

October - Instow Parish Council Meeting Minutes

Held at Instow Parish Hall on Thursday 20th October 2022 7.30pm

Attendees – Cllr Allen (Chair), Cllr Scott (Vice-Chair) and Cllr Maccall.

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

1. Min 90 22/23 – The Chairman welcomed all to the meeting
2. Min 91 22/23 – Apologies – ND Cllr (&MP) Saxby and Cllrs Hellyer, Arthur, Hackett
3. Min 92 22/23 – Councillors Declarations of Interest. – None raised
4. Min 93 22/23 – 15 minutes for Parishioner questions. –
 - A visitor to the village was most concerned about the state of the telephone box on the quay and asked if it was possible for someone in the village to do something about tidying up and maintaining it, he stated that it was a disgrace to the village.
 - P. Cante mentioned that the closures on the Marine Parade Car Park's toilet doors need replacing. Chairman to check. IPC have dealt with this problem previously. Also, that the rusted-out dog waste bin needs removing.
 - P. Cante introduced P. Lancaster to the meeting. Ms Lancaster is looking to become a trustee of the Instow Parish Hall and made a statement about how she would be keen for the IPC to work with the Village Hall trustees to bring life back to the hall and make the Village Hall an active and accessible part of the community. She mentioned that one of the main issues with securing bookings for the hall was that there is no parking available for the hall, and asked whether the IPC could discuss allowing village hall users free parking in the Marine Parade Car park. P. Lancaster reiterated that ultimately the Village Hall is a valuable facility which should be at the heart of the community and should be properly useable by the parish of Instow. After a long discussion Ms Lancaster was asked to present a proposal to the council for them to consider and this will be an item on the next agenda.
 - It was mentioned that there have also been reports of home owners putting their black bins in the layby to deter visitors from parking in the available parking spaces. Furthermore, it was mentioned that there was a lot of dog mess around ATTURM.
 - J. Bell wanted to publicly comment that she was extremely unhappy about the email regarding the Yelland project, that had been sent out by ND Cllr (&MP) Saxby to the parish.
5. Min 94 22/23 – County & District Ward reports. – None received
6. Min 95 22/23 – To confirm as a true record the minutes of the meeting held on 21st September. – Cllr Maccall had comments to make about several of the minutes, but it was mentioned by the Chairman and Vice-Chair that the changes could have been sent to the Clerk two weeks previously, when Cllr Maccall had originally received the draft minutes. Cllr Scott proposed that there should be a standing order that requires that councillors suggest any amendments, prior to coming to the meeting as to not waste the public's time. However, Cllr Maccall suggested that there should be transparency with the public. After some discussion Cllr Scott proposed that the minutes be altered

to include in Min 81 that Cllr Maccall had that there should have been three quotes provided for the flowerbed in line with best practice and value for money. Also, Min 85 under planning should have included the watercourse under the building and that this should have been included in the letter to NDDC. This amendment was unanimously agreed, and all agreed that the minutes were now correct.

7. Min 96 22/23 – Any matters arising from item 6 – Cllr Maccall reported her disapproval at the handling of the Flowerbed replanting project. Cllr Maccall stated that the IPC had not gone through the proper procedures. Cllr Maccall also mentioned the lack of biodiversity in the planting scheme. Cllrs Allen and Scott maintained that the council had agreed that the WI would have responsibility of the project and had kept councillors informed. Cllr. Maccall argued that in the May Meeting minutes it was agreed that IPC would take over responsibility asking the WI to work with them.
8. Min 97 22/23 – Tracker update – see appendix 1
9. Min 98 22/23 – Correspondence & Communications – see appendix 2
10. Min 99 22/23 – Finance – a summary of the Council finances, and to approve any payments. See appendix 3. The invoice for the resurfacing works has been received, but due to several minor defects, Cllr Scott suggested paying the full amount minus 5% until the issues have been rectified and that the IPC would pay the remaining amount on their completion.
11. Min 100 22/23 – The Christmas Carol Concert – Cllr Scott suggested the return of the village Christmas carol concert, which had been cancelled for the past two years due to Covid. Cllr Scott mentioned that previously the Commodore had allowed use of their lower car park for the event. It was agreed that Cllr Scott would approach the Commodore to enquire about it.
12. Min 101 22/23 – Christmas Party – Cllr Scott proposed that the IPC, as in previous years, hold a small party to thank the people of the village who participate around the village and give their time for free. Cllr Scott suggested that the middle of January would be better than trying to arrange something during the Christmas period. In the past, the party had been held at the Commodore. It was agreed that Cllr Scot would approach the Commodore to see if they were willing to hold and support the party. Cllr Scott then asked if it could be put under community budget, Cllr. Maccall suggested the council could use a discretionary payment and agreed to find the details.
13. Min 102 22/23 – Option to opt out of the SAAA external auditor – Cllr Scott stated that she had looked through the information and it was best for the IPC to not opt out. Agreed by all.
14. Min 103 22/23 – Car park Entrance – In Cllr Stewart's absence, the Chairman explained the suggestions for the car park entrance, as to how best to protect pedestrians entering the car park and prevent drivers from driving in to the car park too swiftly and damaging the new barrier. The Clerk produced three quotes, made for signs for the new height barrier stating the maximum height allowed for entry to the car park. It was agreed to go with the quote made by DX Signs of Barnstaple, who the parish had previously used for car park signage.
15. Min 104 22/23 – Yelland S106 – Cllr Maccall mentioned that the IPC had not responded to the letter from ND Cllr (&MP) Saxby concerning the situation with the Yelland Site. It was agreed that the Clerk

would check with NDC as to why our comments on the application for Yelland 106 modifications are not shown on the website.

16. Min 105 22/23 – NDC Car Park Supervision draft agreement – Due to Cllr Arthur’s absence it was agreed to postpone the item until the November meeting. Clerk to email NDC to explain delay.
17. Min 106 22/23 – Dog bins – The Chairman explained that one of the rusting dog waste bins had been removed and that the second rusted out one should also be removed. It was agreed that the Clerk would purchase new dog bins after checking whether the NDC are going to continue to collect dog waste. Cllr Maccall noted that a new dog bin had been placed in a different location against the beach wall, to where it had previously been positioned next to the pedestrian entrance to the dunes. The councillors asked the clerk to check with NDC as to why the bin had been moved to a new location that was less convenient or practical for dog walkers coming from the beach with waste, and to organise resitting it if possible.
18. Min 107 22/23 – Red Telephone Box (Tidy up) –Cllr Maccall reported that the state of the phone box needed to be addressed and asked the Clerk to write to BT to ask if they maintain the box. It was suggested that if they do not maintain it, could the clerk enquire whether the IPC can take over the maintenance of it. Cllr Maccall suggested they ask the village parishioners if any enthusiasts would like to volunteer to smarten up the phone box and it was resolved that the IPC would pay for the supplies needed, if allowed to maintain the phone box.
19. Min 108 22/23 Public Conveniences (NDC) – The Chairman informed the council that a letter had been received from Ken Miles at NDC suggesting that local parish councils should take over the running of public conveniences in order to save the district council money. The same request had been proposed in 2021 and the previous IPC Clerk had replied saying that the suggestion that the matter had been discussed at the IPC meeting and the decision had been made that IPC would not take on the toilets currently cared for by NDC.
20. Min 109 22/23 – Any other business as raised by Chair –
 - A new planning application arrived after the agenda had been published. Planning Reference: **76076** (Demolition of existing dwelling and erection of replacement dwelling, slight realignment of existing frontage wall to improve egress visibility and associated works at Ulmrosa Anstey Way Instow Bideford Devon EX39 4JQ. Grid Ref: 247438; 130746).
 - It was agreed by all to allow the Clerk to purchase a laminator machine.
21. Min 110 22/23 – Next meeting – **17th November 2022**

Meeting closed at 9.15pm

Appendix 1 - Instow Parish Council 'Tracker' – updated for October 2022

1. **Car Park** – Crabb Contractors have completed the resurfacing of the car park and have painted in the white lines. The lines were not painted in accordance with the original NDC plan, but are now acceptable, as the car park wall has been extended by Crabb Contractors in accordance with IPC's instructions. Invoice received for works completed. Cllrs Allen and Stewart examined the finished work and noted several issues with the resurfacing.
2. **Former Sand Hills Care Home** –Cllr Arthur has emailed Ken Miles at NDC with photos of the derelict property.
3. **Parking and congestion in Instow** – Cllr Arthur has produced a survey (questionnaire) to be delivered to the area affected by the parking issues, to get opinions on what is to be done.
4. **Lane End Close** – double yellow lines question. Will form part of overall consideration.
5. **Hillsleigh** – Cllr Maccall suggested that an attempt should be made through DCC (Highways Act 1980) to reclaim the cost from DCC. Clerk has emailed Mr Jones regarding TPOs on the property and attempted to contact DCC regarding reclaiming the costs. Clerk to now also write to DC Cllr Biederman regarding TPOs on the property.
6. **S106 Monies** – nothing heard
7. **Grant** – no Grants applied for

Appendix 2 - Correspondence and Outcomes – October 2022

1. An email from M. Glover proposing an alternative solution to the car park entrance other than a height barrier. He suggests using the right hand opening in the wall as a dual entry / exit. Furthermore, he says that rather than building a new wall on the left-hand side, a red and white horizontal post could be laid across the gap. This could then be taken down if access was ever needed. He concluded that this suggestion would enable extra car spaces which would improve the financial return to the PC. – Discussed at meeting. Thanks to Mr Glover expressed, but the suggestion turned down.
2. An email from DC Cllr Biederman and ND Cllr (&MP) Saxby regarding the build-up of water opposite the boathouse, next to the bus stop. – The matter was discussed at the meeting and it was agreed by the council that the best way forward was to try and arrange a meeting between Christie Estates, the IPC, and all other relevant parties (A. Bell and DCC Highways), to try and find a practical way forward. Clerk to contact relevant parties to arrange meeting.
3. An email from Ken Miles at NDC suggesting that local parish councils should take over the running of public conveniences in order to save the district council money. Forwarded to all Cllrs. The Chairman responded by email to Mr Miles.
4. An email from Martin Caddy asked after confirmation of the proposed improvements to the gate arrays on the Tarka Trail at Instow. Chairman asked councillors to confirm approval. Approval had been given in July meeting, Minute 65. Clerk replied to Mr Caddy confirming the Council's agreement.
5. A phone call from Andy Cole regarding information about the steps needed to apply for a Public Space Protection Order (PSPO). Clerk made a summary of the call, which was read at the meeting.
6. An email from Stagecoach announcing significant changes to local bus services from Sunday 30th October 2022. Changes of timetables and route reductions and no longer operating some services. Further information to the changes can be found on: [Changes to Bus Services in Devon from 30th October 2022 - Travel Devon](#)
7. An email from Rachel Stenton enquiring whether the IPC would like the WI to plant up the flower bed in the newly extended car park wall. The WI are willing to do this if IPC provide the funds for the soil and plants. – Discussed at the meeting. It was agreed that Cllr Maccall would take on the project and obtain plants (herbs)/compost etc. with a budget of up to £50.

Financial Information – October 2022

Number	Payee	Details	Amount
1	Julie Braddick	Toilet Block	£498.33
2	Julie Braddick	Bus shelters/Painting/Maintenance	£441
3	Booker	Toilet supplies	£211.64
4	NDC	Clerks' salaries (NEW and OLD, September)	£1552.59
5	Emily Edwards	Monthly amount + phone	£45
6	Emily Edwards	Stationary (Printing paper etc.)	£17.86
7	Flowbird	Monthly charges	£23
8	Metric	DR3853	£150
9	Michael Williams	Clearing of Quay Lane including saplings	£28
10	Joanne Bell	Beach Cleaning	£120
11	Paul Fletcher	Pavement Cleaning	£60
12	Dave Budd	Grass cutting	£340
13	Reimburse Cllr Scott	Noticeboards	£386.50
14	PKF Littlejohn LLP	Limited assurance review 2022 (AGAR)	£360
15	Crabb Contractors Ltd	Car Park resurfacing	£78,764.40
16	Andy Piper	Bus Stop Windows	£60
17	St John's Garden Centre	Plants for the village shrubs	£981.60
18	Community Heartbeat	Defibrillator annual support	£126
19	NDC	Dog Bin Collection	£351

Treasurer's Account £36035.02

Business Account £107,522.63

Car Park Income YTD (ex-VAT) £32215.46 – 19th October 2022

Car Park Income (2021/2) YTD (ex-VAT) £25304 – October 2021