

Minutes – Remote INSTOW PARISH COUNCIL MEETING held on 19th November 2020

Attendees – Cllrs Allen, Scott, Harper, Maccall, Hackett, and Helyer. Also in attendance Parish Clerk Roger Levick (PC)

Actions agreed and by whom are coloured **blue**

1. Min 109 20/21 - **Opening of Meeting** @ 7.30pm – *Chairman welcomed all*
2. Min 110 20/21 - **Apologies** – *NDC Cllr (and MP) Selaine Saxby*
3. Min 111 20/21 - **Councillors Declaration of Interests** – *none declared*
4. Min 112 20/21 - **Questions raised by Parishioners** via email prior to the meeting – *none received, but see correspondence appendix*
5. Min 113 20/21 - **County** – *no report received.* **District** - With regards to my report for this evening there are a couple of things to note: I have contacted Andy Bell regarding the spring tides and associated water issues and access to the beach, who advises he has been contacted by yourself to seek local resources to support. Please do come back to me if there are still issues resolving this. I also had to notify the District Council about overflowing dog bins in the last 10 days and hope that the schedule is being matched to the need. I would also like to urge people to contact the council if they need financial help or support 01271 388280 as there is a hardship fund available and much other help at this time such as council tax relief and I am increasingly concerned that residents are not aware where to go for help. If there are any issues that anyone needs to contact me about, please can I ask that my parliamentary email address is used: selaine.saxby.mp@parliament.uk and I am very happy to clarify information as there is much “fake news” circulating at this time particularly on social media, which is not helping residents at this very difficult time.
6. Min 114 20/21 - **To confirm as a true record the minutes of the meeting held on 15th October**
Unanimous
7. Min 115 20/21 - **Matters arising from the minutes not listed elsewhere on the agenda** – *none*
8. Min 116 20/21 - **Correspondence and Communications** – *see appendix*
9. Min 117 20/21 – **Update from Planning sub-committee** – *Planning (72474) Councillors expressed concern that a healthy Monterey Cypress tree, protected by a TPO was in danger of being cut down. **PC** to write asking that the tree be crowned as opposed to being cut down. The Council's response prepared by Cllr Scott regarding the new UK Planning System, was to be forwarded to Selaine Saxby in her capacity as MP (**PC**)*
10. Min 118 20/21 – **Sale of Tractor** – *an offer of £3000 had been made. **PC** to confirm with all interested parties that no further increase would be made. If no further increase, then PC given authority to expedite the sale.*
11. Min 119 20/21 – **PSPO update** – *see correspondence appendix point 9*
12. Min 120 20/21 – **Post Office hours** – *see correspondence appendix point 10.*
13. Min 121 20/21 – **Parish Magazine** – **PC** to contact magazine editor to discuss him extracting any points of interest from the Council Minutes, to include in the editorial
14. Min 122 20/21 – **Beach ‘Draft’ Contract** – *The Council congratulated Cllr Maccall on her work putting the contract together. It was accepted unanimously, and the **PC** was tasked with obtaining legal approval prior to any advertisement being placed. Cllr Scott to provide appropriate map for attachment.*
15. Min 123 20/21 – **Toilet Block** (end of temporary contract 31/12/20) – *As the previous contract had been nullified due to Covid-19, a new temporary contract would be put into place as from January 1st 2021, until 31st March 2021, to give the Council time to prepare an agreed tender, for a 12 month rolling contract. Cllr Maccall volunteered to prepare said contract.*
16. Min 124 20/21 – **Footpaths** – *It is a requirement that the footpaths are walked and maintained each year by the Parish Council or someone delegated to do so. It is confirmed that all the footpaths have been walked in Instow Parish this year, and maintenance work has been done where necessary as evidenced by invoices for that work*

17. Min 125 20/21 – **Donations to local Charities** – *delayed until Covid restrictions lifted*
18. Min 126 20/21 – **Royal British Legion** (wreath recycling) – *delayed until Covid restrictions lifted*
19. Min 127 20/21 – **Christmas Celebrations** (update) – *as it seems unlikely that a Carol Concert will be practicable this year, the Council decided that if at all possible, one would be held as soon as possible in 2021, or failing that, Christmas 2021.*
20. Min 128 20/21 – **Car Park/Ticket Machine** (update) – *Cllr Allen and PC collating options to put before Car Park Working Group. A Deed of Variation of Grant Agreement had been received from NDC, extending time frame to March 2022 for car park refurbishment. Cllr Allen to ensure correctly signed Deed sent back*
21. Min 129 20/21 – **Finance** – approval for expenditure (see appendix) and summary of accounts – *all invoices approved for payment (see appendix), and authorisation given to PC to pay an 'accounting fine' should one be received from auditors.*
22. Min 130 20/21 – **Budget Considerations** – *planning meeting needed for December's meeting, in readiness for 2021/2022. Cllr Scott to prepare budget for consideration by the Finance Group prior to December's meeting*
23. Min 131 20/21 – **Tracker Update** – *Cllr Scott asked if the Tracker could follow the Minutes in the next agenda, as opposed to being at the end. Approved. PC to follow up on issue with beach moorings with Instow Marine.*
24. Min 132 20/21 – **Date of next meeting** – *Thursday 10th December via Zoom 7.30pm*

Correspondence – November 2020

1. Mike Glover – concerns regarding Tarka entrance gate opposite Signal Box. Meeting with Cllr Hackett and Parish Clerk have determined that the gate hinges need de-rusting and adjusting so that the gate closes of own volition. Now completed. Consideration for the Council to place a sign on the gate, asking users not to jam it open
2. ATTURM – concern of overhanging trees needing cutting back. Job completed
3. Mike Foster – wants to apply for an allotment. Has now applied through MJS
4. Ralph Hodgson – concern over Tarka entrance gate being padlocked shut on occasions. Now being dealt with (see point 1)
5. Car Park – Flowbird will be conducting a feasibility study for the possible updating of the Cash Machine later in November as part of the Councils 'options' for 2021.
6. Response sent back regarding Community-Led Affordable Housing, stating Council's viewpoint that 'if there was to be any social housing development, then it should be as a whole, and not a small part of a bigger development, and for Instow Parishioners only'.
7. One month's notice (as required) in writing given to terminate the present beach cleaning contract, as a new tender was being formulated for 2021 onwards.
8. Claim sent to DCC for the Urban Grass Cutting Contract Funds.
9. PSPO – many communications from various sources regarding the outcomes now available through NDC website, and of course the Press!
10. Verbal confirmation from John's of Instow regarding Post Office opening hours. They are 11-2pm Monday to Friday, and 11-12.30pm on Saturdays, and will remain so for the foreseeable future
11. Verbal complaint passed on by Cllr Hackett – some parishioners are complaining about the amount of gravel intruding and on the pavement outside one of the houses opposite the signal box. Trying to contact the owner who is believed to live away.
12. Ruth King, a parishioner in Instow, is looking to rent a parking space during lockdown, maybe longer. PC in liaison regarding possibilities.
13. Email from Mr Gale (Instow parishioner) complaining that some vehicles are using Marine Parade as a long stay car park, depriving local residents of on road parking. PC in liaison with CCllr Biederman

<u>Expenditure</u>		Nov-20	
<u>Supplier</u>		<u>Details</u>	<u>Amount</u>
Vodafone		Monthly Contract	£11
Clerk's salary Sept and Oct			£1,859.29
Royal British Legion		Remembrance Day Wreath	£22.50
Clerk's expenses		Mileage and Parking costs	£48.40
Julie Braddick		Bus shelters cleaning and some hedge trimming	£166.00
Michael Williams		Cutting down dead tree at ATTURM and hedge cutting	£78.00
Dave Budd		Grass cutting	£170
Roberts Cleaning		As per contract and materials	£1,010.64
VAT		Quarter 2 payment	£2,289
DALC		Meeting attendance 12th March (1p in credit)	£107.99
PFK Littlejohn		Accounting costs	£360.00

Instow Parish Council 'Tracker' – updated 17/11/20

1. **Car Park Cash Collection** – all previous agreements cancelled due to Covid-19. 10th October contact re-established by Parish Clerk with NDC and new Parking Management Manager (Lena Haydon). Re-starting correspondence, and in addition, looking at alternative possibilities. **Update 12/10/20** – NDC not keen on taking over cash collection from IPC for the Car Park as (their words) it is not as simple as it seems. As Parish Clerk I would support that as the current machine is not particularly robust, and if NDC caused a fault which is easily done, we (IPC) would incur the call out and repair costs. Now having had the benefit of tuition from FloBird, I am more confident of being able to fully operate and maintain the machine – potentially a much greater cost saving. RingGo cannot be 'piggybacked' from NDC – it would need a separate contract with the relevant company. Enforcement Officers are now on the rota for the Car Park. Finally, FloBird can amend/upgrade our present machine, cost approx. £1500, to become contactless and cash only – they do not recommend a credit card/contactless system as they have proved less reliable – there is a contactless cost per transaction which is being talked though over the next few days (FloBird/Parish Clerk). PC to continue to look at alternatives and provide options/alternatives to the Council. RingGo have also been asked to contact PC to see what they can suggest
2. **Former Sand Hills Care Home** – No reply from NDC to date. Parish Clerk will chase again!
3. **Residents parking** (Lane End & part of Marine Parade). Progress held up due to change of consultant (Jacobs to WSP), and site visits, due to Covid-19. Some issues with measurements and location of disabled bay require additional site visits. Updated design being finalised and once that happens, community will be informed of forward movement (nothing further heard)
4. **Car Park Improvement Plan** – Still awaiting revised specification from NDC. Parish Clerk in frequent communication with Will Caddick, who is liaison with NDC regarding all Car Park plans and issues. Due to Covid-19, most things are on hold, but Instow is definitely in 'the mix'. He assures the Council that the grant allowed and paid, is open ended due to circumstances, and will not be recalled. Received email confirmation
5. **PSPO Consultation** – Results now available on NDC website
6. **Beach Cleaning** – following BMWG meeting (5th October), a fresh look at what was needed was discussed and actions decided. Draft tender ready for November's Council meeting.
7. **Instow Beach Moorings** – no hard facts established, needs to be a tighter control in 2021. Invoice for £750 plus VAT to be sent to Peter Short (Instow Marine). A 'walk' of the beach at low tide needs to determine number and location of available moorings ready for 2021