

# MAY - Instow Parish Council Meeting Minutes

Held at Instow Parish Hall on Thursday 19<sup>th</sup> May 2022 7.30pm

**Attendees** – Cllr Allen (Chair), Cllr Scott (Vice-Chair), Cllrs Arthur, Stewart, Maccall, Hackett, & Hellyer  
Also present – Parish Clerk, DCllr Biederman, and 2 members of the public

1. Min 18 22/23 – Opening of the meeting at 8pm – late start due to previous meetings overrunning
2. Min 19 22/23 – Apologies – NDClr (&MP) Saxby
3. Min 20 22/23 – Councillors Declarations of Interest – none declared
4. Min 21 22/23 – 15 minutes for Parishioner questions – Mrs Cantle raised concerns about the continuing traffic congestion in and around Instow. The Chair responded that the Council had decided to take a more pre-active approach as there was still no input from DCC. More news at June's meeting.
5. Min 22 22/23 – County & District Ward reports – By email NDClr Saxby reported that 1. She was delighted that the bin issues at ATTURM had been sorted 2. She shared the concerns about illegal parking in the village, and hoped that DCC could send enforcement 3. Flooding at gate opposite Boathouse (sand build up) reported to DCC. DCllr Biederman reported that 1. At last Covid numbers were receding, but care still necessary 2. There is a desperate need for Foster Carers in Devon, please let anyone and everyone know that may be interested 3. No answer was expected on the Yelland appeal until the first week of June earliest 4. There was no real interest at County regarding Instow's parking problems, as most seaside towns/villages had the same issues. Maybe the Council could instigate a petition to send to DCC 5. The collaboration between NDC, DCC, and the Police with concerns about beach parties, was working well, with active measures being put in place.
6. Min 23 22/23 – To confirm as a true record the minutes of the meeting held on 21<sup>st</sup> April - agreed
7. Min 24 22/23 – Any matters arising from item 6 – A misspelling of Hillsleigh (Hillside) was corrected, and the Clerk tasked to pursue the matter with the Tree Preservation Officer (Mr Jones)
8. Min 25 22/23 – Tracker update – see appendix 1
9. Min 26 22/23 – Correspondence & Communications – see appendix 2
10. Min 27 22/23 – Finance – a summary of the Council finances, and to approve any payments. See appendix 3. All payments agreed.
11. Min 28 22/23 – Planning matters – no new applications received
12. Min 29 22/23 – Neighbourhood Watch update – Cllr Allen reported that an article had been placed in the Parish Magazine, and he would wait and see the response before commenting
13. Min 30 22/23 – Flower bed maintenance – Cllr Maccall reported that there seemed to have been mixed messages received, as to who was doing what to the flower beds and when. After much discussion it was felt that IPC would take over the responsibility following the Queen's Jubilee, and would ask the WI to work with them. Cllr Maccall to lead.
14. Min 31 22/23 – The 'Instow Book' – Cllr Scott reported that there was move to have the book reprinted, and as the Council owned the copyright, a reprint required IPC permission. It was proposed by Cllr Scott, and seconded by Cllr Hellyer that permission be given and a grant application made. Carried unanimously.
15. Min 32 22/23 – Any other business. There is a demand for more annual parking permits on Marine Parade, however the agreed maximum of 8 had already been exceeded due to the garages block being damaged. The Council decided that there would be no increase in the numbers allowed as it would be detrimental to Council income. A notice had been received from the Forces Veteran's

- Association of a planned run from Instow Beach on 19<sup>th</sup> June, finishing at Chivenor. 250 runners expected, and permission for the event to start from Instow was being sought from Christie Estates
16. Min 33 22/23 – Next meeting is the 16<sup>th</sup> June
  17. Min 34 22/23 – Meeting closed at 9.20pm

## Appendix 1

### Instow Parish Council 'Tracker' – updated for May 2022

1. **Car Park** – Following 3 quotes, and meetings, IPC have accepted Crabb Contractors quote, with start date to be early September 2022. There is now a need for quotes for the iron works in order to agree final costs before September
2. **Former Sand Hills Care Home** – Cllr Arthur continues to try and liaise with CEO of NDC.
3. **Parking and congestion in Instow** – proposed 'walk round' by Councillors on 24<sup>th</sup> May, 6.30pm meet at car park. Cllr Arthur will lead! Cllr Maccall raised a case of a lady who had overstayed the parking limit outside of John's deli, and received a ticket. After some mildly heated discussion, it was agreed that there was no action that the Council should be taking
4. **Instow Recreation Ground** – Trustees account now set up.
5. **Queen's Jubilee 2022** – All on track with relevant permissions granted, notices prepared, traffic cones ready. The Rev'd Marissa had agreed to conduct a Jubilee Celebration Service at St John's on the Saturday afternoon
6. **Queen's Birthday (2)** – tree planting a non-starter due to time of year, and suitable location. Proposal that a flagpole positioned on the Pier could be an alternative. Tapeley will not grant permission as it is Grade 2 listed, but offered positions for tree planting within Tapeley grounds later in the year. The question was asked by Cllr Maccall if renewing the old Pier Light could be an option? Cllr Maccall proposed and Cllr Arthur seconded a proposal, which was carried unanimously – Clerk to contact Christie Estates regarding possibility.
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, with reservations as DCC are very unwilling to use double yellows in suburban parking areas.
8. **Rewilding of area at top of Quay Lane** – No response from DCC to date. Dave Budd will now 'high cut' the area (6 inches+) and Mr Gale will no longer take responsibility. Discussion took place regarding the best time to cut/trim the area opposite, and the Clerk tasked to liaise with Dave Budd.

## Appendix 2

### Correspondence and Outcomes – May 2022

1. Correspondence regarding the potential issue of Beach Parties has been copied to all Councillors from DCllr Frank Biederman, Devon & Cornwall Police, Ray Jones (Environmental Protection), Andy Cole NDC, & Natasha Rowland NDC, with action plans agreed, i.e. accompanied bus routes, educational posters, and physical presence
2. From Westleigh Parish Clerk – DALC will be conducting a New Councillor/Refresher Course on Monday July 18<sup>th</sup> at 2pm in Westleigh Village Hall. It will be a 2.5 hour session, face to face. New or existing Councillors welcome, but need a definite commitment to attend. Replies to Instow Clerk please. Cllr Stewart agreed to attend
3. A notice regarding 'Landowner Deposits' has been placed in the notice boards, and at various places throughout Instow, Westleigh, and Braunton. The notice does not affect any public rights of way which are already recorded, or any town or village greens that are already registered with the Commons Registration Authority. The deposit has been made to protect the land from any claims made on or after the application date (5/4/22) for the dedication of additional public rights of way, or registration as a town or village green
4. Email from Pam Cantle regarding a lack of legible bus time tables in the bus stops. Apparently it is Stagecoach's responsibility, and they have been contacted by Devon County Council – now resolved
5. Emails between Clerk & NDcllr Saxby regarding the obliteration of road markings from the Boathouse towards the Dunes, and the new 'permit' signage – because of the lack of visibility of the markings, there will be confusion and possible penalising for wrongful parking

### Appendix 3

#### Financial Information – May 2022

| Number                               | Payee            | Details                            | Amount   |
|--------------------------------------|------------------|------------------------------------|----------|
| 1                                    | Julie Braddick   | Toilet Block                       | £498.33  |
| 2                                    | Julie Braddick   | Bus shelters and maintenance       | £186.80  |
| 3                                    | NDC              | Clerk's salary (April)             | £1341.83 |
| 4                                    | Roger Levick     | Clerk's expenses                   | £61.24   |
| 5                                    | Roger Levick     | Pavement cleaner tools - reimburse | £79      |
| 6                                    | MJ Scott         | Jubilee costs - reimburse          | £536.16  |
| 7                                    | Charles Waldron  | Website annual fee                 | £121.20  |
| 8                                    | Charles Waldron  | Website maintenance                | £45      |
| 9                                    | Metric           | Ticket rolls                       | £95.69   |
| 10                                   | Andy Piper       | External Bus Shelters              | £60      |
| 11                                   | Booker (DD)      | Toilet materials                   | £226.07  |
| 12                                   | Active Drainage  | Drain camera work (paid 27/4)      | £420     |
| 13                                   | Dave Budd        | Grass cutting                      | £340     |
| 14                                   | Joanne Bell      | Beach Cleaning                     | £120     |
| 15                                   | South West Water | Toilet Block - quarterly           | £1451.19 |
| Treasurer's Account                  |                  | £35551                             |          |
| Business Account                     |                  | £101547                            |          |
| Car Park Income YTD net of VAT       |                  | £7108 including contactless        |          |
| Car Park Income 20/21 YTD net of VAT |                  | £5556                              |          |