

**MINUTES OF A MEETING OF INSTOW PARISH COUNCIL HELD AT
INSTOW PARISH HALL ON
THURSDAY 18th JUNE 2015 AT 7.30pm**

Present: - Councillor Moores (Chairman)

Councillors Mrs Clement, Crombie, Green, Mrs Hackett, Renshaw and Vandersteen

Mr M Isaac (Clerk).

Councillor Biederman DCC

In Attendance: 8 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.

26 OPENING OF THE MEETING

The meeting was declared open by the Clerk.

27 APOLOGIES

Apologies were received from Councillors Harrison and Johns.

28 COUNCILLOR DECLARATION OF INTERESTS

There were no declarations of interest announced.

29 MARINE CAR PARK AND TOILETS AND LANE END TOILETS

Councillor Cann and Diana Hill attended the meeting from North Devon Council.

Councillor Cann outlined North Devon Council's need to reduce the cost of Public Convenience provision in the District and look at delivering the service in a more cost effective way. Currently NDC costs were £321,000 pa.

Diana Hill stated that there was no legal requirement for NDC to provide toilets and the Council were looking at various options one of which was to talk to Parish Council's to see if they were interested in taking over the running of toilets in their area. The District Council would look at giving a grant towards the running costs based on usage. The Council would be looking at reviewing its grant criteria and payment figures. The Council were seeking the Parish Council's view with regard to the Parish Council taking on the responsibility of the Lane End toilets.

The Council noted the report and agreed to consider the proposal at a future meeting when the grant contribution from NDC was known.

30 POLICE REPORT

There was no Police update report

31 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 stated that he wished to raise public awareness of the pending submission of a planning application (expected end of June) on the Yelland Power Station site. He stated that the application had many implications regarding the impact on the Estuary, navigation and tidal flows, the widening and the heightening of the sea wall, and on the coastal path/Tarka trail and RSPB reserve. Mr Jeremy was invited to make a presentation of his findings/information to a future meeting of the Parish Council

A Parishioner raised concern at the condition of the wall along Marine Parade with a number of the stones having fallen out. The Clerk reported that the matter had been reported to DCC.

A Parishioner asked where the Annual Parish meeting had been advertised and whether it would be possible to hold the meeting on a different evening to that of the Parish Council Annual General meeting and include an item for Parishioners to raise questions. The Clerk advised that the agenda had been placed on the Parish noticeboard but not advertised in the Parish Magazine. This could be addressed next year. The issues relating to the Annual Parish meeting could also be considered.

The Village People reported that there would be a beach clean at the end of the month and that work had commenced on the refurbishment of the signal box.

Councillor Moores declared a Personal interest in the Village People as a volunteer and his wife was on the Management Committee.

32 REPORT COUNTY COUNCILLOR F. BIEDERMAN

Councillor Biederman stated that the DCC were looking at cutting the overgrown hedge along the footpath from the Marine Camp towards the Village as a safety issue and invoicing the land owner. He also stated that in order to deal with the problem of traders parking and trading along Marine Parade DCC Enforcement Patrols would be increased and visit times varied.

33 REPORT OF DISTRICT COUNCILLOR B MOORES

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

34 MINUTES

It was **RESOLVED** that the minutes of the meeting held on 21st May 2015 be approved as correct record and signed by the Chairman.

35 ACQUISITION OF A DEFIBRILLATOR

Councillor Moores asked whether Council would be prepared to purchase a defibrillator for the Village.

It was agreed in principle to look at the provision of a defibrillator and that Councillor Vandersteen be requested to investigate the cost, possible location and power supply requirements.

36 PROVISION OF LIFE RING ON THE QUAY

Councillor Moores asked whether the Council would be prepared to purchase a life ring to be located on the Quay.

It was agreed in principle to provide a life ring on the Quay subject to the views Christie Estate

37 MATTERS ARISING FROM THE MINUTES

(i) Minute 16 Parishioners Questions

- a) Christie Planning Applications – Update

It was reported that NDC was waiting further information from the Applicants and that the Applications may go to NDC Planning Committee in August.

- b) Charitable events along the Tarka Trail

The Clerk reported that this had been passed to DCC

- c) Reduction in Car Park Tariff

It was reported that the Parish Council would look at all issues relating to the car park when the lease has been signed.

- d) Bus Shelters – Refurbishment

It was reported that some refurbishment had been undertaken a while ago. The rust hole in the Marine Car Park shelter had been previously considered by the Parish Council and decided not to undertake any works.

It was agreed that the all the shelters needed to be re-inspected and that the Clerk and Councillors Crombie and Mrs Hackett undertake the inspection and report back to the Council

- e) Removal of Boats and wood etc on the Quay

It was reported that none had been reported since those that had previously been removed. The Boats currently on beach, 1 had been removed and Instow Marine was looking to trace owner of the other. The boat and rubbish on the quay had been reported to Christie Estate.

- f) Minute amendments

The Clerk reported that the corrections raised had been noted and a note of the correction would be added to the appropriate minutes.

- g) Marine Parade Wall – Stone work

See minute 31 above

- h) Flood Gate opposite Old Boat House.

It was agreed that the Clerk and Councillors Crombie and Mrs Hackett inspect the gate and report back to the Council

(ii) Minute 18 NDC Councillor Report – Questions Raised

- a) Affordable Housing

Councillor Moores stated that it was Government Policy to provide more Housing. But the amount of Affordable housing provided was an issue for the Local Authority.

The local authority actively seeks the provision of affordable housing as a requirement of large development proposals. The new right to buy legislation of affordable homes will however cause local authorities problems.

- b) Increase in Council Tax Band following building improvements.

Councillor Moores reported that the Local Planning Authority notifies the Value Office Agency (VOA) of all planning permissions granted. The VOA then undertake a re-evaluation of the premises but the process can take up to 12 months.

Councillor Moores briefly updated Council on the Sands application. He stated that there was still a number of issues to be resolved between the applicant and NDC planners and he had been invited to attend a meeting with the two parties.

(iii) Minute 22 (g) Commemorative Signs

Council noted e mails from Mr Champion regarding the above. It was agreed that Councillor Green meet with Mr Champion to view possible location sites for the D Day Commemorative plaque and make a recommendation to the Parish Council.

38 CORRESPONDENCE

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

- a) The Council noted an E Mail from Mr Allen regarding the hedge alongside the field described as Land North of Marine Parade. See minute 32 above

- b) The Council noted that the Parish Hall AGM was on Thursday 9th July 2015 @ 7.30 p.m.
- c) The Council noted an E Mail from Mr Ivers (Instow Village People) regarding a large amount of debris found on beach during a beach clean.

It was reported that the current Beach Cleaning contract expired at the end of the current financial year and the Council would need to consider whether to continue cleaning the beach, re-tender on the existing area or on an extended area.

- d) The Council noted a letter from Bideford Railway Heritage Centre regarding the Instow Signal box essential maintenance programme and recommended release of grant funding.
- e) The Council noted the Instow Twinning Annual Report
- f) The Council noted an E Mail from Johns of Instow regarding Illegal Trading on Instow Seafront. See minute 32 above.

39 FINANCE

The Council agreed/noted the following payments/receipts:

1. INCOME: -

| | | | |
|------------------|---------------------------|----------|------------------------|
| Car Park Takings | Period ending 22 May 2015 | £ | 1122.20 |
| Car Park Takings | Period ending 5 June 2015 | £ | 1498.60 |
| Car Park Takings | Additional Takings | £ | 40.70 |
| | <u>TOTAL :-</u> | £ | <u>2,661.50</u> |

2. EXPENDITURE: -

| | | | |
|---------------------|------------------------------|----------|-------------------------|
| Mr. B Keane | Village Handyman | £ | 515.20 |
| Mr M. Isaac | Clerks Expenses | £ | 46.04 |
| Mr D Budd | Grass cutting | £ | 490.00 |
| Mr P Cook | Beach Cleaning | £ | 500.00 |
| JJ Bins | Dog Bin Emptying | £ | 50.70 |
| Metric | Car Park Tickets | £ | 353.40*+ |
| North Devon Council | Toilet Cleaning 2014/15 | £ | 7,895.82 |
| North Devon Council | Clerk Salary Recharge +Admin | £ | .695.77* |
| | <u>TOTAL: -</u> | £ | <u>10,546.93</u> |

Key: -

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***£1.29 VAT**

***+£58.90 VAT**

That the payment to NDC for Toilet Cleaning 2014/15 be deferred pending a breakdown of the costs and an explanation as to why there is such a massive increase over the combined two previous years costs from NDC.

3. BANK – STATEMENT OF ACCOUNTS: -

Lloyds Bank Treasurers a/c no. 02348842 as @ 3.6.15 (Statement) = £*222.21
Lloyds Bank Business a/c no. 02350065 as @ 2.4.15 according to Clerks recs= £32,721.61 +

Key: -

According to Clerk's records this is £171.51 Uncashed cheque £50.70 (1035)

+ According to Clerk's records this is £32,721.61 as at 2.4.15.

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 £10,550 be from Lloyds Bank Business account number 02350065 to Lloyds Bank Treasurers account number 02348842 to cover cheques as at 2 above

5. AUDIT

Letter from Audit Commission (AC) together with Annual Return for the Year ended 31st March 2015 and associated papers: -

The Clerk stated that the following action(s) was now necessary by IPC: -

(a) Annual Return 2014/15 (General): -

The Clerk advised that the Auditor had confirmed that nothing had arisen in the course of her examination of the parish records which she considers should be brought to the attention of Councillors.

(b) Audited Receipts and Payments Account 2014/15:-

The Clerk advised that the Auditor had advised to ratify the original “Draft Receipts and Payments Account 2014/15” as amended.

(c) Annual Return (Specific) –

The Clerk advised that the Auditor had confirmed she had completed all the relevant sections of the return and advised Councillors that, if they see fit, they should adopt the Return at this (June) meeting with the details (in green spaces) at the foot of page 2 being completed and signed by the Chairperson/Clerk (Responsible Financial Officer) as necessary and similarly at the foot of page 3.

RESOLVED that:

The Annual Return 2014/15, Receipt and Payments Account 2014/15 and Bank reconciliation 2014/15 be APPROVED.

40 PLANNING

The Council noted that there were no planning matters to consider

41 MATTERS RAISED AT THE DISCRETION OF THE CHAIRMAN

The following issue was raised:

- A. It was reported that concerns had been received from a Parishioner that since the moving of the sand, the level of the sand by the Round House had risen. It was agreed to report the matter to the Environment Agency.
- B Concern was expressed that the small gate by the level crossing was open all the time and could be dangerous for children who may ride straight out on to the road. It was agreed to pass the matter to DCC Councillor Biederman to investigate

There being no other business the meeting was closed at 9.30 p.m.

Chairman

Dated: -