

March - Instow Parish Council Meeting Minutes

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

Attendees – Cllr Allen (Chair), Cllr Scott (Vice-Chair) and Cllrs Hackett and Hellyer.
Also present, Parish Clerk.

1. Min 181 22/23 – The Chairman welcomed all to the meeting.
2. Min 182 22/23 – Apologies – Cllrs Arthur and Maccall.
3. Min 183 22/23 – Councillors Declarations of Interest. – None raised.
4. Min 184 22/23 – No Parishioners present.
5. Min 185 22/23 – County & District Ward reports. – None.
6. Min 186 22/23 – To confirm as a true record the minutes of the meeting held on 16th February 2023. – Agreed by all.
7. Min 187 22/23 – Any matters arising from item 6 – Library van donation (See Tracker).
8. Min 188 22/23 – Tracker update – see appendix 1
9. Min 189 22/23 – Correspondence & Communications – see appendix 2
10. Min 190 22/23 – Finance – a summary of the Council finances, and to approve any payments. See appendix 3. All payments approved.
11. Min 191 22/23 – Clerk Pension (by Direct Debit) – Cllr Scott informed the Council that permission was required to agree that the pension for the clerk can be taken by direct debit monthly. Agreed by all.
12. Min 192 22/23 – Weddings on Beach – Cllr Scott has spoken with the Christie Estates regarding a request from a member of the public to get married on Instow beach. Clerk responded with information agreed between IPC and Christie Estates.

- 13.Min 193 22/23 – Public Conveniences – dealt with in tracker.
- 14.Min 194 22/23 – Renaming of the Parish Hall – Cllr Scott notified the Council that the Instow Parish Hall committee had decided to rename the Instow Parish Hall, the Instow Village Hall.
- 15.Min 195 22/23 – Election – The Chairman asked the Clerk to update the Council on the election process and reiterated that members of the public that are interested in becoming a councillor should contact the parish clerk.
- 16.Min 196 22/23 – Charity donation from Carol Concert – Cllr Scott mentioned that the Council would need to decide on an amount to add to the raised donation of £83.38. The Council voted to round the amount up to £180 and divide it equally between the three chosen charities: RNLI, The North Devon Hospice and Northam Lodge.
- 17.Min 197 22/23 – Planning
- Planning reference **76704**: Application for consent for works to trees covered by a tree preservation order in respect of Removal of 1 Beech tree (T1) and selective branch removal from Monterey Cypress (T2&T3) at Commodore Hotel Marine Parade Instow Bideford Devon EX39 4JN. Grid Ref: 247247; 130427. No objections.
 - Planning reference: **76338**. Extension & alterations to dwelling at 4 The Dunes Instow Bideford Devon EX394LB. Grid Ref: 247409; 130855. No objections.
 - Planning reference: **76780**. First floor extension and balcony at Sandbanks New Road Instow Bideford EX394LN. Grid Ref: 247530; 130192. No Objections
 - Reference: **76734**. Listed Building consent for Internal re-planning & refurbishment, the renewal of kitchen & relocation of bathroom & addition of shower room, formation of opening from kitchen to sitting room, replacement of rear windows & the introduction of one rooflight at 6 Bath Terrace Marine Parade Instow Bideford Devon EX39 4JL. Grid Ref: 247243; 130563. No Objections.
 - Reference: **76811**. Variation of condition 2 (approved plans) attached to planning permission 75729 (erection of 5 dwellings including access, open space and associated works) to allow for various amendments at Land at Barton Cross Instow Bideford Devon EX39 4JQ. Grid Ref: 247713; 130991. The balcony of number 2 will overlook the adjacent property (Crossways). The Instow Parish Council suggest that trees are planted along the border to give Crossways some privacy.
- 18.Min 198 22/23 – Any other business as raised by Chair. – Cllr Arthur had prepared the Car Park Agreement from NDC to be signed by two signatories of the Council. The

document was signed by Chairman Allen and Cllr Hackett and the Clerk will send to NDC. Also, Cllr Scott asked the Council for permission to create a questionnaire regarding emergency provision in the parish. This was agreed by all.

19.Min 199 22/23 – Next meeting – **20th April 2023.**

Meeting closed at **8.30pm**

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

1. **Car Park** – Final lines still not painted. Chairman has contacted Crabb Contractors but has had no response. Cllr Scott suggested that the Parish Council could complete some of the missing white lines. The Chairman will try and contact P. Crabb again.
2. **The Sands** – Cllr Arthur to chase up with NDC
3. **Parking and congestion in Instow** – Survey finished responses being sorted and reviewed by Cllr Arthur.
4. **Hillsleigh** – Cllr Scott will contact Mr Jones.
5. **The Coronation** – Cllr Scott and the WI are working on the plans for the Coronation.
6. **Boat on Beach** – Clerk to write to Christie Estates to discuss.
7. **Website** – At February meeting Cllr Scott given permission to ask WesternWeb for a quote for setting up new Website for IPC. If quote within agreed amount, Cllr Scott to proceed with business. Decided to accept quote and pay deposit. Work on building website will start on 20 March.
8. **Public Conveniences** – Cllr Arthur approached NDC to discuss and negotiate terms regarding the Car Park Lease. A meeting with Jon Triggs and Ken Miles suggested the week beginning the 3rd April.
9. **Library Van donation** – Cllr Scott informed the Council that Libraries Unlimited had responded to the Council's offer of a donation for the library van that visits Instow with the statement that Libraries Unlimited currently do not have capacity to process another bespoke order for the mobile library van and they suggested making a donation to a specific library such as Bideford or Barnstaple. The Council agreed that the purpose of the donation was specifically for the Instow library van and therefore the offer of a donation was withdrawn.
10. **S106 Monies** – Cllr Scott to approach the EA regarding the wall benches opposite Johns.

11. **Grant** – No applications.

Appendix 2 - Correspondence and Outcomes – March 2023

1. An email from R. Coombs to NDDC and Environmental Health (forwarded on to IPC), regarding concerns of noise and disturbance from the Yelland Site. Noted

2. A letter from Offshore Wind Limited – White Cross Floating Windfarm. Offshore Wind Limited will be holding drop in public events on Tuesday the 28th March between 2pm – 4pm and 5pm – 7pm at the North Devon Yacht Club, Marine Parade EX39 4HW. Also, on Wednesday 29th March between 2pm - 4pm and 5pm - 7pm at Braunton Countryside Centre, Caen Street Var Park Braunton, EX33 1AA. Noted.

3. An email from M. Caddy informing residents that the Tark Trail will be closed (From Marine Parade to the MOD crossing) for essential verge works, from the 13th to the 17th of March 2023. Noted

Financial Information – March 2023

Number	Payee	Details	Amount
1	Julie Braddick	Toilet Block	£498.33
2	Julie Braddick	Cleaning Road Signs	£30
3	Bookers	Extra toilet supplies	£TBC
4	NDC	Clerk's Salary	£801.11
5	Emily Edwards	Monthly amount + phone	£45
6	Emily Edwards	Reimbursement for heating	£3
7	Flowbird	Services for parking equipment	£84
8	WesternWeb	Website set up - deposit	£180
9	Metric	Costs for SIM, BO and PSP	£645.60
10	DALC	Clerk's Course	£36
11	VT Transaction	VT Software subscription	£180
12	MJ Scott	Reimbursement for M. Williams	£15
13	Charles Waldron	Website Maintenance	£45
14	Flowbird	Upgrade Fee (approved November)	£1071.60

Treasurer's Account: £47,549.87

Business Account: £29,138.29