

**DRAFT MINUTES OF INSTOW PARISH COUNCIL HELD AT THE PARISH  
HALL, INSTOW ON  
THURSDAY 17<sup>th</sup> October 2019 AT 7.30 pm**

**Present: -** Councillor R Allen (Chairman)  
Councillors Mrs P Hackett, Mrs R MacCall, Mrs MJ Scott, Mrs M.  
Parkhouse. J. Stanton, C.Harper, J. Hellyer

NDC Councillor S Saxby

Mr M Harris (Clerk)

**In Attendance:** 11 Parishioner/members of the public.

**Min: 83 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: 84 19/20      APOLOGIES**

No apologies were received.

**Min: 85 19/20      COUNCILLORS DECLARATION OF INTERESTS**

There were no declarations of interest announced

**Min: 86 19/20      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.

There was one question raised by a parishioner:

The question related to the recent press publicity relating to the Parish Councils decision to remove the beach notices relating to the code of conduct for the use of the beach by dogs, and the subsequent photograph that indicated the Parish Council had a relationship to the Dog Walkers Alliance.

The chairman, Councillor B. Allen responded by confirming that the article was misleading, and that the Parish Council confirmed via a statement to the Gazette, that there was no working relationship with the Dog Walkers Alliance.

There were a number of statements made at the meeting these will not be recorded in the minutes.

**Min: 87 19/20      REPORT COUNTY COUNCILLOR F. BIEDERMAN**

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

**Min: 88 19/20      REPORT OF DISTRICT COUNCILLOR SAXBY**

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

A copy of the full report is available on request.

**Empty homes in the Village**

Work continues to identify empty properties, and checks to ensure the correct rate of Council Tax is being paid. Please report any vacant properties to the Council Tax at North Devon Council. (NDC)

**Parking**

Work continues on a joined-up approach to parking in the Village. Enforcement by NDC continues in the Village.

**Sand on the road**

Devon County Council have now cleared the road, and Christie Estates the beach. The work to the gate opposite the Boathouse is still outstanding. The Parish Council have now confirmed that they now have a quote for the work, and will approve the work.

**Beach and waste management.**

There is an ongoing concern over the management of the beach, and the need for a partnership approach to ensure the beach is presented to the highest standards.

Christie Estates are sponsoring another beach clean in conjunction with Plastic Free Devon on Saturday 9<sup>th</sup> November 11.00am – 1.00pm.

A request for the Parish Council to review the dog bin provision.

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

Discussions continue to confirm details for the consultation on the PSPO's.

Concerns over the recent publicity relating to dogs. There was no mention of the forthcoming PSPO's consultation.

**My surgery**

The next surgery will take place on Saturday 16<sup>th</sup> November at 10.30am in All Saints Chapel on Anstey Way.

A new village residents association meeting will take place at The Quay on Thursday 7<sup>th</sup> November at 7.00pm.

**Min:89 19/20            MINUTES**

It was **RESOLVED** that the minutes of the meeting held on 19th September 2019 be approved as a correct record and be duly signed by the Chairman.

**Min90. 19/20            MATTERS ARISING FROM THE MINUTES**

There were no matters arising.

**Min:91 19/20            REVIEW OF TRACKER**

The Clerk reported that no further progress had been made on agreeing a timescale for the Car Park Renovations. It was agreed that the Clerk would contact Mr Roberts at NDC for an update.

It was confirmed that the Code of Conduct notices had been removed from the beach. The PSPO's consultation timescale yet to be confirmed by NDC. The Parish Footpath Group have yet to meet and inspect the Parish footpath network. Order to be placed for the new toilet seats and new toilet roll dispensers.

**Min:92 19/20            BEACH MANAGEMENT**

Councillor B. Allen reported that he had obtained a number of quotes for the work to the gate on the beach opposite to the Boathouse.

After a discussion it was **RESOLVED** to accept the quote from Rob Floyd to drill and rivet the lower half of the two gates at a cost of £200.

**Min: 93 19/20            COMMUNITY GOVERNANCE**

The Clerk reported that a request for a Community Governance Review had been received from NDC. It was agreed there were no current issues requiring a review.

**Min: 94 19/20            CAR PARK CHARGES - REVIEW**

A request has been received from NDC to consider a review of the charges at the Instow Marine Car Park.

After a discussion it was agreed to increase charges as follows:

1 hour – from     £1.10 to     £1.20

2 hours- from     £2.20 to     £2.40

3 hours -from     £3.30 to     £3.60

4 hours -from     £4.40 to     £4.80

All day (24 hours) £5.50 to     £6.00

Annual Ticket - £150

It was **RESOLVED** to approve the increase in charges as set out above, and to replace the existing Car Park information board.

**Min: 95 19/20 INSTOW VILLAGE PEOPLE**

It was agreed to defer this agenda item to a later meeting.

**Min: 96 19/20 CORRESPONDENCE**

- a. NDC planning consultations on future North Devon and Torridge Developments – Documents out for consultation – Rural Workers Dwellings SDP, Air Quality SDP, Leadengate Design Guide SDP. Consultation ends on Friday 8<sup>th</sup> November, 2019.
- b. Phillip Marsh – Dogs mess and dogs on the beach – issues relate to confusion on signage relating to dogs on the beach. Current situation explained.
- c. NDC – Street Naming and Numbering 1-10 Shepherds Way Instow. Parish Council response to agree with the proposals.
- d. Karen Smith – Memorial Bench application. Responded to inform that the Parish Council are looking to agree a new policy, and will be in touch to confirm arrangements.
- e. NDC – Climate Change Plan Workshop – Saturday 26<sup>th</sup> October, 2019. The Cedars Inn 10.00 am – 4.00pm.

**Min97 19/20 FINANCE**

**INCOME**

Car Park takings	Period – 8 <sup>th</sup> Sept 2019 to 12 <sup>th</sup> Sept 2019	£	389.80
Car Park takings	Period – 12 <sup>th</sup> Sept 2019 to 25 <sup>th</sup> Sept2019	£	1,505.50
Car Park takings	Period – 25 <sup>th</sup> Sept 2019 to 8 <sup>th</sup> Oct 2019	£	1,109.55

**TOTAL :- £ 3,004.85**

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

**To 4th October 2018 - £26,041**

**To 8th October 2019 - £31,015**

**Net of VAT £21,700**

**Net of VAT £25,845**

**PAYMENTS TO BE APPROVED**

VAT advise on car park	£	600.00
Salary recharge – Instow Parish Clerk (VAT £1.29)	£	823.19
Bookers – toilet supplies d/d	£	19.19
D.Budd Grass cut – Sept	£	340.00
Flowbird Smart City UK Ltd – Car Park call out (VAT 38.56)	£	231.34
P.Hosegood – Beach Cleaning – August(paid)	£	850.00
- Sept (paid)	£	640.00
Fairbrans welding Services – repairs to sand scraper- tractor(paid)	£	120.00
J. Braddick – IPC – Toilet Cleaner – September payment	£	300.00
M. Harris – Parish Clerks Expenses Sept – Coin counter	£	179.99
General expenses	£	74.45

**TOTAL: - £ 4,178.16**

There were two additional items of expenditure put forward for approval:

Charles Waldron – Work carried out on Parish Council website	£37.50
Flowbird Smart City UK Ltd – Car Park call out Sept (VAT £38.56)	£231.34

### **FINANCIAL SUMMARY**

Lloyds Bank Treasurers a/c no. 02348842 as @ 10 <sup>th</sup> October (Statement)	= £8,378
Lloyds Bank Business a/c no. 02350065 as @ 10 <sup>th</sup> October (Statement)	= £114,250

Total outstanding commitments to the 10<sup>th</sup> October = £2,249

Revised balance on account 02348842 = £6,129

### **VAT - update**

Councillor MJ. Scott reported that a reply had been received from HMRC with some outstanding questions. Once responses had been sent the VAT registration number should be forthcoming.

### **Planning**

Town and Country Planning Act 1990 – Appeal under Section 78

Application Ref: 65062 – Reservoir Millard's Lane, Instow

Conversion of redundant water reservoir to dwelling, together with formation of access road.

NDC refused planning permission. The Parish Council is invited to make further representations by the 31<sup>st</sup> October, 2019.

Note no other planning applications/decisions have been received.

### **Min:98 19/20 ITEMS FOR CONSIDERATION AT A FUTURE MEETING**

- Bench policy
- Bus Stops – review Councillor P. Hackett.

### **Min: 99 19/20 DATE OF NEXT MEETING**

It is noted that the next meeting of the Parish Council will take place on Thursday 21<sup>st</sup> November, 2019, commencing at 7.30pm in the Parish Hall.

Chairman .....

Dated: - .....