

Minutes (DRAFT) – Instow Parish Council Meeting

Held on the 16th September at Instow Parish Hall 7.30pm

Attendees – Cllrs Allen (Chair), Scott (Vice-Chair), Maccall, Hackett, Arthur, Stewart DCCLr Biederman and 7 members of the public

Parish Clerk - Roger Levick instowparishclerk@gmail.com 07789 267149

Agenda

1. Min 57 21/22 – The meeting opened at 19.30
2. Min 58 21/22 – Apologies – NDCllr (&MP) Saxby and Cllr Hellyer
3. Min 59 21/22 - Councillors Declaration of Interests – none declared
4. Min 60 21/22 – Parishioner Questions – 1. Gail Bowering-Sheehan on behalf of the residents (3-5-7 & 4-6) Lane End Close, asking for support from the Council to have double yellow lines painted. People use the Close as occasional parking which often blocks driveways, disrupts refuse and recycling collections, and hinders emergency vehicle access – Council to discuss. 2. Lenice Forman/Pam & Peter Cantle asked what the Council was doing about the John's Mobile Van on the Pier. They pointed out that permission had been granted for benches and chairs during Covid lock-down to lessen crowding on the pavements, and now further detritus was being allowed which hinders access to emergency vehicles. In addition, why is the kiosk not being used, instead of an unsightly mobile van. The Chair pointed out that the Council had no jurisdiction over the Pier, and that John's had asked for and been given permission by Christie Estates. It was requested that the Clerk contact Andrew Woollacott to express the depth of feeling within the Village. Cllr Maccall reminded the meeting that it was John's that had complained about 'unsightly' vans selling food along the front, and how it devalued the Village!
5. Min 61 21/22 - County & District Councillors report – NDCllr (&MP) Saxby reported via text that in spite of much chasing by herself, no response had been received from NDC regarding the mobile catering units. She also reported that she had been in contact with Council Officers about the \$106 funding due to the Village, and has ensured that all eligible groups have either submitted their ideas, or hopefully are in the process of doing so. DCCLr Biederman apologised that he had not been in contact as much as usual, due to a family bereavement and being struck by Covid. He suggested that residents should write to NDC reference their feelings about mobile catering in Instow. He also said that double yellow lines are there for safety reasons, not for parking enforcement, and that residents parking is the priority for Instow. There is no solution that will please all of the people all of the time, AND allow plenty of visitor parking, unless some additional land could be found to create a new car park. The Council agreed that they would meet to create a plan for the 'circle'. Cllr Scott asked how long would it take between agreeing a plan, and implementation. DCCLr Biederman thought that 18 months was feasible. He also reiterated that there were parking plans already drawn up at Exeter which could be revisited if the Council wanted. Council agreed to revisit said plans.
6. Min 62 21/22 - To confirm as a true record the minutes of the meeting held on the 22nd July. Cllr Maccall raised several queries on the accuracy of the minutes, which prompted the Clerk to ask why they had not been raised before in the time frames asked. After some heated discussion, it was agreed that the Clerk would revert to the previous format, ie 'draft' minutes would be sent out and published on the website, and any alterations would take place at the following monthly meeting.
7. Min 63 21/22 - Matters arising from the minutes not listed elsewhere on the agenda – Cllrs Maccall and Hackett expressed their disappointment at what they perceived as a lack of support from NDCllr (&MP) Saxby, in not taking up the Villages stance on things like Yelland and Housing. Even if her own viewpoint differed, she should support 'the Villages' point of view.
8. Min 64 21/22 - Tracker update – see appendix
9. Min 65 21/22 - Correspondence and Communications – see appendix
10. Min 66 21/22 - Finance – see appendices, all payments approved, and agreement for 30 hours of overtime (Jun-Aug) to be paid to the Clerk for additional work on the Car Park Machines. Cllr Scott proposed to the Council that with the present Clerk's resignation, that the Parish Clerk role be split into 2, one where the clerical/financial was covered (12.5 hrs pw) and one which covered the management of the Car Park Machines (3.5 hrs pw). Carried unanimously

11. Min 67 21/22 – Council update – The Chair welcomed the 2 new Parish Councillors, Nick Arthur, and Chic Stewart, and informed the meeting of Cllr Harper's resignation due to ill health. Cllr Stewart was nominated to fill Cllr Harper's place on the Parish Hall Committee.
12. Min 68 21/22 – S106 monies – The Chair agreed to liaise with NDC
13. Min 69 21/22 – Sand on pavement – Cllr Scott reported that it was very difficult to find anyone willing to carry out this work, but it was agreed that an advert be placed in 2022 prior to the summer season
14. Min 70 21/22 – Christmas Carol singing – it was agreed that providing Covid is still in containment, that the Carol singing would go ahead on the 12th December
15. Min 71 21/22 – Christmas Party – after much discussion, it was proposed by Cllr Scott and seconded by Cllr Arthur, that a cup of tea and biscuit would be available for any parishioners who attended the December meeting, and that a separate 'evening' be arranged as a 'thank you' for those who have supported IPC throughout the year - unanimous
16. Min 72 21/22 – Update from planning – nothing further to report
17. Min 73 21/22 – Recreation Ground update – Cllr Arthur agreed to review the lease
18. Min 74 21/22 – Car Park update – see tracker
19. Min 75 21/22 – Rewilding - Cllr Maccall) proposed that the area of grass between Quay Lane and Bridge Lane be allowed to grow so that wild flowers could had the time to flower. The Clerk was tasked to contact Mr & Mrs Gale to ask them to refrain from mowing the area. Unanimous
20. Min 76 21/22 – Queen's 60th – this is now being managed by Instow Women's Institute, and the Council will be amenable to a grant request - unanimous
21. Min 77 21/22 – Risk appointment – Cllr Arthur to take the place made vacant by Cllr Harper's resignation
22. Min 78 21/22 – Next meeting – Thursday 21st October
23. Min 79 21/22 – Any other business/late items – the issue was raised about visitors trying to walk across to Appledore at low tide, and the fact that the RNLI had been called out twice to rescue stranded persons. Cllr Maccall asked if the Council could consider raising signage to warn people of the dangers. Council agreed, and Cllr Maccall would produce the information to be 'signed'.
24. Min 80 21/22 – Agenda items for October

It is noted that as the meeting had exceeded the 2 hour limit, the Chair received permission to continue until the natural conclusion at 21.45.

Instow Parish Council 'Tracker' – updated for September 2021

1. **Car Park** - Ticket Machine – still many teething problems, which continue to take hours out of the Clerk's week. It has not been the 'all singing all dancing' solution (to date) that had been hoped for. The Flowbird machine continues to perform well.
2. **Former Sand Hills Care Home** – further response from CEO NDC, stating that NDC had been in contact with the owner and agent, chasing actions from them. Further (CEO) chase from IPC 8th June, nothing further heard. A further email sent in July suggesting ways that NDC could 'force' work to be done – no reply received. Cllr Maccall suggested that the Council should write to the Ombudsman, saying that we are being ignored. It was agreed that the Clerk would contact NDC CEO yet again before taking that step.
3. **Residents parking** (Lane End & part of Marine Parade). Still awaiting date for implementation.
4. **Car Park Improvement Plan** – A CAD plan had now been received and circulated to Cllrs. The projected date for work to commence has again been delayed until April/May 2022
5. **Instow Beach Moorings** – Some issues with collection of mooring fees, which Peter Short and Parish Clerk sorted
6. **Parking and congestion in Instow** – following a meeting between DCC Cllr Biederman and IPC Chair and Vice-Chair, it was agreed to await the completion of the Lane End proposals before starting any other discussions. It was agreed that the whole of Instow needed to be looked at.
7. **Instow Recreation Ground** – nothing further heard from DCC regarding their version of the lease. PC has emailed DCC Cllr Biederman asking for an update – no response to date, and a decision could be made to accept Instow's copy as the defined version, with a copy then forwarded to DCC. No further correspondence to date.
8. **Queen's Birthday 2022** – to be updated following September's meeting

Correspondence and Outcomes – September 2021

1. Completion of Limited Assurance Review of Instow Parish Council accounts has now been received from PFK Littlejohn. The mandatory instructions have been carried out, with the relevant notices being displayed on the Notice Boards and Website by the 14th September. There are no issues to report
2. Instow Pier – many strongly worded emails have been received from various Parishioners, questioning the reasons why there is a ‘Takeaway Van’ allowed on the Grade 2 listed Pier. Also why the relevance of it being there when John’s Shop is only 100m away, and there is a (now unused) boarded up ‘Shop’ on Marine Parade. A response from John’s has been received, which is shown below:-

Thank you for your email and apologies for the slight delay in replying but I understand that Andrew (Woolacott – Christies) has already been in touch. To confirm we do have all the necessary permissions to site and trade from the pier from Christie Estates and it has been registered with the local authorities. Although you have not asked for details, we feel it is important that we share with you some of the vision of how the business has had to continue to adapt and develop to stay open and offer at the highest standards in this extraordinary time, food, drink & services to the community and visitors alike. As you know, the last 18 months have been exceptionally difficult with the pandemic. In that time, the need for outdoor space for hospitality businesses to keep offering people safe places to eat & drink outdoors and to replace lost capacity for indoor seating due to maintaining safe practices of social distances, has become essential for survival. In conjunction with the Estates who have been pro-active throughout in their support to meet this now embedded need, they last year cleaned the pier of rubbish and mess. Our investment last year was to site the tables and seating for customers to use which have been hugely valued and this year to deliver a mobile deli to offer quality food and drinks on the pier synonymous with our brand and our ethos of supporting local businesses. We have invested in our mobile deli which as well as serving the village and taking pressure off the store at busy times, keeping everyone safe and reducing waiting times, will have a multi-functional purpose and as such will go on the road to visit markets and also be available for private event hire. On the pier, it will only be open during the day and we will serve a small but quality menu homemade by us using locally sourced ingredients, along with our popular hot and soft drinks with a brand new coffee machine installed. Our friendly, skilled cooks & Baristas will deliver the same high quality product & service as they do in the delis and cafe. In addition, we’re incredibly proud to have found a solution particularly in view of our coastal location, that has been built with the environment in mind and the main body/exterior shell of the mobile deli is made from recycled plastic bottles. We have worked hard over the last couple of years to reduce plastic in the business and like the stores/beach hut, we do not use any single use plastic in the mobile deli. With hindsight and as a courtesy, we should have let you know in advance of this ongoing development for which we apologise but put simply working solidly to keep our business open, the pressures of work has caused it to be overlooked. Whilst on the surface people will see the queues at times, both Instow and Appledore stores are still currently trading on very reduced trading hours due to the pandemic. Alongside this we too have the pressures facing many industries with staff absences due to ping-pong/self-isolation and the well publicised real life challenges to recruit staff into the hospitality and retail trades. This has put an indescribable pressure on our resources and us personally. The Johns family has a long heritage of over 100 years with Instow and the pier to serve the local community. Please take our commitment that all decisions taken and agreed with Christie Estates will always be true to the quality, loyal, support local producer brand of Johns and will never be taken to cause detriment to the village for locals or visitors as has been suggested but to encourage the return of customers to support all village businesses. It is always our intention to enhance what we and others currently offer.

3. Many emails have been received about parking issues in Lane End Close, asking when ‘something’ is going to be done about it – it is appreciated by IPC that this is an issue, and are awaiting a response from NDC and DCC as to when a start date can be expected
4. An email from our NDClr (&MP) informing IPC that there are still monies available in her Community Grants pot – an early response would be appreciated
5. Braunton Parish Council has declared a housing crisis amid concerns regarding the effects being felt within the Community. They are asking for support.
6. Last but not least, following (another) issue with the Metric machine, a Parishioner who had no cash available to purchase a ticket (wanted to use the contactless option) was given the necessary money by the

Parish Clerk with a promise to refund by the Parishioner! (to be honest, it was worth me losing the money just to be able to fix the machine). However, not only was the money refunded, but a most complimentary email was received regarding 'old fashioned service', and an offer to buy me a drink at some point in the future. Nice, eh?

Finance – August's payments for Council approval

Booker x 2	Toilet materials	£334.57
Bideford Computers	Clerk Laptop	£459.96
North Devon Council	Clerk's salary	£733.55
Joanne Bell	Beach Cleaning	£500.00
Michael Williams	Barton Cross, Slees Corner, Boathouse, clearing	£98.00
Dave Budd	Grass cutting - monthly fee	£340.00
All Saints Chapel	Green Bin Fee - Clerk reimbursement	£40.00
HMRC	VAT Q1	£1,571.75
Clerk's expenses	Parking, monthly amount, hardware, Zoom	£66.30
Metric	Final installment plus monthly charges Jun-July	£1,214.80
Julie Braddick	Toilet Block - bus shelters - mileage	£669.53

Finance – September's payments

Parish Clerk's expenses	Monthly amount, parking, stationery, zoom	£114.82
PKF Littlejohn LLP	Annual audit fee	£360.00
Michael Williams	Pavements - sand & weeds - bench repairs	£102.00
NDC	Clerk's salary	£733.55
NDC	Dog Bin collections	£351.00
Tony Ross (Electrician)	Repair to Gents Toilet - Marine Parade	£46.80
Metric	PSP Charges	£150.00
Devon Glass & Glazing	Second 50% of repair bill for bus shelter	£114.67
Joanne Bell	Beach Cleaning	£420.00
Booker	Toilet Block materials	£276.40
Julie Braddick	Bus shelters and Toilet Block cleaning	£635.44
Charles Waldron	Website maintenance & work	£45.00

Sep-21

Treasurer's Account	£28,695.08
Business Account	£89,575.16
Car Park Income 21/22 year to date	£21,000 (net)
Car Park Income 20/21 year to date	£13,355 (net)
Metric Income - card payments	£6098 (net)
Metric Income - cash payments	£1465.42 (net)

Please note that these are DRAFT minutes – the finalised minutes will be published following Council approval, after the next Council meeting on October 21st