

# Minutes - Instow Parish Council Meeting

**Thursday 20<sup>th</sup> January 2022 at Instow Parish Hall 7.30pm**

**Attendees** – Cllr Allen (Chair) Cllr Scott (Vice Chair) Cllrs Maccall, Arthur, Stewart, Hackett, Parish Clerk and 3 members of the Public (Mr T Gale, and Mr & Mrs P Cantle)

1. Min 125 21/22 – The meeting opened at 7.30pm
2. Min 126 21/22 – Apologies ND Cllr (&MP) Saxby, DC Cllr Biederman, & Cllr Hellyer
3. Min 127 21/22 - Councillors Declaration of Interests – Cllr Arthur declared that his Law Firm was acting in the Yelland Planning application, therefore he could not comment should that arise. Cllr Scott declared that planning application 74621 was a neighbour.
4. Min 128 21/22 - 15 minutes for Parishioners to raise appropriate questions – no questions had been emailed to the Clerk prior to the meeting. Mr T Gale wanted to express his feelings of sadness about the loss of community spirit over the last few years in Instow. This he attributed to the increased numbers of second homes, the great number of local visitors who park for free along the sea front, and in the layby opposite the Marine Base, and the increase in people who only visit to walk their dogs. He would like to see a robust parking plan instigated in Instow, that favoured the residents, as opposed to the inconvenience they now suffer. Mrs Cantle agreed with Mr Gale, but stated that it was extremely difficult to obtain volunteers to resurrect the community activities that used to happen. Various ‘organisers’ had either moved away, or age had become a factor. Mrs Cantle also questioned why various ornamental plant pots were seemingly allowed to be placed on the pavement, outside a property close to John’s Supermarket, which inconvenienced the more infirm residents. She also asked the Council to pass on their thanks for the way that the silted-up approach to the Pier was being cleared in preparation for the Ferry season. Mr Cantle asked the Council to note that the Parish Hall floor had now been made good and revarnished. (All comments from parishioners will be taken on board, and actioned as appropriate)
5. Min 129 21/22 - County & District Councillors report – ND Cllr (&MP) Saxby’s report - I have been in contact with both the parish and district council about the situation with bins on the slipway. Two dog bins seem to have been removed as they need replacing where they rusted, and both of the big litter bins have been moved – I have been unable to get details of when these bins will be returned – but they are urgently needed as two dog bins are not enough, and are now being used for litter now the litter bins have gone. Please let me know if anything further I can do to expedite the replacement of the bins as several times a week these bins are now overflowing. The Council agreed that the loss of two ‘dog bins’ at the Marine Slip was regrettable, but Paul Burton (NDC) had promised to replace the ones removed because of rusting. The Council also expressed their regret at the disappearance of the two ‘black wheely bins’ that had proved so useful in 2021. As no-one was sure how they actually arrived at the Slip, the Clerk was tasked with finding out and obtaining more. DC Cllr Biederman’s report – (re parking in Instow) - I have now sent this email to James Bench’s line manager, as I am getting very annoyed and have not had a reply to my last five emails to him. *Hi Chris - I have been trying to engage with JB since October. The Parish Council have asked to look at schemes to improve the severe parking problems in the area, including the introduction of parking meters. I appreciate the County have done great work in the past, to come up with schemes and might not want to go there. I had suggested they look at past proposals and for them to decide if any would tick their box and possibly move it forward - the councillors are all new, since it was last looked at. I am not asking at this stage, to go back to the drawing board, just to furnish the council with previous schemes. It’s all embarrassing for myself, as I have sent James 5 emails asking, with no reply that I can find. I have to report back to the PC each month. Even if it’s a flat ‘no’, I need to know, so I can report back. I appreciate that everyone is chasing things and the workload is probably too much, but I do think Councillors should at least be responded to, in a timely manner.* After discussion, Council decided that if DCC had not been forthcoming with any previous plans, that they would conduct a ‘walk-through’ of Instow in April as a starting point for an overall strategic parking plan.

6. Min 130 21/22 - To confirm as a true record the minutes of the meeting held on the 9<sup>th</sup> December 2021.  
Agreed - unanimous
7. Min 131 21/22 - Any matters arising from December's minutes. Re-wilding was raised by Cllr's Maccall and Hackett from December's minutes as they felt that there had not been enough adherence to what had been agreed at previous meetings. Much discussion ensued, with the result that the Clerk was tasked with contacting the relevant authorities, to ask for formal permission to make the area between the top of Quay Lane and the top of Bridge Lane, a re-wilding area. Mr Gale had agreed to leave a minimum of 6 inches growth should he decide to cut that area. Sand on the pavement was also raised as an issue, and Council agreed that the Clerk should 'chase' NDC regarding having it cleared.
8. Min 132 21/22 - Tracker update – information, see appendix.
9. Min 133 21/22 - Correspondence/Communications – information, see appendix
10. Min 134 21/22 - Finance – a summary of Council Finances, and to approve listed payments for January, including one correction from December '21 (Clerk's salary should have read £808.58, and not £800.86). To confirm increase of Clerk's hours from 16 to 17.5 per week. To discuss VAT, i.e., making tax digital, and the implications (Cllr Scott) – all payments agreed, increase in Clerk's hours noted and agreed. Cllr Scott asked approval for registering the Council as 'Tax Digital', and for permission to investigate the most beneficial way of enabling IPC to be 'Tax Digital' compliant, which could possibly involve the purchase of some form of software. Both agreed unanimously, with Cllr Scott reporting back in February
11. Min 135 21/22 - S106 monies – Council still waiting permission from the Environment Agency for the placing of sea facing benches, and written permission from Christie Estates as to the placing of an 'information' notice board near the second beach.
12. Min 136 21/22 - Instow Recreation Ground – decision on the way forward with DCC. Council unanimously agreed that a new account be opened for the Recreation Ground, with The Chair, Vice-Chair, and Cllr Hackett as signatories. Cllr Arthur will now report back in February on what he will be recommending as the next steps regarding the lease.
13. Min 137 21/22 - Car Park refurbishment – once all information has been received from NDC, Council will discuss in February, and plan the next steps
14. Min 138 21/22 - Planning update – the Yelland Appeal date now fixed for 19<sup>th</sup> April. Myrtle Cottage (74621) was agreed, with the following concerns 1) does the width of the lane restrict numbers of properties, and 2) has the TPO Officer been involved?
15. Min 139 21/22 - Jubilee Funds – after discussion, Council agreed that they would support reasonable expenses with prior notification of amounts being asked for. Some concern was expressed as to how much support would be forthcoming within the Village – would individual streets/roads want to 'do their own thing'?
16. Min 140 21/22 - Donation to Royal British Legion in lieu of purchasing wreath. As the previous year's wreath had been recycled, it was felt appropriate to donate the money saved to the British Legion. A sum of £25 was unanimously agreed
17. Min 141 21/22 - Hole in pavement opposite Boat House and solution – this will be reviewed and revisited at February's meeting
18. Min 142 21/22 - Toilet Block – unwelcome guests – no further action to be taken
19. Min 143 21/22 - Dog Bins – update following correspondence with NDC – see item 5
20. Min 145 21/22 - Date of next meeting – Thursday 17<sup>th</sup> February 2022
21. Min 146 21/22 - Agenda items for February. Voluntary code notice for dog walkers, and car park plans

### **Instow Parish Council 'Tracker' – updated for January 2022**

1. **Car Park** – Problems with the solar charged batteries, which necessitated the purchase of a 'reserve' battery and charger. This resulted in the Metric machine being out of use for 2+ weeks. Now resolved. Regarding the refurbishment works to the Car park, this has now been taken over by a lady called Helen Bond. On liaising with Helen, NDC have extreme resource problems, and the suggestion is that NDC 'hand' the project back to IPC, with a copy of the survey, and details of possible contractors, in order that they (IPC) manage the

situation. She will also confirm the extension of the grant to whatever date is needed. Will now await documentation to arrive from NDC.

2. **Former Sand Hills Care Home** – no ‘visit’ by Mr Patel, and no contact from either him or NDC. It would seem that this is just going to be allowed to idle along until June 2022 when the planning permission expires. *Cllr Arthur volunteered to contact the NDC CEO to follow up on previous emails on what NDC ‘could’ do.*
3. **Resident’s parking** (Lane End & part of Marine Parade). Now finalised, and signage etc is scheduled for January 2022 – no work commenced to date. A disabled space will also be provided.
4. **Parking and congestion in Instow** – awaiting copies of previously ‘mothballed’ plans from DCC – has been chased by DCCllr Biederman on several occasions. *See County Councillor report – item 5.*
5. **Instow Recreation Ground** – Monies now received from previous Nationwide Account, and awaiting a new Trustees Account to be set up (Chair, Vice-Chair, & Cllr Hackett as nominated Trustees).
6. **Queen’s Birthday 2022** – awaiting decision from IPC as to the amount of grant monies payable to Instow WI
7. **Lane End Close** – double yellow lines question. Will IPC act in support of the presentation made at last month’s meeting? Agreed to form part of overall consideration

### Correspondence and Outcomes – January 2022

1. Appeal from Citizen’s Advice for a donation – Cllr Hellyer asked to look at accounts
2. Notice of a petition to HMG for a change in legislation to allow meetings once again to be held remotely if necessary – Frank Biederman supports, and Councillors can sign the petition individually should they agree.
3. Notice of a new Airband Community Liaison Executive – ([sarah.Beverley@airband.co.uk](mailto:sarah.Beverley@airband.co.uk)) who is available to attend Council meetings
4. Notice from The Pensions Regulator – need to submit eligible employees by 16<sup>th</sup> February
5. Annual Parish Paths Finance forms received
6. Email from Christie Estates notifying the Clerk that their Contractors will be clearing the drainage channel in and around the Pier, in order that boats can moor. The channel is currently very heavily silted up, and would prevent the Appledore & Instow Ferry from operating. The work will be carried out 17-21<sup>st</sup> January
7. Aura Power has sold its Litchardon Cross Solar Farm project to the British Renewable Energy Group, named Infinis

### Financial Information – January 2022

Number	Payee	Details	Amount
1	NDC	Clerk’s salary	£800.84
2	Clerk’s expenses	Monthly amount, stamps, parking	£53.42
3	Booker	Toilet Block materials	£277.62
4	Michael Williams	Footpath and weed clearing	£63
5	Metric	Battery, Charger & Lead, PSP charges	£388.89
6	GDPR Data Protection Fee	Reimbursement to Parish Clerk	£40
7	Julie Braddick	Cleaning – Toilet Block & Bus shelters	£683.74
8	South West Water	Toilet Block 3 months	£1001.81
9	NDC	Dog Bin emptying	£351
Treasurer’s Account		£32,519	
Business Account		£95,256	
Car Park Income YTD net of VAT		£40,920.00 (including Metric)	
Car Park Income 20/21 YTD net of VAT		£24,254.00	