

**DRAFT MINUTES OF INSTOW PARISH COUNCIL HELD AT THE PARISH
HALL, INSTOW ON
THURSDAY 21st November 2019 AT 7.30 pm**

Present: - Councillor R Allen (Chairman)
Councillors Mrs P Hackett, Mrs MJ Scott, J. Hellyer

NDC Councillor S Saxby, DCC Councillor F. Biederman

Mr M Harris (Clerk)

In Attendance: 10 Parishioner/members of the public.

Min: 100 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: 101 19/20 APOLOGIES

Apologies were received from Councillors Mrs R Mackall, Mrs M. Parkhouse, C. Harper

Min:102 19/20 COUNCILLORS DECLARATION OF INTERESTS

There were no declarations of interest announced.

Min: 103 19/20 PARISHIONERS QUESTIONS

The following questions were raised at the meeting.

Flooding on the Tarka Trail at Instow

Mike Glover raised concerns over the flooding occurring on a regular basis between the Aqueduct and the north end of the tunnel. It was agreed that the Clerk would forward a note giving details of the flooding to Cllr F. Biederman and request a response.

Residents Parking in Instow

A number of parishioner's raised the issue of the lack of residents parking in Anstey Way. This issue will be discussed under agenda item 15.

Code of Conduct – Dogs on the beach.

Roger Levick requested clarification on the Parish Councils decision to remove the Beach Code of Conduct signs. He asked if this action was temporary or permanent.

Cllr Mrs MJ Scott explained that the Code of Conduct had not been lifted, just the signs taken down. She explained that North Devon Council were planning a consultation exercise on dogs on all North Devon Councils beaches, if the consultation exercise is not concluded by the start of the new season, the Parish Council will consider what action to take at a Parish Council meeting in the new year.

Min: 104 19/20

REPORT COUNTY COUNCILLOR F. BIEDERMA

Flooding on the road outside The Commodore.

I am aware of the flooding, and that it has been reported to DCC. Normally if the flooding persists for more than 24 hours this becomes a priority for DCC. It is hoped that some action will be taken within the next two weeks.

Residents parking in Instow

The Parish Council need to take the initiative on this issue and instruct the County Council on how they wish to proceed with a consultation exercise.

Children's Services

A request for anyone wishing to become Foster Parents to contact DCC.

Min: 105 19/20

REPORT OF DISTRICT COUNCILLOR S. SAXBY

Water and sand on the road

Thank you to Frank for the update on the water on the front here in Instow tonight, I have emailed through my concerns.

And to Bob for confirming the completion of the gate to help with the sand on the road by the Boathouse.

Beach and waste management

Thank you to Plastic Free Devon for their beach clean earlier this month, I hope it will be the first of many ventures like this in the village.

Consultation on PSPOs

I would like to reiterate that at this time, the only thing I am supporting is the consultation on the PSPOs across the whole of North Devon. I am a big believer in democracy and believe it important that residents' voices are properly heard in the debate about the management of dogs on all beaches in North Devon.

New Residents Group

A date has been agreed for January for a social event at yacht club for all Instow residents, including their children, to attend

It was **RESOLVED** to approve meeting dates for 2020. (all in favour)

Min:112 19/20 **PARISH COUNCIL BUS STOPS**

Councillor Mrs P Hackett details a number of issues relating to the Parish Council owned Bus Shelters.

It was agreed to forward a list of the issues to the Clerk for action.

Min: 113 19/20 **CHRISTMAS EVENTS**

Councillor MJ Scott lead the discussion on the holding of a charity event to recognise the good work that takes place across the Parish during the year. Councillor R. Allen agreed to investigate possible venues and report back.

It was **RESOLVED** to go ahead with the event in December. (all in favour)

Min: 114 19/20 **RESIDENTS PARKING**

Discussions took place on the best way forward on this issue.

It was agreed to request that the County Council assist the Parish Council on a consultation exercise initially with the residents of Lane End, with an option to consult the whole Village.

Min: 115 19/20 **INSTOW RESIDENTS ASSOCIATION**

Councillor R. Allen reported back from the initial meeting to discuss the option to set up an Instow Residents Association. It was explained that the Association would be independent and provide additionality to the activities of other local community groups. The next meeting will take place at the yacht club on the 25th January, 2020.

Min: 116 19/20 **FLOODING OF THE TARKA TRAIL**

This issue was raised in the public session and refers to frequent flooding at the Aqueduct and the north end of the tunnel. It was agreed that the Clerk would contact Councillor F. Biederman and Andy Bell North Devon Biosphere Reserve to raise the issue and request action to alleviate the flooding.

Min: 117 19/20 **DEALING WITH THE PRESS**

Councillor MJ Scott proposed that in the future any contact with the press should be via the Clerk in the first instance. This statement will be added to the Parish Councils Standing Orders.

It was **RESOLVED** to adopt the above policy when dealing with the press. (all in favour)

Min: 118 19/20 **AMENDMENT TO STANDING ORDER.**

The Clerk had previously circulated to all Councillors a proposal to adopt new Standing Order relating to Public Participation at Parish Council Meetings.

It was **RESOLVED** to adopt the new Standing Order. (all in favour)

The following additional items of expenditure are put forward for approval:

NDC two ticket rolls – Car Park (VAT £9.38)	£ 56.28
Royal British Legion – wreath	£ 25.00
Rob Floyd – Beach gates	£ 200.00
Julie Braddick – Bus Shelters	£ 90.00
Instow Parish Hall – peppercorn rent	£ 1.00
DVLC – Registration document	£ 25.00

TOTAL: - **£397.28**

FINANCIAL SUMMARY

Lloyds Bank Treasurers a/c no. 02348842 as @ 14 th November (on-line)	= £ 47,643
Lloyds Bank Business a/c no. 02350065 as @ 14 th November (on-line)	= £ 75,080

The balance held in Treasurers account minus outstanding commitments of £2,130 = £45,513.
Combined available balance held in both accounts = £120,593

VAT - Update

Councillor MJ Scott confirmed that the Parish Council now has a VAT registration number. The estimated amount of back VAT to be repaid to HMRC with penalties is unlikely to exceed £25,000. The return will be completed by the end of December 2019.

In respect of the Moorings invoice for 2019/20 VAT will need to be added. This has been discussed with Peter Short who agreed to pay the invoice for this year, but does not wish to continue with the moorings in 2020. Agreed to include this as an agenda item for the next Parish Council Meeting.

Payments for utilities

It was **RESOLVED** to authorise the Clerk to pay utility bills within 14 days of receiving the invoice, subject to approval by two authorised signatories.

Planning

18th October, 2019 – Application **66860** – Approval of Planning Permission

Demolition of four agricultural buildings & erection of one building to provide Estate Office with Car Parking.

Discharge of conditions approval – Application **70407** – Worlington Cottage, Instow

Planning Applications Received – Consultation Request for consideration of the Planning Sub - Group

Ref: 66623 – Erection of up to 5 dwellings (Amended Description) at land at Barton Cross, Instow.

Awaiting recommendations from the Planning Sub – Group

Ref: 70759 – Extensions and alterations to dwelling at Mayfield Cottage, Anstey Way, Instow

Awaiting recommendations from the Planning Sub – Group

Ref:70777 – Demolition of garage together with extension to dwelling at Willows, Instow

Awaiting recommendations from the Planning Sub – Group.

Min:121 19/20 ITEMS FOR CONSIDERATION AT A FUTURE MEETING

- Dog bins report
- Moorings
- Residents Parking
- Finance Sub – Group Report
- Parish Grants
- Allocation of Councilor grant of £250

Min: 122 19/20 DATE OF NEXT MEETING

It is noted that the next meeting of the Parish Council will take place on Thursday 12th December, 2019, commencing at 7.30pm in the Parish Hall.

Chairman

Dated: -