

**MINUTES OF A MEETING OF INSTOW PARISH COUNCIL HELD AT THE  
PARISH HALL, INSTOW ON  
THURSDAY 17<sup>th</sup> JANUARY 2019 AT 7.30 pm**

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

**In Attendance:** 11 Parishioner/members of the public.

**125 OPENING OF THE MEETING**

The meeting was declared open by the Clerk.

**126 APOLOGIES**

There were no Apologies.

**127 COUNCILLORS DECLARATION OF INTERESTS**

There were no declarations of interest announced.

**128 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 by Parishioners:

- Following the cutting of trees behind Lane End Close an orange coloured protection gate had been left on the verge. The Chairman stated that it would be removed.
- That the previously reported piece of metal sticking up on the beach had been cut off but a piece was still sticking up. The Clerk stated that he would report to Mr Short who had cut piece of metal down.
- Who is responsible for the Dunes? Councillor Green stated that Christie Estate owned the Dunes but the Parish Council cleaned the dunes. The Parishioner added that the wording on the current signs was misleading. Councillor Green further stated that the dunes were an SSSI and other bodies had responsibility for them.
- It was stated that the beach cleaner was still leaving bits of plastic on the fence after ripping off the black bin bags and was not picking up all items. During the Christmas beach clean he had not picked up a number of bottles by the flats and moved logs down to the strandline. The Clerk stated that he would again mention these issues to the beach cleaner.
- It was stated that a breakdown of the handy persons' costs should be reported and the bus shelters needed to be cleaned. The Clerk stated he would get the handyperson to look at the bus shelters

- It was asked if the Council had looked at the Local Council's Quality Award Scheme. The Clerk stated he would research the details.
- A question was asked if there was something afoot regarding restricting dogs on the beach? The person was asked to clarify the question. It was asked whether the Parish Council had requested a PSPO? Councillor Green stated that the Parish Council had introduced a Code of Conduct following feed-back from a survey of Parishioners. 74% of those responses said yes to some form of controls over dogs on the beach. In respect of a PSPO, the Parish Council had not requested one but North Devon Council was renewing its dog control orders across the District and Instow Beach would be considered as part of that process and consultation.

**129                      REPORT COUNTY COUNCILLOR F. BIEDERMAN**

Councillor Biederman reported the following:

- That it was good to see that the road along Anstey Way had been re-surfaced and he would continue to seek the re-surfacing of the pavements.
- The Government settlement for DCC had been reduced by 11.7% equivalent to £13.5 million.
- That he would chase up the speed audit outside Silver Threads.
- That following the reduction of sand on the beach side of the wall at the Boathouse end DCC would be clearing the pavement soon. Councillor McCrum stated that there was a build-up of sand on the other side of the road that obscured the lines and gutter.

In answer to a question regarding local races and the dropping of litter/water bottles etc he stated that marshalls were appointed to collect anything that was dropped.

In answer to a question regarding a new school in Instow he stated that a new school had been identified in the Local Plan at Tews Lane. No new school was planned for Instow.

Councillor Mrs Stanbury stated that consideration should be given to making Lane End Road access only. Councillor Biederman stated that if the Parish Council made such a request DCC would consider the request.

**130                      REPORT OF DISTRICT COUNCILLOR B MOORES**

Councillor Moores reported that NDC would be considering its budget for 2019/20 in February.

In answer to a question regarding the Sands, he reported that an Architect had been appointed and a planning application was pending. However an ecology report had identified bat droppings and the submission of the application was on hold pending investigations.

In answer to a question regarding the Housing Needs Survey he stated that the survey was to identify if there was a housing need in Instow

**131                      MINUTES**

It was **RESOLVED** that the minutes of the meeting held on 13<sup>th</sup> December 2018 be approved as a correct record and signed by the Chairman.

**131                    MATTERS ARISING FROM THE MINUTES**

- a)        Responses to Parishioners Questions. There were no responses required

**132                    TRACKER**

The Council considered the Tracker.

Sand on the Pavement/Behind the wall on the beach – The Clerk reported that the Estate had now moved the sand behind the wall.

Car Park – Councillor McCrum reported that he had spoken to Mark Roberts, NDC, and based on his information the indicative costs were now going to be around:

CCTV survey    £10,000 + vat  
Drain replacement    £20,000 +vat  
Resurfacing    £30,000 + vat  
Changes to Entrances    £5,000 + vat

Total    £65,000 + vat = £78,000

He would talk to Mr Roberts before the next meeting to get his up to date estimate of costs and timing for the work to be done.

The Chairman expressed concern at the indicative costs.

Toilet Refurbishment – Councillor Stenton reported that all the sit down toilets had been fitted with new mechanisms and seats and that the new roof was timed for February.

Lane End Residents Parking Scheme – It was noted that the timescale for consultation from DCC was in the new financial year.

Street Cleaning Schedule – It was noted that Instow would be cleaned every two weeks. It was agreed to ask that Instow was the first clean of the day due to the number of cars parking along Marine Parade inhibiting the clean.

**133                    BEACH MANAGEMENT WORKING GROUP: TENDER FOR BEACH CLEANING CONTRACT**

Council considered a report by the Beach Management Working Group regarding the tender for the beach cleaning contract. The following recommendations were adopted:

- a)        That the beach continue to be cleaned.
- b)        That the previous contract tender be amended as follows:
- i)        That the season dates be as follows:
- A)        The Contract to commence 2 weeks before Easter Monday and continue for 27 weeks.

- B) The period, also includes the 2 weeks at the end of October and the week before Christmas
  - C) That the total cleaning period be 30 weeks per year.
- c) That the Sand Dunes be cleaned on a weekly basis.
  - d) That the contract includes the hand picking of significant items of plastic, glass and other man made debris and the removal of all items that are a health hazard.
  - e) That the scraping of the strand line be extended to the stream.
  - f) That requirement for the Contractor to liaise with the North Devon Biosphere be deleted.
  - g) That the Contract termination clause be amended as follows:  
  
The contract may be terminated at any time by either party on giving one month's notice in writing.
  - h) That advice be sought regarding the amount of public liability cover required - £2 million/£5 million
  - i) That interested parties be asked to tender for the Cleaning of the Beach on 6 days and the Sand Dunes 1 day.

It was stated and agreed that the hand-picking of rubbish and the scraping of the beach on alternate days 3 times a week be discussed with tenderers.

#### **134 GRASS CUTTING AND HANDYPERSON CONTRACTS**

- a) Grass Cutting Tender – That the contract be agreed for 3 years (2019/2020/2021) and that a clause be included in the contract that the contract may be terminated at the end of each year or amended in the event of unsatisfactory work.
- b) Handyerson Contract – That Councillors Mrs Hackett, Mrs Stanbury and Stenton be appointed to undertake the annual review of the contract in accordance with the terms of the contract.

#### **135 HOUSING NEEDS SURVEY**

The Council considered and agreed the draft letter and housing needs survey prepared by Devon Rural Housing Partnership.

It was noted that North Devon Council had agreed to grant aid the cost of the survey and that the survey would managed by the Devon Rural Housing Partnership.

#### **136 PARISH COUNCIL WEB SITE MANAGEMENT**

The Clerk reported that Will Vandersteen had been kindly managing the web site on behalf of the Council. He however wished to relinquish this role. A Mr Waldron who currently manages

the Landkey Parish Council web site had been approached to ascertain if he would be interested in managing the IPC web site.

It was agreed that Mr Waldron be invited to meet Will Vandersteen and Councillor Green to have an initial discussion regarding the management of the Council's web site.

**137**                      **CORRESPONDENCE**

- a)        The Council considered a letter from Natural England regarding Coastal Access – improvements to public access along the North Devon Coast between Combe Martin and Marsland Mouth.

It was agreed that Natural England be requested to include the sand dunes on Instow beach within the Coastal Margin. The area in question lies between the Proposed Route and the Proposed Alternative Route, as shown on the map, from Marine Parade up to the Royal Marines slipway but excluding the car park and its access road.

- b)        That the minutes and agenda for the Taw/Torridge Estuary Forum be noted.
- c)        That e mails from Mr McKernan regarding the Code of Conduct signs be noted and no further action taken.
- d)        That e mails from Mr Mackown and the response by Councillor Green regarding the removal of rubbish from the beach be noted.

**138**                      **FINANCE**

- a)        Payments/Receipts.

The Council agreed/noted the following payments/receipts:

**1. INCOME: -**

Car Park takings	Period – 27 Nov 2018 to 11 December 2018	£	380.40
Car Park takings	Period – 11 Dec 2018 to 26 December 2018	£	849.50
Car Park takings	Period – 26 Dec 2018 to 8 January 2019	£	1,547.65
MOD	Lease	£	283.00

**TOTAL                      : -                      £ 3,060.55**

**Car Park Income Comparison with previous year:**

**16 January 2018 - £27,190.60**

**8 January 2019 - £33,302.90**

**2. EXPENDITURE: -**

North Devon Council Clerk Salary Recharge +Admin (including VAT £1.29)		£	748.34
J. Braddick	Toilet Cleaning	£	300.00
M. Isaac	Parish Clerk Expenses	£	49.22
Mrs Mills	Handyperson	£	966.00

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J. Mayhew	Dog Bin emptying	£	108.20
Crown Estate	Lease of Foreshore	£	875.00
Mrs S. Moores	Supplies for Xmas Carol Service	£	7.20
M. Green	Supplies	£	32.00

**TOTAL: -** **£ 3,085.96**

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

Lloyds Bank Treasurers a/c no. 02348842 as @ 31.12.18 (Statement) = £1,562.23  
Lloyds Bank Business a/c no. 02350065 as @ 28.12.18 (Statement = £114,540.91 (includes £59,592.00 for Car Park/Toilets) and £9,000 Earmarked for future Car Park  
Repairs Fund (including 2018/19)  
*Outstanding cheque payments 1500 £417.00*

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

**RESOLVED** that £ 3,200 be transferred from Lloyds Bank Business account number 02350065 to Lloyds Bank Treasurers account number 02348842 to cover cheques for December invoices.

### **5. CHRISTMAS CAROL SERVICE CHARITY COLLECTION**

It was noted that £109.21 had been collected at the Christmas Carol Service for the three Charities supported by the Parish Council.

**RESOLVED** that the Parish Council contribute £101 and the total sum of £210 be divided equally between the 3 chosen charities (ND Hospice, Appledore Lifeboat and Northam Lodge).

### **139 PLANNING**

a) Application 65942: Extension to dwelling, Lower Loventor, Kiln Close Lane, Instow

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

Councillor Johns declared an interest in the above application as it was his neighbours property

b) Application 65965: Demolition of rear extension together with erection of front and rear extensions to dwelling, 1 Venn Close, Instow

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

c) Application 60823 Yelland Quay

It was agreed that an Extra Ordinary Council meeting be arranged for the week beginning 28 January at 7.00p.m. to consider the above major application

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

The following matters were raised:

- a)                    It was agreed that consideration of access to Lane End Road be deferred until the residents parking scheme is in place.
- b)                    It was stated that a new litter bin had been placed near the Orchard and that another similar placed outside the Quay Inn would be welcome. It was not known who had supplied the litter bin.
- c)                    That the handyperson be asked to clear litter dumped in the field behind the bus shelter on the main road at the Bideford end of the village.

**141                    DATE OF NEXT MEETING**

It was noted that the next Parish Council meeting would be on Thursday 21<sup>st</sup> February 2019 at 7.30 p.m.at All Saints Community Centre

Chairman the meeting ended at 9.20 p.m.

Chairman .....

Dated: - .....