

# Minutes – Remote INSTOW PARISH COUNCIL MEETING held on 21<sup>st</sup> January 2021

Attendees – Cllrs Allen, Scott, Harper, Maccall, and Hackett. Also in attendance Parish Clerk (PC) Roger Levick, DCCLr Biederman, and guests Steve Watson and Alison Ward from Wessex CLT

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

1. Min 152 20/21 - **Opening of Meeting** @ 7.30pm. Chairman welcomed all
2. Min 153 20/21 – **Apologies** – NDCLlr (and MP) Saxby, and Cllrs Parkhouse and Hellyer
3. Min 154 20/21 - **Councillors Declaration of Interests** – none declared
4. Min 155 20/21 - **Questions raised by Parishioners** via email prior to the meeting – see correspondence and outcomes appendix
5. Min 156 20/21 - **County & District Councillors** reports – **NDCLlr (and MP) Saxby** gave her apologies and asked that the Council could continue to reinforce her message about registering for the high speed broadband roll out. The Council appreciated her continued interest in the Village whilst also wearing her MP's hat in dealing with the current dog waste issue. Her comments regarding current vaccination levels are echoed in **DCCLr Biedermans** report – Vaccination availability is low in North Devon with only one venue open for 2 days per week at this time. However the Wooda Surgery is starting on Saturday (23<sup>rd</sup>), with more venues next week, and the message is a definite that the vaccines ARE en route! There are a lot of concerns being expressed regarding social distancing along Marine Parade. The Police have been made aware of concerns and have increased observational patrols. Parishioners are also advised to use the website listed in point 6 of the correspondence appendix should they have evidential concerns. **PC** to ensure that the website is included in the Parish Magazine and is on the parish website.
6. Min 157 20/21 - **Steve Watson/Alison Ward** – presentation on Community Led Housing – the full report will be placed on the Parish website as it is too large to precis and minute accurately. After some discussion, the Council decided that it was not something that could be implemented in the near future, but would continue to consider when appropriate
7. Min 158 20/21 - **To confirm as a true record** the minutes of the meeting held on the 10<sup>th</sup> December 2020, and update on actions required - unanimous, and all actions completed
8. Min 159 20/21 - **Matters arising** from the minutes not listed elsewhere - none
9. Min 160 20/21 - **Tracker** update – see appendix
10. Min 161 20/21 - **Correspondence and Communications** – Clerk & Chair – see appendix
11. Min 162 20/21 - **Finance** – to include a summary of Council Finances, and to approve listed payments – see appendix
12. Min 163 20/21 - Update from **Planning** sub-committee – App 72719 12 Estuary View no issues expressed – App 72684 Greysands, now withdrawn.
13. Min 164 20/21 - **Beach cleaning contract** – update – no response to the adverts in the Gazette, North Devon Journal, or Parish Magazine. Will re-advertise (**PC** to do)
14. Min 165 20/21 - **Toilet Block** – temporary contract and update – 2 responses to date
15. Min 166 20/21 - **Car Park** progress and Ticket machine – after considering the views of the Car Park Working Group, the Council decided that of the 3 Companies being considered, FlowBird were marginally the best option, provided that a reliability clause was written into any contract. **Cllr Scott** agreed to liaise with Cllr Hellyer, on determining the best 'credit' provider for contactless and phone payments. **PC** to contact FlowBird
16. Min 167 20/21 - **Date of next meeting** – Thursday 18<sup>th</sup> February at 7.30pm
17. Min 168 20/21 - **Agenda items for February** – presentation via Zoom from Airband high speed internet, regarding the rollout of fibre broadband to Instow – availability of grants for tree planting and other conservation ideas – Instow Recreational Ground maintenance (**Cllr Scott**)

## Appendix - Tracker

1. **Car Park** – The Chairman, Vice-Chair, and Car Park Working Group, held a remote meeting on the 14<sup>th</sup> January to discuss 3 possible Companies who could provide IPC Car Park with a cashless option for parking, whilst retaining a cash option. The 3 Companies being Metric, Creative Solutions, and Flowbird. RingGo say that the car park is too small to be dealt with as an entity, and NDC are unwilling to allow us to share their contract because of the implied costs, and data issues. After looking at set-up costs, ongoing costs per transaction, the CPWG decided to refer the matter to the full Council for a decision.
2. **Former Sand Hills Care Home** – emailed NDC again 5<sup>th</sup> January – autoreply saying that they would hope to respond in 10 days. Physical check by helpful lady confirmed that there had been no activity on the plans for over 10 months that she could see, possibly longer!
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. CClr Biederman to chase for IPC
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. Nothing further heard regarding start date, but signed copy of Deed of Variation received from NDC
5. **Beach Cleaning** – adverts placed in Parish Magazine, North Devon Journal, and the Gazette (7<sup>th</sup> & 14<sup>th</sup> Jan)
6. **Toilet Block Marine Parade** – temporary contract until March 31<sup>st</sup> in place. Tender advertised in the Parish Magazine, North Devon Journal, and the Gazette (7<sup>th</sup> & 14<sup>th</sup>)
7. **Instow Beach Moorings** – Monies received for mooring fees. A ‘walk’ of the beach identified much ‘rubbish’ around some moorings, which has been cleared by PS. Useable moorings will be mapped ready for 2021/22, with the possible removal of some of the older ones

## Appendix – Correspondence & Outcomes

1. Email received from S Bracher listing issues of complaint, namely dogs not being controlled on the beach, overcrowding of pavements along Marine Parade, ignoring of Covid guidance by pedestrians, speeding (20mph limit) along Marine Parade, and influx of ‘visitors’ causing said overcrowding. Letter of response sent by Parish Clerk, cc’d to NDC and DCC Councillors, who have also responded to Ms Bracher. The main points made in the replies are that the speed of vehicles do not come under the remit of IPC, nor does parking, or ‘policing’ of pedestrians. However, as before, the issues have been raised with DCC.
2. Email from Mrs Moores regarding overflowing dog bins. Matter raised with NDC who came out, and have promised to increase collections. Selaine Saxby as NDCllr also involved in highlighting non or inadequate collections
3. Email from Parish Paths Partnership, confirming that Martin Caddy is the Warden for Instow and Westleigh (as well as some other Parishes)
4. Emails from Marine Court Management, Mr P Lapham, Mrs S Rushton, and Mr & Mrs Cattle, plus many verbal messages, in support of electric charging points being installed in the Marine Parade Car Park, as a result of the article in the Parish Magazine! Additionally, confirmation from our DCllr that DCC is looking at ways to roll out charging across Devon, and Parishes will be kept in the loop. The Council agreed that they would consider installing charging points in the future. Cllr Maccall felt she could not agree, due to the use of child labour in Africa in mining cobalt (an essential ingredient for car batteries)
5. Email suggestion from Sheila Moores, and verbally from M Taylor, that the Council consider removing the benches from the seafront for a period of time, to ease pedestrian congestion during lockdown. The Council considered, and concluded that the onus on social distancing is down to the individual, and removal of benches would not necessarily improve it. It was also pointed out that there has been so much press and media coverage of the need for social distancing, that no-one should be unaware of their responsibilities.

6. Reporting of suspected Covid-19 breaches – The Police have set up a web page to report suspected breaches, which is <https://www.police.uk/tua/tell-us-about/c19/v7/tell-us-about-a-possible-breach-of-coronavirus-covid-19-measures/> This covers all Police Forces, and is then relayed to the appropriate one
7. An email from NDC setting out the reasons why the RingGo system is not appropriate for the Marine Parade Car Park – not cost effective for small parishes – not cost effective for NDC to take on the extra workload – issues with data protection when dealing with PCN challenges.
8. Letter sent to Christie Estates asking for contribution towards Beach Cleaning for 2021
9. Verbal query from M Taylor regarding boat crime on the beach during the summer months. Were the Council aware of it, and is there a system whereby IPC are kept up to date when incidents happen? There had been no official notification from Instow Marine, or the Yacht Club, of any boat crime.
10. Email from Mr & Mrs Passmore of Chittlehamholt, complementing the Council on the high standard of cleanliness of the toilets on Marine Parade car park
11. Letter from NDC confirming Parish Precept at £11354
12. Letter from NDC Legal asking for confirmation of Certificate of Lawfulness re Suncatcher (Sandhills). Response sent quoting reference 2504 dated March 7<sup>th</sup> 1988
13. Email sent to all Cllrs from Parish Clerk, asking for permission to reduce hours from 17.5 to 16 per week, in exchange for exam fees in 2021. This gives the Council a +£280 in 2021, and a +£830 in 2022 - unanimous
14. Email from Martin Caddy re closure of Tarka Trail by Mount Pleasant 8-10<sup>th</sup> Feb for drainage works
15. Email from C Davies regarding lack of social distancing in Instow – can IPC have some signs made and put up please. After much discussion, it was not felt that more signage would make any difference, as there has been so much press and media coverage regarding the need for social distancing.

## **Appendix – Finance**

Vodafone	Monthly Contract	£11
NDC	Clerk's salary	£841.51
IPC	Clerk's expenses inc Zoom and Press adverts	£215.35
Andy Piper	Bus shelters	£120.00
Roberts Cleaning	Toilet Block Contract	£819.00
Dave Budd	December grass cut - bulbs and wild flowers	£170.00
Data Protection Fee	Annual charge	£40
Julie Braddick	Painting, tidying, and bus shelters	£240.83
Ministry of Defence	Beach access income	<b>£328</b>
Peter Short	Moorings income (including VAT)	<b>£900.00</b>
Michael Williams	Bench repair, beach rubbish clearing, strimming	£84.00
Julie Braddick	January Toilet Block contract	£375.00
South West Water	Water Bill 9/10/20 - 7/1/21	£330.38

Treasurer's Account	£30647.32	
Business Account	£80893.34	
Car Park income to date	Gross £29105.3	Net £24254.41
Car Park income 2019/20	Gross £38563.12	Net £32135.93
Car Park income December '20	Gross £2641.35	Net £2201.13
Car park income December '19	Gross £3415.9	Net £2846 58

Points to note – December income down on 2019, due to weather, 2 days machine fault, and lockdown over Xmas.