

**MINUTES OF THE ANNUAL MEETING OF INSTOW PARISH COUNCIL
HELD AT THE PARISH HALL, INSTOW ON
THURSDAY 30th MAY 2019 AT 7.30 pm**

Present: - Councillors Allen (Chairman from Minute 2), Mrs Hackett, Harper, Hellyer, Mrs MacCall, Mrs Parkhouse, Mrs Scott and Yeo

NCD Councillor Saxby (from minute 8), DCC Councillor Biederman (from minute 8)

Mr M Isaac (Clerk)

In Attendance: 17 Parishioner/members of the public.

1 OPENING OF THE MEETING

The meeting was declared open by the Clerk.

2 APPOINTMENT OF CHAIRMAN 2019/20

The previous Chairman former Councillor Moores took the Chair to preside over the appointment of the Chairman

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

3 APOLOGIES

Apologies were received from NDC Councillor Saxby and DCC Councillor Biederman who would be late

4 APPOINTMENT OF VICE CHAIRMAN 2019/20

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

5 COUNCILLORS DECLARATION OF INTERESTS

There were no declarations of interest announced.

6 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:

A Parishioner stated that it was alleged that Councillor Hackett had said that the Parish Council intends for the beach to become a natural beach and reverse the Code of Conduct. Can she confirm that she made these comments? Councillor Mrs Hackett stated no, it was a decision for the Parish Council to make.

It was also asked does the proliferation of signs include the advertising of local/church events?

The Chairman introduced the Councillors to the meeting and stated that the Parish Council would probably be tolerant to the advertising of local events.

A Parishioner stated that a Housing Needs Survey had been delivered but considered that Affordable Housing in Instow was not going to be delivered.

It was stated that the Chichester Homes properties along Marine Parade advertised by Webbers were for Chichester Home employees.

It was reported that the sand along Marine Parade had been cleared up by DCC but was an on-going problem. There was a dispute between DCC and Christie Estate regarding responsibility. Mr May reported the removal of sand from the road by Parishioners. Councillor Mrs Hackett thanked the parishioners for their efforts.

A Parishioner asked about the introduction of parking meters along Marine Parade stating that Instow was the only beach free of charge in the local area. The Chairman stated that there had been a referendum some years ago.

A question was asked regarding \$106 monies for a play area in the Parish. It was stated that a sum of monies had been set aside to be used to provide more play equipment at the All Saints Chapel play area.

7 REPORT COUNTY COUNCILLOR F. BIEDERMAN

In the absence of Councillor Biederman the DCC report was deferred until his arrival

8 REPORT OF DISTRICT COUNCILLOR SAXBY

Councillor Saxby stated:

The Housing Needs Surveys were being delivered across the village, this was simply a fact-finding exercise at this time. These were already printed when she took her seat, and had a return date of 30th June so their delivery was needed before the end of May. The District Council has covered the cost of producing the survey as agreed by the last Parish Council and therefore she did not want to see this money wasted. There was a correspondence item with the clerk to consider whether a supportive meeting is conducted in the coming weeks as would be the norm for such a survey.

Since her election in May, she has met with Andrew Woollacott the agent for Christies Estate. Many of the current issues in the village such as the Code of Conduct, compassionate car parking and sand management were discussed She found Andrew to be very willing to work with the village, however, much progress is constrained by the other groups involved. She hoped that she can work with the new Parish Council to progress these conversations to workable action plans in the village. There was clearly a need for rapid action on the beach given the current high sand levels and work was going on to address this, but she hoped she can meet with someone from the Parish Council and Christies to identify how this can be moved forward as soon as possible, and the plans that were agreed previously implemented, whilst a longer-term solution was sought.

She hoped that the County Councillor had further news on plans for future sand clearance on the road as the correspondence she had received from the Highways Department at County

Council had been significantly less constructive than she would have hoped for. During the road closure she had liaised with the local businesses impacted.

With regards to the current negative press surrounding Sandhills Car Park, she had been in contact with the MP, Peter Heaton-Jones' office to see what could be done to take some heat out of the current situation. She was due to meet with the MD of the car parking company on site in the coming weeks and hoped to be able to find some common ground to enable the car park to function smoothly for all involved. She discussed the situation at Sandhills with Andrew Woollacott, the space was leased and the lease was not up for renewal for a couple more years limiting Christie's influence on the operator.

She was concerned that there may be further unintended consequences from this action, similar to the situation on the beach, and the failure to follow the voluntary Code of Conduct, which was now under consideration from North Devon District Council for a Public Spaces Protection Order. She was in contact with the team responsible for this and as soon as she had further information on the progress of the order she would ensure it was sent to the Parish Council.

9 MINUTES

It was **RESOLVED** that the minutes of the meeting held on 18TH April 2019 be approved as a correct record and signed by the Chairman.

10 MATTERS ARISING FROM THE MINUTES

- a) Responses to Parishioners Questions.

In answer to a question previously raised regarding the current status of the 3 Christie Estate Planning Applications it was stated the outline consent had been approved for all 3 sites but that the reserved matters for the Anstey Way/Barton Lane sites still needed to be considered.

11 TRACKER

The Council considered the Tracker.

Web Site Management – It was agreed that Mr Waldron be appointed to manage the web site for a trial period of 3 months to be reviewed at a monthly cost of £12.50.

12 ARRANGEMENTS TO APPOINT A NEW PARISH CLERK

It was agreed that Councillors Harper, Mrs MacCall and Mrs Scott be appointed to the to agree the advert, and job description for the role of new Parish Clerk, interview candidates and make a recommendation to Council for appointment.

13 CO-OPTION OF AN ADDITIONAL PERSON TO THE 1 VACANT POSITION ON THE COUNCIL

It was agreed to advertise the vacant position on the Council in the Parish Magazine.

14 APPOINTMENTS TO WORKING PARTIES ETC 2019/20

It was agreed that the following appointments be made for 2019/20:

Finance Working Group

Cllrs Hellyer, Mrs Parkhouse, Mrs Scott and Yeo

Parish Hall Representatives: -

Cllrs Mrs Hackett and Harper

Police Liaison Officer: -

The Clerk

Transport Forum Representative:

Not appointed at present

Minor Authority Governor on Instow School Governing Body: -

Cllr Hellyer

Car Park Working Group: -

Councillors Mrs Hackett, Harper and MacCall

Beach Management Working Group

Councillors Mrs Hackett, Harper, Mrs MacCall and Yeo

Emergency Planning Committee: -

Cllrs Mrs Parkhouse, Mrs Scott and Yeo

Cheque Signatories: -

Cllrs Allen, , Mrs Hackett, Mrs MacCall and Mrs Scott

Co-Option Interview Panel

Councillors Harper, Mrs MacCall and Mrs Scott

Planning Rota: -

| | |
|--------------------|-------------------------------------|
| April – June | Cllrs Hellyer and Harper |
| July – September | Cllrs Allen and MacCall |
| October – December | Cllrs Mrs Parkhouse and Mrs Hackett |
| January – March | Cllrs Mrs Scott and Yeo |

Council's Responsible Financial Officer: -

The Clerk

Council's Internal Auditor: -

That Michael Green be approached

Taw & Torridge Estuary Forum Representative: -

Cllr Mrs MacCall

15 CONTRACTORS – SUBMISSION OF WORK SCHEDULES

It was agreed that the Contractors submit their work schedules twice a month for a trial period of a few months and then reviewed.

16 PROLIFERATION OF SIGNS IN THE VILLAGE

It was stated that there was a proliferation of signs in the Village.

Up to three signs had been placed on the litter bins when the dog emptying service had ceased to operate. Three signs had also appeared on the Quay.

It was agreed the signs on the dog bins be remain in situ until when the new NDC Dog Bin Emptying Service is operational.

17 BEACH MANAGEMENT: MEETING WITH CHRISTIE ESTATE

It was agreed that the Beach Management Working Group meet with Christie Estate.

18 SAND ON THE ROAD: LATEST POSITION

Councillor Biederman stated that the sand issue was an on-going problem. DCC funding had been reduced and DCC had taken the decision not to clear the sand as it considered it was the responsibility of the landowner. DCC would only clear when it became dangerous.

A local person stated that he was prepared to lower the level and remove the sand at no cost. It was stated however, that the sand could not be removed without consent and that a number of different agencies were involved.

Councillor Biederman further stated that a meeting of all interested parties should be arranged to discuss a way forward.

It was agreed that the Beach Management Working Group organise a meeting of all interested parties.

19 CORRESPONDENCE

- a) The Council noted 4 E Mails regarding Dogs on the Beach
- b) The Council considered an E Mail from NDC regarding a contract for emptying Dog Bins.

It was agreed that the Council sign up to the NDC Dog Bin Emptying Contract and that the 4 dog bins be emptied 4 times per week.

It was noted that 1 of the dog bins had been damaged beyond repair and agreed that a new dog bin be purchased.

- c) E Mail from Colin Savage, Rural Communities regarding the Housing Needs Survey and an offer to hold a drop in session in the village to talk to people about housing requirements. Dates offered 17 -21 June and 1 – 5 July

Instow Parish Council Minutes 30 May 2019

It was suggested that the July dates would be the most appropriate dates

- d) E Mail from Mrs Bell re removal of EA signs

It was agreed that the DEFRA signs be re-erected.

The Council in accordance with standing order 5 agreed to continue the meeting past 9.30 p.m. in order to conclude the business on the agenda.

20 FINANCE

- a) Payments/Receipts

The Council agreed/noted the following payments/receipts and instructed the Clerk to make payment only upon the receipt of an invoice:

1. INCOME: -

| | | |
|--------------------------------|---|---------------------------|
| Car Park takings | Period – 9 April 2019 to 16 April 2019 | £ 1,011.00 |
| Car Park takings | Period – 16 April 2019 to 23 April 2019 | £ 1,475.70 |
| Car Park takings | Period – 23 April 2019 to 30 April 2019 | £ 476.70 |
| Car Park takings | Period – 30 April 2019 to 7 May 2019 | £ 920.15 |
| Car Park Takings | Period – 7 May 2019 to 14 May 2019 | £ 990.75 |
| Car Park Takings | Period – 14 May 2019 to 21 May 2019 | £ 993.35 |
| Car park Takings | Period – 21 May 2019 to 28 May 2019 | £ 1,256.60 |
| Car Park Annual Season Tickets | | £ 450.00 |
| Half Year Precept/Grants | | £ 5,596.56 |
| | <u>TOTAL :-</u> | <u>£ 13,170.81</u> |

2. EXPENDITURE: -

| | | |
|---|---|--------------------------|
| North Devon Council Clerk Salary Recharge +Admin (including VAT £1.29) | | £ 768.39 |
| J. Braddick | Toilet Cleaning - (S. Order £300) | £ 300.00 |
| M. Isaac | Parish Clerk Expenses | £ 59.65 |
| Mrs Mills | Handyperson – (S. Order £672) | £ 672.00 |
| BT | Telephone Bill | £ 180.24 |
| S. West Water | Water Bill (Toilets) | £ 275.39 |
| BHIB Ltd | Insurance Policy Renewal | £ 994.47 |
| P.Hosegood | Beach Clean/Rubbish Collection/Dog bin emptying | £ 820.00 |
| D Budd | Grass Cutting | £ 340.00 |
| C.Waldron | Web Site Restructuring | £ 100.00 |
| | <u>TOTAL: -</u> | <u>£ 4,510.14</u> |

3. BANK – STATEMENT OF ACCOUNTS: -

Lloyds Bank Treasurers a/c no. 02348842 as @ 10.5.19 (Statement) = £2,132.89
Lloyds Bank Business a/c no. 02350065 as @ 9.5.19 (Statement = £113,413.59 (includes £59,592.00 for Car Park/Toilets) and £12,000 Earmarked for future Car Park

Repairs Fund (including 2019/20)
Outstanding cheque payments 1547- £340.00

4. RESOLUTION REQUIRED: -

It was **RESOLVED** that £4,600 be transferred from Lloyds Bank Business account number 02350065 to Lloyds Bank Treasurers account number 02348842 to cover cheques for the above invoices.

21 PLANNING

- a) To review and consider recommendations of the Planning Sub Committee.
There were no recommendations to consider.
- b) Application 66260: Extension, alterations (including demolition) & conversion of building to form two dwellings together with erection of one dwelling in rear garden at (amended plans) 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 (amended plans) at 4 - 5 Bath Terrace Marine Parade, Instow.

Recommended:

i) That the conversion of the building to form 2 dwellings be APPROVED subject to:

a) Hard wood windows and doors being installed to match those in existing properties in Bath Terrace, to preserve the Georgian terrace appearance.

b) the car parking being relocated to the front of the properties close to the wall by the road, so that vehicles do not obstruct the enjoyment of the view of the terrace.

ii) That the proposed detached house in the rear garden be REFUSED

a) The private lane at the rear of the property is a shared access by the existing properties and by reason of inadequate width is unsuitable to accommodate any additional vehicles.

b) In addition if there are more properties using the lane, then there needs to be further width each side of the track.

c) There is no vehicular access for 4/5 Bath Terrace at the rear

22 MATTERS RAISED AT THE DISCRETION OF THE CHAIRMAN

There were no issues raised.

It was agreed to amend the title of the item to: Items for discussion at future Parish Council meetings

23 DATE OF NEXT MEETING

It was noted that the next Parish Council meeting would be on Thursday 20th June at 7.30 p.m.

The Chairman closed the meeting at 9.55 p.m.

Chairman

Dated: -