

# September - Instow Parish Council Meeting Minutes

Held at Instow Parish Hall on Thursday 22nd September 2022 7.30pm

**Attendees** – Cllr Allen (Chair), Cllr Scott (Vice-Chair), Cllrs Arthur, Stewart, Maccall, & Hackett  
Also present – Parish Clerk, New Parish Clerk and 6 members of the public.

1. Min 71 22/23 – The Chairman welcomed all to the meeting and held a minute's silence in honour of our late sovereign, Her Majesty Queen Elizabeth II.
2. Min 72 22/23 – Apologies – ND Cllr (&MP) Saxby.
3. Min 73 22/23 – Councillors Declarations of Interest. Cllr Scott declared a personal interest in Min 81 due to being a member of the WI.
4. Min 74 22/23 – 15 minutes for Parishioner questions. P. Cantle spoke regarding the food van on the quay. She had contacted NDC and their response was although they recognised it was a breach, they are not able to enforce it. L. Foreman reported that the drains were still blocked outside the boathouse. Furthermore, she mentioned that the sand on the road between Marine Court and the Car park was a trip hazard. The Chairman suggested that the Clerk contact NDC to follow up on the situation and reiterated that members of the public should individually contact the NDC to give the matter more attention.
5. Min 75 22/23 – County & District Ward reports. The Clerk read out an email from NDCllr (&MP) Selaine Saxby, reporting on her recent work in Westminster and in the village of Instow, to address current issues such as parking and disturbances in the dunes.
6. Min 76 22/23 – To confirm as a true record the minutes of the meeting held on 21<sup>st</sup> July. Cllr Maccall requested amendments were made to minute 69 22/23, removing the word 'overturned'. Cllr Maccall also requested that a comment be added in that it had been 'agreed that a letter would be sent to NDCllr (&MP) Saxby, that would be copied in to the relevant councils with an interest to the Yelland site'. Minutes were agreed.
7. Min 77 22/23 – Any matters arising from item 6 – (see above)
8. Min 78 22/23 – Tracker update – see appendix 1
9. Min 79 22/23 – Correspondence & Communications – see appendix 2
10. Min 80 22/23 – Finance – a summary of the Council finances, and to approve any payments. See appendix 3. The Clerk reported on three additional items, which included payment for the damaged ironworks by R. Floyd for the carpark. The Clerk also informed the meeting that the Flowbird Machine had completed a three-month trial period and it was needed to be voted on whether the upgrade went ahead. It was resolved with no votes to the contrary to upgrade at a cost of approximately £1400. The Clerk also informed the meeting about the defibrator invoice from Community Heartbeat, which asks for a donation of £126 to maintain the device outside the parish hall. It was agreed to pay the donation. Cllr Scott asked for approval to transfer £3000 this year for

car park maintenance from the treasurers account to the business account, subsequently rising to £5000 in future years. All payments were approved. Cllr Scott also raised the issue of the financial problems of the parish hall and suggested that a one-off grant may be needed in the future. The Clerk was asked to approach P. Fletcher to clean throughout the winter season once a month with the possibility of extra cleans if necessary.

11. Min 81 22/23 – Flower Beds – Cllr Scott – Cllr Scott gave an overview of the WI’s involvement with the flower beds, including a description of the project. G. Pope informed the council that the WI had approached St John’s Garden Centre for advice on what plants would be best suited. Cllr Maccall stated that there should have been three quotes provided for the flower bed flowers. It was agreed with one abstention, to pay for the new plants for the beds at a cost of £904 + VAT.
12. Min 82 22/23 – Notice Boards – Cllr Scott – Cllr Scott reported that grant money had been approved for noticeboards. Cllr Scott noted that the board that had been chosen was significantly larger than the previous one. It was decided that the new board could be shared with the Instow Community Noticeboard, to make use of the larger size, and to save purchasing a separate one for them.
13. Min 83 22/23 – Neighbourhood Watch update – The chairman reported that he had had no responses to the advertisement in the parish news. However, mentioned that members of the public had been doing unofficial neighbourhood watch in the village and that the IPC should leave the matter with the chairman for now.
14. Min 84 22/23 – Yelland – Cllr Maccall - Much discussion ensued over historical and local reasons. It was noted that ultimately the appeal has been upheld, but the meeting agreed that Cllr Maccall would write to Peter Bottomley MP to ask for any advice for further actions regarding the Yelland Site.
15. Min 85 22/23 – Planning – Following discussions on planning application **75902** (Redevelopment and change of use of the site from a residential care home (Use Class C2) to one dwelling and three apartments (Use Class C3) at 1 Lyndale Terrace Anstey Way Instow Devon EX39 4HS), the council objected on the grounds of lack of parking space availability, watercourse under the building and prior refusal reasoning. Regarding the Yelland Planning Application for modification **75797** (Modification or Discharge of a Section 106 Planning Obligation), the IPC recommend that NDC refuse the application to have the S106 varied.
16. Min 86 22/23 – Village Parking – Cllr Arthur reported that he felt it was important to consult with the public on the matter and reiterated that village support is essential. He produced a draft of a survey that could be sent to villagers to obtain their views on the issue (for those located in the area from Marine camp to Sles Corner and including some of the roads off Anstey way). It was discussed as to whether these surveys could be distributed with the Parish News. He requested all Councillors to consider and feed back to him any comments so the final Consultation Circular could be produced.
17. Min 87 22/23 – Anti-Social behaviour (Dunes) - Now that school holidays are over, it is currently not so much of an issue.

18. Min 88 22/23 – Any other business as raised by Chair – Community Hall refuge – The Chairman had read an article in France about community hubs to support villagers with rising energy costs. However, he concluded that as the government are now bringing in a reduced cap, it may no longer be so relevant.

19. Min 89 22/23 – Next meeting – 20th October 2022

Meeting closed at 9.30pm

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

1. **Car Park** – Crabb Contractors have started on the resurfacing project. Delays have been experienced owing to a delay in finishing a previous job, plus some cracked drainage pipes which needed replacing and shoring up, thus stopping progress on the rest of the project. It is projected to be finished on the 23<sup>rd</sup>, but may need an extra day for the painting of the bays. Cllr Stewart reported that he had had difficulties contacting the contractor, however he received an explanation from P. Crabb highlighting the unavailability of the tarmac provider. R. Floyd has been liaising with the contractors to organise installing the mended barrier with reflective signs on. Cllr Scott proposed the purchase of a height restriction sign for the barrier, this was seconded by Cllr Hackett. The Clerk mentioned that until the barrier is erected, the height is unknown.
2. **Former Sand Hills Care Home** – Cllr Arthur reports no response from the Sands owner. Cllr Maccall suggests contacting the ombudsman. Agreed that Cllr Arthur would contact NDC requesting a response and indicating if none was received, a complaint to Ombudsman would be made.
3. **Parking and congestion in Instow** – awaiting update on suggested next steps.
4. **Instow Recreation Ground** – Trustees account now set up and money transferred. £400 grant received from Cllr Biederman for the Instow Recreation Ground. Paid straight into the account.
5. **Lane End Close** – double yellow lines question. Will form part of overall consideration.
6. **Hillsleigh** – Cllr Scott managed to contact Mr Jones, who has reinstated it on his list. Overhanging greenery removed. Cllr Maccall suggested that an attempt should be made through DCC (Highways Act 1980) to reclaim the cost from DCC. Clerk will attempt to contact again to ask about TPOs before the property is sold.
7. **S106 Monies** – nothing heard
8. **Grant** – monies approved for notice board.

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

1. An email from Carolyn Maynard about the wire and posts surrounding the 'new' dunes being a danger to the public due to the build-up of sand partially covering posts. Andrew Bell responded informing that the sand cannot be removed due to protecting homes on front from flooding.
2. An email from Ann Fielding about a malodourous smell along the pavement on Marine Parade due to dogs, and the issue of dogs off leads in the dunes. Responded to by Cllr Allen stating that unfortunately urine does not soak into the tarmac and during hot weather can be an obvious smell. Cllr Allen mentions that he would share her comments with the IPC on the issue.
3. An email from Vicky Baker regarding the gate onto the tarka trail from the public footpath behind Estuary View to the tarka trail. On a walk with friends, they were unable to open the gate onto the tarka trail and had to return back through the field to the main road. Clerk responded that the matter had been reported to Christie Estates.
4. An email from Becky Coombs about her disappointment that the IPC had not made contact with her regarding her efforts to tackle the dune parties. Responded to by Cllr Allen indicating that the IPC had been following her campaign closely and that the problem had been discussed at July's meeting, as it is an annual problem.

5. An email introducing the Community Engagement Ambassador for Jurassic Fibre: Jack Bostman. Mr Bostman is hoping to attend a parish meeting at some point, to explain to residents about Instow's new ultrafast broadband network. Council opinion was that it could be useful for Mr Bostman to attend a meeting.
6. An email forwarded by Selaine Saxby from Devon County Council regarding residents parking, in particular, a section of marine parade that is cannot be enforced due to sand obscuring markings and also one of the signs is incorrect. To be rectified in October.
7. An email from Rachel Stenton regarding a broken bench on the seafront. In addition, the shackles were missing from a further 6 benches, not just the damaged one. Cllr Scott responded saying that the bench had been repaired and that new securing shackles had been fitted.
8. An email from Cllr Allen referring to a message from Liam Bunclark about The Sprint Nationals on October 4<sup>th</sup>. Mr Bunclark would like approval to put boats on the beach. Referred back to LB informing him that it was Christie Estates he needed to contact.
9. An email from Becky about an iron stake sticking out of the sand at the entrance to the dunes. E. Edwards could not locate the stake when searching for it around the dunes.
10. An email from Marcia Seymour, owner of the Instow Arms regarding new sand dunes opposite her pub. Ms Seymour mentioned that she was disappointed that the IPC had not kept her informed or contacted her about the dunes, which she feels will potentially block the view for her customers. It was observed that there had been a public session in 2020, which was advertised, and also that Mr Bell had come to the July 2022 meeting to which she could have come.
11. An email received via NDC Parking Office from a Mr M Palfrey complaining about the delay in the car park refurbishment, and a lack of visible communication. The outgoing clerk replied explaining the reasons for the points he raised.

## Financial Information – August 2022

Number	Payee	Details	Amount
1	Julie Braddick	Toilet Block	£498.33
2	Julie Braddick	Bus shelters/Painting/Maintenance	£263.90
3	NDC	Clerk's salary (July)	£880.48
4	Roger Levick	Clerk's expenses	£51.35
5	Flowbird	Monthly charges	£69.50
6	St John's Chapel	Interview costs	£24
7	Metric	Transaction costs	£300
8	Michael Williams	Marine Parade Car Park	£28
9	Joanne Bell	Beach Cleaning	£600
10	Paul Fletcher	Pavement Cleaning + brush head	£303.98
11	Andy Piper	Bus shelters (external)	£60
12	Reimburse Clerk	All Saints Chapel Green Bin	£45
13	Newspaper Adverts	Reimburse Chairman	£245.74
14	Booker	Toilet materials	£290.21
15	Rob Floyd	Ironwork for Car Park	£2000

## Financial Information – September 2022

Number	Payee	Details	Amount
1	Julie Braddick	Toilet Block	£498.33
2	Julie Braddick	Bus shelters/maintenance	£354.85
3	Paul Fletcher	Pavement Cleaning	£240
4	Joanne Bell	Beach Cleaning	£180
5	NDC	Clerk's salary (August)	£880.48
6	Roger Levick	Outgoing Clerk's expenses	£43.54
7	Charles Waldron	Website maintenance	£45
8	Crabb Contractors	Car Park re-surfacing	C/F October
9	Metric	178002/DR3768	£394.20
10	Andy Piper	Bus shelters external	£60
11	Roger Levick	Reimbursement – signs	£93.60
12	Clerk (Emily)	Printer	£65.79
13	Clerk (Emily)	Monthly amount + phone	£44.99
14	MJ Scott	Reimburse for shackles	£13.98
15	Michael Williams	Bench repairs	£21

Treasurer's Account	£35982
Business Account	£101557
Car Park Income YTD (ex-VAT)	£26047 – 31 <sup>st</sup> August
Car Park Income (2021/2) YTD	£26562 – 31 <sup>st</sup> August