

**MINUTES OF A MEETING OF INSTOW PARISH COUNCIL HELD AT THE
PARISH HALL, INSTOW ON
THURSDAY 15th NOVEMBER 2018 AT 7.30 pm**

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

In Attendance: 2 Parishioner/members of the public.

88 OPENING OF THE MEETING

The meeting was declared open by the Clerk.

89 APOLOGIES

Apologies were received from Councillors Crombie, Mrs Hackett, Johns and McCrum and DCC Councillor Biederman

90 COUNCILLORS DECLARATION OF INTERESTS

There were no declarations of interest announced.

91 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 Beach Code of Conducts signs were inaccurate and misleading. The heading states that the 'Parish Council is acting on behalf of the Crown Estate and Christie Estate' and implies that it is responsible for the dunes and the second beach.

Councillor Green stated that the Parish Council were the nominated Beach Managers.

The Parishioner asked if the new car park had planning permission. The Chairman stated yes. It was also stated that there was an accumulation of rubbish by the beach box kiosk (by the Oyster Bar). The Chairman stated that it would be reported to the Christie Estate.

A Parishioner stated that under s132 of the Highways Act no signs/notices can be put on DCC property and any unauthorised signs/notices may be removed. Notices of Community events, however may with consent be erected 48 hours before the event and must be removed immediately after the event.

The Parishioner stated that complaints have been received regarding the beach cleaning over the past 18 years. When is it going to change?

The Clerk reported that the beach cleaning contract was up for re-tender next year and the Beach Management Working Group would be looking at the contract details.

The Parishioner also mentioned that at the last meeting a remark was made that 'Parishioners need a week to concoct complaints'

This comment was denied by Members, none of whom remembered such a remark.

92 REPORT COUNTY COUNCILLOR F. BIEDERMAN

In the absence of Councillor Biederman, Councillor Moores stated that there was confusion regarding the Anstey Way road closure next week. Some Parishioners had been informed that there would be no bus service during the time of the works

He had tried unsuccessfully to contact SW Highways but had asked Councillor Biederman to seek clarification from SW Highways and the bus company.

Councillor Mrs Stanbury stated that the A39 was also going to be closed for part of the same period of time, potentially causing chaos. How this was going to be managed also needed to be clarified by Councillor Biederman.

93 REPORT OF DISTRICT COUNCILLOR B MOORES

Councillor Moores reported that the following issues had been discussed at the Parish Forum:

- DCC Leader Councillor Hart reported that it had been getting tough financially and that this would continue. No additional money was available and a further £20m would be cut from the budget. Since the Conservatives came to power nearly £300m had been cut from the budget. Annual spending remained at £1.3bn so tough decisions would have to be made. An additional 1% charge on Council Tax would be considered if the Government allowed. This would bring the increase next year to 3.99%. There were still opportunities available to bid for additional external funding.
- North Devon Records Office. Although the records office was saved from imminent closure in 2014 it was again under threat as the current funding was due to end in March 2019. There was a meeting on Monday 19 November to discuss future funding. Town/Parish Council support was needed.
- Recycle More Project. NDC services 46,000 dwellings twice per week. The system was being refined and a trial of the new service was ongoing. The trial included a three-weekly black waste collection, and unlimited recycling. The waste collection (pre-trial) was 23% recycling / 77% landfill. This was now 51% recycling / 49% landfill. The quantity of food waste collected was now 60 tonnes per week. He felt that perhaps a cultural change was needed in order to reduce food waste. New hessian sacks were now being trialled in Ilfracombe in areas where gulls had been accessing the recycling containers. Devon County Council was currently building a transfer centre on the site adjacent to the Brynsworthy Environment Centre. Black bin waste would then be taken to the neighbouring building instead of the site at Deepmoor. This was expected to be in operation from February 2019. A Plastic-Free Forum had been established in order to combine efforts (and not duplicate work) towards reducing plastic use.

- NDC Budget 2019/20. NDC was facing a £4m budget reduction. Staffing levels had reduced by 30%. A deficit of £350,000 was budgeted, rising to £650,000 over the next two years. NDC had previously looked to reduce the Parish Grants by 50%, with view to eliminate them totally by 2019/20. Many parishes had allowed for this when setting their precepts for 2018/19. When NDC's full Council had rejected this there had been a windfall for those Parishes. The Council's Medium Term Financial Plan was again looking to reduce the grants by 50% (this time in 2019/20) then by 100% in 2020/21. This will be put forward at Full Council in February 2019, so therefore this needed to be considered when the Parishes set their budgets for the next year
- A review of Parish Boundaries was being undertaken with a consultation end date of January 2019

94 MINUTES

It was **RESOLVED** that the minutes of the meeting held on 18th October 2018 be approved as a correct record and signed by the Chairman.

95 MATTERS ARISING FROM THE MINUTES

- a) Responses to Parishioners Questions. There were no responses required
- b) Minute 80 (b) 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.

96 MATTERS NOT CONSIDERED AT THE LAST MEETING

- a) Tractor Repairs and Purchase of a new power washer

The Clerk reported that the Tractor was currently unable to be used as the wheels had corroded and were unable to be repaired. It was unlikely that it could be repaired.

It was agreed that the Beach Management Working Group look at the beach cleaning contract specification and how the beach is to be cleaned.

It was agreed to defer consideration of the purchase of a new power washer pending the recommendations of the working group and the need or otherwise to purchase a new tractor.

- b) Correspondence
 - i) The Council noted various E Mails regarding dog mess around the Instow Signal Box. The Clerk reported that he had reported the matter to NDC who were dealing with the person concerned.
 - ii) The Council noted E Mails from Councillor Mrs Hackett regarding the new Dog Bin on the Marine Slipway and the roof of the Bus Shelter opposite the Boathouse.

The Clerk reported that the roof of the bus shelter had been repaired and the handyperson had sorted the dog bin problem.

c) Planning

- i) Application 65537: Extension to form first floor bedroom together with creation of rear porch, Newstead, New Road, Instow

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

97 TRACKER

The Council considered the Tracker.

Footpaths/Pavements – It was noted that the pavements were in a poor condition and needed attention. It was agreed to remind Councillor Biederman of the problem and have discussions with the Village People with regard to assisting in clearing the pavements.

Street Cleaning Schedule – Councillor Moores stated that he had had no response from the Head of Operational Services.

Picnic Area, Cob House Roof. It was agreed no further action was necessary and to delete this item.

Parking on Pavements. It was agreed to inform local businesses of the legislation.

Parish News response. It was agreed that the Clerk liaise with Councillor Johns regarding a response.

Under Croft – Councillor Moores reported that he had met Rev Brimacombe and he had been that there would be no problem using the building for storage but use as a workshop would not be permitted. Rev Brimacombe was going to get the consent of the diocese for use for storage.

It was agreed that the following be deleted from the tracker:

Parish News, Drones over the beach, audit and removal of obstructions from the beach

98 BEACH DESCRIPTION

Council considered and adopted the description of the beach as prepared by Councillor Green for inclusion on the web site.

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

Council considered the draft policy and application form for beach events.

It was agreed that the draft policy be agreed in principle for discussion with representatives of the ND Yacht Club and Community on Show

100 **PROVISION OF BAR SEATS IN TWO BUS SHELTERS ALONG ANSTEY WAY**

The Clerk reported that at the last meeting it had been reported that £1,000 had been allocated from the Communities Together Fund. However, following discussions held by Councillor Cann with NDC administrators of the fund it has become evident that with the change in bidding rules for funding the current arrangement that had worked well was no longer possible. As a result of the changes the existing process would need to be abandoned and the bidding process would be in the hands of individual Parish Councils within Fremington Rural.

Therefore it was currently unknown if the decision made at the last Fremington Rural Communities Together Fund meeting would be honoured.

Councillor Moores stated that he had arranged a meeting for himself and Councillor Biederman to meet with the NDC Grant Officer to discuss the matter further.

A quote from the suppliers of the bus shelters had been received for £950

It was agreed that 2 Perch Bar seats be installed in the two bus shelters along Anstey Way (without seating) the cost to be met by the Parish Council if no grant aid was forthcoming.

101 **TOILET REFURBISHMENT**

Councillor Stenton stated that he and the Handyperson had lagged the pipes, adjusted the new urinal valve along with other water saving measures to reduce the quarterly bills and commenced on fitting new locks to the toilet doors.

He further stated that following a meeting with Councillors Moores and Mrs Clements a budget requirement of £8,000 had been worked out to refurbish the toilets and provide a new roof.

The proposed works and estimated costs were:

- Replace Roof, additional light well over gent's urinal and disabled toilet and repair wall defects £4,500
- Decorate internal structure £1,200
- Refurbish all sit down toilets with new mechanisms and seats £460.00
- External drinking water tap £300.00
- Replace broken floor tiles and jet wash floor £300.00
- Replace paper towel holders and toilet roll holders £240.00
- New toilet door locks £100
- Repair or replace cleaner's cupboard £150.00
- Refurbish disabled toilet £350.00
- Contingencies £400.00

TOTAL £8,000

He reported that a quote of £460.00 had been received to refurbish all sit down toilets with new mechanisms and seats and the toilet doors locks had been purchased at cost of £100.

RESOLVED:

- a) That the proposed refurbishment works as listed above be agreed and £8,000 be included in the budget for the works.
- b) That the quote received for the refurbishment of all the sit down toilets with new mechanisms and seats of £460.00 be accepted and the cost of the new toilet door locks of £100 agreed.

102 HOUSING NEEDS SURVEY

The Clerk reported the receipt of an e mail informing that funding from Awards for All was no longer available for housing needs surveys. However, Devon Communities Together had had meetings with NDC with the possibility of them funding the surveys. A report would be considered in either December or January. It had been advised not to submit any applications at the present time.

103 MEETING WITH INTERESTED PARTIES REGARDING SAND ON THE BEACH

The Council noted the notes of the meeting held with interested parties on 6 November 2018 and the following outcomes:

- Andy Bell to produce a short term plan/specification to reduce the level of sand between the sand dunes and the wall opposite the boat house up to the sand dunes car park for approval by Natural England.
- Christie Estate to fund the works to reduce the level of sand between the sand dunes and the wall opposite the boat house up to the sand dunes car park up to £500 on the beach side.
- Councillor Moores to contact DCC Councillor Biederman for DCC to remove the sand from the pavement/road.

104 CORRESPONDENCE

- a) The Council noted an e mail from NDC regarding alleged non-compliance with conditions attached to planning permission 64045 - development outside of boundary at, Farthings, 3 Sycamore Close, Instow and that there had been no breach of planning control
- b) The Council noted an e mail from NDC regarding a statutory review of Polling Districts and Stations
- c) The Council noted an E Mail from NDC regarding loans for housing repairs – Wessex Resolution CIC.

It was agreed to put the information on the Council's web site and in the Parish News

- d) The Council noted that NDC Enforcements Officers had visited the Parish Council car park and issued 3 excess charge notices

- e) The Council noted that 2 requests have been received to put a memorial bench along Marine Parade.
It was agreed that there were currently sufficient benches along Marine Parade and the 2 requests be put on a waiting list.

- f) The Council noted an e mail from DCC regarding the lamp posts along Marine Parade and that first 15 lights on Marine Parade would be replaced soon, and would include painting the new ones.

It was agreed that consent be sought for the Parish Council to paint the remaining street lights along Marine Parade.

- g) The Council noted an E Mail from J Wrigley regarding pedestrian access/tidiness of Instow. The Council stated that it had similar concerns regarding the issues.

Councillor Stenton raised concern that there was no access for wheelchairs from the Sandhills Car Park onto the Marine slipway. It was agreed to raise the matter with the Marines.

105 FINANCE

- a) Payments/Receipts.

The Council agreed/noted the following payments/receipts:

1. INCOME: -

| | | | |
|-------------------------------|-------------------------------------|---|-------------------|
| Car Park takings | Period – 4 Oct 2018 to 15 Oct 2018 | £ | 935.85 |
| Car Park takings | Period – 15 Oct 2018 to 23 Oct 2018 | £ | 1,067.70 |
| Car Park takings | Period – 23 Oct 2018 to 30 Oct 2018 | £ | 791.30 |
| Car Park takings | Period – 30 Oct 2018 to 6 Nov 2018 | £ | 639.20 |
| Car Park Takings | Period – 6 Nov 2018 to 12 Nov 2018 | £ | 315.00 |
| DCC | Grass Cutting Grant | £ | 847.00 |
| Winter Car Park Season Ticket | | £ | 75.00 |
| <u>TOTAL</u> | | | £ 4,671.05 |

Car Park Income Comparison with previous year:

7 November 2017 - £24,529.20

6 November 2018 - £29,475.35

2. EXPENDITURE: -

| | | |
|---|---|--------|
| North Devon Council Clerk Salary Recharge +Admin (including VAT £1.29) | £ | 748.34 |
| North Devon Council Printing (including VAT £6.24) | £ | 104.22 |
| J. Braddick Toilet Cleaning + Black Bags | £ | 315.92 |
| P. Hosegood Beach Cleaning/Rubbish collection/repair to tractor (including VAT £20.60) | £ | 571.59 |
| M. Isaac Parish Clerk Expenses | £ | 58.71 |

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| Mrs Mills | Handyperson | £ 768.72 |
| SW Water | Water Bill for toilet | £ 1,092.14 |
| BT | Telephone Bill | £ 163.97 |
| J. Stenton | Materials for repairs to toilets | £ 39.84 |
| K. Hopkins | Repair to Bus Shelter Roof | £ 211.55 |
| J. Mayhew | Dog Bin emptying | £ 123.20 |

TOTAL: - **£ 4,198.20**

3. BANK – STATEMENT OF ACCOUNTS: -

Lloyds Bank Treasurers a/c no. 02348842 as @ 2.11.18 (Statement) = £1,440.36
Lloyds Bank Business a/c no. 02350065 as @ 1.11.18 (Statement = £119,387.76 (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

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 for October invoices.

5. GRANTS

RESOLVED that the following Annual Grants be agreed:

| | |
|--|----------|
| Instow Parish Hall Committee | £ 333.00 |
| Instow PCC Burial Ground | £ 666.00 |
| All Saints Community Centre | £ 150.00 |
| Instow, Westleigh and West Yelland Parish News | £ 417.00 |

b) Finance Working Group Report: 12 November 2018

The Council considered the recommendations of the Finance Working Group meeting held on 12th November 2018

It was agreed:

(i) That the following direct debit payments to Bookers be approved retrospectively:

12 April £122.48, 26 April £78.50, 24 May £126.32, 9 August £112.01, 31 August £99.18, 25 October £97.08, 13 December £109.97 and 28 March £104.76

(ii) That a free valuation of the Chairman's Chain be sought for Insurance purposes.

(iii) Tractor Valuation. It was noted that the Tractor was not operational at present and that the Beach Management Group would be looking at the beach cleaning tender and way in which the beach should be cleaned.

- (iv) That the budget/actual comparisons for 2017/18 and 2018/19 as reported be noted and agreed.

106 PLANNING

- a) Application 65537: Extension to form first floor bedroom together with creation of rear porch, Newstead, New Road, Instow

It was noted that the above application was being considered by the Planning Sub Committee

107 MATTERS RAISED AT THE DISCRETION OF THE CHAIRMAN

There were no matters raised

Chairman the meeting ended at 9.15 p.m.

Chairman

Dated: -