

**MINUTES OF INSTOW PARISH COUNCIL HELD AT THE PARISH HALL,
INSTOW ON
THURSDAY 20th JUNE 2019 AT 7.30 pm**

Present: - Councillor Allen (Chairman)
Councillors Mrs Hackett, Harper, Hellyer, Mrs MacCall, Mrs Parkhouse
and Mrs Scott.

NDC Councillor Saxby and DCC Councillor Biederman

Mr M Isaac (Clerk)

In Attendance: 9 Parishioner/members of the public.

24 OPENING OF THE MEETING

The meeting was declared open by the Clerk.

25 APOLOGIES

Apologies were received from Councillor Yeo

26 COUNCILLORS DECLARATION OF INTERESTS

Councillor Mrs Scott declared an interest in item 16 (b) as she wrote the audit letter before joining the Parish Council.

27 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 Councillors mobile phones should be turned off during Council meetings

A Parishioner apologised to the Chairman for continually interrupting the meeting at the last Parish Council meeting. He then made the following comments:

At the last Parish Council meeting, Councillors MacCall and Parkhouse, as well as a call from the floor from attendees from outside the Parish, were insistent that the DEFRA signs warning of the dangers of Instow beach to the public, and in particular water quality be re-erected, as they had a duty of care to do so.

Given the evidence that dog fouling is one of the biggest polluters of bathing waters around the country, according to a report by the Marine Management Organisation, which states 'that less than a teaspoonful of dog mess contains enough bacteria to potentially affect the classification of bathing water and pose a risk to public health'. Even though Instow is no longer classified as a bathing water beach, we should all be doing our best to improve the water quality not just accept it, or as an excuse to dissuade children from using it.

Considering the volume of dogs and the possible review of the beach code of conduct, how does the Parish Council intend to make the public aware?

The Chairman stated that there was an item regarding the beach later on the agenda

28 REPORT COUNTY COUNCILLOR F. BIEDERMAN

DCC Councillor Biederman stated that there were no issues to report except that DCC was supporting the lobbying of Government to release the green paper on Social Care Services

Councillor Harper reported that people were still parking on the pavement along Anstey Way restricting the view of emerging vehicles from Bridge Lane from the Bideford direction and suggested that 'No Parking' signs could be erected. Councillor Biederman stated that it was a Police matter but consideration may be given to the possible provision of double yellow lines.

Councillor Allen stated that the top half of the lamp-post near to the Cricket Club/the bridge over the Tarka trail had been removed but not replaced. Councillor Biederman agreed to investigate.

Councillor Biederman stated that there was no street lighting from Rectory Lane to the Marine Camp and sought the Council's support to seek the installation of street lighting along this stretch of road.

The Council agreed to support this request.

29 REPORT OF DISTRICT COUNCILLOR SAXBY

Councillor Saxby stated:

Sandhills Car Park

She had met with both the car park operator and the campaign group and found that at present there was little common ground at this time. There were ongoing discussions in a number of quarters, but the operator appeared to be operating within the current legislation. There was new parking legislation coming through Westminster and other ideas were being considered. She had urged both sides to reduce the negative publicity that has been generated to date.

Sand on the Highway

She had spoken at length with Natural England and met with Andy Bell, the UNESCO World Biosphere Reserve Co-ordinator, who had both explained more fully the situation with the sand. There was a technical meeting in July to look at options which had been drawn up by experts to look at the best way forward. Once the options had been narrowed the plan was to have a meeting with all parties and agencies in September to agree a long-term strategic plan (30-50 years).

In the short term the Estate had today written to the Parish Council with details of how the sand can be managed so it does not keep encroaching on the highway, ahead of the implementation of the long term strategy.

With regards to the matter of removing sand by local farmers, and the recent clearance of sand by the County Council, it had been clarified that sand should not be removed from the ecosystem here, unless a) Natural England had granted consent to do so and b) if there was a

risk it was contaminated, then certification should be sought to evidence that it was. If contaminated it should only be used for construction, or disposed of, and only handled by an approved Waste Carrier and not used for livestock.

Natural England were investigating the last sand clearance and had confirmed that Instow sand was not the same as Padstow sand and licenses were required to remove sand at this time, and at the time of the sand clearance, none had been granted in Instow. Effectively the SSSI and environmental legislation that goes with the local designations gave Natural England the ability to take action where there were potential breeches and for clarity, this superseded any prior Sea Sand (Devon and Cornwall) Act legislation which may apply elsewhere. She had forwarded information about this that was provided to the previous parish councillors to the chair to circulate to all parish councillors for their information.

If you face the front and have sand blow into your garden, Natural England have confirmed it is best to return it to the beach or sand dunes.

S106 Funding

An expression of interest form was sent to her and the clerk for consideration by the Council which she believed would be covered in correspondence tonight. A form needs to be returned to North Devon Council to clarify priorities. The records at North Devon Council indicated that the current priorities on file for S106 funding in the village were at North Devon Yacht Club, North Devon Cricket Club, Instow Parish Hall and Play Area.

Chichester Homes

The matter of the sale of the homes on the Marine Parade development was raised at the last meeting. She had looked into this via planning at North Devon District Council, the MP's office and also had spoken directly to Louise Sharman of Chichester Homes.

She confirmed that 6 of the 10 units that were being built were affordable homes that would be taken care of by North Devon Homes for local families. Five of these were social rents and were 2/3 bedroom homes and one was a 2 bedroom shared equity property. The four remaining properties had been reserved, but Chichester Homes had confirmed that these had not all been reserved by their employees and that the email sent by Webbers was factually incorrect. There had been a lot of interest in the new properties in Instow and as a property developer they were able to sell the homes to whoever they wished.

Housing Survey and Planning in Instow

A number of points were made towards the end of the last meeting, and raised since about the housing survey in Instow which she would like to clarify. There was a 520-page North Devon and Torridge Local Plan 2011-2031, agreed in October 2018 which formed the strategic backbone of both councils. It had been created based on requirements of the local community and government policy to ensure there was development that met the increasing housing needs within our community.

The plan stated that there would be 17220 new homes built in the region, 87% in the Barnstaple and Bideford area. 38 are allocated to Instow. This was detailed on p255 of the plan (p269 on the online version). The parish council were consulted on the local plan and there was correspondence confirming which sites would be considered. No parish boundary was moved to facilitate this, only a development boundary was relocated as land was identified that could be built upon.

Affordable housing was included within the majority of new housing developments and the recent survey was to assess this need, the last being in 2010 and they only last 5 years so it was

now out of date. Devon Communities Together, the charity that produced the survey attended a parish council meeting where the survey was agreed. There had been some confusion about the cost which in total is £3,000, however, 90% of this was paid by North Devon Council as part of their programme with the charity. The funds come from the Community Housing Fund which was given to local authorities specifically for rural community housing. The parish contribution was only £300 and was agreed by the parish council.

Given the nature of affordable housing, it needs to be built in as cost-effective manner as possible and this tended to be new builds on greenfield sites, and hence the local landowners are usually consulted as they were the most likely source of land for new homes. There was nothing unusual or suspicious within these events.

The survey had certainly not only taken place in Westleigh and Instow, but this year was also taking place in Chittlehampton, Georgeham, North Molton and a joint survey in 9 small parishes around Bratton Fleming. Spare copies of the survey were at the back of the hall, as not all letterboxes in the village were easy to find and she apologised if there were any properties that did not find their copy.

Dog Bins and Signage in the village

At the last Parish council meeting some concern was voiced over planning issues around the “Any bin will do signs” and they remaining until the new dog bin service started. She confirmed that the new dog bin service would commence on 1st July and the signs can remain until then. The planning department had confirmed that they had received complaints and continued to do so about the many signs erected by the Parish Council. They advised that before any further signs were erected that the Parish Council, use the pre-application enquiry service so they can check whether any proposal is lawful.

In the coming weeks she would be meeting with the Head teacher at the village primary school about their current concerns and the marines to ensure she had a better understanding of all the interests within our village.

She was aware a number of villagers had issues they would like to raise with her as their District Councillor. She confirmed that she would be holding a surgery on Saturday 20th July at 10.30am at All Saints on Anstey Way if anyone had questions they would like to raise with her as she did not wish to take up any more time at the Parish Council meeting tonight with questions.

30 MINUTES

It was **RESOLVED** that the minutes of the meeting held on 30th May 2019 be approved as a correct record and signed by the Chairman.

Minute 6 – Parishioners Questions. Mrs Cantle stated that the s106 monies for the play area at All Saints Chapel would need to be used for a new play area surface as it was deteriorating and would not pass any future inspections.

31 MATTERS ARISING FROM THE MINUTES

- a) Responses to Parishioners Questions. There were no outstanding responses required.

32 TRACKER

The Council considered and noted the Tracker.

Web Site Management – The Clerk reported that Mr Waldron had accepted the appointment to manage the web site for a trial period of 3 months to be reviewed.

33 CAR PARK/TOILETS: UPDATE

Councillor Mrs Hackett reported that a broken tap had flooded the Ladies. A seat for the disabled toilet had been ordered as it appeared that the Council had inherited a seat less loo from NDC. She and the cleaner had the keys to the cleaner's cupboard. Bookers were still our distributors for supplies and would now deliver from an online order. She had looked into the rules and regulations regarding the provision of Disabled and Accessibility Toilets and a Baby Changer.

It was agreed that the Car Park/Toilet Working Party investigate the costs etc to provide an Accessibility toilet and report thereon to a future Parish Council meeting

34 BEACH MANAGEMENT WORKING PARTY REPORT

Councillor Mrs MacCall reported that the Beach Management Working Party had discussed the following issues at a meeting on 12 June 2019

Do we have a more relaxed attitude to the beach and its use by other organisations in future, discharging ourselves from responsibility for an asset that we do not own?.

The whereabouts of the five green dog signs removed from the sea wall when the Code of Conduct boards went up?

The contract/time sheets/log with beach cleaner and handyperson

The continuation of the weekly collection of black bags from the second beach and discussions with the Estate and public body responsible for the path

A third Defra sign re pollution, stored in undercroft, to be posted bottom of Atturm slipway and the five green dog signs removed from sea wall.

Dogs on the beach. To ask NDC for all information given by IPC on this subject, under FOI if necessary

Sand on the road/footpaths; blocked drains. Although Code of Conduct signs indicated we are responsible for day-to-day management, in fact we have no real powers whatsoever over those stakeholders involved i.e. Christie Estate, Crown Estate, Natural England, Devon County Council and NDC regarding this eternal problem, and, yet we are in the firing line because of the declaration on these boards. Should we reconsider our position re beach management? The controversial Code of Conduct signs also indicate that IPC manage large areas of beach which in fact we do not. With "management" and perceived responsibility comes liability. Do we stand by misinformation on these boards? Do we retain the boards until NDC decides whether to pursue a North Devon wide PSPO against dogs or do we remove the signs and allow events to take their course?

It was agreed that the Beach Management Working Party prepare a report on the above issues for consideration at a future Parish Council meeting

35 NDC CODE OF CONDUCT TRAINING

Councillor Mrs MacCall reported that she and Councillor Mrs Hackett had attended the NDC Code of Conduct training.

She stated that the importance of the ethical standards expected of public office holders, based on the seven Nolan principles, was discussed. It was acknowledged that as individuals we had a right and "pre-disposition" to our own opinions but within Council opinions should be regarded as a "provisional view" in order to be open to debate

36 ABANDONED CAR ON THE QUAY

It was reported that this vehicle had now been removed

37 FLOOD GATES: OWNERSHIP/REPLACEMENT SAND BARRIER

It was noted that the metal gate opposite the Boathouse was owned by the Parish Council.

It was agreed that the Beach Management Working Party seek quotes to replace the existing gate with a sand barrier.

38 CORRESPONDENCE

- a) The Council considered an E Mail from NDC regarding Community Priorities for s106 Open Space funding.

It was agreed that the priorities previously agreed, North Devon Yacht Club, North Devon Cricket Club, Instow Parish Hall and Play area be re-affirmed with the addition of the Orchard.

- b) The Council noted an E Mail from Mr Johnson re car park and dogs on the beach
- c) The Council noted an E Mail from Mr Waldron regarding the web site and appointed Councillor Mrs Scott to liaise with Mr Waldron on the improvements to the web site.
- d) The Council noted a letter read by the Clerk from Christie Estate regarding the management of sand on Instow Beach received that afternoon.

It was agreed that the Beach Management Working Party meet to discuss/consider the content of the letter

39 FINANCE

Councillor Mrs Scott informed Council that following the authorisation of payments at the last Parish Council meeting there were no approved signatories to make the agreed cheque payments due to the mandate to change signatures not being approved by the Bank at that time. Therefore in order to make the approved payments she wrote the cheques required to pay the invoices. She would be re-imbursed at this meeting.

- a) Payments/Receipts

The Council agreed/noted the following payments/receipts:

1. INCOME: -

Car Park takings	Period – 28 May 2019 to 4 June 2019	£ 1,025.15
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Car Park takings	Period – 4 June 2019 to 11 June 2019	£	856.35
<u>TOTAL :-</u>		£	<u>1,881.50</u>

Car Park Income from 1 April Comparison with previous year:

15 June 2018 - £9,669.00

11 June 2019 - £11,851.55

2. EXPENDITURE:-

North Devon Council Clerk Salary Recharge + Admin (including VAT £1.29)	£	768.39
North Devon Council Printing (Jan – Mar)	£	98.41
J. Braddick Toilet Cleaning - (S. Order £300)	£	300.00
M. Isaac Parish Clerk Expenses	£	57.47
Mrs Mills Handy person – (S. Order £672)	£	672.00
P.Hosegood Beach Clean/Rubbish Collection/Dog bin emptying	£	832.00
Archant P. Clerk Advert (ND Gazette) (including VAT £33.20)	£	199.20
<u>TOTAL:-</u>		£ <u>2,927.47</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)

4. RESOLUTION REQUIRED:-

RESOLVED, that £4,000 + (the £500 required to submit the PC advert) be transferred from Lloyds Bank Business account number 02350065 to Lloyds Bank Treasurers account number 02348842 to cover cheques for the above invoices.

5. AUDIT

Annual Return for the Year ended 31st March 2019:-

(i) Annual Return 2018/19 (General):-

The Council noted the issues raised by the Auditor in her letter to the Clerk and referred them to the Finance Working Party for consideration.

(ii) Audited Receipts and Payments Account 2018/19:-

The Council noted that the Auditor had advised the Council to ratify the Receipts and Payments Account 2018/19”

(iii) Annual Return (Specific)-

Instow Parish Council Minutes 20 June 2019

The Council noted that the Auditor had confirmed that all the relevant sections of the return had been completed and advised Councillors that, if they saw fit, they should adopt the Return and that it should be completed and signed by the Chairperson/Clerk (Responsible Financial Officer) as necessary.

RESOLVED, that the Annual Return 2018/19, Receipt and Payments Account 2018/19 and Bank reconciliation 2018/19 be APPROVED.

40 PLANNING

- a) The Council noted the following Planning Applications currently being considered by the Planning Sub Committee.
 - i) Application 66334: Replacement of 5 windows to the rear (amended plans), North Devon Cricket Club, Instow
 - ii) Application 66745: Erection of glass balcony, Southerly, New Road, Instow
 - iii) Application 66832: Erection of 1 Dwelling, Venn House, Instow
 - iv) Application 66775: Two storey rear extension together with demolition of garage & erection of new garage with ancillary room above, Sea Breeze, Kiln Close Lane, Instow
 - v) Application 66825: Retrospective Application for extension & alteration to decking area & Balustrade (Amended Design to that approved by planning permission 65708), The Instow Arms, Instow

41 ITEMS TO BE CONSIDERED AT AFUTURE MEETING

There were no issues raised.

42 DATE OF NEXT MEETING

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

The Chairman closed the meeting at 9.08 p.m.

Chairman

Dated: -