

Minutes - Remote INSTOW PARISH COUNCIL MEETING held on 15th April 2021

Attendees – Cllrs Allen, Scott, Maccall, Hackett, & Hellyer. Also in attendance, Parish Clerk (PC), and one member of the public

Actions agreed and by who are coloured **BLUE**

1. Min 01 21/22 - **Opening of Meeting** @ 7.30pm, followed by a minutes silence in memory of HRH Prince Phillip, Duke of Edinburgh
2. Min 02 21/22 – **Apologies** – Cllr Harper, and NDCllr (&MP) Saxby
3. Min 03 21/22 - **Councillors Declaration of Interests** – none declared
4. Min 04 21/22 - **Questions raised** by Parishioners via email prior to the meeting – see appendix 2
5. Min 05 21/22 - **County & District** Councillors report. There was no report from County, and a short message from NDCllr Saxby urging all to continue to report illegal parking on the DCC website, and to also report where yellow lines had been obliterated or not re-marked following road repairs
6. Min 06 21/22 - **To confirm as a true record** the minutes of the meeting held on the 18th March and update on actions required – proposed Cllr Hellyer, seconded Cllr Allen - unanimous
7. Min 07 21/22 - **Matters arising** from the minutes not listed elsewhere on the agenda – none raised
8. Min 08 21/22 - **Tracker update** – see appendix and comments in italics
9. Min 09 21/22 - **Correspondence and Communications** – see appendix and comments in italics
10. Min 10 21/22 - **Finance** – to include a summary of Council Finances, and to approve listed payments. See appendix. All payments approved. Cllr Maccall questioned why IPC were paying for repairs to the benches on the sea facing side of the wall opposite Johns, when they were Environment Agency property. The answer was that they needed instant work, and it was felt best to do before anyone was injured – this was agreed as reasonable, with the rider that the **PC** contacts the EA to discuss responsibilities for maintainance.
11. Min 11 21/22 - **Clarification of the Asset Register requirements** prior to beginning AGAR process. **Cllr Hellyer** volunteered to organise and clarify in time for the AGAR process
12. Min 12 21/22 - **DALC guidance** regarding meetings post May 7th. As remote meetings are no longer authorised after May 7th, yet restrictions are still in place until June 21st, Council agreed that the AGM and May meeting would be held on Thursday May 6th, and the June Council meeting on Thursday June 24th, when meetings can resume in the Village Hall.
13. Min 13 21/22 - **Update from Planning** sub-committee – application no's 72428/72429 for lime washing 4 Victoria Terrace approved. Letter to Planning re TPO's at Hillsleigh acknowledged, with an expected response by April 28th. A notice had arrived (15th) regarding a Hybrid application from NDC regarding the Old Power Station, and that a 'virtual site visit' would be held on 21st April. **Cllr Maccall** volunteered to remotely attend on behalf of the Council
14. Min 14 21/22 - **One way traffic system in Instow** – following a letter from Mike Glover to DCC and MP, and subsequent email exchanges, after much discussion, the Council felt that it would wait until a response from DCC was forthcoming before consideration.
15. Min 15 21/22 - **Website** update. The question was asked if it would be possible for Instow and Westleigh to have a combined website, with separate 'tabs' for each Council. It was agreed to explore the option.
16. Min 16 21/22 - **Recreation Ground update**. Awaiting response from DCC regarding the lease they hold, in order to compare with IPC's copy.
17. Min 17 21/22 - **Beach cleaning & Toilet Block cleaning** – updates. Council expressed their pleasure at the way both contracts were working.

18. Min 18 21/22 - **Car Park** – update on new ticket machine, monitoring of tickets, and electric charging points. The new machine has been ordered, which will offer contactless as well as conventional cash payment, and a 6-8 week delivery is estimated. Cllr Allen also reported a very constructive telephone conversation with Flowbird (outgoing providers), and was assured that the working relationship would be maintained in the future. The monitoring of non-payment of vehicles in the car park, carried out by the PC, had not produced one offender, which was pleasing. The decision on the potential installation of electric charging points has been delayed for 6 months as the Council is divided as to whether it should go ahead or not.
19. Min 19 21/22 - **Date of next meeting** – if the current regulations stand, then the AGM and Council meeting in May, will be held remotely on the 6th May
20. Min 20 21/22 - **Any other business** – to include possible memorial ideas for HRH Prince Phillip. Council agreed that the Village should be asked for ideas via the medium of the Parish Magazine, and then asked to decide on a solution.
21. Min 21 21/22 - **Agenda items for May** meeting – none at present outside of the norm.

Appendix 1 - Tracker

1. **Car Park** Ticket Machine – Awaiting Invoice for 50% of the final cost to start the process of installation by Metric (now received and paid)
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 – no further information forwarded. *Cllr Maccall questioned NDC's decision to do nothing as it would seem that they do have the power to force action, and NDC's reluctance to act is a constant reminder of this eyesore on Marine Parade. PC to contact NDCllr Saxby to take up this issue.*
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** – meeting to be arranged early June, to firm up plans, and tentatively book start date, possibly September/October. *Cllr Hellyer asked if the car park marking bays could be repainted as they were becoming difficult to distinguish. Council agreed – PC to action*
5. **Instow Beach Moorings** – Mapping of useable moorings to be carried out by P Short - ongoing
6. **Re-wilding of verges** – after much discussion, it was agreed that a sub committee would convene to determine the best way of moving forward. Email received from Dave Budd explaining why the verges of wild flowers were cut down in June, the reason being that the display then lasted throughout Winter and Spring. Meeting held with Peter Yeo to look at verges, and PY explained that the verges had in fact been placed over the Old Road, so the depth of soil was limited before tarmac was 'hit'. *It has now been agreed that grass at the area at the top of Quay Lane is to be allowed to grow longer, with the co-operation of Mr T Gale, in order to encourage the growth of wild flowers.*
7. **Parking and congestion in Instow** – past plans for traffic management to be reviewed in light of changes to bus routes. County and District have been asked to oversee, with a view to advising what changes could be made for the benefit of residents, whilst appreciating that visitors are an integral part of village life. *See item 14 for comments*

Appendix 2 - Correspondence

1. Mrs Clements notified Cllr Hackett regarding litter at the Lime Kiln – now sorted. *More litter since reported, and CllrHackett will contact NDC again.*
2. Concerned Parishioner noted that with Kiln Close Lane's re-surfacing, that the double yellow lines had been covered up, and was now effectively free parking, which could block emergency vehicles. DCC via Cllr Biederman notified.
3. Email from John's of Instow regarding traders using the seafront to sell ice cream, pizza's and other types of fast foods – was it what Instow wanted to see, and could it be hampering local residents from parking? *The PC had responded on the 29th March, and the Council supported that response, reiterating that parking was not an area on which it could act, being a DCC responsibility*
4. Email from Simon Hill (DCC) explaining (?) the current works on the A39 Instow junction. Some confusion as to what it would actually achieve in the way of traffic easement. Due to complete by May 28th.
5. Email from Bideford Heritage Railway Centre, asking for the Council's backing in their fight to retain their leases at East the Water which include permission to 'run' a limited (9 times per annum) passenger train on the short rail set-up. DCC are aiming to remove the right to move train stock, which will effectively put a halt to any further works to retain this visitor attraction. The knock-on effect could be a removal of support for the Instow Signal Box. *Following input from Cllr Hellyer clarifying certain aspects of the letter that were vague, the Council did not feel able to offer full backing to the letter in its present format.*
6. Email from resident of New Road, pointing out that the double yellow lines are obscured by vegetation. Referred onto DCC.
7. Email from Richard Sainsbury via Peter Cantle informing them that the planning application for 250 homes at the old Power Station was on this month's NDC agenda. Also informed that the majority of homes already built are either 2nd homes, holiday lets, with only one owner occupier (unable to confirm PC)

Appendix 3 - Finance

24 7 Drain Solutions Ltd	Jet clearing - Toilet Block	£108
NDC - Salary payments	March salary and holiday pay in lieu	£1121.6
Clerks expenses	Allowance and Zoom costs	£51.99
NALC & DALC	Annual renewal	£161.47
Julie Braddick	Materials for Toilet Block inc PPE	£15.47
Julie Braddick	Monthly Toilet cleaning contract	£476.66
Julie Braddick	Bus shelters internal cleaning	£120
Joanne Bell	Beach Contract 1st to 9th April plus Winter grant	£150
Michael Williams	Removing metal from beach	£18
Michael Williams	Mending benches opposite Johns	£18
Metric	50% Car Park Machine deposit	£2,559
Dave Budd	Grass cutting	£340
Bookers	Toilet Block materials	£256.02
Treasurer's Account		£26,479.90
Business Account		£80,895.29
Car Park Income 21/22 year to date		£1,771.90
Car Park Income 20/21 year to date		£774.20
Monthly period 21/22	Start of financial year - as above	
Monthly period 20/21	Start of financial year - as above	