

# Minutes – Remote INSTOW PARISH COUNCIL MEETING

## held on 10<sup>th</sup> December 2020

Attendees – Cllrs Allen, Scott, Harper, Maccall, Hackett and Hellyer. Also in attendance Parish Clerk Roger Levick (PC) and Devon County Councillor Frank Biederman

Actions agreed and by whom are [coloured blue](#)

1. Min 133 20/21 – **Opening of Meeting** – Chairman welcomed all
2. Min 134 20/21 – **Apologies** – Cllr Parkhouse and NDCllr (MP) Saxby
3. Min 135 20/21 – **Councillors Declaration of Interests** – Cllr Scott declared an interest in the planning section regarding the Trees at Trinity Lodge
4. Min 136 20/21 – **Questions raised by Parishioners** prior to the meeting – none received but see correspondence appendix
5. Min 137 20/21 – **District** – no report received. **County** – DCllr Biederman updated the Council on the plans to highlight the Code of Conduct for users of the Tarka Trail. He reiterated that a common sense approach was needed by all users, but more signs will be placed (some already have been) along the trail. Consideration was being given to widen the trail between the Signal Box and the junction with the Marine Camp, in conjunction with additional drainage, once monies were available. Consideration was also being given to painting signs on the trail, and maybe a type of rumble strip to help keep speed to safe levels. A leaflet 'drop' around the Parishes that border the Trail will also take place, highlighting the need for safety and common sense. He also reminded the Council that individuals and businesses that are struggling as a result of Covid, should read the NDC website, where help could be found. Waste & Recycling issues due to sickness had now returned to (almost) normal, but parishioners were asked to understand that staff were working hard to sort any problems
6. Min 138 20/21 – **Confirm as a true record, the minutes of November 19<sup>th</sup>** – unanimous
7. Min 138 20/21 – **Matters arising not listed on agenda** – all completed
8. Min 139 20/21 – **Tracker update** – see appendix
9. Min 140 20/21 – **Correspondence & Communications** – see appendix
10. Min 141 20/21 – **Finance** – a summary of Council Finances, and to approve listed payments. All payments agreed
11. Min 142 20/21 – **Precept & Grants** – The precept was agreed at +5%, and all grants to be increased by £50 for 2021/22
12. Min 143 20/21 – **Budget considerations 2021/2022** – Cllr Scott explained the proposed budget figures for 2021/22, whilst making the point that Covid had made income and expenditure far more difficult to judge, therefore a degree of latitude had been included. A full copy of the budget will be placed on the Council website
13. Min 144 20/21 – **Planning update** – application 72138 agreed, application 72541 agreed providing there is protection of privacy allowed. Application 72520 (White House) has caused Council some concern, and the **PC** has been tasked to take these concerns back to NDC planning (Roger Bagley). A summary of these concerns are attached as an appendix at the end of the minutes.
14. Min 145 20/21 – **Beach Cleaning Contract update** – a notice to be placed in January's Parish Magazine asking for tenders, and in local papers as from January 1st
15. Min 146 20/21 – **Toilet Block** – a temporary contract was agreed to the end of March. A draft contract was agreed as from April, and tenders to be invited as from 1<sup>st</sup> January 2021, starting work 1<sup>st</sup> April 2021.
16. Min 147 20/21 – **Car Park and Ticket Machine update** – several companies were now being closely looked at for contactless/telephone payment options, and the Council fully expect that to be in place by Easter. The subject of electric charging points in the car park was raised. After much discussion and no agreement, the **PC** was tasked to 'ask the public whether it would want such charging units, via the Parish Magazine. Responses to the Parish Clerk via [instowparishcouncil@gmail.com](mailto:instowparishcouncil@gmail.com)
17. Min 148 20/21 – **Affordable Housing** – update on discussions – see Correspondence point 1
18. Min 149 20/21 – **Village People** – discuss possibility of re-inventing. A decision would be made in the New Year.

19. Min 150 20/21 – **AOB** – an email received asking if the Parish Council would agree to have a page on the website. As there is already a link, the Council decided (majority vote) that a separate page was not needed.
20. Min 151 20/21 – **Date of next meeting** – Thursday 21<sup>st</sup> January 2021

## **Appendices**

### **Instow Parish Council 'Tracker' – updated 08/12/20**

1. **Car Park** – The Chairman and Parish Clerk continue to try and obtain suitable quotations to make the Car Park more user friendly, i.e. alternative methods of payment to cash. RingGo say that the car park is too small to be dealt with as an entity, and would have become a part of the NDC arrangement. Previously NDC have said they would not be happy to do that. The Chairman will revisit this option with NDC. FlowBird (who currently provide the existing machine) are designing an upgrade to enable contactless payments to be made, as well as cash. This update with costings should be received by mid-December.
2. **Former Sand Hills Care Home** – No reply from NDC to date.
3. **Residents parking** (Lane End & part of Marine Parade). Progress held up due to change of consultant (Jacobs to WSP), and site visits, due to Covid-19. Some issues with measurements and location of disabled bay require additional site visits. Updated design being finalised and once that happens, community will be informed of forward movement – no further update received.
4. **Car Park Improvement Plan** – Deed of Variation of Grant Agreement now signed, which extends funding until 31/03/2022. NDC are planning for the Car Park to be finished on or about Whitsun 2021
5. **Beach Cleaning** – following BMWG meeting (5<sup>th</sup> October), a fresh look at what was needed was discussed and actions decided. Tender agreed at PC November meeting, and legality checked. Now ready to publicise.
6. **Instow Beach Moorings** – Invoice for £750 plus VAT sent to Peter Short (Instow Marine). A 'walk' of the beach identified much 'rubbish' around some moorings, which will be cleared by PS. At that point, useable moorings will be mapped ready for 2021/22, with the possible removal of some older moorings.

### **Correspondence and Outcomes – December 2020**

1. Community-Led Affordable Housing – ongoing correspondence, now an agenda item for December meeting – possibility of a meeting with Steve Watson from Wessex to answer questions, and potentially (they hope) allay fears! **PC** to contact Steve Watson and ask to join January's meeting
2. Letter sent to Christopher Moore regarding purchase of IPC Tractor
3. Tarka Trail signage – correspondence with Martin Caddy/Frank Biedermann regarding possibility of additional signage on the Trail, plus concern of cyclist 'pinch point' at the signal box
4. Beach drainage at high tides – liaison with Andy Bell/Selaine Saxby MP regarding flooding
5. Dog Bins overflowing – escalated to Selaine Saxby as District Councillor
6. Correspondence with NDC regarding the possibility of IPC taking over the running of the Dunes Toilets – up for discussion at the PC meeting. Council unanimously agreed not to take up the offer
7. Email from NDC – 'Operational Services' are now responsible for the emptying of the Dog Bins, NOT Environmental Health & Housing Services!
8. Further correspondence regarding 'slow down' ideas for cyclists on the Tarka Trail, possibly look at 'rumble strips' 'trail writing' as warnings of junctions etc.
9. Further email's received complaining of the sea front being used as a long term car park. Clerk reiterated the position with regard to Devon Highways, and referred again to County
10. Email from MP Selaine Saxby regarding Community Fibre Partnerships (CFP's) which is a scheme being run by Openreach to bring in mega fast broadband. Full information contained [in https://www.openreach.com/fibre-broadband/community-fibre-partnerships](https://www.openreach.com/fibre-broadband/community-fibre-partnerships). Council urged parishioners to access the website and respond, as the benefits would be considerable. Council also agreed that if necessary, they could make some financial contribution.
11. Email from S Burdon enquiring whether a memorial bench or plaque could be fixed along the sea front in memorial of his wife. At this time there are no vacant positions for another bench, and **PC** tasked to respond accordingly.

12. J Stenton – email regarding the possibility of residents parking at Lyndale Terrace. Referred matter to NDCllr Saxby (MP), and DCCLr Biederman as IPC have no control over the parking there.

### **Finance Payments**

<u>Supplier</u>		<u>Amount</u>
Vodafone	Monthly Contract	£11
DCC Remittance	Grass cutting grant	£1189 income
Charles Waldren	Quarterly website maintenance	£37.50
Tractor remittance	Sale of Tractor J459 OTT	£3000 income
DCC	Clerk's salary	£810.14
Clerk's expenses	Zoom, Ink Cartridges, Parking	£95.98
Parish News	Grant	£450
Community Centre	Grant	£180.00
Parish Hall	Grant	£350
Churchyard	Grant	£700.00
Crown Estates	Annual	£875.00
Robert Coggins	Toilet Cleaning – November	£933.72
Julie Braddick	Bus shelter cleaning	£150
Treasurer's Account	£31,871.46	
Business Account	£80,564.44	
Car Park Income to date	Gross £26914.20 - Net £22428.50	
Car Park income 2019-20	Gross £35575.96 - Net £29646.63	
Car Park Nov-Dec 2020	Gross £1458.62 - Net £1215.51	
Car Park Nov-Dec 2019	Gross £1210.04 - Net 1018.20	

### **Appendix – Planning application 72520. Council concerns**

We (the Council) have been asked to consider application no. 72520 (valid 2.12.20 - end of consultation 31.12.20) which redesigns application no. 70876 (6.12.19 - 17.02.20) which was approved early this year. Also there is a planning application no. 72254 (to fell the Monterey Cypress in the grounds) (6.10.20 - 27.10.20) which according to NDC's planning site is pending. Unfortunately, this tree has already been removed. The tree consultancy firm from Ivybridge made a recommendation (6.10.20) to "fell due to conflict with position, declining health, limited management options, risk to person, property and highway, not in harmony with its environment, no useful inner crown.

However, whilst we are considering application 72520 we should note that this application is still linked to 70876 which has documentation from the same tree consultancy dated 4th Dec. 2019 stating that the tree in question is "in reasonable condition, has high amenity value, recommend retaining with periodic light crowning reduction to be initiated within 5 - 10 year".

This company has made two conflicting statements, 10 months apart. So what has changed? In Oct 2019, application no. 66590 was withdrawn. At that time, the design left Chichester Cottage intact, joined to the main building by a single storey build comprising a garage, utility etc. This tree would not have interfered with a view. The present application now has a first floor (back to the original outline of White House) and the tree would have restricted that view.

Trees are protected by either a preservation order, or they are situated in a conservation area, therefore subjected to more rigorous scrutiny.

Did the TPO officer visit this site and was he aware of the two conflicting statements running side by side in the Planning application site.

