

**MINUTES OF A MEETING OF INSTOW PARISH COUNCIL HELD AT
INSTOW PARISH HALL ON
THURSDAY 17th SEPTEMBER 2015 AT 9.05pm**

Present: - Councillor Moores (Chairman)

Councillors Mrs Clements, Crombie, Green, Mrs Hackett, Harrison,
Johns, Renshaw and Vandersteen

Mr M Isaac (Clerk) and DCC Councillor Biederman.

In Attendance: 6 parishioners/members of the public.

59 OPENING OF THE MEETING

The meeting was declared open by the Clerk.

60 APOLOGIES

There were no Apologies.

61 COUNCILLOR DECLARATION OF INTERESTS

There were no declarations of interest announced.

62 POLICE REPORT

There was no Police report.

63 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:

A Parishioner reported that as the padlocks were left on the Marine Car Park toilets doors people thought the toilets were locked.

A Parishioner stated that South West Water needed to sort the sewerage overflow onto the road to the Cricket Club and that there was only 1 Dog Warden in North Devon. It was also asked if the Instow in Bloom archive material could be stored in the Village Hall.

A Parishioner asked what would be the costs to the Parish Council if it took over the proposed play area? The Chairman replied that there were no costings at present and the s106 agreement would include payments for maintenance.

The Village people reported that there would be a beach clean at the end of the month and work on the signal box was progressing. The painter was on site and hoped to finish by the end of the week. It was also stated that Instow Marine training base had many advantages over the training base in Plymouth.

64 REPORT COUNTY COUNCILLOR F. BIEDERMAN

Councillor Biederman reported that the path between Welch's Lane and Rectory Lane had been cleared. He stated that there was no funding for the proposed Bus Shelter on Anstey Way and that the MOD had expressed concerns regarding the proposed donated bus shelter adjacent to the camp on safety grounds which was also considered premature in advance of the determination of the adjoining planning application. He further stated that there was a crime number regarding the recent graffiti.

65 REPORT OF DISTRICT COUNCILLOR B MOORES

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

66 MINUTES

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

67 MATTERS ARISING FROM THE MINUTES

a) Minute 46 Parishioners Questions

The Clerk reported that the mileometer on the tractor did not work but that the tractor required regular servicing as it was constantly used on the beach.

b) Minute 50(b) Acquisition of a Defibrillator

RESOLVED, that authority be delegated to the Clerk in consultation with Councillors Crombie and Vandersteen to determine the location of the Defibrillator.

c) Minute50(c) Provision of a Life Ring on the Quay

The Clerk reported the various options and costings for a life buoy.

RESOLVED, that a 30' life buoy with integrated housing be purchased at a cost of approximately £270 and located on the Quay.

d) Minute 50(d) Bus Shelter Refurbishment

The Clerk reported that a quote was awaited from Pro Weld to repair the shelters by the Marine Car Park and on the Quay.

e) Minute 50(e) Flood Gates opposite the Boat House

The Clerk reported that a quote was awaited from Pro Weld to repair/replace the gate

f) Minute 50(g) Marine Car Park Toilets

The Clerk reported that confirmation had been received from NDC that the invoice for the cleaning of the toilets was for the Marine Car Park toilets only.

g) Minute 51(a) Web Site

Councillor Vandersteen apologised for missing the deadline for the September newsletter but would put information regarding the new web site in the October newsletter.

h) Minute 51(c) Proposed Bus Shelter, Anstey Way

Minute 64 above refers.

As it was 9.30 p.m. it was agreed to suspend standing orders in order to enable the remaining business on the agenda to be transacted.

68 PUBLIC CONVENIENCES

The Clerk stated the Council needed to ascertain costs for the cleaning of the Marine Car Park toilets in advance of the Car Park lease being signed. He also suggested that at the same time tenders should be sought for the cleaning of the Lane End toilets so as to obtain an idea of costs if the Parish Council decided to take on the responsibility for them from NDC. A tender specification was required to be agreed before invitations to tender could be advertised.

RESOLVED, that Councillors Mrs Clements, Harrison and Renshaw be appointed to put together a toilet cleaning tender specification for consideration by the Council.

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

a) Carol Service 2015.

It was agreed that the Carol Service be held on Sunday 13th December 2015

b) The Council noted an e mail from DEFRA regarding the Survey of low usage Bathing Waters and that Instow would not be included in the bathing waters consultaion and remain on the list of bathing waters.

c) The Council noted an e mail from DEFRA regarding Providing Bathing Water Information: How could it be improved.

d) Vandalism. Anstey Way Bus Stop

The Council noted that there had been graffiti vandalism along Anstey Way

e) The Council noted a letter from Mrs Cantle Secretary PCC regarding the grave stones in the Church.

It was agreed that the PCC submit a grant application for consideration.

f) Community Composting.

It was agreed that the Chairman and Parish Clerk investigate the benefits/issues of the provision of a Community Composting facility in Instow.

- g) Rural Policing Team; Update.

The Council noted an e mail from the Rural Policing team updating Council on the new neighbourhood policing arrangements. The information would be linked to the new Instow website.

- h) Tractor Annual Service. The Beach Cleaner has offered to power wash, change the filters and grease the joints of the tractor for £200

It was agreed that the offer of the Beach Cleaner to give the tractor an Annual Service for £200 be accepted subject to there being no cheaper offer.

- i) Letter from Mr Jeremy re Footpath from Venn Cross, Christie Planning Applications and Yelland Quay proposals

The Council noted and thanked Mr Jeremy for the information regarding the proposed Yelland Quay application. It was agreed to invite Mr Jeremy to the next Parish Council meeting to present his information.

70 FINANCE

The Council agreed/noted the following payments/receipts:

1. INCOME: -

Car Park Takings	Period ending 23 July 2015	£	1,235.35
Car Park Takings	Period ending 31 July 2015	£	904.05
Car Park Takings	Period ending 5 August 2015	£	720.30
Car Park Takings	Additional Car Park Takings	£	50.00
Car Park Takings	Weekly Car Park Tickets	£	810.00
Car Park Takings	Period ending 14 August 2015	£	1,383.30
Car Park Takings	Period ending 21 August 2015	£	1,024.00
Car Park Takings	Period ending 27 August 2015	£	526.95
Car Park Takings	Period ending 3 September 2015	£	894.75
<u>TOTAL :-</u>			<u>£ 7,548.70</u>

2. EXPENDITURE: -

August

Mr. B Keane	Village Handyman	£	731.02
Mr D Budd	Grass cutting	£	340.00
Mr P Cook	Beach Cleaning	£	625.00
JJ Bins	Dog Bin Emptying	£	50.70
North Devon Council	Clerk Salary Recharge + Admin	£	695.77*
North Devon Council	Printing Costs (April/May)	£	31.65
North Devon Council	Printing Costs	£	13.75
BT	Telephone Bill	£	141.43
Blue Orange Signs	Signal Box Sign	£	204.00+
AON	Tractor Insurance	£	389.02

TOTAL: - £ 3,222.34

Key: -

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*£1.29 VAT
+£34.00 VAT

September

Mr. B Keane	Village Handyman	£	362.38
Mr M. Isaac	Clerks Expenses	£	92.64
Mr P Cook	Beach Cleaning	£	625.00
JJ Bins	Dog Bin Emptying	£	50.70
North Devon Council	Clerk Salary Recharge + Admin	£	695.77*
Mr Champion	Materials to erect Signal Box Sign	£	23.47+
Grant Thornton	External Audit	£	240.00+*
<u>TOTAL: -</u>			<u>£ 2,089.96</u>

Key: -

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*£1.29 VAT
+£3.91 VAT
+*£40.00VAT

3. BANK – STATEMENT OF ACCOUNTS: -

Lloyds Bank Treasurers a/c no. 02348842 as @ 3.9.15 (Statement) = £266.72
Lloyds Bank Business a/c no. 02350065 as @ 25.6.15 (Statement = £27,167.09 +

Key: -

*According to Clerk's records this is £253.97 (outstanding cheque 63 £13.75)
+ According to Clerk's records this is £27,432.34 as at 17.9.15.*

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: -

Resolved that £3,300 (already transferred) and £2,100 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

Council noted that the External Auditor has agreed and signed off the Accounts for 2014/15 and wishes to draw attention to the Council's high level of reserves.

71 PLANNING

The Council considered the following planning applications:

- a) 59705 ERECTION OF BALCONY, THE OLD STABLES, QUAY LANE, INSTOW

It was noted that the Planning Sub Committee had no objections

Councillor Moores declared a Pecuniary interest in the above matter and was not present at the meeting during its consideration.

Councillor Green took the Chair.

72 MATTERS RAISED AT THE DISCRETION OF THE CHAIRMAN

The following issue was raised:

- A. That a letter of thanks be sent to Mr Champion for his work and time in organising, researching and erecting signs in Instow to commemorate and remember Instows' heritage
- B. It was asked who was responsible for the Blue Boat that had been set on fire. It was agreed to contact the Bideford Harbourmaster/Amanda Palmer NDC.

There being no other business the meeting was closed at 10.00 p.m.

Chairman

Dated: -