

**MINUTES OF A MEETING OF INSTOW PARISH COUNCIL HELD AT ALL
SAINTS CHAPEL COMMUNITY CENTRE, INSTOW ON
THURSDAY 21st FEBRUARY 2019 AT 7.30 pm**

Present: - Councillor Moores (Chairman)

Councillors Crombie, Mrs Clements, Green, Mrs Hackett, McCrum,
Mrs Stanbury and Stenton.

Mr M Isaac (Clerk)

In Attendance: 4 Parishioner/members of the public.

146 OPENING OF THE MEETING

The meeting was declared open by the Clerk.

147 APOLOGIES

Apologies were received from Councillor Johns and DCC Councillor Biederman

148 COUNCILLORS DECLARATION OF INTERESTS

There were no declarations of interest announced.

**149 DRAFT PROPOSAL FOR A NEW ESTATE OFFICE AT SOUTH YEO
FARM, INSTOW**

The Council noted a brief report by Mark Richards, Savills outlining Christie Estates proposals to relocate their Estate Office from Trafalgar Lawn, Barnstaple to South Yeo Farm, Instow. The relocation was for practical operational reasons and would involve the demolition of some farm buildings which would enhance the character of the existing farm house and build a new office building. He stated that it was hoped to finalise the plans in the next few weeks with an application submitted in March/April 2019.

150 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:

- It was reported in November that rubbish had been deposited on the northern side of the Oyster Shack in the Sands Car Park. What action has been taken as it has not been removed? The Clerk stated that he had reported the matter to Christie Estate and would report again.
- It was stated that at the last meeting Councillor Mrs Hackett had asked if there was a local person who could be asked to maintain the Councils Web site but it was not recorded in the minutes. It was stated that at the last meeting it had been agreed to meet with Mr Waldron and a report thereon would be considered later in the agenda.

- It was stated that following a meeting at Tapeley regarding the provision of affordable homes, shops and allotments at Westleigh it had been stated that the ratio of affordable homes to market value homes within a development boundary was 1/3rd to 2/3rds but outside a development boundary this was the reverse. Why therefore did IPC recommend the extension of the development boundary in 2013?

Councillor Moores stated that planning consents outside the development boundary were classified as exception sites and were only permitted in exceptional circumstances. Sue Southwell, Rural Housing Co-ordinator was going to undertake a survey of housing need in Instow.

151 REPORT COUNTY COUNCILLOR F. BIEDERMAN

In the absence of Councillor Biederman there were no DCC issues reported.

152 REPORT OF DISTRICT COUNCILLOR B MOORES

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

He also reported that Devon Communities Together was holding a Community led Housing Seminar on 14 March 'On delivering affordable homes for local people'.

In answer to a question regarding the new Instow District Ward, he stated that the new ward boundary included the rural part of Tawstock Parish. Tawstock Parish was split between two District Wards.

153 MINUTES

It was **RESOLVED** that the minutes of the meeting held on 17th January 2019 be approved as a correct record and signed by the Chairman.

154 MATTERS ARISING FROM THE MINUTES

- a) Responses to Parishioners Questions.

Local Council Award Scheme - The Clerk reported that the Local Award Scheme superseded the Quality Parish Council Scheme. The idea behind the Award Scheme was to demonstrate that a Council achieves good practice in governance, community engagement and council improvement. There are 3 levels of award, foundation, quality and quality gold. There are currently 5 Parish Council's in the North Devon area either who have achieved or working towards an award.

It was agreed:

- i) To remove the quality Parish Council logo from correspondence.
- ii) Defer consideration as to whether the Council wished to seek the award to the new Council after the elections.

- b) Minute 133 (e) Beach Cleaning Contract.

It was agreed that following correspondence from Andrew Bell, AONB and Biosphere Officer that the above minute be amended as follows:

‘That the scraping of the strand line be up to the Boathouse and not the stream as previously agreed’

It was also agreed to seek a definitive date from Andrew Bell regarding a long term beach management plan for the beach.

c) **Torrige Pilot Gig Regatta: Use of Beach Application**

It was agreed that the Beach Management Working Group consider and determine the application.

155 TRACKER

The Council considered the Tracker.

- The Sands – Councillor McCrum reported that he had received a notice of intention from the applicants agent to seek planning consent to overcome the right of way across the lane to the rear of his and others properties in Bath Terrace. Currently the Sands had no right of way over this lane.

Councillor McCrum declared an interest in the above matter as he lived in the adjacent property Councillor Mrs Clements declared an interest as her son was the appointed Architect.

- Toilets – Councillor Stenton reported that the work on a new roof would commence within a week or two.

156 CAR PARK REFURBISHMENT WORKS: UPDATE

Councillor McCrum updated Council on the Car Park refurbishment work.

He reported that the Car Park Working Group had met Mark Roberts, NDC Officer on the 20th February who had advised the following:

The survey showed that the drains were very shallow and needed replacing with cast iron pipework at an estimated cost of approx. £20,000. The 3 interceptor tanks were full and were not performing as legally required and would need to be either cleaned or replaced. It was estimated that the re-placement of the drains would take approximately 4 weeks to complete and the car park would need to be partially closed.

It was estimated that the re-surfacing and marking out of the car park bays with a geo textile base over the concrete to stabilise the sub base and then tarmacked would take 2/3 days (the car park would be totally closed) and be approximately £30,000.

He stated that if one car park entrance was closed except for pedestrian access at an estimated cost of £1,000 six additional car park spaces would be gained (total 39) in addition to preventing lorries using the car park as a roundabout. There was also an option to create one extra car park space by relocating the car park ticket machine at a cost of approx. £1,000 (total 40). (Revised layout plan circulated). NDC Estates were required to be consulted on this structural change and Mark Roberts agreed to undertake this task.

North Devon Council was looking to go out to tender at the end of July and commence work in mid-September. The tender would be sent to at least 6 NDC approved contractors and be advertised nationally on the web site. The total cost of the works subject to tender would be approximately £60,000 + VAT. For budget purposes it was stated that a 10% contingency should be allowed which would bring the estimated cost up to £66,000 + VAT.

In answer to a question regarding the provision of electricity to the toilets it was stated that this would be very costly although it may be possible to investigate the provision of a 3" duct alongside the drainage trenches.

It was agreed that the previous decision be re-affirmed and that North Devon Council manage the Instow Car Park renovations, effectively as a contractor on behalf of the Parish Council.

157 PARISH COUNCIL WEB SITE MANAGEMENT

Councillor Green reported that he, Will Vandersteen and the Clerk had met Mr Waldron to discuss the management of the Council's web site.

Mr. Waldron had following the meeting produced a review of the web site outlining a set of recommendations to improve the web site.

It was stated that the old web site was outdated and any archive material should be transferred to the new IPC web site.

It was agreed:

- a) That Mr. Waldron be engaged to tidy up the web site and to implement those recommendations considered appropriate by Councillor Green.
- b) That an advert be placed in the Parish Magazine and on the web site seeking a local person to maintain the web site.

158 CORRESPONDENCE

There was no correspondence to report

159 FINANCE

- a) Payments/Receipts.

The Council agreed/noted the following payments/receipts:

1. INCOME: -

Car Park takings	Period – 8 January 2019 to 22 January 2019	£ 755.80
Car Park takings	Period – 22 January 2019 to 5 February 2019	£ 682.20
Car Park takings	Period – 5 February 2019 to 19 February 2019	£1,226.50

TOTAL : - £ 2,664.50

Car Park Income Comparison with previous year:

14 February 2018 - £28,532.80

5 February 2019 - £34,740.90

2. EXPENDITURE: -

North Devon Council Clerk Salary Recharge +Admin VAT £1.29)	£ 748.34	(including
North Devon Council Printing	£ 85.09	

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(including VAT £5.10)		
J. Braddick	Toilet Cleaning - S. Order (£300)	£ 450.00
M. Isaac	Parish Clerk Expenses	£ 60.63
Mrs Mills	Handyperson –S. Order	£ 840.00
Archant	Tender Advert	£ 198.72
(including VAT £33.12)		
Johns	Goods for Xmas Carol Service	£ 25.00
Information Commissioner	Annual Reg Fee	£ 40.00
MJ Gas Services-	Works to Toilets	£ 575.00
Murch Bros	Tractor parts	£ 130.68
(including VAT £21.78)		
BT	Telephone	£ 155.45
Appledore Lifeboat	Christmas Collection Donation	£ 70.00
North Devon Hospice	Christmas Collection Donation	£ 70.00
Northam Lodge	Christmas Collection Donation	£ 70.00
J Mayhew	Dog Bin Emptying	£ 108.20
Euroshell Ltd	Supply of 2 bench seats in Bus Shelters	£ 1,140.00
(including VAT £190.00)		
Flowbird Smart City Ltd	Software update for Car Park machine	£ 296.40
(including VAT £49.40)		
C. Waldron	Web Site review	£ 100.00
P. Hosegood	Rubbish Collection 2 nd Beach/Tractor repairs	£ 311.80
Farons Welding Services	Repairs to Tractor Scraper	£ 340.00
	<u>TOTAL: -</u>	<u>£ 5,815.31</u>

3. BANK – STATEMENT OF ACCOUNTS: -

Lloyds Bank Treasurers a/c no. 02348842 as @ 30.1.19 (Statement) = £1,747.15
Lloyds Bank Business a/c no. 02350065 as @ 24.1.19 (Statement = £113,758.27 (includes £59,592.00 for Car Park/Toilets) and £9,000 Earmarked for future Car Park Repairs Fund (including 2018/19)
Outstanding cheque payments 1506- £748.34

4. RESOLUTION REQUIRED: -

RESOLVED that £1,140 (to cover standing order payments)+ £5,900 be transferred from Lloyds Bank Business account number 02350065 to Lloyds Bank Treasurers account number 02348842 to cover cheques for the above invoices.

160 PLANNING

a) Application 66016: Extension and alterations to dwelling, Lundy View, Millards Hill, Instow

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

161 MATTERS RAISED AT THE DISCRETION OF THE CHAIRMAN

The following matters were raised:

- a) It was reported that the bridge in the Bucks Meadow Orchard had been repaired and a grant application towards the cost submitted.
- b) It was stated that it was perceived by some people that the toilets were locked as when the doors are closed as the padlocks were left on the doors. It was reported that the doors were fitted with closers but the doors were wedged open for security reasons.
- c) It was asked if any progress had been made regarding the provision of another litter bin similar to the new one outside the Quay Inn. The Chairman stated that due to cost of a new bin and emptying costs this had not been pursued.

162 DATE OF NEXT MEETING

It was noted that the next Parish Council meeting would be on Thursday 21st March 2019 at 7.30 p.m. at the Parish Hall

Chairman the meeting ended at 9.12 p.m.

Chairman

Dated: -