

# April - Instow Parish Council Meeting Minutes (Draft)

Held at Instow Parish Hall on Thursday 20<sup>th</sup> April 2023 7.30pm

**Attendees** – Cllr Allen (Chair), Cllr Scott (Vice-Chair) and Cllrs Hackett, Arthur and Hellyer.  
Also present, Parish Clerk and three members of the public.

1. Min 01 23/24 – The Chairman welcomed all to the meeting
2. Min 02 23/24 – Apologies – NDCllr Saxby and Cllr Maccall.
3. Min 03 23/24 – Councillors Declarations of Interest. – Cllr Arthur – Yelland Planning Application.
4. Min 04 23/24 – Public Session – No questions from the public.
5. Min 05 23/24 – County & District Ward reports. – An email from NDCllr (&MP) Saxby regarding the planning application: **76924** (Yelland Site), read to the Council under planning.
6. Min 06 23/24 – To confirm as a true record the minutes of the meeting held on 16th March 2023. – Agreed by all.
7. Min 07 23/24 – Any matters arising from item 6 – Nothing arising.
8. Min 08 23/24 – Tracker update – see appendix 1
9. Min 09 23/24 – Correspondence & Communications – see appendix 2
10. Min 10 23/24 – Finance – a summary of the Council finances, and to approve any payments. See appendix 3. All payments approved except for a Council Tax bill for the Car Park toilets that needs clarifying with NDDC.
11. Min 11 23/24 – Parking Survey – Cllr Arthur (covered in Tracker)
12. Min 12 23/24 – Boats on Beach – Cllr Hellyer (covered in tracker)

13.Min 12 23/24 – Weekly Pavement Cleaning – Cllr Scott informed the Council that P. Fletcher who has been doing a monthly clean (3 times in a month) has asked about his summer schedule. The Council agreed to ask Mr Fletcher to resume his weekly cleaning schedule (3 times a week) from the last week of April until the end of September. Clerk to inform Mr Fletcher of the outcome.

14.Min 13 23/24 – Planning

- Planning Application **76924** - Former Power Station Site Lower Yelland, Barnstaple, Devon. Approval of details in respect of discharge of conditions 3 (archaeology) 10 (CEMP) 13 (Acoustic Barriers) 14 (arboricultural) 18 (Tarka Trail car parking) attached to planning permission 60823 ((A) full application for access and scale, ground levels, contamination, demolition, flood defence, site access works and highway infrastructure, bat building parking for Tarka Trail. (B) Outline application for 250 dwellings, employment space, community Space. (C) All associated external infrastructure buildings (amended scheme & supporting documents) (Amended description). - The Chairman read out an email from NDDC forwarded on from ND Cllr (&MP) Saxby. The email stated that the application at Yelland Quay seeks to discharge technical details in relation to the planning condition imposed by the inspector which will enable commencement of works on site. Although NDDC confirm that the conditions are 3,10,13 and 18, it is not clear at all as to what these changes will entail. Cllr Scott mentioned that it has been reported that 87 trees are potentially being cut down along the Tarka Trail at Yelland. The Council stated that they could not comment on the discharge of conditions without being given the actual reports that show what will be done. The Council would like to be provided with the reports and specifics of the discharge.

- Reference: **76933** Variation of condition 2 change of layout and elevation changes attached to planning permission 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 EX394JQ Grid Ref: 247438; 130746. - No objections

15.Min 14 23/24 – – Any other business as raised by Chair – An addition to Correspondence; a phone call from Petra Sloman at NDDC with regards to the destroyed garages in the car park.

16.Min 15 23/24 – Next meeting – **18th May 2023.**

Meeting closed at **8.33pm**

## **Appendix 1 - Instow Parish Council 'Tracker' – updated for April 2023**

**Car Park** – Final lines still not painted. No response from Crabb Contractors. The Chairman has emailed Crabb to ask for confirmation that the account is now paid in full and IPC will take care of the final lines. Barrier to entrance appears to be slightly damaged. R. Floyd to assess damage.

**The Sands** – Cllr Arthur to chase up with NDC.

**Parking and congestion in Instow** – Cllr Arthur gave a summary of the responses from the survey, indicating that there are many varying opinions and suggestions and that the Council will need to put together a proposed plan balancing the needs of those who live in the village, the businesses in the village and those that work in the village and accommodating visitors, to present to the village to gain a majority agreement.

**Hillsleigh** – Cllr Scott to continue to try and contact Mr Jones.

**The Coronation** – Cllr Scott and the WI are working on the plans for the Coronation. Signage and posters will be put up a week before the event. Cllr Arthur helping with bunting and a van for the tables.

**Boats on Beach** – Cllr Hellyer informed the Council that there are now two boats moored on the beach opposite the Boathouse. One is on Christie Estates' land and the other is on IPC's land. Cllr Scott suggested the Council contact Christie Estates to try and agree a joint plan for dealing with such boats. Clerk to make contact with Christie Estates Agent.

**Website** – Westernweb have been paid an initial deposit to build IPC website. Cllr Scott to check on progress

**Public Conveniences** – Cllr Arthur approached NDC to discuss and negotiate terms regarding the Car Park Lease. A meeting with Jon Triggs and Ken Miles was suggested for the week beginning the 3<sup>rd</sup> April. However, due to the elections, it has not been possible to schedule a meeting.

**Village Hall** – Cllr Hackett informed the Council that there is now a new Village Hall Committee:

*Chairman* – Brian Moores, *Secretary* – Jo Holman, *Treasurer* – Rachel Stenton

**S106 Monies** – Cllr Scott to approach the Environment Agency regarding the wall benches opposite Johns.

**Grant** – No applications.

## Appendix 2 - Correspondence and Outcomes – April 2023

- An email from Chloe Palmer on behalf of USL (a utility contractor working on behalf of BT Openreach). They have a telegraph pole to replace which unfortunately will require a full road closure in order to safely excavate. This is due to the width of, ROAD FROM BARNACOTT CROSS TO COAST, meaning once the site is set up there will be no space for even single lane traffic. They have been advised by Devon County Council that in order to submit a road closure application they should first consult parties in the public and business domain potentially affected by our closure, including the Parish Council. Therefore, this notification is to advise you that they intend to submit a road closure application for July 19th 2023, for a duration of one working day. Should you require to raise any concerns or requests to amend dates etc. Please contact [southwest@usl-group.co.uk](mailto:southwest@usl-group.co.uk). - Noted
- An email from TLU a utility contractor working on behalf of Airband. Informing the Council of civil engineering work to carry out at Newstead on New Road, Instow, which unfortunately will require a full road closure in order to safely excavate. This is due to the width of the street, meaning once the site is set up there will be no space for even single file traffic. The purpose of the work is to lay new duct in carriageway. This notification is to advise that they intend to submit a road closure application for one day for the 2nd of August. – Noted.
- An email from Flowbird regarding information promoting their online digital solutions for the car park. – The Chairman and Clerk have had a meeting with Flowbird to discuss these new solutions and shared the key outcomes with the Council. Clerk to make a summary of the Metric and Flowbird machines' (car park) takings, as a comparison.
- A letter from White Cross regarding the offshore windfarm stating that IPC land may be affected by the proposed project. Letter forwarded to all Councillors. - After reviewing the letter, it was clarified that the land in question is the Instow Recreation Ground, a charity run recreation area. The Trustees of the charity informed the Council that the land is for use of the village and are opposed to the land being used by Whitecross.
- An email from Helen Bond regarding the Destroyed Garages in the car park on Marine Parade. -The Clerk informed the Council of a phone call from Petra Sloman at NDDC in connection with the garages, clarifying that NDDC have hired a structural engineer to look at the site and that NDDC's short term plan is to offer parking permits in the spaces where the garages stood to those who had previously rented a garage space.
- Additional Planning Application: Reference: **76963**  
Extension of existing three-bedroom bungalow to provide improved ground floor facilities at 50 West Yelland, Barnstaple Devon EX31 3HF  
Grid Ref: 248429; 131603. - No objections.

## Financial Information – April 2023

Number	Payee	Details	Amount
1	Julie Braddick	Toilet Block	£520
2	Julie Braddick	Extra Cleaning	£186.80
3	Bookers	Toilet supplies	£303.42
4	NDC	Clerk's Salary	£801.11
5	Emily Edwards	Monthly amount + phone	£45
6	Emily Edwards	Reimbursement (heating and paper)	£8.99
7	Emily Edwards	Parking Ticket	£1.40
8	Paul Fletcher	Pavement Cleaning (March/April)	£120
9	DALC	Affiliation Fee	£198.03
10	Flowbird	SMARTFOLIO - April	£12
11	NDDC	Council Tax Bill	£600 (To be queried)
12	NDDC	Dog Waste Collection	£351
13	Metric	PSP March 2023	£75
14	Dave Budd	Grass Cut April	£340
<b>Total Payments:</b>			<b>£3562.75</b>

**Treasurer's Account:** £51,721.05

**Business Account:** £29,156.73

**Car Park Takings April 2023 (up to 19<sup>th</sup>):** £3775.78 (CASH: £1738.25/ CARD: £2037.53)