

**MINUTES OF A MEETING OF INSTOW PARISH COUNCIL HELD AT  
INSTOW PARISH HALL ON  
THURSDAY 21<sup>ST</sup> MAY 2015 AT 7.35pm**

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

**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.

**10 OPENING OF THE MEETING**

The meeting was declared open by the Clerk.

**11 APOLOGIES**

Apologies were received from Councillor Renshaw.

**12 APPOINTMENT OF CHAIRMAN 2015/16**

RESOLVED that Councillor Moores be appointed Chairman of the Parish Council until re-appointments are made in the next municipal year.

**13 APPOINTMENT OF VICE CHAIRMAN 2015/16**

RESOLVED that Councillor Green be appointed Vice Chairman of the Parish Council until re-appointments are made in the next municipal year.

**14 COUNCILLOR DECLARATION OF INTERESTS**

There were no declarations of interest announced.

**15 POLICE REPORT**

In the absence of PCSO Meaker the Clerk read the following crime update:

**Crime Report: -**

For the period between 17<sup>th</sup> April 2015 and 20<sup>th</sup> May 2015 there had been no reported crime.

It was noted that a nearby farmer had had a couple of lambs attacked by two dogs from a neighbouring farm.

**16** 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 Chairman stated that in order to allow all those present wishing to ask a question within the allotted 15 minutes period equal time will be allocated to each person. In order that answers to the questions do not infringe on the 15 minute period, questions will be answered/discussed by Councillors at the end of the question time period unless a quick answer can be given.

The following issue was raised:

A Parishioner congratulated Councillors on their election and welcomed Gill Clements. It was reported that work on the signal box would commence at the weekend and that a beach clean was organised for the following Saturday

A Parishioner asked if there was an update on the Christie Planning Applications. The Chairman stated that he would be having discussions with the Planners and that applications may be considered at the June Planning Committee meeting.

A Parishioner asked if there was an update on the Sands application. The Chairman stated that the Planning Manager was in discussion with the Applicant for a copy of a viability assessment.

A further question was asked that organisers of charitable events along the Tarka Trail be requested to tie down/remove temporary 'used' toilets as they are being blown over by the wind. Parish Clerk to raise the matter with DCC.

A Parishioner asked was payments for the car park being enforced. The Chairman stated that it wasn't at present but when the lease has been signed it would be addressed. It was also asked if once the lease of the car park was signed, would the Parish Council look at reducing the tariffs? It was further asked if the Council considered that there was value in the beach inspections? Councillors stated that they did see value in undertaking beach inspections.

A Parishioner raised the following issues:

In July 2013 the bus shelters were to be refurbished. It was reported that this would commence a couple of weeks later. Why has this not been done especially to the Marine Car Park Bus Shelter? Having inspected the rear of the Marine Car Park shelter it would be better if it were demolished and rebuilt with non-ferrous material.

There is a heap of wood on the jetty that once was a dinghy. The place looks like a scrap yard with all the abandoned moorings.

Removal of a boat trailer which was abandoned in July 2013. What reply did the Council get from the Council's Solicitor regarding abandoned boats? It was reported that the advice was that the Council could put a note requesting removal within a time period and if not removed the Council could remove and dispose of the boat. The Council resolved that a Policy be adopted to remove and dispose abandoned boats giving 14 days notice.

Have the amendments to previous minutes that were raised been amended?

One of several important decisions this month affecting Town and Parish Councils was that the Government confirmed £4.7m transparency fund to support small parish councils and other smaller authorities to become web-enabled and compliant with the Transparency Code for Smaller Authorities. This funding programme will be delivered through NALC and is planned to be available from April 2015 for a three year period, delivered on a county basis by county associations of local councils and targeting local need. A webmaster will be required and the details of the remit required to be specified. Councillor Harrison agreed to investigate.

It is noticed that Annual Parish Meeting dates are not on the web site.

When is the gate and stone work at the slipway opposite the Boathouse going to be repaired?

The history of the issue of Marine Car Park toilet roof was outlined.

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

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

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

Councillor Moores stated that following the elections there was a new administration in control at North Devon Council. He had been appointed to the Council's Executive and was Portfolio Holder for Housing

A Parishioner asked if there was a policy to provide low cost affordable housing for young people or was it just a tick box exercise? It was also asked why properties that had been improved/increased in size had not been re council tax banded? Councillor Moores stated that he would report back to the next meeting.

#### **19 MINUTES**

It was **RESOLVED** that the minutes of the meeting held on 16<sup>th</sup> April 2015 be approved as correct record and signed by the Chairman.

#### **20 MATTERS ARISING FROM THE MINUTES**

##### **(i) Minute 180 Offer from Parishioner to remove sand from the Beach free of charge**

Council noted an e mail from Andy Bell, North Devon Biosphere Reserve Co-ordinator outlining importance of the Estuary and the reason why Natural England and DCC have restricted the removal of sand and gravel.

##### **(ii) Minute 184 Proposed Website**

Council noted a report by Councillors Harrison and Vandersteen outlining the main headers on the home page and the information to populate the site. It was hoped that the site would 'go public' in a few months time.

#### **21 BEACH INSPECTION ROTA**

The Council considered the Beach Inspection Rota.

Resolved that the rota and check list as circulated be agreed and adopted respectively.

<b>25<sup>th</sup> May</b>	<b>27<sup>th</sup> July</b>	Will Vandersteen	<b>29<sup>th</sup> June</b>	<b>31<sup>st</sup> Aug</b>	Pearl Hackett
<b>1<sup>st</sup> June</b>	<b>3<sup>rd</sup> Aug</b>	Bob Harrison	<b>6<sup>th</sup> July</b>	<b>7<sup>th</sup> Sept</b>	Gill Clements
<b>8<sup>th</sup> June</b>	<b>10<sup>th</sup> Aug</b>	Anthony Johns	<b>13<sup>th</sup> July</b>	<b>14<sup>th</sup> Sept</b>	Michael Green
<b>15<sup>th</sup> June</b>	<b>17<sup>th</sup> Aug</b>	Neil Crombie	<b>20<sup>th</sup> July</b>	<b>21<sup>st</sup> Sept</b>	Brian Moores
<b>22<sup>nd</sup> June</b>	<b>24<sup>th</sup> Aug</b>	Eddie Renshaw		<b>28<sup>th</sup> Sept</b>	Will Vandersteen

## 22 CORRESPONDENCE

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

- a) The IPC Appointments were agreed subject to Councillors Mrs Clements and Vandersteen being appointed to the Emergency Planning Committee and the Transport Forum appointment being deleted (copy attached).
- b) The Council considered an E Mail from the Environment Agency regarding Pollution Risk Forecasts at Instow Beach.

It was agreed not to take part in the scheme to put up warning signs when there is a risk of reduced water quality.

- c) The Council noted the Local Government Boundary Commission proposals for a review of Devon County Council electoral arrangements.
- d) The Council noted an e mail from DEFRA that the Marine Conservation Society would be issuing a press release of projected bathing water results for the good beach guide.
- e) The Council noted an E Mail from Mr Harper thanking the Parish Council for the grant to Instow in Bloom towards the provision of a Community Notice Board.
- f) The Council agreed a quote of £100 from Mr Budd to undertake 1 strim of the Community Orchard.  
It was agreed to approach the Village people to see if they would be able to assist with further cuts.
- g) The Council noted a letter from Mr Rooke the Local Risk Manager, Devon & Somerset Fire & Rescue Service. It was agreed to invite Mr Rooke to a future Parish Council meeting.
- h) The Council considered an E Mail from Mr Champion regarding Commemoration of the role of Instow Parish in training troops for D Day landings and a sign on the Instow signal box.  
It was agreed that the signs be approved in principle but that more detail be sought regarding the size and location. It was agreed to pay £10 to the Maritime Museum for advice given and the provision of photos

- i) The Council noted an e mail from Mr Harper regarding the dumping of rubbish by the entrance to the footpath from the second beach and the erection of an electric fence along the adjacent field.

The Clerk reported that the rubbish issue had been passed to NDC and that the Electric fence had been erected by a tenant of Christie Estates

## **23 FINANCE**

The Council agreed/noted the following payments/receipts:

### **1. INCOME: -**

Parish Precept	April Payment	£ 4,457.50
Parish Grant	Ditto	£ 402.50
Grant Assistance	Ditto	£ 194.10
Car Park Takings	Period ending 8 May 2015	£ 601.10
	<b><u>TOTAL :-</u></b>	<b><u>£ 5,655.20</u></b>

### **2. EXPENDITURE: -**

Mr. B Keane	Village Handyman	£ 543.43
Mr M. Isaac	Clerks Expenses	£ 55.89
Mr D Budd	Grass cutting )	£ 680.00
Mr P Cook	Beach Cleaning	£ 625.00
AON	Insurance policy Renewal	£ 1,148.87
JJ Bins	Dog Bin Emptying	£ 50.70
North Devon Council	Clerk Salary Recharge + Admin	£ .695.77*
North Devon Council	Printing Charges	£ 7.93
BT	Telephone Bill	£ 153.24
Johns of Instow	Bin Bags	£ 25.00

**TOTAL: -** **£ 3,985.83**

**Key: -**

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\*£1.29 VAT

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

Lloyds Bank Treasurers a/c no. 02348842 as @ 9.4.15 (Statement) = £\*209.50

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 £209.50

+ 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 £3,990 be from Lloyds Bank Business account number 02350065 to Lloyds Bank Treasurers account number 02348842 to cover cheques as at 2 above

**5. MISCELLANEOUS: -**

**(a) Transfer of Marine (Quay) Car Park and Toilets by NDC to IPC:-**

Clerk to reported that the lease was still with NDC external Solicitors

**(b) AON Local Insurance Renewal 2015/16: -**

It was agreed that the Insurance policy renewal should accepted.

The following has been previously clarified with the insurance company:

The Beach risk assessment is in order, that a weekly inspection should be in place by a member of the Council to ensure that there are no obvious hazards and recorded and remedial action taken immediately and recorded. It was confirmed that the recording of hours does not have any bearing on the insurance cover.

**24 PLANNING**

Council considered the following planning matters:

- a) North Devon and Torrington Local Plan –Proposed changes following public consultation – Policies relating to Instow.

The Council noted the response from NDC regarding the Parish Councils response to the North Devon and Torrington Local Plan –Proposed changes following public consultation – Policies relating to Instow and that the proposed number of dwellings in the Plan for Instow had been clarified and the amendment queried had been accepted and amended.

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

The following issue was raised:

- A. It was reported that there was a loose paving slab near the Quay. It was agreed to report to DCC.
- B. A request had been received from Mrs Harper to interview all Councillors over the next 9 months for the Parish Magazine. Members agreed to be interviewed.

There being no other business the meeting was closed at 9.05 p.m.

**Chairman** .....

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

