

**DRAFT MINUTES OF INSTOW PARISH COUNCIL HELD AT THE PARISH  
HALL, INSTOW ON  
THURSDAY 19<sup>th</sup> SEPTEMBER 2019 AT 7.30 pm**

**Present: -** Councillor R Allen (Chairman)  
Councillors Mrs P Hackett, C. Harper, Mrs R MacCall, Mrs MJ Scott,  
and J. Stenton.

NDC Councillor S Saxby

Mr M Harris (Clerk)

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

Prior to the start of the meeting Andy Bell, North Devon Biosphere Manager gave an update on plans to control the movement of sand from the beach,

He explained that a number of options had been considered, and that two options were now under consideration. The first is the relocation of the sand and the other is the introduction of training to the dunes sand.

It has been agreed to clear the sand in the short-term.

An Open Meeting will be held in conjunction with the Parish Council to provide more detailed plans, and provide the opportunity for a question and answer session. Date to be agreed.

**Min: 63 19/20            OPENING OF THE MEETING**

The meeting was declared open by the Clerk. The Clerk requested that questions to the Parish Council be restricted to the Public Session.

**Min: 64 19/20            APOLOGIES**

Apologies were received from Councillors Mrs M Parkhouse, J. Hellyer and DCC Councillor F. Biederman.

**Min: 65 19/20            COUNCILLORS DECLARATION OF INTERESTS**

There were no declarations of interest announced

**Min: 66 19/20            PARISHIONERS QUESTIONS**

The Clerk explained that there were 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 raised a question relating to statements made by Mr Moores, and Mr Taylor at the last Parish Council Meeting. There were allegations that a Parish Councillor was implicated in a recent incident relating to dog waste, and breaches of the Parish Councils code of conduct. His question asked why the Chairman had allowed such allegations to be made at the Parish Council.

In response Councillor R. Allen confirmed that both statements had been investigated and that all comments/allegations made against Councillor P. Hackett were unfounded, and wrong.

David McCrum raised a question as to why the Parish Council had decided not to narrow the “in” access to the Car Park, and stay with the current arrangements.

It was agreed that the Clerk would provide a response to the question.

A parishioner raised an issue relating to a number of letters sent to the Parish Council about the dog signs and the allegation directed at female Councillors. It is hoped this will now stop, and everyone can move on. It was reported that brambles are covering some of the pavement around Anstey Way and Down Road.

It was agreed that the Clerk would investigate this matter and consider options to carry out work to remove the brambles.

**Min: 67 19/20                    REPORT COUNTY COUNCILLOR F. BIEDERMAN**

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

**Min: 68 19/20                    REPORT OF DISTRICT COUNCILLOR SAXBY**

Below is a summary of the items reported by Councillor S Saxby:

**Big Clean – Instow**

Thanks to Instow Primary School, the Rotary Club, and everyone else who will be involved in Big Clean Initiative.

**Sandhills Car Park**

Meetings have taken place to address the issues raised the entrance area, and signage. Discussions are ongoing.

In respect of the possible planning infringement, it has been confirmed by NDC that no action will be taken with regards to the changes to the camera at the entrance.

**Sand on the Road**

A multi-agency meeting took place last week to discuss the issue of sand on the road. Andy Bell has set out the longer-term options, and further meetings of all parties will be arranged to agree a final plan to help reduce the occurrence of the sand issue for next summer.

**Beach and waste management**

There has been an ongoing involvement via the District Council in matters relating to dog waste. This matter needs to be reviewed and a solution found for the Village.

**Consultations on PSPO's (Public Space Protection Order)**

Contact has been made with the appropriate District Council department, and it is hoped to conclude the consultation exercise ahead of next summer.

## **Parking**

The issue of parking in the Village has been raised on numerous occasions over the summer. Whilst this is a County Council matter, there has regular contact with Councillor F. Biederman to discuss a resolution. Unfortunately, no progress has been made on this matter.

The enforcement team from NDC is now making more frequent visits to the car park to ensure everyone is purchasing a ticket. There were two penalty tickets issued on the first visit. It is hope this will act a deterrent to non-payers.

## **My surgery**

Constructive meetings continue to take place, with another surgery planned later in the year.

One item of discussion was the S106 funding linked to the development on Marine Parade, where funds are soon to be released and hopefully will enable the children's play area to be redeveloped. Reports of dust from the development have been reported to Environment Health, following a number of complaints received from residents.

An issue was raised relating to parking on the green verges at Anstey Way. Councillor Saxby explained that this was A DCC matter, but would report concerns to Councillor Biederman.

Councillor S. Saxby also confirmed that a PSPO consultation exercise would take place across North Devon on all beaches

## **Min:69 19/20 MINUTES**

It was **RESOLVED** that the minutes of the meeting held on 18<sup>th</sup> July 2019 be approved as a correct record and be signed by the Chairman.

## **Min70. 19/20 MATTERS ARISING FROM THE MINUTES**

Responses to Parishioners Questions:

Councillor Allen confirmed his response to issues raised by Mr Moores and Mr Taylor during the public session.

Other matters arising:

Councillor P. Hackett commented that the NDC Dog Warden Team was now down to one for the whole of the District owing to illness.

Councillor R. MacCall requested that Councillor Beidernan be contacted to request the removal of the road sign under lamp post no 31.

Councillor Mrs R. MacCall read a statement to the meeting which added to the concerns expressed to the allegations made by Mr Moores and Mr Taylor sating that the comments were unfounded, and inaccurate, and that it was now time for the Parish Council to move on.

**Min:71 19/20                      CO- OPTION OF NEW COUNCILLOR**

The Clerk reported that one application had been received for the vacancy. The application received had been from John Stenton.

It was **RESOLVED** that John Stenton be appointed as a Parish Councillor for Instow.

**Min:72 19/20                      APPOINTMENT OF VICE CHAIRMAN**

A nomination was received from Councillor R. MacCall that Councillor MJ Scott be appointed as Vice-Chairman of Instow Parish Council.

It was then **RESOLVED** to appoint Councillor MJ Scott as Vice Chairman of Instow Parish Council.

**Min: 73 19/20                      TRACKER – TO REVIEW THE TRACKER**

The Clerk reported that during the summer recess little had been actioned from the previous meeting. It was noted that the actions agreed by the Beach Management Working Group relating to the Code of Conduct had been actioned.

**Min: 74 19/20                      BEACH MANAGEMENT**

Councillor R. Allen stated that the decision to remove the Code of Conduct signs had been deferred from the last meeting. Following a discussion, it was agreed to remove the existing signs and then to allow NDC to undertake consultation exercise on the PSPO.

It was **RESOLVED** to remove all the Code of Conduct signs on the beach.

**Min: 75 19/20                      WALKING THE PARISH FOOTPATHS**

Councillor MJ Scott reported that the current network of Parish footpaths are not being maintained. It was proposed to set up a Group of volunteers who would walk the network twice a year, and report back to the Parish Council on the state of the paths. It was noted that a grant is provided to the Parish Council to maintain the footpaths.

It was agreed to set up the Parish Footpaths Group, and report back to the Parish Council at a later date on the state of the footpaths.

**Min: 76 19/20                      SEAFRONT BENCH POLICY**

Councillor R. MacCall introduced this item and suggested that it was now to time to review and present a new policy for the installation of memorial benches along the seafront. Discussion took place on the current policy relating to the use of teak, and it was suggested that English Hardwood made locally should be the preferred material, and have received a First Stewardship Certificate.

It was agreed to draft a new policy for the consideration of the Parish Council.

It was also noted that a Parishioner's request to locate a bench was still outstanding and would be actioned when the new policy has agreed.

**Min:77 19/20** **CAR PARK /TOILETS**

Councillor P. Hackett reported that the disabled toilet now has a seat fitted. There was a discussion that the seats should be stainless steel as with the toilet rolls. It was agreed to pay for the toilet seats and the two toilet roll dispensers.

It was **RESOLVED** to approve the purchase of the toilet seat and toilet roll dispensers.

The option to introduce solar powered light was also discussed. It was agreed to research this option and report back at the next meeting.

The Clerk requested that the Parish Council consider the purchase of coin counter and sorter in order to reduce the number of the Clerks hours used to count money.

It was **RESOLVED** to authorise the Clerk to purchase the coin counter for £179.

**Min:78 19/20** **CORRESPONDENCE**

- a. 3 letters from the public regarding dogs on the beach – all responded to by the Clerk
- b. E-mail relating to residents parking on the seafront – response by Clerk, clarification by NDC District Councillor.
- c. E-mail from Cllr S. Saxby relating to the Code of Conduct Beach noticeboards – Chairman responded to the email. Circulated to Councillors.
- d. E-mail from NDC re Dog Bins – circulated to Councillors. Clerk responded with holding e-mail.

**Min:79 19/20** **FINANCE**

- a) Payments/Receipts

The Council agreed/noted the following payments/receipts:

1. INCOME: -

Car Park takings	Period – 16 July 2019 to 23rd July 2019	£	1,237.15
Car Park takings	Period – 23 June 2019 to 30 <sup>th</sup> July 2019	£	1,520.15
Car Park takings	Period – 30 July 2019 to 3 <sup>rd</sup> August 2019	£	760.10
Car Park takings	Period – 3 <sup>rd</sup> August 2019 to 6 <sup>th</sup> August 2019	£	564.70
Car Park takings	Period – 6 <sup>th</sup> August 2019 to 11 <sup>th</sup> August 2019	£	970.75
Car Park takings	Period - 11 <sup>th</sup> August 2019 to 15 <sup>th</sup> August 2019	£	569.20
Car Park takings	Period –15 <sup>th</sup> August 2019 to 20 <sup>th</sup> August 2019	£	1,029.10
Car Park takings	Period - 20 <sup>th</sup> August 2019 to 23 <sup>rd</sup> August 2019	£	689.50
Car Park takings	Period - 23 <sup>rd</sup> August 2019 to 29 <sup>th</sup> August 2019	£	1,013.75
Car Park takings	Period –29 <sup>th</sup> August 2019 to 3 <sup>rd</sup> September	£	846.20
Car Park takings	Period - 3 <sup>rd</sup> September 2019 to 8 <sup>th</sup> September	£	884.20

**TOTAL** :- **£ 9,238.60**

**Car Park Income from 1 April Comparison with previous year:**

To 11th September 2018 - £23,165

To 8th September 2019 - £28,010

Net of VAT £19,304

Net of VAT £23,342

**2. EXPENDITURE: -**

BT Rental & other charges	£	240,83
NDC recharge 2 rolls of car park tickets (VAT 9.38)	£	56.28
NDC Clerks salary recharge and Admin (VAT £1,29)	£	768.39
NDC Emptying of dog bins (VAT £83.20)	£	499.20
D.Budd Grass cut/wild flower cut back	£	490.00
D.Budd Grass cut – August	£	340.00
Mrs J. Jackson All Saints Com Centre – green bin	£	36.00
BHIB Annual Insurance – Tractor	£	277.54
Bookers – toilet supplies d/d	£	263.20
Bookers – toilet supplies d/d	£	173,05
P.Hosegood – Beach Clean/black bags/battery tractor(VAT £17.03)	£	922.20
NDC – Clerks salary recharge and induction (VAT £1.29)	£	919.42
Katharine Mills – Handy Person – July payment s/o	£	672.00
Katharine Mills – Handy Person – August payment	£	672.00
Julie Braddick – IPC – Toilet Cleaner – July payment	£	300.00
Julie Braddick - IPC – Toilet Cleaner – August payment	£	300.00
M.Harris – Clerks Expenses Aug – initial set up.	£	403.03

**TOTAL: -**

**£ 7,333.14**

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

Lloyds Bank Treasurers a/c no. 02348842 as @ 9 <sup>th</sup> August (Statement)	= £2,175,03
Lloyds Bank Business a/c no. 02350065 as @ 9 <sup>th</sup> August (Statement)	=£114,442.97

**4. RESOLUTION REQUIRED: -**

**RESOLVED**, that £5,000 be transferred from Lloyds Bank Business account number for a public body the above invoices.

b) VAT

Councillor Mrs MJ Scott reported:

That the Parish Council has now registered for VAT, and is awaiting a VAT number. As soon as the number is available it needs to be added to the tickets issued from the Car Park.

Following the advice of the public body VAT specialists, we have registered from the first quarter we went over the limits after the European Court of Justice case in December 2015((for a public body the limit is £1,500 per quarter). We now await for HMRC to respond.

If HMRC accept the date of registration then the amount of VAT owed is £17,799.31, plus interest and penalties. This would mean that the final total liability could be less than £25,000.

Going forward there will need to be a VAT return every quarter. In order to comply with the deadlines, set by HMRC, approval is sought from the Parish Council for the Clerk to be delegated authority to make an online payment, after consulting with the Chairman of Vice-Chairman

**It was RESOLVED** that delegated authority be given to the Clerk to make quarterly online VAT returns, after consultation with either the Chairman or the Vice Chairman. In addition, if the final total income for the quarter on which VAT is payable is under £25,000, that the Clerk obtain two authorised signatories, and then process the payment.

Finally, it was noted that due to the VAT situation and the likely loss of £25,000 from balances that Finance Sub Group, in conjunction with the Clerk, explore the implications for the 2020/21 budget.

c) **Changes to Bank Accounts**

The Clerk proposed that the treasurers account becomes an operational account and records income and expenditure, and that the business account retains a balance of £60,000, which is the ring-fenced sum for the Car Park Improvement Scheme.

It was **RESOLVED** to accept the proposed changes to the management of the Parish Council accounts.

Additional item – Renewal of the Handy Persons contract.

The Clerk reported that a meeting of the Co-option /Recruitment Sub Group had taken place to consider options for the replacement of the Handy Parsons contact. The Handy Person had given notice and terminated the contract with the Parish Council.

The recommendations from the meeting were that the contract is not offered for renewal. That outside contractors be engaged to take on the work of the Handy Person as required. It was agreed to approach the Car Park toilet cleaner to explore the possibility of the cleaner taking on additional duties to clear sand and rubbish from the Bus Shelters.

There was agreement with this approach. The Clerk to provide more information on the specification for the works and the resultant resource implications.

It was **RESOLVED** to provide delegated authority to the Clerk to engage outside contractors to undertake the required work, to a maximum sum of £500.

**Min:80 19/20** **PLANNING**

- a) Application 66590 – The White House, Lane End Road, Instow

