

February - Instow Parish Council Meeting Minutes

Held at Instow Parish Hall on Thursday 16th February 2023 7.30pm

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

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

1. Min 164 22/23 – The Chairman welcomed all to the meeting
2. Min 165 22/23 – Apologies – Cllr Arthur, Cllr Hellyer and Cllr Maccall.
3. Min 166 22/23 – Councillors Declarations of Interest. – None raised.
4. Min 167 22/23 – 15 minutes for parishioner questions. – L. Foreman asked the Council why a height barrier had been constructed at the entrance to the car park. Cllr Scott informed her that it was to prevent lorries turning into the entrance and undermining the drains, that have recently been redone. Also, she enquired as to whether there had been any response from NDC regarding the storm damaged garages. Clerk to contact NDC again.
5. Min 168 22/23 – County & District Ward reports. – None.
6. Min 169 22/23 – To confirm as a true record the minutes of the meeting held on 18th January 2023. –Agreed by all.
7. Min 170 22/23 – Any matters arising from item 6 – None.
8. Min 171 22/23 – Tracker update – see appendix 1
9. Min 172 22/23 – Correspondence & Communications – see appendix 2
10. Min 173 22/23 – Finance – a summary of the Council finances, and to approve any payments. See appendix 3. All payments approved.
11. Min 174 22/23 – Public Conveniences – The Chairman reminded the Council of an email from Jon Trigg at NDC regarding the takeover of the public Conveniences on

Lane End Road. Cllr Scott mentioned that at the December meeting it was decided that Cllr Arthur would negotiate with NDC to determine any conclusions.

12. Min 175 22/23 – Dog Restrictions on Beach – Cllr Scott mentioned updating the Voluntary Dog Restriction signs (for July and August) on Instow beach. It was resolved that the signs would remain the same.
13. Min 176 22/23 – Dog Litter Bins – Cllr Hackett informed the Council that there are not enough dog bins on the seafront, particularly opposite the Boathouse. Cllr Hackett suggested putting signs or stickers, on the normal bins so that dog walkers are aware that they can throw dog litter in any bin, if a dog litter bin is not available. Clerk to contact NDC to obtain stickers.
14. Min 177 22/23 – Library Van Donation – Cllr Scott informed the Council that following on from the decision at the December meeting to award Libraries Unlimited with a £500 grant specifically for the Library Van that visits Instow, Libraries Unlimited have responded that they cannot allocate donated funds to a specific library Van and that the amount could go to library services in Bideford. It was resolved that unless Libraries Unlimited can confirm that the money will go to the Instow Library Van, the Parish Council will not donate the amount.
15. Min 178 22/23 – Planning –
 - Notice of an application to modify a planning obligation under regulation 3 of the T & C P (modification & discharge planning obligations) Regulations 1992 in respect of application **60823** at Yelland Quay West Yelland, Devon.
– The Council expressed disappointment that the social housing (a total of 11 houses) was being allocated to Fremington, despite the site partly being within the Instow Parish.
 - Planning Reference: **76619** Variation of condition 2 (approved plans) attached to planning permission 74345 (demolition of existing dwelling and erection of replacement dwelling) to allow for design amendments and addition of a pool at 1 Chichester Close Instow Bideford Devon EX39 4JT. Grid Ref: 247499; 130588 – No objections.
 - Planning Reference: **76680** Extension and alterations to an existing dwelling at High Ridge House Millards Hill, Instow Bideford Devon EX39 4JS. Grid Ref: 247482; 130657 - No objections.
16. Min 179 22/23 – Any other business as raised by Chair – The Clerk mentioned an email from P. Cattle, which informed the Council of the requirement of two IPC

Councillors needed to attend the Instow Parish Hall Meetings, as per the deed of Trust. The Clerk also informed the Council of the upcoming local elections and noted that those interested in being nominated would need to contact the Clerk before the deadline of 4th of April 2023.

17.Min 180 22/23 – Next meeting – **16th March 2023**

Meeting closed at **8.36pm**

Appendix 1 - Instow Parish Council 'Tracker' – updated for February 2023

1. **Car Park** – Additional lines not yet painted in. Full amount not yet paid to Crabb Contractors. The Chairman has contacted Crabb Contractors who apologised for the delay and confirm they will get on to it.
2. **The Sands** – Nothing heard
3. **Parking and congestion in Instow** – The survey distributed to residents of the affected area, runs until the end of February 2023. Clerk collecting all responses.
4. **Hillsleigh** – No response from DCC/Mr Jones
5. **The Coronation** – Cllr Scott has contacted the WI to discuss plans. - Cllr Scott has confirmed the road closure for the event and is working with R. Stenton and P. Morris to organise the occasion. The event will be similar to the jubilee and there will be a meeting next month to allocate tasks.
6. **Boat on Beach** – Nothing heard
7. **Website** – Cllr Scott has contacted Fremington Parish Council to get more information about the system they use for their parish website. Fremington use a specialist firm that set up Parish Councils' websites, an example of their work is the website of North Cadbury. Costs would be around £650-£750 for setting up, guidance, support and training. It was agreed that Cllr Scott would get a detailed quote and if around the figure quoted, was authorised to accept it due to shortness of time.
8. **Public Conveniences** – Cllr Arthur to negotiate with NDC.
9. **S106 Monies** – Cllr Scott to check with the Environment Agency to chase up the licence for the seats on the front opposite Johns.
10. **Grant** – No Applications

Appendix 2 - Correspondence and Outcomes – February 2023

1. A letter from Caroline Anderson (Highways) with further information about the drainage works that we will be carrying out in Instow on the B3233 Anstey Way between Monday 27th February – Friday 10th March 2023. Due to the nature of the works, there will be traffic management and 2-way traffic lights to maintain safety for the workforce and road users. One side of the footpath will need to be closed, though pedestrian access will be available on the opposite side. Highways apologise in advance for any inconvenience caused, including construction noise and endeavour to keep all disruption to a minimum. Email forwarded to affected residents.
2. An email from Andy Bell informing the Council, Christie Estates and NDC of a request from a local farmer to remove sand from in front of his properties in Instow near to the boathouse. He offered to move the sand free of charge as a solution to the sand problem and to keep the views from his properties on the seafront. – The Clerk to thank A. bell for informing the Council.

Financial Information – February 2023

Number	Payee	Details	Amount
1	Julie Braddick	Toilet Block	£498.33
2	Julie Braddick	Bus shelters/Painting/Maintenance	£90
3	Bookers	Extra toilet supplies	£265.63
4	NDC	Clerk's Salary	£801.11
5	Emily Edwards	Monthly amount + phone	£45
6	Emily Edwards	Reimbursement for heating	£5
7	MJ Scott	Reimbursement for Keys	£20.50
8	MJ Scott	Commodore Social Event	£312.05
9	Tony Ross	Toilet repairs	£56.42
10	Paul Fletcher	Pavement Cleaning	£60
11	Rob Floyd	Barrier Repair	£795
12	DX Signs	Height sign (2)	£54
13	Source or business	Water Bill	£299.19
14	Andy Piper	Bus Shelter Windows	£60
15	Instow PCC	Church Room Storage	£30

Treasurer's Account: £47549.22

Business Account: £29124.57