items not discussed.

**23**                    **REPORT COUNTY COUNCILLOR F. BIEDERMAN**

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

**24**                    **REPORT OF DISTRICT COUNCILLOR B MOORES**

Councillor Moores had no District Council business to report.

**25**                    **MINUTES**

It was **RESOLVED** that the minutes of the meetings held on 10<sup>th</sup> May 2018 and 17<sup>th</sup> May 2018 be approved as correct records and signed by the Chairman subject to Councillor Crombie being deleted as attending the 17<sup>th</sup> May meeting and Councillor Green being added at attending.

**26**                    **MATTERS ARISING FROM THE MINUTES**

There were no matters arising not listed elsewhere on the agenda

**27**                    **PLASTIC FREE NORTH DEVON**

The Clerk reported that Lyndsay Longdog, Local Co-Ordinator was unable to attend the meeting.

The item was deferred to the next Parish Council meeting

**28**                    **PARISH NEWS**

The Council considered a proposal to send a letter to the Management Committee of the Parish News expressing concern about the journalistic standards and editorial practice of the Parish News and making suggestions for improvement.

The proposal was deferred to the next Parish Council meeting for consideration.

**29**                    **PROVISION OF A LITTER BIN SEAWARD SIDE OF LANE END  
AND REPLACEMENT OF RECYCLING BINS**

Councillor Mrs Hackett raised concerns the condition of the NDC Recycling Bin and the need for an additional litter bin on the seaward side of Lane End.

It was agreed that Councillors Mrs Hackett and Stenton be authorised to undertake a review of all the bins in the Parish and report back to the Parish Council.

**30**                    **INSTOW PARISH MEETING: CONSIDERATION OF RECOMMENDATION**

The Council considered a recommendation from the Annual Parish meeting that the Parish Council be requested to introduce Committees.

The Council considered the pros and cons of introducing Committees

It was agreed not to introduce Committees and to continue with the current Working Groups.

**31**                    **CO-OPTION**

The Clerk reported that there had been no applications for the casual vacancy on the Council.

It was agreed to re-advertise the vacancy in the Parish News and that the advert be ½ a page in size and towards the front of the Parish News.

**32**                    **CORRESPONDENCE**

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

- a) The Council noted an E Mail from Peter Yeo regarding the flowering/wildlife meadow verges, Instow and agreed that Mr Yeo's kind offer to undertake some light pruning at no cost be accepted
- b) The Council noted the following E Mail re Dogs on the beach:
  - (i) E Mail from Mr Dymond re Dogs on the beach restrictions.
  - (ii) E Mail from Dee Warfield re Dog restrictions
  - iii) E Mail from Mr and Mrs Hill re dog restrictions
  - iv) E Mail from Mrs Nobes re incident of Instow Beach
- c) The Council noted a letter printed in the ND Gazette referred by Councillor Stenton
- d) The Council noted a letter from Seafarers UK re commemoration of Merchant Navy Day 3 September 2018 and referred the letter to the ND Yacht Club who may be willing to hold a ceremony on the 3 September.
- e) The Council noted a letter from Victim Support re grant contribution towards on-going development work to support people in our area.
- f) The Council noted an E Mail from NDC Enforcement Officer re alleged unauthorised development – increased development outside of permitted planning application, Farthings, 3 Sycamore Close, Instow
- g) The Council noted an E Mail from R Haworth-Booth re Save Our Hospital NHS Question time

- h) The Council noted an E Mail to Councillor Biederman from Mr Coles regarding the condition of the level crossing gates and that Councillor Stenton has undertaken some short term remedial works
- i) The Council noted an E Mail from Jessica McEldon re legislation regarding Drones and that Councillor McCrum was looking into the matter

### **33 FINANCE**

The Council agreed/noted the following payments/receipts:

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

Car Park takings	Period – 15 May 2018 to 22 May 2018	£	932.35
Car Park takings	Period – 22 May 2018 to 29 May 2018	£	1,118.10
Car Park takings	Period – 29 May 2018 to 6 June 2018	£	1,146.35
Car Park takings	Period – 6 June 2018 to 15 June 2018	£	1,330.00
<b><u>TOTAL</u></b>		<b>£</b>	<b><u>4,526.80</u></b>

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

North Devon Council Clerk Salary Recharge + Admin (including VAT £1.29)		£	788.71
North Devon Council Garden Waste renewal (All Saints)		£	36.00
J. Mayhew Dog Bin Emptying (May)		£	91.20
J. Braddick Toilet Cleaning		£	300.00
M. Isaac Parish Clerk Expenses		£	59.05
Mrs Mills Handyperson (incl £38.45 materials)		£	878.45
D. Budd Grass cutting		£	340.00
P. Hosegood Beach Cleaning/Litter collection		£	950.00
Mr Humphrey New Step for Tractor		£	85.00
Design Shop Signs (including £14.10 VAT)		£	84.60
T. Mugford Painting Toilets/Wall		£	520.00
Murch Bros Tractor repairs (including £24.83 VAT)		£	148.99
Community Heartbeat New Pads for defibrillator		£	73.00
B. Harrison Web site Domain renewal 2017 and 2018 (including £34.00 VAT)		£	217.06
D. McCrum Signs (including £26.24 VAT)		£	157.44
<b><u>TOTAL: -</u></b>		<b>£</b>	<b><u>4,729.95</u></b>

It was agreed not to renew the Royal Mail response licence

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

Lloyds Bank Treasurers a/c no. 02348842 as @ 1.6.18 (Statement) = £1,582.34  
 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 Nil*

#### **4. RESOLUTION REQUIRED: -**

**RESOLVED** that £4,900.00 be transferred from Lloyds Bank Business account number 02350065 to Lloyds Bank Treasurers account number 02348842 to cover cheques as at 2 above.

#### **5. AUDIT**

##### ***Annual Return for the Year ended 31<sup>st</sup> March 2018 : -***

The Clerk advised the Council of the issues raised by Auditor in the course of her examination of the parish records which she considered should be brought to the attention of Councillors.

RESOLVED that:

- a) The Annual Return 2017/18, Receipt and Payments Account 2017/18 and Bank reconciliation 2017/18 be APPROVED and signed by the Chairman subject to final confirmation with the Auditor.
- b) That letter and recommendations from the Auditor be considered by the Finance Working Group.
- c) That the yearly £1 peppercorn rent for the lease of the Car Park from North Devon Council be paid in one lump sum of £21.
- d) That the Chairman Regalia be valued

#### **34 PLANNING**

- a) Application 64838: Conversion of bunker to a two-storey residential holiday let, The Red Bunker, Sandhills, Instow

Council noted and agreed the following recommendation of Planning Sub Committee – No objections subject to the ridge height being checked to ascertain whether it exceeds the permitted height of the nearby Chalets.

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

#### **35 TRACKER**

The Tracker was noted.

The Sands – The Chairman reported that the Applicants Architect had met with North Devon Planners

Car Park – Councillor McCrum reported that had spoken to Mr Roberts, NDC who had advised that they were still short staffed and he was working on health and safety issues.

However, he hoped to get another employee and work on a revised car park layout and CCTV of the drainage in the next 4 weeks. It was still planned to go out to tender in August and commence work before October half term

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It was noted that the Secretary to Marine Court Residents Association had complained that since the new pipe had been installed the taps in the area of their garages no longer worked.

Lane End Parking – it was noted that a meeting had been arranged for 11 July with DCC Officers in Exeter.

Street Sweeping Schedules – The Chairman reported that NDC Executive was undertaking a review of cleaning schedules and that the Handyperson had been advised not to sweep sand from the pavement into the road.

Tidal Valves – that DCC be reminded that they had promised to install non return flaps when they return to complete the drainage works.

Cob Building – Councillor Stenton stated that following a visit in his view the roof needed repaired.

Speed Audit – It was agreed to chase Councillor Biederman

Legacy – It was agreed to spend the legacy from Mr Jackson on a new bench

Christmas Decorations – It was agreed to delete this item as the provision of light would be too expensive to provide.

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

It was agreed that an item re Charging to Use the Toilets be put on the agenda of the next Parish Council meeting

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

Chairman .....

Dated: - .....