

**MINUTES OF A MEETING OF INSTOW PARISH COUNCIL HELD AT  
INSTOW PARISH HALL ON  
THURSDAY 16<sup>th</sup> JULY 2015 AT 7.30pm**

**Present: -** Councillor Moores (Chairman)  
  
Councillors Crombie, Green, Mrs Hackett, Harrison, Johns, Renshaw  
and Vandersteen  
  
Mr M Isaac (Clerk).

**In Attendance:** 6 parishioners/members of the public.

**PRAYERS**

Prior to the commencement of the meeting the Clerk led Council in Prayers; it was stressed that to participate was purely optional. All persons present remained.

**42 OPENING OF THE MEETING**

The meeting was declared open by the Clerk.

**43 APOLOGIES**

Apologies were received from Councillors Mrs Clements and DCC Councillor Biederman.

**44 COUNCILLOR DECLARATION OF INTERESTS**

There were no declarations of interest announced.

**45 POLICE REPORT**

The Clerk reported that there had been 3 crime incidents reported in the Parish in May.

**46 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 issue was raised:

A Parishioner reported that the pending planning application on the Yelland Power Station site extended into Instow Parish.

He stated that he was concerned at the recent proliferation of Planning Applications in the Parish and the effect on the infrastructure.

Acknowledging that it was not a Parish Council matter he also expressed concern at the number of memorials being erected in the Church yard against Church policy.

The Village people reported that there would be a beach clean at the end of the month and work would be continuing on the signal box on Saturday. It was also stated that he Paul Mills would be attending a strimming course. It was further stated that the Village People were

covered by the Bideford Railway Heritage Association insurance policy when working on the signal box.

It was agreed to check the Parish Council insurance policy to ascertain if the Village people were covered when doing work in the Parish.

A Parishioner reported that the pavement by the bus stop on Anstey Way was in poor condition. It was stated that Councillor Biederman was aware of the matter but DCC Highways considered that the pavement was not dangerous.

A Parishioner thanked the Parish Council for cutting the Orchard. It was also asked if the mileometer on the tractor was working as the tractor was possibly being over maintained. It was stated that the matter would be discussed with the Beach cleaner.

A Parishioner asked what was happening regarding a Parish Council web site. It was reported that an update report would be made later in the meeting.

It was also asked when the Parish Council would be undertaking a review of Dogs on the beach as previously agreed.

The Chairman stated that the Parish Council was committed to undertake a review of dogs on the beach.

#### **47 REPORT COUNTY COUNCILLOR F. BIEDERMAN**

In the absence of Councillor Biederman there was no DCC report.

#### **48 REPORT OF DISTRICT COUNCILLOR B MOORES**

Councillor Moores reported that there were no NDC matters to report.

#### **49 MINUTES**

It was **RESOLVED** that the minutes of the meeting held on 18<sup>th</sup> June 2015 be approved as correct record and signed by the Chairman subject to the following words being added to the penultimate paragraph of minute 31 'The Village People reported that there would be a beach clean at the end of the month.

#### **50 MATTERS ARISING FROM THE MINUTES**

##### a) Minute 29 Marine Car Park and Toilets and Lane End Toilets

It was noted that the Chairman, Councillor Green and the Clerk had met with the Parish Councils Solicitor regarding the proposed lease and had raised some minor issues.

##### b) Minute 35 Acquisition of a Defibrillator

The Council noted a report by Councillor Vandersteen outlining the costs, types and procedures for the installation of a defibrillator.

It was agreed to put an article in Parish Magazine seeking Parishioners views and investigate possible locations and funding.

## c) Minute 36 Provision of a Life Ring on the Quay

It was noted that Christie Estate had no objections to a Life Ring being located on the Quay.

The provision of a Life Ring on the Quay was agreed in principle and that costs be investigated.

## d) Minute 37(i)(d) Bus Shelters Refurbishment

Councillor Crombie reported that he, the Clerk and Handyman had undertaken a site visit of all the Bus Shelters.

It was considered that the bus shelter on the Quay required some repair work to one of the struts and required re-painting; the Bus Shelter by the Car Park required rear works to the rusted panels and stanchion and the Boat House shelter required re-painting. The other shelters were in good condition.

It was agreed that quotes be sought to repair the rusted parts of the bus shelters on the Quay and by the Car Park.

## e) Minute 37(i)(h) Flood Gates opposite the Boat House

Councillor Crombie also reported that following inspection of the Flood Gate work was required to the top bar that had rusted and that the damaged panels needed to be removed.

It was agreed to seek a quote for the repair to the top bar of the flood gate.

It was noted that the small gate adjoining the flood gate could not be closed as stones were missing from the wall. It was agreed that this be brought to the attention of DCC.

## f) Minute 37(iii) Commemorative Signs

It was noted that NDC had no objections to the D Day Commemorative Plaque being placed on the wall of the garages alongside the notice boards. NDC had requested that the Parish Council paint the wall. The Council agreed to the request.

## g) Minute 39 NDC Toilets Cleaning Charges 2014/15

The Parish Council noted the breakdown of NDC charges for cleaning the toilets for 2014/15 and authorised the payment of the cheque subject to confirmation that the invoiced amount was for the Marine Car Park toilets only.

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

## a) Web Site: Update

Councillor Vandersteen updated Council on the work undertaken to date by himself and Councillor Harrison on the Parish Council web site. He reported that it was 80 – 90% complete but work was still on going.

He stated he would be grateful for any feedback from Councillors.

- b) The Council noted a letter of complaint re toilets and car park from a Mr Martin. It was agreed that the complaint regarding the toilets be passed to NDC

It was agreed to look at the provision of a sign directing people to the Sand Hills Car Park if the Marine Parade Car Park is full.

- c) The Clerk reported the receipt of a request from a Parishioner to donate a bus shelter on Anstey Way opposite the existing bus shelter.

It was reported that DCC Councillor Biederman had received a positive response from DCC. It was noted that the rear part of the shelter would encroach onto Christie Estate land.

It was agreed that the Chairman would investigate the matter further and discuss with Councillor Biederman.

## 52 FINANCE

The Council agreed/noted the following payments/receipts:

### 1. INCOME: -

Car Park Takings	Period ending 24 June 2015	£	2,392.50
Car Park Takings	Period ending 6 July 2015	£	1,765.25
Car Park Takings	Car Park Permit	£	50.00
Instow Marine	Mooring Fees 2014/15	£	1,750.00
	<b><u>TOTAL</u></b>	<b>£</b>	<b><u>5,957.75</u></b>

### 2. EXPENDITURE: -

Mr. B Keane	Village Handyman	£	696.44
Mr M. Isaac	Clerks Expenses	£	57.71
Mr D Budd	Grass cutting	£	440.00
Mr P Cook	Beach Cleaning	£	500.00
JJ Bins	Dog Bin Emptying	£	50.70
North Devon Council	Clerk Salary Recharge + Admin	£	695.77*
North Devon Council	Election Recharge	£	474.99
EDF	Electricity for Car Park Machine	£	58.66+
	<b><u>TOTAL: -</u></b>	<b>£</b>	<b><u>2,974.27</u></b>

Key: -

=

\*£1.29 VAT

+£2.79 VAT

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

Lloyds Bank Treasurers a/c no. 02348842 as @ 3.6.15 (Statement) = £\*8,766.17

Lloyds Bank Business a/c no. 02350065 as @ 25.6.15 (Statement = £27,167.09 +

Key: -

According to Clerk's records this is £8,070.40) (outstanding cheque 46 £695.77)

+ According to Clerk's records this is £30,732.34 as at 16.7.15.

NB: - IPC to note that £10,000 was invested (7.1.11) and re-invested (18.1.13 until 18.1.16) to a higher interest account within Lloyds TSB – see IPC November 2010 and item 5 (e) hereafter)

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

IPC to Resolved that £2,975.00 be from Lloyds Bank Business account number 02350065 to Lloyds Bank Treasurers account number 02348842 to cover cheques as at 2 above

#### **5. AUDIT**

The Council considered the following issues raised by the internal auditor

- a) To retrospectively authorise the payment to NDC for toilet cleaning 2012/13 and 2013/14 of £8,694.

RESOLVED that the payment to NDC for toilet cleaning 2012/13 and 2013/14 be Approved.

- b) That the cost of registering the Recreational Field with the land registry be paid as a donation from the Recreational Field Bank account.

RESOLVED that the cost of registering the Recreational Field with the land registry be paid as a donation from the Recreational Field Bank account

#### **53 PLANNING**

The Council considered the following planning applications:

- a) 59491 EXTENSION ALTERATION TO DWELLING, 4 LANE END CLOSE INSTOW

RESOLVED that there be no objections

- b) 59291 ERECTION OF REPLACEMENT DWELLING, GREENLANDS, NEW ROAD, INSTOW

RESOLVED that there be no objections

- c) 59538 ERECTION OF BALCONY AND INSTALLATION OF PATIO DOORS, WINSBURY, NEW ROAD, INSTOW

RESOLVED that there be no objections

- d) 59515 CHANGE OF USE OF 9 BEDROOM DWELLING TO 5 BEDROOM B&B WITH PROPRIETERS ACCOMMODATION & 20 SEATER RESTAURANT FOR ANCILLARY PUBLIC USE, THE BARTON, INSTOW

RESOLVED that there be no objections but that the unofficial one way traffic system be complied with and guests requested to turn left when exiting the site.

Councillors Moores and Vandersteen declared Personal Interests in the above application as

Governors of Instow School.

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

The following issue was raised:

- A. That the Councils Insurance be checked/quotes obtained regarding the extra premium cost for asset, business interruption and liability cover if the Parish Council were to insure the car park under its own policy instead of relying on NDC's cover to provide a basis for comparison with the cost of the charge from NDC and a quotation for liability cover only as the Parish Council has been advised that NDC's policy may not cover IPC for liability claims
- B. It was asked who was responsible for the flower bed by the car park.
- C. It was reported that the Quay Inn car park required tidying up.
- D. It was asked who was responsible for the gate on the main road along the footpath that runs alongside the Marine Camp.

There being no other business the meeting was closed at 9.00 p.m.

**Chairman** .....

**Dated:** - .....