

**MINUTES OF A MEETING OF INSTOW PARISH COUNCIL HELD AT THE
PARISH HALL, INSTOW ON
THURSDAY 21st MARCH 2019 AT 7.30 pm**

Present: - Councillor Moores (Chairman)

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

Mr M Isaac (Clerk)

In Attendance: 2 Parishioner/members of the public.

163 OPENING OF THE MEETING

The meeting was declared open by the Clerk.

The Clerk informed Councillors that nomination papers for both District and Parish Council elections were now available and had to be submitted by 4.00 p.m. on 3rd April 2019 to the NDC Election Office.

164 APOLOGIES

Apologies were received from Councillors Crombie and Johns

165 COUNCILLORS DECLARATION OF INTERESTS

The following declarations of interest were announced:

Councillor McCrum declared a Personal and Pecuniary Interest in item 15 Planning Applications 66260/66261 4-5 Bath Terrace, Instow as he lived in the adjacent property.

Councillor Mrs Clements declared a Personal Interest in item 15 Planning Applications 66260/66261 as her son was the applicants architect.

Councillor Mrs Stanbury declared a Personal Interest in item 10 (b) Planning Application in respect of notification of works to trees at White House, Lane End Road, Instow as she lived in an adjacent property.

166 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:

- Can the last 4 years Councillor attendance records be made available at the April meeting?
- The road/pavement in front of the Boat House was flooded. Can the Parish Council's Handyperson and Beach Cleaner be asked to clear the sand?

The Chairman stated that the problem had been reported to NDC, DCC and Councillor Biederman. The blocked drains had also been reported to DCC which had advised that it would be fruitless jetting the gullies at this location until the outlets are cleared and asked that the owner of the beach advise when the outlet had been cleared and then DCC would arrange for the gullies in the vicinity to be jetted through.

Regarding the sand on the footway DCC had advised that it had anticipated there would be a build-up of sand after the storms and would arrange for clearance in due course.

He also advised that assistance had been sought from the Marines to clear the sand. Councillor McCrum reported that the drain outside the Boathouse had been blocked for some time and DCC should be requested to divert the water into the main sewer.

- It was asked that a compromise be sought to preserve 2 of the Monterey Pine Trees the subject of a planning application to remove trees at White House, Lane End Road.
- Why are not all letters to the Parish Council read out at the meeting?

It was stated that Councillors had copies of all correspondence received and the Council decided which ones should be read out. All correspondence reported was recorded in the minutes.

- It was stated that a large sign had been erected at the Cedars round-about informing that the main road would be closed from 1st – 18th April at night.

167 REPORT COUNTY COUNCILLOR F. BIEDERMAN

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

168 REPORT OF DISTRICT COUNCILLOR B MOORES

Councillor Moores reported that a Council Tax rise of 2.99% had been agreed. The Revenue Budget, Medium Term Financial Strategy and Capital Programme had also been agreed. He stated that Strategic Grants had been reduced but the Parish Grants remained unchanged for another year. The new leisure centre would go ahead subject to the receipt of grant funding.

In answer to a question he stated that although a number of planning applications had been approved a lot of development/house building had not commenced.

169 MINUTES

It was **RESOLVED** that the minutes of the meeting held on 21st February 2019 be approved as a correct record and signed by the Chairman.

170 MATTERS ARISING FROM THE MINUTES

- a) Responses to Parishioners Questions. There were no responses required.
- b) Councillor McCrum asked had there been any response regarding the reported rubbish deposited by the Oyster Shack. The Clerk stated that it had again been raised with the Estates Agent but to date there had been no response.

- c) Councillor McCrum asked if a date for the long term beach management plan had been received from Andrew Bell. It was reported that Mr Bell had stated that he was still working on it but it was complicated.

It was agreed that a letter be sent to Andrew Woollacott seeking the latest position regarding the long term beach management plan.

171 TRACKER

The Council considered the Tracker.

- Car Park – Councillor McCrum stated that the draft budget needed to be amended to take account of a 10% contingency.
- Toilets – Councillor Stenton reported that the roof had now been replaced, the locks and internal doors replaced, new lighting fitted and holes filled in. He stated subject to Council approval Katharine and Rachel had agreed to do the internal painting. It was agreed to ask/authorise Katharine and Rachel to paint the inside of the toilets.
- PSPO – The Chairman reported that NDC Executive would need to agree a PSPO and NDC would then undertake a consultation process.
- Web Site Management – Councillor Green reported that it was work in progress.
- It was reported that the yellow lines at the bottom on New Road were covered with leaves and that the lamp post by the edge of the Pony Field, near the Marine Camp was leaning over at an angle. It was agreed to report to Councillor Biederman.

172 PLANNING APPLICATIONS

- a) **Application 66256 Reserved Matters Application for erection of six dwellings (Outline Planning Permission 58626)(Amended site layout & drainage proposals to that approved by Planning Permission 64041), Land Off Anstey Way, Instow**

It was agreed to RECOMMEND APPROVAL to the above application subject to clarification that the proposed drainage system was adequate and did not impinge on/cause flooding to existing properties or the Tarka Trail.

- b) **Notification of works to trees in a Conservation Area in respect of removal of 5 Monterey Cypress Trees (T2, T3, T4, T5 & T6), White House, Lane End Road, Instow**

It was agreed to RECOMMEND APPROVAL to the above application subject to the trees being replaced with suitable smaller local specie trees.

173 DOG BIN EMPTYING CONTRACT WITHDRAWAL OF SERVICE BY CONTRACTOR: UPDATE

The Council noted a letter from the existing contractor (previously circulated) advising that the service to empty the dog bins would cease as from 28 March 2019.

The Clerk reported the receipt of a communication from NDC informing that NDC had a contract to empty dog bins but not the capacity or funds to take on any additional dog bins. However, it was seeking whether there was interest from Parish Council's to pay additional costs to be part of the NDC contract.

It was agreed:

- a) That the Parish Council dog bins be removed on the 28 March and people advised to put their dog waste in the litter bins.
- b) That Councillor McCrum be requested to produce a sign(s) to be placed on appropriate litter bins advising people of where to dispose of their dog waste and authorised to spend up to £100 thereon.

174 BEACH MANAGEMENT WORKING GROUP REPORT RE TORRIDGE GIG CLUB ANNUAL REGATTA APPLICATION TO USE THE BEACH

The Clerk reported that the Beach Management Working Group had met and considered the application by Torridge Gig Club to use the beach for its Annual Regatta.

The Working Group thanked the applicant for a very detailed application and asked if the applicant was prepared to allow the application to be shown to other potential users of the beach. The applicant had subject to the removal of certain details agreed.

The Working Group recommended approval to the application subject to some clarifications that had now been supplied.

It was agreed:

- a) That the application be Approved
- b) That Parish Clerk be authorised to determine future applications in consultation with the Beach Management Working Group as required.

175 CORRESPONDENCE

- a) The Council noted letters from Appledore Lifeboat, ND Hospice and Northam Lodge thanking the Council for its kind donation.
- b) The Council noted E Mails from Mrs Shepherd regarding fly tipping on highway land adjacent to the new dwelling opposite the Marine Camp. This had been reported to NDC.
- c) The Council noted a letter from Mr Cooke, Secretary of Marine Court (Instow) Ltd regarding the possible future supply of electricity to the upper car park.
- d) The Council noted e mails from Mr McKernan regarding the Code of Conduct signs and agreed to take no further action. It was agreed if Mr McKernan sends complaints relating to IPC to Media outlets an appropriate response be made.

176 FINANCE

The Council considered the notes of the Finance Working Group held on 12th March 2019.

RESOLVED:

(a) DRAFT BUDGET 2019/20

That the draft budget for 2019/20 be agreed and adopted subject to the car park capital expenditure being increased by £6,000 and the VAT by £1,200.

(b) GRANT APPLICATIONS

(i) Bucks Meadow Orchard

That a grant of £278.53 be awarded to Mr Glover for the repair of the bridge in Bucks Meadow Orchard

(ii) Bideford Railway Heritage Centre CIC

That a grant of £500 be awarded to the Bideford Railway Heritage Centre towards the external and internal repainting of Instow Signal Box, platform naming board, and the level crossing gates and surrounding railings and posts.

(iii) Instow Village People

That a grant of £300 be awarded to Instow Village People towards a 3m flag to advertise the Village People, a wheelbarrow and additional litter pickers.

(c) CONTRACTS

(i) Beach Cleaning Contract

That the only tender received which was from Mr Hosegood for cleaning the beach for 2019/20/21 of £180 per week be accepted.

(ii) Grass Cutting Contract

It was noted that two tenders had been received from Mr Budd and C.D. Grounds & Estate Services Ltd

Both tenders received quoted a price of £340 per cut, for 6 cuts per year for the 3 year contract. The tender from Mr Budd quoted a price of £170 per additional cut and C.D. Grounds Estate Services £340 per additional cut.

That the tender from Mr Budd for grass cutting for 2019/20/21 of £340 per cut with additional cuts at £170 be accepted.

(d) ANNUAL REVIEW OF POLICIES

The Council was asked to approve the various policies, procedures and regulations that had been circulated

(i) Financial Regulations

That the Financial Regulations be re-affirmed subject to minor amendments to accord with the recently adopted Standing Orders

(ii) Risk Assessment Policy

That the Risk Assessment Policy be re-affirmed.

(iii) Beach Risk Assessment Policy

That the Beach Risk Assessment Policy be amended by the inclusion of reference to the Beach Code of Conduct, and the requirement for users of the beach for events to complete an application form and provide the necessary insurance and risk assessments and the deletion of clause 9.

(iv) Child Protection Policy

That the Child Protection Policy be re-affirmed.

(vi) Training Policy

That the Training Policy be re-affirmed.

(vii) Equal Opportunities Policy

That the Equal Opportunities Policy be re-affirmed.

(viii) Code of Practice for Handling Complaints

That the Code for handling Complaints be re-affirmed.

(ix) Disciplinary Rules and Procedures

That the Disciplinary Rules and Procedures be re-affirmed.

e) PAYMENTS/RECEIPTS.

The Council agreed/noted the following payments/receipts:

1. INCOME: -

Car Park takings	Period – 19 February 2019 to 5 March 2019	£1,378.30
Car Park takings	Period – 5 March 2019 to 19 March 2019	£ 844.20

TOTAL :- £2,222.50

Car Park Income Comparison with previous year:

13 March 2018 - £30,678.45

5 March 2019 - £37,345.70

2. EXPENDITURE: -

North Devon Council Clerk Salary Recharge +Admin (including VAT £1.29)	£ 748.34
J. Braddick Toilet Cleaning - (S. Order £300)	£ 300.00

M. Isaac	Parish Clerk Expenses	£	55.98
Mrs Mills	Handyperson – (S. Order £672) + £13.50 Keys to Undercroft)		
		£	685.50
J Mayhew	Dog Bin Emptying	£	103.20
SW Water	Water Bill	£	437.71
Design Shop	Car Park signs	£	36.00
J. Stenton	Chains to secure Bins	£	12.98
K. Hopkins	Replacement Roof and internal repairs + locks to toilets (including VAT £12.44)	£	3,527.64

TOTAL: - **£ 5,907.35**

3. BANK – STATEMENT OF ACCOUNTS: -

Lloyds Bank Treasurers a/c no. 02348842 as @ 1.3.19 (Statement) = £5,017.61

Lloyds Bank Business a/c no. 02350065 as @ 28.2.19 (Statement = £108,852.14 (includes £59,592.00 for Car Park/Toilets) and £9,000 Earmarked for future Car Park

Repairs Fund (including 2018/19)

Outstanding cheque payments 1510- £748.34, 1511- £85.09, 1516-£40.00, 1518-£130.68, 1520- £70.00, 1521- £70.00, 1522- £70.00, 1524- £1,140.00, 1526-£100.00, 1528-£340.00

4. RESOLUTION REQUIRED: -

IPC **RESOLVED** that £7,000 (includes £1,100 for grant awards) be transferred from Lloyds Bank Business account number 02350065 to Lloyds Bank Treasurers account number 02348842 to cover cheques for the above invoices.

177 PLANNING

- a) Application 66373: Variation of condition 2 (approved plans) attached to planning permission 63757 (demolition of existing & erection of new dwelling with pool / gym annex & garage / utility annex together with associated landscaping including a tennis court) to allow for amended design to studio apartment, Gorse Hill, Instow

Council noted and agreed the following recommendation of the Planning Working Group

– No Objections

- b) Application 66260: Extension, alterations (including demolition) & conversion of building to form two dwellings together with erection of one dwelling in rear garden at 4 - 5 Bath Terrace, Marine Parade, Instow

Application 66261: Listed building application for extension, alterations (including demolition) & conversion of building to form two dwellings together with erection of one dwelling in rear garden at 4 - 5 Bath Terrace Marine Parade, Instow.

Council noted and agreed the following recommendation of the Planning Working Group

– No Objections

Councillor McCrum declared a Personal and Pecuniary Interest in the above item Planning Applications as he lived in the adjacent property and was not present at the meeting during the discussion or voting thereon.

- c) Application 66404 Installation of Communal package sewage treatment plant (to be used by 7 dwellings – Sand Bar, Inshore, Cloud Hill, Tamarisk, Braetop, Fourwinds & Day-O-Peep Farm) at Sand Bar (Formerly Worlington Cottage), Instow

To be considered by the Planning Working Group

178 MATTERS RAISED AT THE DISCRETION OF THE CHAIRMAN

There were no issues raised.

179 DATE OF NEXT MEETING

It was noted that the next Parish Council meeting would be on Thursday 18th April 2019 at 7.30 p.m. at the Parish Hall

The Chairman closed the meeting at 9.24 p.m.

Chairman

Dated: -