

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

Attendees – Cllrs Allen, Scott, Maccall, Hackett, & Hellyer. Also in attendance, Parish Clerk (PC), County Cllr Biederman, NDC (&MP) Cllr Saxby, and 1 member of the Public

Actions agreed and by who are coloured BLUE

1. Min 193 20/21 - **Opening of Meeting** – 7.30pm
2. Min 194 20/21 – **Apologies** – Cllr Parkhouse and Cllr Harper
3. Min 195 20/21 - **Councillors Declaration of Interests** – none declared
4. Min 196 20/21 - **Questions raised by Parishioners** via email prior to the meeting – none received
5. Min 197 20/21 - **County & District Councillors report** – **NDC Cllr (&MP) Saxby** reported that there had been an improvement in dog waste management following much communication with NDC. She also reported that the ‘pot hole’ issue widespread throughout North Devon should improve through the allocation of a higher percentage of funds for repairs. There will be a Covid safe beach clean on Easter Saturday, organised by Scott Padden, starting at 2pm. All welcome to join in as directed by the organiser – Cllr Maccall raised a query as to how this met the ‘rule of 6’, and was assured that the organiser would ensure that sufficient space was allowed between each group. Parking enforcement was still an issue in Instow, and more patrols had been asked for. **Devon County Cllr Biederman** reported that he had met with the Police (in Instow) regarding the speed of drivers along Anstey Way. Following observations, the Police had agreed that they would increase the monitoring of speeds through the Village and onwards towards Westleigh. Cllr Allen asked Cllr Biederman if he was familiar with the ‘cut through’ from the Cricket Club track to the Tarka Trail, and if he knew who’s responsibility it was to maintain it, as the path had become dangerous. Cllr Biederman replied that he would look into it. Some discussion was held with differing opinions as to methods of sorting the path, and responsibilities. **PC** to email Cllr Biederman
6. Min 198 20/21 - **To confirm as a true record** the minutes of the meeting held on the 18th February and update on actions required - unanimous
7. Min 199 20/21 - **Matters arising** from the minutes not listed elsewhere on the agenda – none identified
8. Min 200 20/21 - **Tracker update** – see appendix
9. Min 201 20/21 - **Correspondence and Communications** – see appendix
10. Min 202 20/21 - **Finance** – to include a summary of Council Finances, and to approve listed payments (all approved). Cllr Scott reminded the Council that the year end was approaching, with all that that entailed with income, expenditure, VAT, and reconciliation against budget. See appendix for details of payments agreed and account balances.
11. Min 203 20/21 - **Confirmation of end of/or extension of**, Parish Clerk’s probation period. The Council agreed unanimously to confirm the Parish Clerk in his appointment
12. Min 204 20/21 - **Update from Planning** sub-committee – reference 73006 The Red Bunker, Sandhills. It was felt that the planning application should have stipulated parking for 1 vehicle only. The Council had been notified that the time period for enforcement action (permanent residence) had expired for No 10 Sandhills (Suncatcher)
13. Min 205 20/21 - **Website** update – the Clerk reported that he was in talks with someone who was considering an offer to take over the running of the website, and would report back in April
14. Min 206 20/21 - **Recreation Ground** update – much discussion ensued regarding 2 leases relating to the Recreation Ground, as to who actually had responsibility for its maintenance and upkeep, and why did the 2 leases differ in accepting/allocating responsibility. The Council felt that as it seemed to be a Devon CC responsibility, DCC should award Instow PC an annual grant if they wanted IPC to maintain it. Cllr Biederman agreed to ask DCC to complete a check on the Land Registry file, to see what was lodged there regarding the lease. **PC** to email Cllr Biederman
15. Min 207 20/21 - **Beach cleaning & Toilet Block cleaning tenders update** – confirmation of accepted tenders previously notified. Cllr Scott asked if a risk assessment had been carried out by the 2 applicants. The Clerk

responded that it had not been a part of the tender process, but would negotiate with the applicants to achieve an acceptable form of risk assessment as soon as possible.

16. Min 208 20/21 - **Purchase of additional Dog Waste Bins** – confirmation of purchase, with delivery 19/03/21. **PC** to arrange installation at ATTURM slip alongside existing bins
17. Min 209 20/21 - **Car Park** progress and Ticket machine – as notified on the Parish Tracker
18. Min 210 20/21 - **Car Park** – The question was asked by the PC if non-payment or over staying was considered an issue at the Marine Parade car park. Discussion ensued as to whether ‘sticky notes’ should be obtained to place on windscreens should offenders be identified, or whether the ‘normal’ enforcement from NDC was enough. Council agreed that the **PC** look into costings of windscreen stickers.
19. Min 211 20/21 - **Car Park** – electric car charging points. Cllr Allen will report back at April’s meeting as to his findings
20. Min 212 20/21 - **PSPO update** – The question was raised regarding point 5 of the PSPO which says that ‘between 1st October and 31st March no person shall permit their dog to be present on or near land used as a High Tide Roosting Site’. 2 of these identified sites are at Instow, near the Cricket Ground, which is part of the Coastal Path! **PC** asked to obtain clarification as to the exact implications.
21. Min 213 20/21 - **Date of next meeting** – Thursday 15th April 2021
22. Min 214 20/21 - **Any other business** – 1) it had been agreed (Feb meeting) that the Marine Parade car park would have a maximum of 8 annual permits (25% of the available spaces). The PC informed the Council that that number had now been reached. 2) Parishioners had enquired as to whether the trees at ‘Hillsleigh’ on New Road were in any danger of being cut down once the house had been sold. The Council agreed to liaise with the Tree Preservation Officer regarding placing a TPO on what is an attractive feature. 3) Council approved renewal of the licence for the D-Day display Board at the Marine Parade Car Park
23. Min 215 20/21 - **Agenda items** for April meeting – electric charging points

Appendices

Instow Parish Council ‘Tracker’ – updated for 18/03/21

1. **Car Park** Ticket Machine – The Council amended their choice from FlowBird to Metric, as savings over the longer period proved to be greater. The specifications and financial agreements are the final part to be signed and sent off, with a 6-8 week delivery/instalment time frame. Signal strength check completed 17th March. Colour (finally!) selected as Blue, for visibility factor.
2. **Former Sand Hills Care Home** – response from CEO NDC as follows:- The condition of the property was considered at the end of last year after the issue was raised by a parishioner. The conclusion reached was that the condition of the property was not such that any enforcement powers could be used. A letter was written to the owner, but no reply received. If the condition worsens, it may be possible to serve an S215 notice, but that will just require cosmetic improvements. There is no power to require the owner to implement the planning permission, and the building would need to deteriorate more before any Listed Building powers kick in. Developers sitting on planning consents is not unusual, however NDC Officers will keep trying to liaise with the owner and his agent
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 – there is no likelihood of any movement in the near future due to Covid (!), but it is still on the agenda
4. **Car Park Improvement Plan** – Nothing further heard regarding start date. **PC** tasked to chase for copy of plans, and to cc DCllr Saxby on all communications in case she needs to become involved
5. **Beach Cleaning** – tender submitted by Mrs J Bell accepted, and paperwork signed
6. **Toilet Block Marine Parade** – tender submitted by Ms J Braddick accepted, and paperwork signed
7. **Instow Beach Moorings** – Mapping of useable moorings to be carried out by P Short.
8. **Re-wilding of verges** – after much discussion, it was agreed that a sub committee composed of Cllrs Scott, Maccall, and Hackett would convene to determine the best way of moving forward.

Correspondence and Outcomes – March 2021

1. Mrs Noseda reported being bitten by an out of control dog on the 3rd March at 4.15pm. She reported it to the Police, and to the Parish Clerk, who subsequently involved NDC and the Dog Warden. Currently under investigation. Email received from Mrs Noseda thanking the Council for their response
2. Beach Cleaning tender received from Mrs Joanne Bell – tender accepted. To be ratified at Council meeting
3. Cheque and confirmation letter from Christie Estates of £500 contribution towards Beach Cleaning for 2021, with similar amounts confirmed for 2022, and 2023.
4. Bookers – until credit line is re-established, Parish Clerk will have to collect and pay for materials, therefore there will be an additional mileage cost, and repayments of expenditure may have to be made prior to Council Meetings, depending upon the amount
5. Bookers – Cllr Hackett is happy to relinquish the ordering of supplies, but is still happy to store them on behalf of IPC. Parish Clerk will assume responsibility for ordering in conjunction with Ms J Braddick.
6. Devon County Council – proposal that Care Workers Permits now extend to 3 hours on No Waiting, Limited Waiting, Pay & Display, and Residents Parking Bays. Consultation period ends on 19th April, and objections or comments must be received at <http://devon.cc/careworkerpermits> by that date. (The Marine Parade Car Park does not come under roadside parking)

Finance

<u>Supplier</u>	<u>Details</u>	<u>Amount</u>
Clerks expenses	Allowance, Zoom, Bookers account mileage	£92.49
NDC	Clerk's salary	£733.55
Andy Piper	Bus shelter cleaning	£180.00
Charles Waldren	Website updating	£37.50
Michael Williams	Clearing slipway corner, tree trimming	£36.00
Michael Williams	Clearing pavements - Snees corner	£24.00
Clerk reimbursement	Bookers account - awaiting credit line	£380.01
St John the Baptist	Storage at Church Room undercroft for 2021	£30.00
Julie Braddick	Temporary tender - toilet block cleaning	£375
Julie Braddick	Bus shelter areas, painting, maintenance	£120.00
MJ Scott	Paint and items for repainting of toilet block	£87.50
Michael Williams	Painting Toilet Block doors	£42.00
Advancedscape Limited	2 x 30 litre Dog Waste Bins	£170.00
Business Account	£80,894.60	
Treasurer's Account	£27,002.74	
Car Park Income 20/21	£32156 gross - £26797 net	Year to date
Car Park Income 19/20	£42634 gross - £35528 net	Year to date
Car Park Income 20/21	£1995 gross - £1663 net	
Car park Income 19/20	£1921 gross - £1601 net	