

**DRAFT MINUTES OF THE INSTOW PARISH COUNCIL HELD
REMOTELY ON**

THURSDAY 18th JUNE, 2020 AT 7.00pm

Present: - Councillor R Allen (Chairman)
Councillors Mrs M,J Scott, Mrs R. Maccall, Mrs P. Hackett, J. Hellyer
and C.Harper,

Councillor F. Biederman – at opening of meeting only.

Mr M Harris (Clerk)

Min 032 : 20/21 OPENING OF THE MEETING

The meeting was declared open by the Clerk. The meeting is convened in line with The Local Authorities and Police and Crime Panels(Coronavirus) regulations 2020.

Min: 033: 20/21 APOLOGIES

Apologies for the meeting were received from Councillor Mrs M. Parkhouse

Min: 034: 20/21 COUNCILLORS DECLARATION OF INTERESTS

There were no declarations of interest announced at the meeting.

Min: 035:19/20 PARISHIONERS QUESTIONS

Parishioners had been invited to submit any questions to the Parish Council in advance of the meeting. No questions were submitted to the Parish Council.

Min: 036:20/21 REPORT COUNTY COUNCILLOR F. BIEDERMAN

Councillor F, Biederman began his report by thanking the Parish Council for a positive response to COVID – 19, in respect of the opening of the toilets and the Car Park.

He confirmed that plans to shut the Barnstaple Long Bridge had now been shelved.

Discussion then took place on the process for the consultation on the Public Spaces Protection Order(PSPO) relating to dogs on North Devon beaches. There was a request by Councillor R. Maccall that the questionnaire should be send to each household as not everyone has access to the internet. Councillor F. Biederman confirmed that the resource implication would be high, and unrealistic. He did, however, agree to investigate ways of promoting the process.

Councillor R Allen expressed concerns with the publicity around the consultation process, and felt the District Council could be more proactive in making people aware of the process. He also raised a number of issues relating to the questionnaire, and consultation with the Parish Council , Crown Estates and Christie Estates.

Action Point: The Parish Clerk to contact Crown Estates and Christie Estates to ensure they are being consulted as part of the PSPO process.

Min: 037:20/21 REPORT OF DISTRICT COUNCILLOR S .SAXBY

A summary of the report sent by Councillor S. Saxby is as follows:

I would very much like to thank Instow Parish Council for the ongoing work in ensuring the village is able to welcome visitors back with arranging for the toilets to reopen, and that people have been able to use the car park. I strongly believe this positive and proactive approach has been instrumental in the mostly very good behaviour by our visitors with regards to social distancing.

The PSPO consultation is now live with North Devon Council and I do hope steps are being taken to ensure as many residents as possible are able to complete it.

As we move out of lockdown, I recognise this is a challenging time for all of us, but if there are any questions I can help with at any time either as District Councillor, or MP, please do not hesitate to contact me: selaine.saxby.mp@parliament.uk

Selaine Saxby
Member of Parliament for North Devon

Min: 038 20/21 MINUTES OF THE MEETING HELD ON THE 21st May, 2020,

Noted for the records that in Min: 027:20/21 Correspondence Jenny Shepherd surname to be corrected in the minutes.

It was **resolved** that the minutes of the meeting held on 21st May, 2020 be approved as a correct record and be duly signed by the Chairman

Min 039: 20/21 MATTERS ARISING FROM THE MINUTES

There were no matters arising.

Min: 040: 20/21 TRACKER – TO REVIEW THE TRACKER

Councillor R. Allen updated the meeting on the outcome of a meeting held on the 18th June with North Devon Council(NDC) to discuss the Car Park Improvement Scheme.

It was agreed that NDC would produce a draft specification for agreement with the Parish Council. When the specification is agreed, NDC will lead the tendering process. It was agreed that the current funding agreement would be extended to March 2022.

The Parish Clerk confirmed that the PSPO consultation exercise had commenced on the 8th June, and will conclude in early August. The update on the Former Sand Hills Care Home from the constituency Office Manager is still awaited.

Min: 041: 20/20 VILLAGE HALL – PLANNING APPLICATION

A request has been received from the Village Hall Committee for the Parish Council to be the lead name on a planning application for the refurbishment of the Hall. In the role of custodian trustees.

It was **resolved** that the Parish Council will be the lead name on the application.

Min: 042: 20/21 PUBLIC SPACES PROTECTION ORDER - NORTH DEVON BEACHES

This item was discussed under Min: 040:20/21.

Min: 043: 20/21 CORRESPONDENCE

- a. Matt Flis – Public Toilets reopening – toilets now open.
- b. David Burton – support for dark skies. Noted.
- c. Russ Mckernan – in opposition to the new dog restrictions in July/August. Noted, and forwarded to Councillors
- d. Michael Green – Parish Hall refurbishment – agenda item.
- e. John Stenton – Social distancing on the seafront – Noted. No action agreed on removal of benches.
- f. Selaine Saxby MP – use of public toilets. Toilets now open.

Min: 044 20/21 FINANCE

The above items of expenditure are put forward for approval for payment

Supplier	Detail	Amount
Devon Glass & Glazing	Replacement of glass in Bus Shelter	£32.40(VAT £6.40)
North Devon Council	Parish Clerks monthly salary – May	£695.22(VAT £1.29)
Parish Clerk	Quarterly expenses April – June	£121.00
Bookers	Toilet cleaning materials – D/D	£124.09 £69.55
Dave Budd	Grass cut & wild flowers cut	£490.00
Pete Hosegood	Beach Cleaning 18 TH May – 13th June	£720.00
North Devon Council	Emptying of Dog Waste – April – June 2020	£374.40(VAT £62.40)
Absolute Cleaning Services	Cleaning of toilets May/June	£731.59
Charles Waldron	Website maintenance April - June	£37.50

Michael Williams	2 hours cleaning of weeds from pavements and other locations.	£24.00
Andy Piper	Cleaning of Bus Shelters 12/06/20	£60.00
Total Expenditure		£3,479.75

INCOME

Car Park takings – 27 th May, 2020	- £774.20
Car Park takings – 7 th June, 2020	- £877.55
Car Park permit - 14 th June, 2020	- £150.00
Bank Interest 9 th June, 2020	- £2.98

TOTAL :- £1,804.73

Car Park Income from 1 April, 2020 to 31st March, 2021 Comparison with previous year

Year to date to 4th June, 2019 - £10,995.20 Net of VAT = £9162.67

Year to date to 6th June, 2020 - £1,804.73 Net of VAT = £1,503.94

Summary: Net takings are down on last year by £7,658.73

BANK – STATEMENT OF ACCOUNTS: -

Lloyds Bank Treasurers a/c no. 02348842 as @ 16th June 2020 = £24,341

Lloyds Bank Business a/c no. 02350065 as @ 16th June, 2020 = £76,524

Financial Summary

The combined balance of funds in both accounts at the 16th June is £100,865. The new balance is £100,675 less the approved expenditure of £3,286,11(minus pre-paid d/d) is £97,398. A sum of £66,000 has been ringfenced for Car Park improvements, leaving a balance of £31,398.

Min: 045: 20/21 PLANNING

Planning consultation request – ref: 71525 – Insertion of balcony to North elevation, decked areas, & refurbishment work to dwelling, including extension to garage/utility room at quay Crest, Downs Road, Instow, EX39 4JX.

Planning Sub- Group – No comments on this application.

Planning consultation request – Ref: 60823 – Further information/amended plans Former Yelland Power, Lower Yelland, Barnstaple, EX31 3EZ.

Planning Sub – Group – No additional comments to add following the previous Parish Council submission. The Parish Council are opposed to the application.

Councillor MJ Scott confirmed that the Parish Councils response was not currently on the NDC planning portal.

Action Point: The Parish Clerk to contact NDC to investigate why the Parish Council response is not on the portal.

Min: 046. 20/21 MEETING BEACH MANAGEMENT GROUP

It was requested that a meeting of the above be called to discuss issues relating to the beach cleaning contract.

Action Point: Councillor R. Maccall to circulate a date for the meeting.

Min: 047: 20/21 DATE AND TIME OF NEXT MEETING

It is noted that the next meeting of the Parish Council will take place on Thursday 16th July , 2020. Venue will be advised, subject to Government policy on the holding of public meetings.

There being no further business the meeting concluded at 7.35pm

Chairman

Dated: -