

**MINUTES OF A MEETING OF INSTOW PARISH COUNCIL HELD AT  
INSTOW PARISH HALL ON  
THURSDAY 16<sup>th</sup> June 2016 AT 7.30 pm**

**Present: -** Councillor Moores (Chairman)  
  
Councillors Mrs Clements, Green and Mrs Hackett  
  
Mr M Isaac (Clerk) and Councillor Biederman DCC.

**In Attendance:** 12 Parishioners/members of the public.

**37                    OPENING OF THE MEETING**

The meeting was declared open by the Clerk.

**38                    APOLOGIES**

Apologies were received from Councillor Crombie, Johns, Renshaw and Vandersteen.

**39                    COUNCILLOR DECLARATION OF INTERESTS**

There were no declarations of interest announced.

**40                    POLICE REPORT**

There was no Police report.

**41                    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:

Police Reports

It was agreed following a suggestion from a Parishioner that a print off of a monthly Police update report from the Police web site be included in the agenda papers

Bus Shelters – Anstey Way

Following a question from a Parishioner the Chairman reported that he and the Clerk had looked at the provision of bus shelters along Anstey Way and would report later in the agenda.

Quorum of Council

A Parishioner stated that she considered that the current quorum for the Parish Council of 3 Members was too low and requested that consideration be given to increasing the quorum for a meeting to 4 Councillors.

Faded Road Signs

It was stated that the road signs from Bideford into Instow were faded and needed cleaning. It was also suggested that the Fremington and Sea front signs should be removed.

Councillor Biederman agreed to take up the matter with DCC

Application for a Pottery Lane End

It was asked if an application had been received for a change of use for a pottery and advertisement in Lane End.

It was stated that no application had been received and the Parish Council would advise NDC Planning Enforcement.

It was reported that the advertisement sign along Anstey Way at the top of Quay Lane had been reported to NDC Planning enforcement who were investigating.

Grassed Area by the Quay

It was asked if the Parish Council would be willing to purchase some stones to tidy up the grassed area by the Quay.

The Village people agreed to look at tidying up the area.

Beach Cleaning

It was reported that the far end of the beach had not been cleaned and rubbish left after the beach had been scraped. It was asked if the Parish Council had contacted RUDA at Croyde who now hand pick the beach/strandline?

It was stated that RUDA had not been contacted and the terms of the contract were as in previous years.

Quay Wall

It was reported that a large pile of blue netting had been pulled up the dry part of the beach and needed removing.

It was agreed to ask the beach cleaner to remove

Sea Wall

It was asked if there had been any progress regarding the repair of the sea wall.

Councillor Biederman reported that DCC had agreed to undertake a Structural survey of the wall.

The Sands

In answer to a question the Chairman stated that the Planning Application had been refused and the s125 notice of works required enforced. The applicant/owner had now put the property up for sale.

Village People Update

Paul Mills updated Council on the work of the Village People.

He stated that the flower bed by John's had been completed and that the footpath by the side of the Parish Hall would be strimmed.

He further stated that the volunteers for the beach clean had picked up a large amount of dog faeces which appeared to be on the increase. If this was to increase they would require the proper clothing to collect and dispose

Marine Parade

It was again reported that the NDC street cleaning machine was not cleaning up to the edge of the road on the housing side of Marine Parade but a foot away.

It was agreed to again raise this issue with NDC.

Sand opposite the Boat House

It was again reported that the level of sand opposite the boat house was overtopping the wall. Councillor Biederman agreed to set up a meeting with all interested parties to discuss a way forward.

**42 REPORT COUNTY COUNCILLOR F. BIEDERMAN**

Councillor Biederman reported the following:

He stated that he had chased DCC Highways and Fernbank a company who provided Bus Shelters were not interested in taking on any more Bus shelters along Anstey Way.

He stated that he was prepared to allocate half his Locality Budget £5,000 towards the provision of 2 bus shelters along Anstey Way. There was also possible grant funding through the TAP fund.

Councillor Moores stated that he and the Clerk had identified the need for 3/4 bus shelters along Anstey Way.

It was agreed that Councillors Biederman and Moores meet to move the matter forward

It was reported that the Instow Platform in the ownership of DCC by the Instow Signal Box needed some repair, that a concrete post/stones by the Old Telephone Exchange needed removing and that a large hole along the road way to the Cricket Club had appeared and needed covering.

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

Councillor Moores reported the following:

- a)                      He stated that he had been accused of having a secret meeting with NDC Councillor Cann regarding dogs on the beach. He explained the position and read a response that the meeting had been arranged by Councillor Cann as the NDC Lead Member and that in accordance with protocol he had been invited to attend as NDC Ward Member.

He also referred to e mail suggestions as a way forward from Councillors Johns and Vandersteen.

- b)                      That he had had a meeting with Mike Kelly, NDC Chief Planning Officer regarding Planning Application 58606 prior to the protest and expressed concerns of residents and he had agreed to the application being considered by the Planning Committee on 13 July with a site inspection meeting on the 6 July
- c)                      That the Car Park lease had been signed and the grant agreement was awaited.
- d)                      That he had attended a junior life skills event which was attended by over 700 children over 3 days.
- e)                      That he had attended an NHS Stakeholder engagement event
- f)                      That he and Councillor Mrs Clements had met with the Toilet Cleaning Contractor to express their concerns at recent issues and to explain that regular checks would be undertaken.
- g)                      That he and the Clerk had looked at the sites for Bus Shelters along Anstey Way and identified the need ideally for 4 shelters but definitely 3 shelters.

It was agreed that the provision of 3 bus shelters along Anstey Way be pursued.

### **44                      MINUTES**

It was **RESOLVED** that the minutes of the meeting held on 19<sup>th</sup> May 2016 be approved as a correct record and signed by the Chairman.

### **45                      MATTERS ARISING FROM THE MINUTES**

- a)                      Minute 32 Beach Cleaning Contract  
It was reported that the Members of the Beach Management Working Party had agreed with the lowest tenderer to reduce the tender price to clean the beach to £180 per week.

Resolved, that the tender price of £180 per week to clean the beach be accepted.

## b) Minute 36 (c) Beach Sign

Councillor Green circulated a draft of the proposed beach sign required as part of the beach designation which included the main commercial businesses and the Tarka Trail. He stated that it was proposed to locate the sign opposite the Boat House.

It was agreed that Councillor Green seek confirmation from DEFRA that the proposed sign meets their requirements.

It was Resolved, that the proposed sign be agreed

## c) Litter near second beach and Marine Slipway

The Clerk reported that he and the Chairman had looked at the litter problem in both locations.

It was agreed that a way forward to solve the problem with costs be investigated.

**46 VACANCY CO-OPTION**

The Clerk reported that the Co-option Working Party had interviewed 4 candidates for the vacant position and had recommended that David McCrum be appointed

It was Resolved, that David McCrum be appointed and co-opted onto the Parish Council

Mr McCrum thanked Councillors for appointing him and stated that he would endeavour to serve the Parish to best ability.

**47 BENCH POLICY**

The Clerk reported that there was currently no bench policy.

It was agreed that Councillors Mrs Clements and McCrum be appointed to prepare a bench policy.

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

a) The Council noted an E Mail from Lucy Tomlinson NDC regarding s106 open space funds. It was agreed that there were no further projects/schemes that the monies could be identified for, for funding.

b) The Council noted E Mails regarding dogs on the beach and an e mail from Councillor Johns and a letter in the Gazette.

The Chairman reported that Councillor Cann had asked NDC Officers to appraise him of anything that could be put in place to alleviate the problems.

c) The Council noted an e mail from Mr Goddard regarding a vandalism incident in the lay by near Elm Terrace.

## **49 FINANCE**

The Council agreed/noted the following payments/receipts:

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

Car Park Takings	Period 13 May – 27 May 2016	£	1,248.60
Car Park Takings	Period 27 May – 10 June 2016	£	2,091.60
<b><u>TOTAL :-</u></b>			<b><u>£ 3,340.20</u></b>

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

Mr. B Keane	Village Handyman	£	522.12
Mr P. Cook	Beach Cleaning	£	500.00
North Devon Council	Clerk Salary Recharge + Admin	£	695.77*
M. Isaac	Clerks Expenses	£	54.62
D. Budd	Grass cutting (May/June)	£	680.00
C. Frajbis	Instow D Day sign	£	55.16
<b><u>TOTAL: -</u></b>			<b><u>£ 2,507.67</u></b>

### **Key**

\*£1.29VAT

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

Lloyds Bank Treasurers a/c no. 02348842 as @ 2.6.16 (Statement) = £2,847.43  
Lloyds Bank Business a/c no. 02350065 as @ 9.5.16 (Statement) = £36,168.08

*Outstanding cheque payments 1151-£14.38, 1152 - £50.00, 1156 - £71.86, 1157 - £1,113.32*

*NB: - IPC to note that £10,000 was re-invested (until 10.5.17) to a higher interest account (1.25%) within Lloyds TSB*

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

It was **RESOLVED** that £2,510 be transferred 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 31<sup>st</sup> March 2016 and associated papers: -**

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

**(a) Annual Return 2015/16 (General): -**

The Clerk tabled a letter from the Auditor listing some issues for consideration.

**(b) Audited Receipts and Payments Account 2015/16:-**

The Clerk advised that the Auditor had advised to ratify the original “Draft Receipts and Payments Account 2015/16” 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 2015/16, Receipt and Payments Account 2015/16 and Bank reconciliation 2015/16 be APPROVED.

**50 PLANNING**

There no Planning Issues for consideration

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

The following issues were raised:

- a) That there had been an offer to place a life ring on the Jetty
- b) That the bike racks needed to be smartened up.
- c) That consideration be given to placing a sign/board in the toilets to enable the cleaner to indicate at what time they had been cleaned.

There being no other business the meeting was closed at 9.26 p.m.

**Chairman** .....

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