

JULY - Instow Parish Council Meeting Minutes

Held at Instow Parish Hall on Thursday 21st July 2022 7.30pm (subsequently moved to St John's Chapel, Anstey Way)

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

Also present – Parish Clerk, and 7 members of the public

1. Min 53 22/23 – The Chairman welcomed all to the meeting.
2. Min 54 22/23 – Apologies. Cllrs Arthur & Hellyer, NDCllr (&MP) Saxby, & DCCllr Biederman
3. Min 55 22/23 – Councillors Declarations of Interest. None declared.
4. Min 56 22/23 – 15 minutes for Parishioner questions. Lenise Forman wanted clarification on why she had been asked to write to DCC about the sand blocked drains, when it should be the Council's job to do so. The Chairman reiterated that it was because DCCllr Biederman had recommended the step, as each 'complaint' carried equal weight, whether corporate or individual. Joanne Bell asked why barbeques could not be banned on any of the beaches. The answer given is that they are banned, but notices have faded and need renewing, apart from the one just past the Glorious Oyster. It was agreed that the Clerk would write to NDC asking for a PSPO for no BBQs on the beach or sand dunes, both Instow and Puttermouth (beach beyond the Cricket Club).
5. Min 57 22/23 – County & District Ward reports. No report was received from DCC, and NDCllr Saxby's report, to be read in conjunction with a report from Christies, is attached as appendix 4. Much discussion took place regarding the options potentially available to deal with the anti-social problems - an agreement for the Chairman to speak to the residents of the Chalets by the Cricket Club, asking them to monitor issues, and feedback. Cllr Scott also raised the point that if there was an active Neighbourhood Watch, that would also act as a monitoring channel. More visible signage was agreed as being needed, regarding the banning of barbeques. The problem of sand blocked drains was covered more fully under agenda item 12. The Chair agreed that following Andrew Woollacott's offer to meet up with the Council, that the Beach Management Group would take part.
6. Min 58 22/23 – To confirm as a true record the minutes of the meeting held on 16th June. There was some disagreement from Cllr Maccall as to the accuracy of the minutes. After heated discussion, a vote was held, with 3 voting for agreement with the minutes, one abstention, and one against. Motion carried.
7. Min 59 22/23 – Any matters arising from item 6. Cllr Maccall asked if the Pavement Cleaner could also clear the sand from in front of Marine Court – Clerk to arrange.
8. Min 60 22/23 – Tracker update – see appendix 1
9. Min 61 22/23 – Correspondence & Communications – see appendix 2
10. Min 62 22/23 – Finance – a summary of the Council finances, and to approve any payments. See appendix 3. To give authority to the Finance Committee to pay invoices that fall due in August, as there is no meeting held that month – agreed. It was also agreed that the recommendations in the Internal Auditors report should be adopted.
11. Min 63 22/23 – this was felt to have been covered under minute 5. Cllr Hackett produced a newspaper cutting regarding Street Marshals, which detailed that NDC were paying a security company for 2 Marshals in Westward Ho!, Bideford, Woolacombe, and Croyde. They would operate for 49 hours per week for a 10-week period. It was thought that the costs would be prohibitive for IPC to consider.
12. Min 64 22/23 – The Chair thanked Andy Bell for attending the meeting, and Andy took some time to explain the rationale of why Instow was still experiencing such sand access on the road with

consequential blocking of drains. He is meeting with Christie Estates to see what joint efforts could be made, but a lack of money has hindered progress.

13. Minute 65 22/23 – Tarka access planned improvements. Council agreed with the proposals put forward by Martin Caddy.
14. Minute 66 22/23 – Parking in Instow – deferred to September’s meeting.
15. Minute 67 22/23 – Car Park update. The council agreed that quotation for the costs (£2250) for the necessary ironwork from Rob Floyd, were reasonable and could be approved. All in favour.
16. Minute 68 22/23 – The Council decided to remove the subject of the Queen’s Birthday Project from the Tracker, as too much time had now passed.
17. Minute 69 22/23 – Planning. The Council agreed with the external works to the temporary classroom block at the school. Cllr Maccall updated the Council on what further things were happening regarding the Planning Inspectorate Yelland decision. She pointed out that the Father of the House, Peter Bottomley, had recently challenged a Planning Inspectorate decision, and now that our own MP is free from the shackles of Government position, that IPC could ask her to consider something similar. It was agreed that a letter would be sent to NDCllr (&MP) Saxby, that would be copied in to the relevant councils with an interest to the Yelland site. It was however, pointed out that the main reason for dismissing the appeal, was that it was in the Local Plan, and it was only in the Local Plan because the Planning Inspectorate insisted it was included.
18. Minute 70 22/23 – Next meeting is the 15th September.

Appendix 1 - Instow Parish Council ‘Tracker’ – updated for July 2022

1. **Car Park** – IPC have accepted Crabb Contractors quote, with start date to be early September 2022. Quote now received for ironwork, and authorisation needed from Council to proceed with work prior to resurfacing – agenda item 15
2. **Appointment of new Parish Clerk.** Permission required to allow an overlap on timings, so that the new appointee can shadow the existing Clerk for an agreed period of time, following their start date. Council agreed that a period of between 1 and 3 weeks could be authorised – all in agreement
3. **Former Sand Hills Care Home** – Cllr Arthur continues to try and liaise with CEO of NDC. NDCllr Saxby agrees with Cllr Maccall that S215 should be used, and has raised it with NDC. She also says that there are several ‘empty’ properties in Instow that this could apply to, and would appreciate IPC raising it with NDC.
4. **Parking and congestion in Instow** – Cllr Arthur has a plan, and the wording of the survey now needs signing off.
5. **Instow Recreation Ground** – Trustees account now set up. Money ready to be transferred (£5111). This can now be taken off the Tracker.
6. **Queen’s Birthday (4)** – following renovation of Pier Light and placement by Woody Hudson, a new project is needed. Due to the passing of time, it was felt that this was no longer relevant, and could be removed from the Tracker.
7. **Lane End Close** – double yellow lines question. Will form part of overall consideration.
8. **Rewilding of area at top of Quay Lane** – Dave Budd will now ‘high cut’ the area (15mm) and Mr Gayle will no longer take responsibility – can now be removed from Tracker.
9. **Hillsleigh** – Cllr Scott managed to contact Mr Jones, who has reinstated it on his list. Overhanging greenery removed, as no response received from Andrew Phillips. Cllr Maccall asked if the Council were proposing to try and claim the monies back from Mr Phillips – Clerk to attempt further contact.
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 will have to be followed, but that she would support it. Application now accepted, and type of notice board to be decided upon.

Appendix 2 - Correspondence and Outcomes – July 2022

1. North Devon community resilience and flood warden training workshop – Monday 19th September at Fremington Parish Hall, 5.30-9.30. To update emergency plans already in place – Cllr Scott to attend.
2. White Cross – comprehensive email sent to all Cllrs, with emphasis on the fact that this is an ‘outline’ of what **could** be a proposal.
3. An email to the Clerk thanking him for expediting the clearance of the Tarka Trail between the Marine Camp and the Signal Box – Clerk responded with thanks
4. An email from NDC – NDC are consulting on a proposal to introduce an animal licensing policy. The proposals and recommendations can be found on the Council’s website, and completed surveys sent to consultation@northdevon.gov.uk A suggestion that this was passed to the Parish Magazine was agreed.
5. An email from Devon County Council, confirming that residents of Lane End Close could carry out works to the verge of Anstey Way as a self-help community project. Additionally, that no trimming, lopping, or reducing the height of the trees behind Lane End Close, could be carried out without the expressed permission of DCC. Clerk copied email to Chichester Homes, and to the resident who had raised an enquiry regarding trimming!
6. An email from DCC confirming that Instow Parish Council are allowed to trim the Cherry Trees at the junction of Marine Parade and Anstey Way to improve traffic visibility.
7. An email from Tricia Morris asking for an update on the proposed positioning of the new notice board on the wall by the partially demolished garages to the right of the car park. Clerk responded that there had been no communication from NDC as to what their plans are.
8. Settlement Evidence Base Survey – an email was forwarded to all Cllrs on the 23rd June regarding a services and facilities survey, and a settlement sustainability survey. This needs to be completed and returned to North Devon & Torridge District Councils by the 5th August. IPC need to appoint a Cllr to collate and forward responses from IPC, if they agree that is necessary – Cllrs given an option by the Chair to complete if they felt it necessary.
9. A verbal complaint to the Chair regarding the noise levels from music at the Glorious Oyster. Clerk tasked to contact NDC and Christies for information. NDC confirmed that the GO has a license for alcohol, and that if it is felt that noise is excessive, this can be reported via the Council website [Noise nuisance \(northdevon.gov.uk\)](http://northdevon.gov.uk)

Appendix 3 - Financial Information – July 2022

Number	Payee	Details	Amount
1	Julie Braddick	Toilet Block	£498.33
2	Julie Braddick	Bus shelters/Painting/Maintenance	£304.80
3	NDC	Clerk’s salary (June)	£79.64
4	Roger Levick	Clerk’s expenses	£80.50
5	Parish Clerk	Reimbursement of audit fee	£110.36
6	NDC	Dog Bin emptying	£351
7	Dave Budd	Grass Cutting	£490
8	Flowbird	Ticket rolls	£297
9	Booker	Toilet materials	£239.23
10	Michael Williams	Reimbursement to MJ Scott	£147
11	Metric	Transaction D/D	£150
12	Andy Piper	Bus shelter (ext) cleaning	£60
13	Joanne Bell	Beach Cleaning	£300
14	Paul Fletcher	Pavement Cleaning/Brush head	£303.98
15	South West Water	Toilet Block water usage	£946.38
Treasurer’s Account		£38230 (£33119 after Rec. Ground Fund removed)	
Business Account		£101549	
Car Park Income YTD net of VAT		£17164	
Car Park Income 20/21 YTD net of VAT		£15955	

Appendix 4

North Devon Councillor's Report – Selaine Saxby

Sand on highway

Following up on sand issues with County Council – this response has been sent to the Parish Council previously, from the Head of Highways. I continue to try to resolve the Natural England licensing issues with DEFRA directly.

“The issue with the flooding at the beach entrance is for Instow Parish Council or Christies Estate to expose the outfall of the gully on the beach, it was covered over during the winter storms and we have asked for the outfall to be cleared. As yet nothing has happened.

We did promote a scheme last year due to additional monies from Cabinet encouraging parish and town councils to apply for funding from us to carry out works on street furniture in their areas. Hopefully we may be in a position in a future year to have that funding available again for the street lights.”

Anti-social behaviour/parties and rubbish left on the beach

I genuinely believe the only way to tackle this is to look towards Street Marshalls as other towns in North Devon have. This may be complicated by the beach being privately owned, other privately owned beaches I know have some security operating. The local police may be able to help and it may be possible additional grant funding is available. I have also previously detailed the grants available from the District Council that might be able to be used towards this – again no application has been received to date

Bins

I have been assured by NDC that the damaged bins along the seafront will be replaced, and I have chased again this weekend. Will amend this bullet point if have further update before meeting

Glorious Oyster/Sandhills car park/general parking issues

You have an update from Andrew Woollacott on this.

Derelict properties in the village

I have written to the Chief Exec of NDC again about the vacant properties in the village, including Sands. There is I believe more that can be done about empty properties, and I encourage other concerned residents to also write as with the current housing situation here in North Devon, we should as a community be working to bring all empty properties back to life so people can live in them. Apparently, there is an empty homes scheme at NDC but to date we have not seen any change to the handful of properties here that have been vacant for many, many years.

Andrew Woollacott – Christie Estates Report

In advance of the parish council meeting tomorrow I wanted to update on a few matters as previously raised.

Glorious Oyster

I met with Lyndsay of the Glorious Oyster this week to discuss concerns raised. She was somewhat surprised (as was I) that no one had raised any issues with her directly and it was the first she was aware of any problems. Her business and the events that she holds are popular with many locals and whilst she appreciates there needs to be a balance, she is also very aware of her restrictions on time and licence conditions and I do not consider she has been in any breach of these. She acknowledged there were some issues with parking on the access road and she will address that with support from the Estate. The Estate would like to reiterate their support for Lyndsay and she is a great example of someone who lives locally, has worked hard to build a business and she should be recognised as a great ambassador for the village and the Estate - I hope the parish council can see that and look to work with her. She feels strongly about her business and is hoping to attend the meeting so she can provide answers directly to any concerns raised.

Sandhills Car Park

The Estate has increased its presence on the ground to assist with litter picking around the car park and enforcement of those parking without paying. We have seen a slight increase in overnight camping and without having someone on the ground permanently or closing the car park at night (which we would want to avoid) this is going to be an ongoing challenge as it is elsewhere around the Estate at Saunton and Sandy Lane. Having said that we are really pleased that the car park is busy and that it is being used by locals and visitors. There is a permit system in place for which anyone can apply for an annual licence – we have over

30 permits granted to mostly people who live locally which given the parking issues in and around Instow is a great option to have.

Instow Beach and Anti-social Behaviour/Litter

I am sorry to see this has and continues to be an issue. Instow Beach is well known within schools and colleges as being the 'end of term/exam party spot' and combine this with good weather we should perhaps anticipated there would be a problem. The Estate of course will look to do what it can through continuing to fund the PC to facilitate cleaning (and happy to review this figure) but we do have limited resource in terms of providing a presence on the ground, (noting that the Estate do not all of the beach). Signage can be looked at but that will not solve the problem without having some form of enforcement. I have some ideas and initiatives which could be established through wider messaging through social media and engagement with schools and colleges and we will continue to look to raise awareness through supporting plastic free north Devon and various volunteer and stakeholder beach cleans – Lyndsay is also providing a service in this respect to help.

Instow Beach – Sand and Culverts

The clearance of the drains that are within the highway's owned wall is the responsibility of the highways to keep clear and maintain including the removal of sand. I have met Andy Bell to look at this and we are both concerned that if Highways do not do anything before the next downpour, then this will seriously affect the ability of water to escape the highway and could cause flooding. Andy and I also looked at the manmade dunes within the fenced off areas which appear to be working in that they have trapped sand that otherwise could have ended up on the road. We do need to consider roping off these areas to reduce the footfall through them to allow vegetation to establish and Andy and I will discuss a plan for this.

As mentioned before, I am unable to attend the PC meeting but I would suggest we arrange a meeting to consider what more can be done collectively to address some of these issues.