

**DRAFT MINUTES OF INSTOW PARISH COUNCIL HELD AT THE PARISH  
HALL, INSTOW ON  
THURSDAY 16<sup>th</sup> JANUARY 2020 AT 7.30 pm**

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

DCC Councillor F. Biederman

Mr M Harris (Clerk)

**In Attendance:** 8 Parishioners/members of the public.

**Min 144 20/21      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: 145 20/21      APOLOGIES**

Apologies for the meeting were received from Councillor J. Hellyer, and Councillor S. Saxby.

**Min: 146 20/2      COUNCILLORS DECLARATION OF INTERESTS**

There were no declarations of interest announced.

**Guest Speaker**

Guest Speaker Mick Harrison, Devon & Cornwall Police.  
“The Work of the Police Crime Commissioner”. Information is available via the website  
[www.devonandcornwall-pcc.gov.uk](http://www.devonandcornwall-pcc.gov.uk)

Following the presentation there was a number of question/issues raised:

Q. Speeding cars and anti-social behaviour from car drivers in and around Instow.

Response: Traffic Policing is a high priority for the Chief Superintendent.

Q. Devon & Cornwall Police are not supportive of the proposed local initiative to collect speeding data, is there a reason.

Response: Agreed to investigate the reasons for the lack of support.

Q. Cycling on footpaths from the Tarka Trail and the need for signage to encourage cyclists to use the road.

Response: Normally bye laws are put in place to deal with this issue. It was agreed that the Clerk would request that DCC consider the provision of signage when exiting the Tarka Trail.

Q. What percentage of the precept is spent on serving officers?

Response: Over 90% of the precept is ringfenced for serving Officers.

Q. Would it be possible to receive monthly Police reports on any incidents in the Parish?

Response: Councillor F. Biederman suggested that it may be of benefit to set up a Local Parish Forum comprising of 5-6 Councillors to debate and receive information on local issues.

Mick Harrison advised that Superintendent Davis organises a number of local link groups with other parishes, and it was suggested that Instow PC should appoint two Councillors to attend the link group meetings. **Action Point:** The Clerk to follow up on this suggestion.

#### **Min: 147 19/20 PARISHIONERS QUESTIONS**

The Clerk explained that there were 15 minutes set aside for this item.

The following questions were asked during the public session:

#### **Pavements**

Concern was expressed over the poor state of the surfaces on the pavements. This issue has reported to DCC.

#### **Flooding**

After heavy rain there is persistent flooding along Marine Parade. This has been reported on numerous occasions to DCC. Drains blocked from the sand continues to be a cause of the flooding.

#### **Flooding Aqueduct Tarka Trail**

The problem persists. DCC have undertaken a site inspection.

**Action Point:** It was agreed that the Clerk would list the above issues and forward an e-mail to Councillor F. Biederman

#### **Min:148 20/21 REPORT COUNTY COUNCILLOR F. BIEDERMAN**

Councillor F. Biederman reported on the following:

The initiative to set up a small Parish Forum Group to discuss current local issues.

An increase in DCC spending to include £25million on Adult Services, £11.5 million on Children's Services, £2.7 million on Highways, and £1.0 million on improvements to drainage.

Community Speed Watch Initiative – provision for the equipment for 4 Parishes at £1,200. Further discussions required with the Police

#### **Min: 149 19/20 REPORT OF DISTRICT COUNCILLOR SAXBY**

Apologies received for the meeting.

**Min 150 20/21            MINUTES**

It was **RESOLVED** that the minutes of the meeting held on 12<sup>th</sup> December 2019 be approved as a correct record and be signed by the Chairman.

**Min 151 20/21            MATTERS ARISING FROM THE MINUTES**

There were no matters arising.

**Min: 152 20/21            TRACKER – TO REVIEW THE TRACKER**

The Clerk reported on a number of issues as follows:

Car Park/toilet improvements – no dates provided for the work from NDC. The Parish Council may need to consider alternative options to deliver the work.

Car Park – cash collection – A date of the 1<sup>st</sup> March has agreed with NDC to commence the cash collection service at the Marine Parade Car Park.

Consultations on Public Space Protection Order – North Devon Beaches – no date for the commencement of the consultation provided by NDC,

Dog Bins – a new Dog Bin has been ordered for Sand Hills.

Residents Parking – request sent to DCC for a consultation/survey with residents of Lane End. No response received.

Councillor R. Maccall requested that the Sands Care Home be added back into the tracker, and that NDC be approached for an update on the current situation.

**Action Point:** The Clerk to contact NDC for an update.

**Min: 153 20/21            RESIDENTS PARKING**

Update provided in the previous agenda item.

**Min: 154 19/20            BRIDGE LANE and QUAY LANE ENHANCEMENTS**

Councillor R. Maccall suggested that a planting scheme for bulbs should be investigated.

It was agreed that the enhancement of this area could be a project for the emerging Residents Association.

**Min: 155 20/21            SLEE CORNER – MARINE PARADE**

Councillor C. Harper confirmed that a cutting back of the trees was required in this area. A request to be forwarded to DCC.

**Min:156 20/21            REPLACING TREES**

There was no discussion under this item

**Min: 157 20/21      DOG BINS – EMPTYING OVER THE HOLIDAY PERIODS**

The Clerk explained that a number of complaints had been received by the Parish Council relating to the state of the Dog Bins over the Christmas period. Discussion with NDC have resulted in an agreement to put arrangements in place to maintain the frequency of emptying over holiday periods.

**Min: 158 20/21      SEAFRONT BENCH REQUEST**

A request has been received from a local Parishioner to locate a new bench on the seafront. Subject to confirmation that the seat would not be teak, the request was agreed.

**Min: 159 20/21      HOUSING NEEDS SURVEY - REPORT**

Councilor R Allen lead the discussion on the report provided to the Parish Council. It was agreed to request supplementary information on sections of the report, prior to further consideration.

**Min: 160 20/21      INSTOW COMMUNITY PRIMARY SCHOOL BOARD OF GOVERNERS**

Discussion took place on the merits of the Parish Council appointing a representative to sit on the Board of Governors. It was agreed that the Parish Council should advertise the opportunity to see if any members of the public respond. An advert in the Parish News was suggested

**Min: 161 20/21      CORRESPONDENCE**

- a. Ron Dundon – Request for use of metal detector on Instow beach – Contacted Christie Estates – advised that on grounds of health & safety no detecting on the beach.
- b. Paul Jeffrey – overflowing Dog Bins during holiday periods – contacted NDC re the collection over the Christmas holiday period. Item on agenda for discussion.
- c. Peter Lambie – various emails re the Dog Bin situation and ramifications of increasing visitors' numbers to Instow. Responses provided. Item on agenda for discussion.
- d. Wendy Keeling – Dog walkers on Instow Beach – increasing numbers. Request for Dogs on leads. Informed of NDC consultation on Dogs on North Devon Beaches. Comments noted.

**Min: 162 20/21      PARISH GRANTS 2019/20**

It was **Resolved** to approve the following grants:

Instow Parish Hall	- £317
Parish News	- £400
All Saints Community Hall	- £150

Churchyard - £666

**Min: 163 20/21 FINANCE**

**INCOME**

Car Park takings	Period – 6 <sup>th</sup> December 2019 to 15 <sup>th</sup> December, 2019	£ 248.20
Car Park takings	Period – 15 <sup>th</sup> December, 2019 to 23 <sup>rd</sup> December, 2019	£ 425.90
Car Park takings	Period – 23 <sup>rd</sup> December 2019 to 22 <sup>nd</sup> December, 2019	£ 456.20
Car Park takings	Period - 22 <sup>nd</sup> December 2019 to 31 <sup>st</sup> December, 2019	£1,388.80
Car Park takings	Period - 31 <sup>st</sup> , December 2019 to 7 <sup>th</sup> , January, 2020	£ 924.45
Bank Interest	9 <sup>th</sup> December, 20219	£ 2.91
MOD Use of slipway	18 <sup>th</sup> December, 2019	£ 327.52

**TOTAL :- £ 3,773.98**

**Car Park Income from 1 April, 2019 Comparison with previous year:**

To 8th January 2019 - £33,303

To 7th January 2020 - £39,020

Net of VAT £27,753

Net of VAT £32,517

**EXPENDITURE: -**

Vodafone 13/12	- d/d monthly mobile contract	£ 6.95
J. Braddick	- December payment d/d	£ 300.00
NDC Salary recharge	- Instow Parish Clerk (VAT £1.29)	£ 823.19
PKF	- Annual Return – audit Fee	£ 360.00
A.Piper	- Bus shelters - clean	£ 60.00
RNLI	- Charity Event – donation	£ 50.00
ND Hospice	- Charity Event - donation	£ 50.00
Northam Lodge	- Charity Event – donation	£ 50.00
M. Harris	-Parish Clerks Expenses - Quarterly	£ 121.25
	-Parish Clerks Expenses – December	£ 46.25
Parish Grant	- Parish News	£ 400.00
Parish Grant	- Instow Village Hall	£ 317.00
Parish Grant	- Churchyard	£ 666.00
Parish Grant	- All Saints Hall	£ 150.00
South West Water	- Water charges October – January	£ 647.42
Julie Braddick	- Various works – Bus shelters	£ 210.00

**TOTAL: - £ 4,268.06**

It was **Resolved** to approve the above list of expenditure for payment.

**BANK – STATEMENT OF ACCOUNTS: -**

Lloyds Bank Treasurers a/c no. 02348842 as @ 10 <sup>th</sup> January	= £ 40,807
Lloyds Bank Business a/c no. 02350065 as @ 10 <sup>th</sup> January	= £ 80,184

## **FINANCIAL SUMMARY**

The balance held in Treasurers account minus outstanding commitments of £4268 = £36,539  
Combined available balance held in both accounts = £116,723.  
Ring fenced balances £90,907. Car Park & Toilets - £66,000 VAT registration £25,000.

VAT – Update: Following a review of the VAT position, it can be reported that the VAT payable up to 31<sup>st</sup> March 2019 is £16,032.33, and the VAT owed since March 2019, £5,383.89. Total payable to HMRC - £21,416.22.

## **Min: 164 20/21 PLANNING**

### **Full Planning Application**

Ref: 70862 – Extension & Alterations to Dwelling at 1 lane End Close Instow  
Planning Sub Group – no comments received

### **Full Planning Application**

Ref: 70876 – Refurbishment & alterations to existing building to form one storey dwelling with 2<sup>nd</sup> floor pavilion to main house and pavilion extension with walled garden at The White House Lane End Road, Instow.

Planning Sub- Group – Comments to follow.

### **Amended plans for consideration**

Ref: 66623 Erection of up to 5 dwellings(amended description) (amended plans)( further amended plans, updated preliminary ecological appraisal and design and access statement) at land at Barton Cross, Instow GRID Ref: 247719; 130986.

Under consideration by the Planning Sub – Group - Comments to follow.

## **Min: 165 20/21 ITEMS FOR CONSIDERATION AT FUTURE MEETINGS**

The following items will be included on the next Parish Council agenda:

Village Hall – Deeds  
Beach Management Issues

Street Lighting

Following on from parishioners' letters it was agreed that the Parish Council should consider the possibility that all lights could be turned off for a period of the night making Instow a “dark place”. Councillor R. Allen suggested that residents' feelings on the suggestion should be collected. Councillors R. Maccall and MJ Scott were tasked to draft a statement for the Parish magazine.

Comments from residents to be considered at the next Parish Council meeting.

**Min: 166 20/21      DATE AND TIME OF NEXT MEETING**

It is noted that the next meeting of the Parish Council will take place on Thursday 13<sup>th</sup> February, 2020 commencing at 7.30pm in the Parish Hall.

There being no further business the meeting concluded at 9.15pm.

Chairman .....

Dated: - .....