

# Minutes Instow Parish Council Meeting

**Thursday 17<sup>th</sup> March 2022 at Instow Parish Hall 7.30pm**

**Attendees** – Cllr Allen (Chair), Scott (Vice-Chair) Cllrs Maccall, Hackett, Hellyer, the Parish Clerk, and 5 members of the Public

1. Min 167 21/22 - Opening of Meeting @ 7.30pm
2. Min 168 21/22 – Apologies – NCCllr (&MP) Saxby, DCCllr Biederman, Cllrs Stewart & Arthur
3. Min 169 21/22 - Councillors Declaration of Interests – none declared
4. Min 170 21/22 - 15 minutes for Parishioners questions – 1) Mr R Balsdon wanted to know what parts of the beach are owned/managed, and by whom – Cllr Maccall explained that there were maps attached to lampposts no's 24 & 26 which indicated what he wanted to know 2) Mrs P Cantle wanted to know what was happening to the partially dismantled garages on the car park (Parish Clerk explained that NDC had not made a decision as yet, but that he was in continual contact with them), the bus shelter near the junction with Anstey Way (signal box end), was in need of internal painting, and that the Environment Agency signs were in a state of disrepair. Mrs L Forman asked the Council if the Police could be asked again to monitor car speeds along Anstey Way, and specifically from the Bideford direction by the turn onto Marine Parade. The Clerk noted all comments for action.
5. Min 171 21/22 - County & District Councillors report – NDCllr Saxby - I continue to be concerned about the situation with not enough dog bins, or rubbish bins on the slipway by the cricket club. I repeatedly contact the District Council about the overflowing bins, I know more dog bins are due, but it has now been 3 months since they were removed. Having arranged a beach clean last weekend, it is clear that much dog mess is being bagged and left all over the place, not to mention a significant number of owners choosing not to pick up at all, which will be a health hazard when the children return to the beach and dunes in the coming months. I have written to the CEO of the District Council with my MP hat on about issues across North Devon around planning delays and incomplete developments and have included the Sands following the information from Councillor Arthur, as and when I receive a response I will share. I remain dismayed at the situation with Sands, particularly given the housing shortage we face locally. Whilst I know everyone is keen to help the appalling situation in Ukraine, please can I urge people to donate cash to the Disasters Emergency Committee fund, or the Red Cross, or Médecins Sans Frontiers rather than donating items as the money can be targeted to those most in need most rapidly. If anyone has queries about the refugees' schemes, or people fleeing Ukraine with visa enquiries, please do email my parliamentary office: [selaine.saxby.mp@parliament.uk](mailto:selaine.saxby.mp@parliament.uk) who will be happy to help. DCCllr Biederman is away at the National Fire Conference in Newcastle as part of his Devon County Council duties.
6. Min 172 21/22 - To confirm as a true record the minutes of the meeting held on 17<sup>th</sup> February – unanimously agreed
7. Min 173 21/22 - Any matters arising from February's minutes – Cllr Scott wanted confirmation that the Booker's and HMRC VAT payments had been listed – Clerk gave confirmation
8. Min 174 21/22 - Tracker update – see appendix
9. Min 175 21/22 - Correspondence/Communications – see appendix
10. Min 176 21/22 - Finance – a summary of Council Finances - to approve payments, to discuss DALC communication regarding Clerk's salary, to discuss Pavement Cleaner response, and to update Council on Flowbird offer. All payments agreed, Clerk tasked with contacting applicants for 'Pavement Cleaning'. Clerk briefed Council on the offer from Flowbird of a 3 month free trial of adapting their cash only machine to accept contactless payments, as a comparison to Metric. He explained that the costs for the trial would be higher than the equivalent Metric transactions, but that if accepted by Council at the end of the trial, then

costs would be broadly the same. Some reservations were expressed by the Chair, but Council agreed to go ahead with the trial. DALC communications regarding Clerk's salary to be left to the end of the meeting under part 2 conditions – decision agreed.

11. Min 177 21/22 - To sign risk assessment papers – unanimously agreed for signing
12. Min 178 21/22 - S106 monies – nothing further to update, apart from the fact that Cllr Maccall had produced a comprehensive list of signage in and around Instow, which will be invaluable once monies are evidenced.
13. Min 179 21/22 - Instow Recreation Ground – see point 4 Tracker. Carried forward to April
14. Min 180 21/22 - Planning update – 74899 Glebe House, no issues. 74842 Oak Tree removal. Council is always opposed to tree removals, but understand that in this case, either the retaining wall, or the tree have to be sacrificed. Council felt that Mr Jones (NDC) opinion should be sought to see if there was any alternative to removing the tree.
15. Min 181 21/22 - Hole in pavement opposite Boat House – under observation.
16. Min 182 21/22 - Dog Bins. Two new bins have been purchased, and will be installed on the 23<sup>rd</sup> March. Concerns were also raised that some of the NDC bins on Marine Parade were very rusty – Clerk tasked to contact NDC
17. Min 183 21/22 - Date of next meeting – Thursday 21<sup>st</sup> April
18. Min 184 21/22 - Agenda items for April – Signage, in and around Instow. Recreation ground and contact with DCC.

21.00hrs – The meeting moved into Part 2, and members of the public asked to leave

21.10hrs – The meeting moved back into Part 1, and the Chair closed the meeting

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

1. **Car Park** – Awaiting CPWG meeting. Delay due to uncertainty following Storm Eunice and the future of the garages – NDC confirmed (9/3/22) that no decision has been made. Meeting date confirmed as 23<sup>rd</sup> March, 2-4pm Parish Hall
2. **Former Sand Hills Care Home** – Cllr Arthur continues to try and liaise with CEO of NDC
3. **Parking and congestion in Instow** – no previous plans appear to be available from DCC, therefore next steps need to be documented if any progress is to be achieved
4. **Instow Recreation Ground** – awaiting a new Trustees Account to be set up (Chair, Vice-Chair, & Cllr Hackett as nominated Trustees). Do DCC now need to be contacted regarding the lease? – Cllr Scott explained that (along with all financial providers) Lloyds could not set up a new account, unless there was a reasonable number of identifiable transactions. Therefore, Council agreed that in future, expenditure regarding the Recreation Ground, would be paid from the 'recreation account', and reimbursed from the IPC Treasurer's Account, thus showing as a transaction.
5. **Queen's Birthday 2022** – Council agreed (in January) to fund reasonable expenses, £500 was suggested. A positive meeting had been held by the WI to which 24 people attended, and committee's set up for the various tasks. Cllr Maccall expressed her disappointment at the use of plastic tablecloths, and was tasked to liaise with Mrs McCrum regarding alternatives (it appears that tablecloths will be taken out of storage, and if more required, plastic would not be bought)
6. **Queen's Birthday (2)** – possible location of tree planting on behalf of IPC as part of the celebrations – Cllr Maccall volunteered to identify suitable locations for April's meeting.
7. **Lane End Close** – double yellow lines question. Will IPC act in support of the presentation made to Council? Agreed to form part of overall consideration/plan – see point 3.
8. **Rewilding of area at top of Quay Lane** – DCC had responded with a 'no' to the informal request, citing visibility splay. The Clerk has asked (via DCCLr Biederman) what the process is to challenge the decision, and report back. Process question now with DCC

### **Correspondence and Outcomes – March 2022**

1. Email from Sally Beer (19/2/22) regarding hazard concerns on Marine Parade pavement. This was following the removal of benches for safety purposes. (By the time email had been received, the hazards had been marked). Clerk responded with that information which was acknowledged

2. Email from NDC (22/2/22) regarding a complaint from a Mr Kiley (on holiday) who had apparently tripped on one of the hazards, and bruised his face (Mr Kiley had contacted NDC who passed it on). Clerk emailed Mr Kiley asking him to get in touch, giving him all contact details – no reply from Mr Kiley
3. Email from D Jeremy (28/2/22) with an update on planning application 3272335 (Barton Lane). All Councillors circulated with full details of the appeal being allowed
4. An email from Anthony Johns (2/3/22) informing the Council that the mobile deli would once again be trading from the Pier, having received permission from Christie Estates. The van, however, would be placed on the right-hand side of the Pier, which should leave a clear path to the steps in case of emergency access being needed. The full email was circulated to all Councillors.
5. An email from P Cattle (3/3/22) informing NDC, and cc'ing the Clerk that they understood that full planning permission was necessary if John's intended to trade again on the Pier. Could NDC fully brief the Clerk please. Confirmation received from NDC 15<sup>th</sup> March that planning permission was required.
6. An email from Gail Bowering-Sheehan (3/3/22) informing the Council that some of the owners of the new houses on Anstey Way, wanted the trees at the back of Lane End Close gardens, topped, to improve their view, and that one resident (Anstey Way) had already organised someone to do this. DCC were contacted with DCCllr Biederman's support, and the answer came back very quickly that without DCC's permission, it would be treated as a criminal act if the trees were altered in any way.
7. An email to Andy Bell, cc'd to IPC, and forwarded to all Councillors from C Maynard, regarding what is described as the failure of the sand 'pens' to contain and prevent the sand blowing over the wall, and onto the pavements, road, and residents gardens – no response to date.
8. An email from Sarah White of the 'Common Players' Theatre Group, looking for support in their 'tour' of North Devon during June/July – Clerk tasked to relay query to Nigel Maun (Events Manager) at Christies.

## **Financial Information – March 2022**

Number	Payee	Details	Amount
1	NDC	Clerk's Salary	£808.58
2	Clerk	Monthly expenses	£58.38
3	Reimburse Clerk	Waste Bins	£27
4	Reimburse Clerk	Dog Bins x 2	£190
5	Reimburse MJ Scott	Bench tools and equipment	£67.81
	Reimburse MJ Scott	Digital VAT licence	£180
6	Michael Williams	Bench removal/replacement	£133
7	Metric	PSP charges & o/s Invoices	£852.60
8	DX Signs	Car Park Notice Board	£108
9	Flowbird	Maintenance	£771.23
10	Charles Waldron	Website maintenance	£45
11	Julie Braddick	Cleaning – March	£638.66
12	Andy Piper	Exterior – bus shelters	£60
Treasurer's Account		£32847	
Business Account		£95257	
Car Park Income YTD net of VAT		£33119 + Metric = £43621	
Car Park Income 20/21 YTD net of VAT		£26485	

**Confidential – Councillors only** – *not for public dissemination*

21.00hrs – meeting moved to Pt 2, Councillors only

Following the NALC communication of 2<sup>nd</sup> March 2022 regarding Clerk's salaries, and the 1.75% increase backdated to 01/04/2021, the Council agreed that the Clerk's salary from 01/04/21 to 31/03/22 should increase to £10.63ph, and from 01/04/22 onwards, increase to £11.28ph.

21.10 – meeting moved back into Pt 1. The Clerk re-joined the meeting and was informed of the decision

21.10 – Chairman closed the meeting