

Minutes - Remote INSTOW PARISH COUNCIL MEETING held on 18th February 2021

Attendees – Cllrs Allen, Scott, Harper, Maccall, Hackett & Hellyer. Also in attendance, Parish Clerk (PC), County Cllr Biederman, NDC (&MP) Cllr Saxby, 2 guests from Airband (Clive Leworthy & Tony Watkins), and 2 members of the public

Actions agreed and by whom are coloured BLUE

1. Min 169 20/21 - **Opening of Meeting @ 7.30pm** – Chairman welcomed all
2. Min 170 20/21 - **Apologies** – Cllr Parkhouse
3. Min 171 20/21 - **Councillors Declaration of Interests** – Cllr Hellyer declared that one of the bidders for the Toilet Cleaning Tender was a client
4. Min 172 20/21 - **Questions raised by Parishioners** via email prior to the meeting – see correspondence and outcomes appendix
5. Min 173 20/21 - **County & District Councillors reports** – **District Cllr (& MP) Saxby** reported that the increasing issue of overflowing dog bins, had now been escalated to the CEO of NDC. The change of responsibility in late 2020 had resulted in a worsening of the issue, and needed to be addressed. **Devon Cllr Biederman** concurred (see item 12 for actions) and continued with his report. The Instow Recreation ground lease to determine who had the responsibility for care and maintenance was still unclear, but he was willing without prejudice to contribute a sum towards immediate works. **PC** to apply soonest. The DCC Council Tax rise was 4.99% this year – a sum of money had been put aside for Parish matched funding to paint or refurbish street furniture – he was willing to fund the placing of a bollard on the Commodore Slip (with Environmental Agency permission) to stop the likelihood of cars and trailers driving onto the beach for launching boats or JetSki's – he was in favour of re-wilding grass verges as opposed to additional tree planting because of the damage tree roots eventually caused to pavements and roads.
6. Min 174 20/21 - **Presentation** by Airband (High Speed Internet) – a brief presentation was made by Airband which reiterated that they were one of several companies who were able to facilitate the hi speed fibre rollout. www.airband.co.uk contains more detail. Following a question, it was confirmed that if a voucher was applied for, then that voucher related to the property, not to the community as a whole, i.e. it could not be donated, it was specific.
7. Min 175 20/21 - **To confirm as a true record** the minutes of the meeting held on the 21st January 2021, and update on actions required. Unanimous with one abstention (Cllr Hellyer) due to absence
8. Min 176 20/21 - **Matters arising** from the minutes not listed elsewhere on the agenda - none
9. Min 177 20/21 - **Tracker update** – see appendix
10. Min 178 20/21 - **Correspondence and Communications** – see appendix
11. Min 179 20/21 - **Finance** – to include a summary of Council Finances, and to approve listed payments – see appendix
12. Min 180 20/21 - **Instows preparedness** for the Summer influx of visitors – it was accepted that this Summer would see a large increase in visitor numbers The following actions were agreed – **PC** to purchase a number of new dog bins following a 'survey' by Councillors – these to be sited alongside existing bins, as that would not increase collection costs. **PC** to liaise with NDC to obtain 2 large 'Wheely Bins' for placing at the Sandhills Car Park for normal rubbish disposal (provided permission could be obtained from Car Park Management) **PC** to investigate the possibility of weekend dog waste collections. On a vote of 4 in favour, 1 abstention, and 1 opposed, it was agreed that the Voluntary Code of Conduct for Dogs on Instow Beach, should be extended for the 2021 season to include May and June, the rationale being the higher number of expected visitors. The tide tables should be more prominently displayed, so that holidaymakers were more aware of the times when there would be more sand for dog walking. DCCLr Biederman reminded the Council that the PSPO in 2020 provided for issues where dogs were deemed to be 'out of control' by calling the Dog Warden (07824 551257)

13. Min 181 20/21 - Potential issues following **Jet Ski ban** from Appledore Slip – Cllr Hellyer pointed out that the ban had yet to be ratified by Torridge District Council, however, the agreement to place a bollard at the Commodore Slip should pre-empt any issues for Instow.
14. Min 182 20/21 - **Update from Planning** sub-committee – App No 72429 Victoria Terrace, no objection. App 72894 Fairview Anstey Way, no objection. App 72862 Marine Cottage, no objection. App 72846 Greysands, the planning committee felt that better management of tree growth would in the long run save having to apply on a regular basis for crown reduction – feedback sent to planning dept.
15. Min 183 20/21 - **Website** update – **PC** to liaise with Charles Waldron regarding the handing over of updating responsibilities, and to recruit a replacement.
16. Min 184 20/21 - **Recreation Ground** update – the need to identify which version of the lease will determine who holds the responsibility for care and maintenance. This will take some time, and will carry over to the March meeting
17. Min 185 20/21 - **Beach cleaning contract** update – although there had been 2 expressions of interest, no firm tenders have been submitted. It was suggested that the **PC** liaise with employment agencies.
18. Min 186 20/21 - **Toilet Block** - contract update. Disabled toilet update re lock and baby changing facility decision - also fittings and re-painting necessary. No further tenders had been submitted. Council agreed that all the toilet external doors needed sanding and re-painting – **PC** to organise. Council also agreed that the status quo of the Toilet Block did not need amending to include baby changing facilities.
19. Min 187 20/21 - **Flame & Dough** request to use Car Park 5-8pm one evening per week – Council was of the opinion that it would set a precedent which was not in the interests of the Village. Other traders use Marine Parade.
20. Min 188 20/21 - **Car Park** progress and Ticket machine – following further investigations, ‘Metric’ now seemed the better long term solution for the provision of a contactless option of ticket purchase. **Cllr Allen** and **PC** to continue negotiations with Council approval given.
21. Min 189 20/21 - Car Park – **electric car** charging points – **Cllr Allen** to investigate and feedback in March
22. Min 190 20/21 - **Season ticket cost review** – the following was agreed: the maximum number of permits to be limited to 8, the cost to increase to £175 + VAT, no campervan or commercial vehicle permits to be granted due to the additional space that they take up. All these agreed actions were based on commercial reasoning. Cllr Maccall wanted her objections to season tickets noted, as she felt that it was a poor return for what is a small car park, and 8 tickets if all used, was 25% of the capacity.
23. Min 191 20/21 - **Date of next meeting** – Thursday 18th March at 7.30pm
24. Min 192 20/21 - **Any other business** and Agenda items for March – **Cllr Scott** requested the Council’s permission to devise and print a ‘flyer’ insert for the Parish Magazine requesting certain information from Instow residents, which is required for the Parish Emergency Plan – approved. **PC** requested that the Council purchase 3 Android Tablets with Zoom capability to improve the quality of the remote Parish Meetings for those who at present had to dial in – approved.
25. The meeting **closed at 21.55** - the Chairman had asked for and was granted permission to extend the meeting beyond the 2 hours, hence the later finish

Tracker

1. **Car Park** Ticket Machine – The Council made the decision at the January meeting to further explore the Flowbird option as ‘best fit’ for Instow. Now decided to pursue the ‘Metric’ solution for longer term gain.
2. **Former Sand Hills Care Home** – no further communications from NDC. Following correspondence from Mr John Edwards, and liaison with both County and District Councillors, they agreed that they would take up the issue with NDC to try and force some decisions to be made.
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** – Nothing further heard regarding start date.

5. **Beach Cleaning** – adverts placed in Parish Magazine, North Devon Journal, and the Gazette (7th, 14th, 21st, and 28th January) – 2 expressions of interest to date, but no submissions
6. **Toilet Block Marine Parade** – temporary contract until March 31st in place. Tender advertised in the Parish Magazine, North Devon Journal, and the Gazette (7th, 14th, 21st, and 28th January) – 2 responses to date, followed by tender submissions
7. **Instow Beach Moorings** – Mapping of useable moorings to be carried out by P Short

Correspondence & Outcomes

1. Mr Kendle who has recently moved to the Village, wanted to know about availability of garage parking. Are there any free, or is there a waiting list? Referred to NDC who administer and collect payment.
2. John Edwards wanted to know (via email) exactly what the Parish is doing to support the Openreach Broadband Pledge. Clerk responded with details and received a 'thank you'. Also complained reference the Sandhills Home, and apparent lack of action. Replied quoting Tracker for actions in place (also see Tracker update)
3. James Bell of Yelland, wanted to know what the Parish Council were doing about the wrecks along the Taw & Torridge Estuaries – Clerk responded after consulting Councillors, and informed Mr Bell that as that coastline was owned by Christie Estates, the responsibility was thought to lay with them.
4. Lewis Clarke of the North Devon Journal wanted permission to attend where possible the Parish Council Zoom meetings – no reason why not as he can attend as a member of the public
5. Dog Fouling – Lovacott Parish Council forwarded via Selaine Saxby (NDC & MP), the following website information from the Dogs Trust <https://www.dogstrust.org.uk/news-events/issues-campaign/dog-fouling/>
6. Email from Jenny Shepherd suggesting that the Beach Cleaner's tender should be placed on the Bideford Banter and other Social Media sites. Clerk thanked her for being so supportive.
7. PC sent a reply to Christie Estates accepting their contribution of £500 per annum for 2021/22/23 towards the cost of seasonal beach cleaning
8. A phone call from Mrs Groves (Sunday pm), complaining about the amount of 'green' waste, mud, and general rubbish left by an IPC (she thought) contractor. After investigation, Clerk informed complainant that it was not IPC, but a DCC contractor.
9. Email from Mrs J Bell asking for information on the beach cleaning tender – Clerk forwarded details

Finance

Clerks expenses	Postage, Zoom, IOC, Adverts, Parking, Allowance	£253.35
VAT - quarter 3		£1,440.90
Underpayment	December Clerk's salary (VAT content)	£7.72
Clerk's salary		£810.14
Michael Williams	Initial clearing - Rec Ground	£36.00
Michael Williams	Rec Ground and Footpath strimming	£90.00
Michael Williams	Clearing rubbish, Footpath Marsh Lane, Tree trim Slee's Cnr	£48
Julie Braddick	Temporary Contract Toilet Block cleaning	£375.00
Community Heartbeat	Defibrillator maintainence	£126
MJ Scott	Gatepost for Rec Ground	£15.30
Devon Locksmiths	Disabled Toilet - force entry, fit new lock, make good	£432.00
Julie Braddick	Bus shelter cleaning	£120.00
Business Account	£80,893.98	
Treasurer's Account	£27,115.53	
Car Park Income 20/21	£30439.35 Gross £25366.12 Net	Year to date
Car Park Income 19/20	£40925.72 Gross £34146.43 Net	Year to date
Car Park Income 20/21	20/01 - 17/02 £1112.9 Gross £927.42 Net	
Car park Income 19/20	Same period £2007.3 Gross £1672.75 Net	

