

JUNE - Instow Parish Council Meeting Minutes (Draft)

Held at Instow Parish Hall on Thursday 16th June 2022 7.30pm

Attendees – Cllr Allen (Chair), Cllr Scott (Vice-Chair), Cllrs Stewart, Maccall, & Hackett

Also present – Parish Clerk, and 3 members of the public

1. Min 35 22/23 – Chairman’s welcome and update. The Chairman welcomed all to the meeting, and informed them that he had attended the funeral of Ollie Cook on behalf of IPC
2. Min 36 22/23 – Apologies. Cllrs Arthur & Hellyer
3. Min 37 22/23 – Councillors Declarations of Interest. None declared
4. Min 38 22/23 – Parish Clerk’s retirement. The Clerk confirmed that he intended to retire from his post, at the end of September, or earlier if a replacement could be found who wanted an earlier start. The role has been advertised in the Parish Magazine, and through DALC, and will be placed in local papers
5. Min 39 22/23 – 15 minutes for Parishioner questions. Pam Cattle wanted to express hers, and many other parishioners’ appreciation for the Council’s help in putting on such an excellent Jubilee celebration. She further asked if ‘draft’ minutes could be placed onto the website, as a delay of a month seemed too long. The Clerk explained that draft minutes were always placed in the notice boards as soon as they had been ‘scribed’, but that he would look at the option once the ‘draft’ version had been given the okay. Cllr Scott clarified the point that the website is IPC and not the Instow Community website, therefore if anything needed changing or updating, then requests needed to be made to either the Parish Clerk, or herself as the Councillor who has oversight. Lenise Forman asked why nothing seemed to be happening regarding the blocked drains outside the Boathouse – the Chair reiterated the constant communications with NDC and DCC but advised her to write directly to NDC & DCC with her concerns as an individual. Cllr Maccall wanted to raise an issue as a member of the Parish, but the Chair overruled on a point of order. Cllr Maccall then left the meeting.
6. Min 40 22/23 – County & District Ward reports – none received
7. Min 41 22/23 – To confirm as a true record the minutes of the meeting held on 19th May. One minor amendment to minute 30 22/23 was made, changing the word ‘agreed’ to ‘felt’.
8. Min 42 22/23 – Any matters arising from item 6 – none raised
9. Min 43 22/23 – Tracker update – see appendix 1
10. Min 44 22/23 – Correspondence & Communications – see appendix 2
11. Min 45 22/23 – Finance – a summary of the Council finances, and to approve any payments. See appendix 3. All payments approved
12. Min 46 22/23 – Flowbird update – the Clerk informed the meeting that the Flowbird machine had been upgraded to offer contactless payments as well as cash, and that it was working well.
13. Min 47 22/23 – Parking in Instow – in his absence, Cllr Arthur sent a report saying that he, and Cllr’s Allen, Scott, and Maccall had walked the Village to consider parking restrictions and potential issues on May 24th. He felt that it is important that the whole Village is consulted, and if DCC are to be persuaded to take action, that the Villagers support is essential. He proposes, and Cllr Scott seconded, that a letter is drafted from IPC to all Villagers, asking them about their views and ideas, and specifically with regard to where they live. The results can then be assessed, and with the Council’s own views, a proposal can be set out for Instow’s support and agreement – then, onto DCC. Cllr Scott will determine the exact ‘area’ that is to be looked at and mailed, and forward those details to the Clerk.

14. Min 48 22/23 – Dune management and drainage issues. The Council expressed their concern that now the ‘pens’ had filled with sand, and that with any sort of wind, the sand still blows onto the road, that a re-think should happen. The Clerk suggested that an email be sent to Andy Bell asking him to address the July Council meeting, so that it could be made clear what was the way forward. Chair proposed and Cllr Scott seconded – Clerk to instigate. The question was also raised as to what other grants had been applied for from Andy Bell, to enable more progress on restricting the continued sand incursion onto Marine Parade, and why the small ‘digger’ that had been used to great effect previously, could not be used again to create a channel for the water to escape through.
15. Min 49 22/23 – Lamp Posts. Comments following NDCllr (&MP) Saxby’s email. The Clerk to forward relevant emails to Cllrs Allen & Scott for action.
16. Min 50 22/23 – Car Park – Cllr Stewart confirmed that things were in hand to obtain a quote for the metalwork described on the plan, prior to the July meeting, so that permission could be given to proceed in September. It was confirmed that the plan was the one agreed at a meeting with NDC in September last year
17. Min 51 22/23 – Planning – Cllr Hackett informed the meeting that there were 4 applications in hand
18. Min 52 22/23 – Date of next meeting – July 21st.

Appendix 1

Instow Parish Council ‘Tracker’ – updated for June 2022

1. **Car Park** – Following 3 quotes, and meetings, IPC have accepted Crabb Contractors quote, with start date to be early September 2022. Meeting with Rob Floyd to be arranged in the near future (by the end of June latest), for metalwork quotation.
2. **Former Sand Hills Care Home** – Cllr Arthur reported that the Owner had applied to carry out some minor demolition works, which will protect the planning permission, i.e. make it extant. It was suggested that as NDC were compiling a list of unoccupied properties, that the Sands could be considered as such, and referred to NDC. At the moment, it would appear that there is no motivation, or inclination to do anything about the effect this eyesore is having on the Village from Mr Patel. Cllr Scott proposed with Cllr Stewart seconding, that an article advising residents of Instow and surrounding areas that they should be reporting unused houses, be placed in the Parish Magazine
3. **Parking and congestion in Instow** – proposed ‘walk round’ by Councillors took place on May 24th. Agenda item at June meeting – see minute 13 of the June minutes.
4. **Instow Recreation Ground** – Trustees account now set up. Still awaiting correspondence from Lloyds.
5. **Queen’s Jubilee 2022** – Successful event. Many thanks to MJ Scott, R Stenton, and S McCrum, and participating Councillors. The Chair to write on IPC’s behalf to Rachel Stenton and Susie McCrum, thanking them for their support and endeavours. Cllr Scott asked where the signage bought for the celebration was going to be stored. Mrs Pam Cattle asked if she could interject, and said that the undercroft could be used, but that the Council needed to tidy it up before storing anything more. A suggestion was raised that the ‘pavement cleaner’ could maybe use the ‘cones’ purchased? Clerk to determine
6. **Queen’s Birthday (2)** – following the renovation of the Pier Light and placement by Woody Hudson, a new project is needed! Bottom line is now that we need suggestions for another project. July meeting agenda ?
7. **Lane End Close** – double yellow lines question. Will IPC act in support of the presentation made to Council? Will form part of overall consideration.
8. **Rewilding of area at top of Quay Lane** – Dave Budd will now ‘high cut’ the area (6 inches+) and Mr Gale will no longer take responsibility
9. **Hillsleigh** – Cllr Scott managed to contact Mr Jones (NDC Tree Preservation Officer), who has reinstated it on his list as a matter of urgency. Overhanging greenery removed, as no response received from Andrew Phillips
10. **S106 Monies** – nothing heard
11. **Grant** – possibility of grant monies from Selaine Saxby for notice board replacements. Clerk followed up with an email following the April meeting, and Selaine has replied saying that the normal grant application process will have to be followed, but that she would support it. Cllr Scott proposed, and Cllr Allen seconded

the suggestion that they would accept responsibility for the grant applications. Clerk to forward details to both.

Appendix 2

Correspondence and Outcomes – June 2022

1. Letter from K Stanbury (White House Close Residents Chairman), complaining about the lack of sand clearance between the public toilets and White House Close, the obscuring of the yellow lines, and the drains being blocked with sand. Additionally, the overall state of the Village which is causing dismay – more should be done! Letter passed to Chair & Vice-Chair to respond – in hand.
2. A letter from NDC Planning had been received, stating a lack of resources preventing them from following up on the need for Planning Permission for the John's Deli Van on the Pier. In the meantime, nothing changes!
3. A letter from Mike Glover stating his pleasure at seeing some 'tidying-up' of Instow at the Quay end, the flower beds, the anchor on the Quay, and the refurbished light. He asks the question as to whether there are any plans in place regarding the red phone box, as it is becoming an eyesore. He is sure that there are people in the Village who would be prepared to take over the maintenance of said box if it could be acquired. (?) The Council was reminded by Cllr Scott, supported by the Chair, following an investigation last year, that BT still owned the Phone Box as being an essential item, for safety reasons being close to the Pier, therefore the Council could not do anything regarding second usage etc. Clerk tasked to write to BT with the Council's concerns about maintenance.
4. Advance notice of a Road Closure between Chichester Close & Worlington Cross, 7pm to 7am, on the 13-15th September, by Barden Network Engineering

Appendix 3 - Finance

Number	Payee	Details	Amount
1	Julie Braddick	Toilet Block	£498.33
2	Julie Braddick	Bus shelters and maintenance	£252.84
3	NDC	Clerk's salary (May)	£880.48
4	Roger Levick	Clerk's expenses	£40
5	Metric	Various	£342.29
6	MJ Scott	Jubilee costs – reimburse MJS	£204.35
7	Glyn Brown	Jubilee costs – reimburse MJS	£110.40
8	Michael Williams	Hillsleigh (reimburse MJS)	£154
9	Archant	Job Adverts (2021)	£302.40
10	Booker(DD)	Toilet materials	£289.98
11	Dave Budd	Grass cutting	£340
12	Joanne Bell	Beach Cleaning	£240
13	Paul Fletcher	Pavement Cleaning	£300
14	D Prouse	Clearing Toilet blockage	£126
Treasurer's Account		£35410	
Business Account		£101548	
Car Park Income YTD net of VAT		£11668	
Car Park Income 20/21 YTD net of VAT		£9810	