

**MINUTES OF A MEETING OF INSTOW PARISH COUNCIL HELD AT THE
PARISH HALL, INSTOW ON
THURSDAY 18th OCTOBER 2018 AT 7.30 pm**

Present: - Councillor Moores (Chairman)

Councillors Mrs Clements, Green, Mrs Hackett, Johns, Mrs Stanbury and Stenton.

DCC Councillor Biederman

Mr M Isaac (Clerk)

In Attendance: 8 Parishioner/members of the public.

72 OPENING OF THE MEETING

The meeting was declared open by the Clerk.

73 APOLOGIES

Apologies were received from Councillors Crombie and McCrum.

74 COUNCILLORS DECLARATION OF INTERESTS

There were no declarations of interest announced.

75 MATTERS NOT CONSIDERED AT THE LAST MEETING

- a) Planning
 - i) Application 65062: Conversion of redundant water reservoir to a dwelling together with formation of access road, Reservoir, Millards Hill, Instow

Council noted and agreed the following comments made by the Planning Sub Committee:

Over many years there have been instances of flooding of Anstey Way following heavy rainstorms. On these occasions road drains have been blocked and, on a stretch of Anstey Way at the bottom of Downs Road, Anstey Way has been covered in water from side to side, the water spilling into adjoining properties giving rise to ponding up to 250 mm deep. This occurred even after DCC had installed additional road drains in Downs Road and Anstey Way.

Much of the flood-water emerged from the drive of the Verne, but had originated as run-off from the hillside above the Verne and from Downs Road. Extensive work during the last 18 months involving the unblocking of drain pipes and the laying of new drains by Christie Estate and by the owners of Beach House has largely resolved the problem, but there is concern that the development proposed in planning application 65062 might re-introduce the flooding problem.

The concern arises because the Devon banks to be built on either side of the access road to the new dwelling are likely to divert rainwater running down the hillside. It is essential that such rainwater is collected and directed into appropriate drainage for disposal. A further concern is that existing drainage channels might be disrupted by the development.

The water running down from the part of Downs Road below Downs Farm discharges into the grounds of the Verne, which is not a satisfactory situation. No additional water should be allowed to flow into these road drains.

Councillor Moores reported that he had following an approach from a Parishioner requested that the above application be called in for determination by the NDC Planning Committee.

The Planning Officer was reviewing the reasons for the call in.

- ii) Application 65416: Replacement of timber windows & door with UPVC windows and doors (entrance lobby and landing), 23 & 24 Chandlers Court, Instow

Council noted and agreed the following recommendation of the Planning Sub Committee – No Objections but queried the colour of the frames and doors to match existing.

- iii) Council noted a letter from NDC and TDC regarding the adoption of the North Devon and Torridge Local Plan

- b) Tracker

Council considered the Tracker deferred at the September Parish Council meeting and the updated Tracker item 20 on the agenda.

Footpath Anstey Way – A Parishioner stated that he had cut back the hedge that was encroaching onto the pavement by 3 feet. Councillor Biederman stated that the requirement was that the width of a pavement should not be less than 1.1 metres. Councillor Biederman agreed to investigate further.

Removal of Sand from the Beach – The Clerk reported he was waiting to hear from Natural England regarding a date for a meeting between interested parties.

Policies and Procedures – Councillor Green stated that the Policies and Procedures did not need a major revamp and considered that no action was required at present. It was agreed to review in March 2019.

Silver Threads – Speed Audit. Councillor Biederman stated that he would put an item on the Highways and Traffic Order Committee agenda. A Councillor suggested that a speed reduction sign be installed along Marine Parade.

Raising Peoples responsibilities to dispose of litter responsibly – It was agreed to delete this item.

Parking on the Pavement along Anstey Way. A Parishioner stated that vehicles were still parking along Anstey Way causing problems of visibility for vehicles emerging from Bridge Lane.

76 **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 raised concerns at the condition of the telephone kiosk opposite Marine Car Park. It was agreed to inform British Telecom.

A Parishioner raised concerns at a prickly bush (Sea Buck Thorn) at the Cricket Club end of the Sand Dunes that was growing towards the Beach. It was agreed to inform Christie Estate.

The Parishioner also asked following the first season of the Dog restrictions on the beach was the Parish Council still in favour of the restriction? Confusing messages were being given by Councillor Mrs Hackett who was telling people that the restriction was not legal and could not be enforced and therefore people could go where ever they wanted.

Councillor Green stated that the restriction could not be legally enforced but the Parish Council hoped that people would obey the Code of Conduct for the beach adopted by the Parish Council and the agreed signage. Following a survey of Instow residents the majority supported some form of restriction on the beach. A review would be undertaken before the start of next season.

The Clerk reported that NDC would be including Instow Beach as part of the PSPO process.

A Parishioner asked who was responsible for public footpaths as the footpath from the Tarka Trail to the riverbank at the Yelland end needed attention.

It was agreed to walk the footpaths.

A Parishioner asked if the Council had insurance for the beach?

Councillor Green stated that IPC had third party liability insurance cover for the beach.

A Parishioner questioned the August expenditure to Cyan?

The Clerk stated that the expenditure of a legacy given to the Parish Council for a bench in memory of the donor.

It was also asked if the Parish Council was responsible for the Dunes. The answer was No.

It was suggested that Sea Buck Thorn may help stabilise the Dunes.

A Parishioner asked if the toilet refurbishment would include access for people with buggies as well as the disabled?

Councillor Stenton stated that he had met with the disabled lady and would be producing a report in due course.

77 **REPORT COUNTY COUNCILLOR F. BIEDERMAN**

Councillor Biederman reported the following:

That the Torridge Bridge would be closed from 7.00 p.m. on 21st October to 6.30 a.m. on 22nd October.

That the DCC budget still continued to be a struggle especially in relation to Children's Services and the continued reduction in Government grants.

A Councillor reported that a DCC lamp post outside the Old Post Office had blown over into a Parishioners Garden.

Councillor Biederman agreed to report to the Street Lighting Team.

78 REPORT OF DISTRICT COUNCILLOR B MOORES

Councillor Moores stated that he been approached by 2 elderly residents regarding the lack of seating in two of the four new bus shelters along AnsteyWay. He had attended a Fremington Rural Communities Together meeting and secured funding of up to £1,000 for the seating. A quote was being sought from a local supplier.

79 MINUTES

It was **RESOLVED** that the minutes of the meeting held on 20th September 2018 be approved as a correct record and signed by the Chairman.

80 MATTERS ARISING FROM THE MINUTES

a) Responses to Parishioners Questions

The Chairman read out the following responses to questions raised at the last Parish Council meeting:

(i) Parishioner commented that Beach Lease was not on IPC website.
The Beach Lease was now on website.

(ii) A Parishioner commented on plastic and other man-made rubbish left on the beach by the beach cleaner, and broken bottles left in long grass at the second beach.
The matter had been taken up with the beach cleaner, who had been instructed to dispose of all man-made rubbish.

(iii) A Parishioner commented on plastic cable ties and black balloons left after being removed from lamp posts.

The Chairman stated that the posters and ties were removed by the organisers directly after the event. The ties that were left and later removed by Councillor Stenton were those left by the person who had torn down some of the posters.

(iv) A Parishioner raised issue of fly-posting 28 day rule.

The Clerk stated that although flyposting was an offence under the Town and Country Planning Act 1990 temporary advertisements were permitted under the Town and Country Planning(Control of advertisements)(England)Regulations 2007 Class 3.

An advertisement relating to a sale or event must not be displayed more than 28 days before the sale/event begins and must be removed within 14 days after the sale/event.

(v) A Parishioner raised issue of proposal to send a letter to Parish News Management Committee.

a) A draft of the letter was circulated with the papers for the June IPC meeting so there was no justification for the parishioner's comment that some councillors appeared not to have any knowledge of the letter.

b) The content of the letter was a matter of genuine concern and the purpose of tabling the letter was to put this matter forward for discussion.

c) Following discussion, the matter was deferred for further consideration at the July meeting when it was agreed not to send the letter but instead for Cllr Johns to meet representatives of the Parish News Committee. The parishioner failed to mention this.

d) Cllr Johns had prepared a report on his meeting, which would be considered later on the agenda.

(vi) Parishioner referred to a letter of complaint against a representative of IPC erecting beach signs and queried why the letter had not been read out, documented or acknowledged. She stated that Mr Mills had made wild accusations and offensive remarks. This behaviour by those erecting the beach signs was also reported to Cllr Moores on a separate occasion, witnessed by Cllr Hackett. The parishioner questioned the integrity of the Council.

The Chairman stated at the meeting that Mr Mills had issued an apology to the Council.

(vii) Parishioner stated that in view of the local plastic issue it was intended to get the local WIs involved. She went on to complain about the inadequacy of the beach cleaning, stating that “nothing changes”.

The Parish Council welcomed the involvement of the WIs. The comment about the beach cleaning had been taken up with the beach cleaner.

(viii) Parishioner raised concern about lorries turning in the car park.

The Chairman stated at the meeting that the issue was under discussion. It is intended, when the car park is resurfaced, that the entrance will be narrowed to prevent lorries from entering.

b) Minute 65 (a) Plastic Free North Devon

The Clerk reported that he had not received any suggested recommendations from Lyndsay Platt, Local Co-ordinator and as she was not in attendance at the meeting it was agreed to again defer the matter to a future meeting.

81 LANE END ROAD PARKING SCHEME

Councillor Biederman outlined the principles used by DCC for resident parking schemes in Devon.

He stated that the scope of proposed scheme for Lane End Road was that approx 120m of parking bays on Lane End Road and the Promenade be made available for Residents Parking in a Zone defined by addresses in the area currently without off road parking provision. This retained approx. 86m of 2 hr Limited Waiting 9am to 6pm in July and August for use by visitors and customers of the several businesses in the area. Outside of July and August this area would remain unrestricted

120m of parking bay would normally be sufficient to accommodate up to 22 vehicles. 25 addresses have been identified but this was not definitive as a small number may already have off street parking provision and might potentially be excluded.

Assuming 25 addresses, each with potentially 2 vehicles it was clear that there would be insufficient space available within the proposed Resident’s Parking Bays to accommodate the potential demand. It is therefore proposed that permits be limited to 1 per property and that no visitor permits are issued as part of the scheme, even so the area may struggle to accommodate anticipated demand depending on the type of vehicles with permits and general parking practice.

Other factors to consider were:-

1. The availability of other parking to accommodate any displaced by the scheme (potentially Off Street) and at what cost and distance.
2. Any perception within the community that one part of the village is being treated in isolation rather than seeking a balanced solution for the entire village. Whilst most other properties do have off street parking, it is suggested that those to the Southern end of Marine Parade may feel that there is an inequity as their parking needs remain unaddressed.
3. Whether the scheme will be seen as worthwhile by those within the Zone given the relatively small number of spaces available.
4. If it is suggested that further sections of limited waiting should be converted to Residents Parking the effect on businesses and visitors both to the village and to local addresses needs to be considered.
5. Any formal consultation on agreed proposals would be determined by the County Council's Highways and Traffic Orders Committee.
6. Any progress will be reliant upon future budget set by Cabinet, or the availability of local funding.

Councillor Mrs Stanbury stated that consideration should be given to making Lane End Road access only to stop the current use as a 'rat run'.

RESOLVED that the residents parking scheme for Lane End Road as proposed by DCC be agreed for public consultation by DCC.

82 CAR PARK CHARGES 2019/20

RESOLVED that the Car Parking Charges for 2019/20 be:

- 1 hour - £1.10
- 2 hours - £2.20
- 3 hours - £3.30
- 4 hours - £4.40
- All Day - £5.50 (max stay 24 hours)

That the Annual season ticket remain unchanged at £150

That the Summer and Winter season tickets be discontinued.

The Council considered and noted the views of Councillor McCrum

83 USE OF INSTOW BEACH FOR EVENTS – APPLICATION FORM, CRITERIA AND RULES

It was agreed to defer consideration of the use of the beach for events proposed application form, criteria and rules to await the recommendations of the Beach Management Working Group.

84 REVIEW OF STANDING ORDERS

RESOLVED that draft Standing Orders and Members Code of Conduct as circulated be approved and adopted subject to the following amendments:

SO 30 (b) (i) – first sentence being amended to: To hear questions and representations from parishioners relating to the Council’s business.

SO 30 (b) (i) – at the end being amended to: Speaking time will be limited to one minute per parishioner, subject to the Chairman’s discretion.

SO 54 – being amended to: after the end of each 6 months in a financial year a statement of receipts and payments during the 6 months and cumulatively.

The Council in accordance with standing order 5 agreed to continue the meeting past 9.30 p.m. but only until 9.45 p.m.

85 TOILET REFURBISHMENT

Councillor Stenton stated that following the last Parish Council meeting he had gathered information from Councillors and had met Councillor Mrs Clements on site.

He further stated that the job was too small for an Architect to become involved in and he had sought quotes from 2 builders. To date only one quote had been received.

It was agreed that Councillors Stenton, Mrs Clements and Moores prepare a specification for the refurbishment of the toilets for consideration by the Council.

Council thanked Councillor Stenton for his time and work in progressing the refurbishment of the toilets.

86 PARISH NEWS

Council noted a report by Councillor Johns following his meeting with representatives of the Parish News.

It was agreed that no further action be taken on the matter and Councillor Johns prepare a response to the Parish News Board

Council thanked Councillor Johns for arranging the meeting.

87 FINANCE

The Council agreed/noted the following payments/receipts:

1. INCOME:

Car Park takings	Period – 11 Sept 2018 to 18 Sept 2018	£	1,006.90
Car Park takings	Period – 18 Sept 2018 to 25 Sept 2018	£	663.15
Car Park takings	Period – 25 Sept 2018 to 4 Oct 2018	£	1,205.70
NDC	Precept (2 nd half)	£	5,260.11
Instow Marine Services	Mooring Fees 2018/19	£	1,750.00
	<u>TOTAL</u>	£	<u>9,885.86</u>

Car Park Income Comparison with previous year:

4 October 2017 - £21,206.40

4 October 2018 - £26,041.30

2. EXPENDITURE: -

North Devon Council Clerk Salary Recharge + Admin (including VAT £1.29)	£	748.34
J. Mayhew Dog Bin Emptying	£	158.00
J. Braddick Toilet Cleaning	£	300.00
M. Isaac Parish Clerk Expenses	£	67.94
Mrs Mills Handy person	£	672.00
D. Budd Grass Cutting	£	510.00
PKF Littlejohn External Audit (including VAT £60.00)	£	360.00
J. Stenton Equipment for refurbishing Recycling Bins etc	£	94.03
MJ Gas Services Repairs to Toilet	£	385.00
Murch Bros Tractor Repairs (including VAT £11.52)	£	69.12

TOTAL: - £ 3,364.43

Bookers (Oct) – Direct Debit £79.07

3. BANK – STATEMENT OF ACCOUNTS: -

Lloyds Bank Treasurers a/c no. 02348842 as @ 3.10.18 (Statement) = £2,143.12
Lloyds Bank Business a/c no. 02350065 as @ 27.9.18 (Statement = £117,960.64 (includes
£59,592.00 for Car Park/Toilets) and £9,000 Earmarked for future Car Park
Repairs Fund (including 2018/19)
Outstanding cheque payments 1458 - £81.60, 1462 - £748.3, 1465 - £89.99

4. RESOLUTION REQUIRED: -

RESOLVED that £3,500 be transferred from Lloyds Bank Business account number 02350065 to Lloyds Bank Treasurers account number 02348842 to cover cheques for October invoices.

5. EXTERNAL AUDIT

The Council noted that the external auditor had signed off the 2017/18 accounts and had raised no issues.

Being 9.48p.m, and in view of the resolution of Council not to continue the meeting, the Tractor repairs and new power washer report, the Correspondence report and Planning report were postponed to the next meeting.

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

Chairman

Dated: -

