

# November - Instow Parish Council Meeting Minutes

Held at Instow Parish Hall on Thursday 17<sup>th</sup> November 2022 7.30pm

**Attendees** – Cllr Allen (Chair), Cllr Scott (Vice-Chair) and Cllrs Maccall, Hackett, Hellyer and Arthur.

Also present – Parish Clerk and 1 member of the public.

1. Min 111 22/23 – The Chairman welcomed all to the meeting
2. Min 112 22/23 – Apologies – ND Cllr (& MP) Saxby
3. Min 113 22/23 – Councillors Declarations of Interest. – None raised
4. Min 114 22/23 – 15 minutes for Parishioner questions. – R. Hardy raised an objection on behalf of the owners and several residents of Stoneywell, a private road in Instow, regarding the proposed planning Application of 5 Stoneywell (76159). The Council acknowledged her comments and discussed the matter under planning.
5. Min 115 22/23 – County & District Ward reports. – None received
6. Min 116 22/23 – To confirm as a true record the minutes of the meeting held on 20th October 2022. – It was resolved, with no votes to the contrary to approve the minutes of the meeting.
7. Min 117 22/23 – Any matters arising from item 6 – The Council noted that the meeting minutes need to be shortened and more precise, in keeping with the style of other parishes' minutes.
8. Min 118 22/23 – Tracker update – see appendix 1
9. Min 119 22/23 – Correspondence & Communications – see appendix 2
10. Min 120 22/23 – Finance – a summary of the Council finances, and to approve any payments. See appendix 3. A request from the former Clerk regarding a DALC backdated pay rise was discussed by the Council. It was agreed that the Clerk would refer to previous minutes to ascertain whether the pay rise had been already

approved. The Council approved Payments 1-11. It was agreed by the Council that Payment 12 will be looked into by the Clerk, as to whether it has already been received.

11.Min 121 22/23 – Flooding of Marine Parade – The Chairman informed the Council of a planned meeting to discuss the situation, that will take place on 23rd November with all relevant parties (Christies, EA, IPC). The outcomes will be reported at the next Parish Meeting.

12.Min 122 22/23 – Name Consultation, Barton Close – Cllr Scott shared with the Council a request for consultation on the naming of a new development in Instow on Rectory Lane. The suggested name of Barton Close was accepted by all.

13.Min 123 22/23 – NDC Car Park Supervision draft agreement – Cllr Arthur has been reviewing an agreement sent to the Council from NDC, in which NDC would be responsible for enforcing tickets within the IPC car park on Marine Parade. It was agreed by the council that Cllr Arthur would ask for a penalty clause to be added to the agreement.

14.Min 124 22/23 – Funding for the North Devon Record Office – Cllr Scott suggested a one-time grant of £100 should be made to the Record Office. Cllr Hellyer proposed that the grant should be £500. It was agreed by all.

15.Min 125 22/23 – Public Conveniences (NDC) – The Chairman informed the council of a planned meeting with Ken Miles and Jon Triggs on Tuesday 22nd November on Teams, to discuss NDC's proposal that Parish Councils take over the running of village toilets. The Chairman will report the outcome to the council at the next Parish Meeting.

16.Min 126 22/23 – Planning –

- Reference: **76159** (Erection of a single storey ancillary accommodation building and associated works at 5 Stoneywell Instow Bideford Devon EX39 4RF). Grid Ref: 247300; 130729.
- Reference: **76054** (Extensions and alterations to dwelling at 8 Stoneywell Instow Bideford Devon EX39 4RF).

The applications received were considered and it was decided by the Council that the proposed erection of a single storey ancillary accommodation building and associated

works of application **76159**, were a gross overdevelopment of the site and out of keeping with the other dwellings. Application **76054** was deemed suitable by the Council.

17.Min 127 22/23 – Any other business as raised by Chair – The Chairman had received an email from M. Champion regarding the speeding of cars on Anstey Way. It was agreed by the Council that the email would be forwarded on to DCllr Biederman. The Chairman also informed the Council about a late request for a grant. Libraries Unlimited who run all Devon Libraries have asked for support. The Council agreed that the Clerk would contact C. Frabjis to promote the library van services in the Parish News. Cllr Hellyer proposed a one-time grant of £500 to Libraries Unlimited, with a stipulation that the money is allocated to the running cost of the van that visits Instow. The Council agreed to the proposal.

18.Min 128 22/23 – Next meeting – **8th December 2022**

Meeting closed at 9pm

## **Appendix 1 - Instow Parish Council 'Tracker' – updated for November 2022**

1. **Car Park** – Crabb Contractors have completed most of the outstanding issues in the car park and have been paid the total amount minus 5%. The remaining amount will be paid on completion of the final tasks, such as the painting of lines. In addition, the Clerk contacted NDC regarding the fencing in front of the garages needing to be pushed back to allow more room in the car park.
2. **The Sands** – Cllr Arthur has emailed Ken Miles at NDC with photos of the derelict property. Waiting for a response from NDC.
3. **Parking and congestion in Instow** – It was resolved for the agreed survey to be published in the January parish Magazine with a return date of end of February.
4. **Lane End Close** – Cllr Hellyer proposed that this item be removed from the Tracker as it now forms part of Parking and congestion in Instow. Agreed by all.
5. **Hillsleigh** – Clerk has emailed NDC regarding TPOs on the property and attempted to contact DCC regarding reclaiming the costs. The Clerk has written to DC Cllr Biederman, who responded stating that the matter comes under the district council, so was not able to get involved as County Councillor. He suggested Selaine Saxby as district councillor should be able to contact officers on IPC's behalf.
6. **S106 Monies** – nothing heard
7. **Grant** – Libraries Unlimited and The North Devon Records Office

## **Appendix 2 - Correspondence and Outcomes – November 2022**

1. An email from Ruth Henry asking for the Parish Council to help resolve the problem of the parking of vehicles on the double yellow lines at the bottom of New Road. Ms Henry states that due to the pine trees and vegetation, the yellow lines are not visible and consequently cars and large vans have been parking in this area, making the road too narrow for any emergency vehicle access or refuse recycle lorries. – Clerk to contact DCC.
2. An email from Nicola Pearce, a trading Standards Officer requesting help in updating the parish about the situation with Avian Influenza (Bird Flu). Ms Pearce would like parishioners to know that from 7th November 2022, it will be a legal requirement for all bird keepers to keep their birds housed and to follow stringent biosecurity measures to protect their flocks. This applies whether keepers have commercial flocks, or just a few birds in a backyard. Link to the housing order: [Department for Environment, Food and Rural Affairs \[Logo\] \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/107142/department-for-environment-food-and-rural-affairs-logo). – Clerk to forward information to C. Frajbis for publishing in the Parish News.
3. An email from Christine Birch regarding the moved dog bin at the entrance to the dunes on Marine Parade. Ms Birch mentions that she has liaised with both of the litter team supervisors and neither of them are aware of any request for any dog bins to have been moved. In addition, she mentions that there are no plans to stop dog waste collections in Instow in the near future. – Clerk to order new dog bins and M. Williams to move the moved bin back to its original location by the dunes' entrance.
4. An email from Becky Coombs regarding a letter that was sent to the Parish Council from ND Cllr & MP Saxby concerning the Yelland Quay development. Ms Coombs was very distressed that the email from ND Cllr & MP Saxby suggested that the local parishes should 'just move on' and highlighted several continued issues that locals have with the proposed development, such as environmental, flood and asbestos risks. Ms Coombs mentioned that her partner will be attending the next parish meeting to raise their concerns. – After a heated discussion amongst the Cllrs, the Chairman reiterated that the IPC had acted on behalf of the residents of Instow and that there was no merit in debating the issue back and forward without making any progress or providing any solutions to the issue.
5. An email from John Edwards asking whether any progress had been made with contacting the owner of The Sands. Mr Edwards proposed forming an action group with the Instow Parish Council and possibly ND Cllr & MP Saxby, to get something done about the derelict building. – Awaiting a response from NDC, that will be reported at the next meeting.
6. An email from Anna Jones at Libraries Unlimited regarding free services offered at libraries. These services include encouraging more people to use their local library through our 'Libraries for Life' campaign, which provides a warm space to meet, a warm drink, free winter coats, and extra activities to promote wellbeing and combat isolation during the winter months. – See Grants.
7. An email from Sue Cooke at North Devon Council asking if there are any car park regulation and/or tariff changes required for the next North Devon Off-Street Places Order. She mentions that she needs to be notified even if no changes are required. – Clerk to respond that no changes are required.
8. Contact from Susie McCrum, who is concerned about the boat moored on the beach close to the new sand hills. It is only held in place by an anchor not a proper mooring and sometimes a rope is

stretched from the boat and tied onto the posts in the sandhills, which when the boat is floating becomes a trip hazard. She is also concerned that it might be washed up against the wall if there is a big storm. – The Council agreed on producing a sign for the boat to inform the owner of the danger.

## Financial Information – November 2022

<b>Number</b>	<b>Payee</b>	<b>Details</b>	<b>Amount</b>
1	Julie Braddick	Toilet Block	£498.33
2	Julie Braddick	Bus shelters/Painting/Maintenance	£181.80
3	Booker	Toilet supplies	£211.64
4	NDC	Clerk's Salary	£800.21
5	Emily Edwards	Monthly amount + phone	£45
6	Emily Edwards	Reimbursement for Laminator	£35.98
7	Flowbird	Upgrade Charges	£1071.60
8	Metric	DR3966	£75
9	Paul Fletcher	Pavement Cleaning	£60
10	HMRC	VAT return	£2807.12
11	DX Signs	Height Barrier Sign	£54
12	Roger Levick	DALC pay rise back pay	£455
<b>Treasurer's Account</b>		35,610.46	
<b>Business Account</b>		28,763.24	