

# Minutes – Remote INSTOW PARISH COUNCIL MEETING held on 15<sup>th</sup> October 2020

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

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

1. Min 89 20/21 - **Opening of Meeting** @ 7.30pm – *Chairman welcomed all*
2. Min 90 20/21 - **Apologies** – *Cllr Hellyer*
3. Min 91 20/21 - **Councillors Declaration of Interests** – *none declared*
4. Min 92 20/21 - **Questions raised by Parishioners** via email prior to the meeting – *Mrs P Cantle questioned whether Cllrs were aware of the detail why the Parish Hall was closed for meetings. **PC** to investigate and report back. **DCllr Saxby** to send PC copy of regulations*
5. Min 93 20/21 - **County & NDC reports**

**CCllr Frank Biederman** – *no report received*

**MP and NDC Cllr Selaine Saxby** - As we move into the second wave of this dreadful pandemic, it is more important than ever that we follow the basic guidance and ensure we wash our hands very frequently, cover our face in enclosed spaces and keep our distance to two metres as far as we possibly can. In addition this year, ensuring you get your flu jab is more important than normal as having the flu can mean you are more susceptible to the effects of Covid-19. Flu jabs are important every year, but this year they are particularly important because: if you are at higher risk from coronavirus, you are also more at risk of problems from flu, if you get flu and coronavirus at the same time, research shows you are more likely to be seriously ill, it will help to reduce pressure on the NHS and social care staff who may be dealing with coronavirus. If you are eligible or you have been contacted by your doctor to get one, please do so. You can arrange to have it at either a GP surgery or your local pharmacy, with many encouraging you to make an appointment before you go. Due to the high demand this year, there may be occasions when the jab may not be immediately available. More vaccines are being delivered, so please do persevere, the details of why this is happening are available on this NHS

leaflet: <https://www.healthpublications.gov.uk/ViewArticle.html?sp=Whydoihavetowaitformyfluvaccineflyer>

The Government are providing additional support to those who have unfortunately lost their jobs during the pandemic, and it is important if you are seeking work to contact our excellent Job Centre Plus in Barnstaple who can help with CVs, skills retraining, job seeking and benefits. The new Kickstart Scheme is designed to help specifically the 18-24 unemployed back into work. Local businesses that wish to offer a young person a position, which is paid for by the Government can find out more information about the scheme here <https://www.gov.uk/guidance/find-someone-to-apply-for-a-kickstart-scheme-grant-on-your-behalf> and apply through local gateway organisations which currently include the Devon Chamber (<https://devonchamber.co.uk/kickstart-job-placement-scheme/>) and the South West Federation of Small Business (<https://www.fsb.org.uk/campaign/kickstart-scheme.html>).

6. Min 94 20/21 - **To confirm as a true record the minutes of the meeting held on 17<sup>th</sup> September**  
*Unanimous*
7. Min 95 20/21 - **Matters arising from the minutes not listed elsewhere on the agenda – **PC****  
*reported that he had not yet visited properties along Anstey Way with overhanging foliage. Still awaiting confirmation from **CCllr Biederman** as to who 'owns' the verges along Anstey Way, in order to be able to trim back low hanging branches on the footpath.*
8. Min 96 20/21 - **Correspondence and Communications** – *see appendix*
9. Min 97 20/21 – *A £200 grant was being made available from DCllr Saxby for a good cause. The Council tasked the **PC** to speak to the PTA at Instow School*
10. Min 98 20/21 - **Update from Planning sub-committee – **PC**** was tasked with going back to planning regarding planning number 72254 as only 18 months ago, the TPO had said that regular 'crowning' was the solution, and now cutting down is being asked for. The Council

also felt that 66623 had been changed considerably since the initial application and wanted further clarification. **Planning Cllrs** to prepare a note for the PC to send back.

11. Min 99 20/21 - **Cars on beach** – Christies confirmed that no cars were given permission to park on the beach. Cllr Maccall asked about boat launching from the beach – the Council agreed that an initial launch was acceptable, as was the removal of a boat at the end of the season, but multiple launches were not, and vehicles could not be left unattended whilst the boat was being used. Offenders should be informed. Cllr Scott also pointed out that Jet Skis were to be launched from Appledore, not Instow.
12. Min 100 20/21 - **Possible sale of tractor** – Council agreed that it should be sold, and the Beach Management Working Group (**BMWG**) were tasked to start the process
13. Min 101 20/21 – **Beach Cleaning** – the BMWG held a meeting on the 5<sup>th</sup> October, and the following were agreed 1) - the existing contract was out of date and needed replacing 2) - cleaning to be 3 days per week (Mon, Wed, & Fri) with 5 days (Fri, Sat, Sun, Mon, & Wed) during July and August (season April-Sept), and cleaning to be completed each day by 10am, 3) - cleaning to include the Dunes and up to the Cricket Club 4) - clarification needed on how many beach moorings there were, and how many were actually being used and paid for (**PC** to speak to Peter Short), 5) - **Cllr Maccall** to draft a new tender to put before the Council in November (final agreement in December following legal approval) with tender being advertised in the New Year.
14. Min 102 20/21 – **Community Grants from Solar Power Dev't** – Cllr Scott attended the remote meeting on behalf of IPC. I attended the meeting via zoom on 30th Sept to discuss how best to administer the Community Benefit Fund should Aura Power be successful in their planning application for the Litchardon Cross Solar Farm. It was considered appropriate for Horwood, Lovacott and Newton Tracey to act as the administrator of the Fund. The 5 nearby Parish Councils should each nominate a representative to form the Trust and will duly have one vote. If the developer is able to secure planning permission for the scheme proposed, the yearly payment to the Trust would be £17,465 for 35 years. Of this, £2000 a year is to be set aside for local schools to attend educational sessions. Alternatively, the developer would be prepared to make a single lump sum payment of c £188k. Clearly until we know if the planning application is successful all we can do for now is decide if we are all happy to accept what was discussed at the meeting and to report back to Aura Power accordingly.
15. Min 103 20/21 - **Christmas Celebrations** – Council felt it appropriate to keep all options open as Covid restrictions changed frequently, and will discuss again in November
16. Min 104 20/21 - **Car Park progress and Ticket machine** – PC reported that several options were now being looked at, but the financial implications needed confirming. This will be discussed again in November.
17. Min 105 20/21 - **Finance** – see appendix
18. Min 106 20/21 - **Tracker** – see appendix
19. Min 107 20/21 – **Items for November's meeting** – Christmas Festivities, Car Park, Draft Tender for beach cleaning, Zoom costs (unless decided before)
20. Min 108 20/21 - **Date of next meeting** – Thursday 19<sup>th</sup> November

## **Appendix - Correspondence**

1. Instow School PTFA requested a grant application form – form sent
2. Glyn Stanning – email received regarding the Car Park. The issues identified cover over one page of A4 in small type, and are too many to list in the minutes. However, the Car Park Management Group will be discussing in the near future and a response provided.
3. An updated proposed parking plan for Marine Parade received from DCC. Copies will be placed in the notice boards
4. A letter from the Commodore regarding the Christmas Carol Service. No application has been made, no Christmas Tree will be erected, and the focus for the Hotel will be on their guests and their safety this year
5. The Commodore's letter also states that they will be looking into planting 2 new trees in the New Year to replace those that will be felled

6. A letter from Christie's Estate, saying that no permissions are ever granted for parking on the beach, except for essential maintenance, and mooring management. Also suggested a face to face meeting or Zoom to discuss any other issues
7. Email from Mr & Mrs Mayhew (Porlock), congratulating the Parish Council on the cleanliness of the Car Park Toilet Block – replied thanking them for taking the trouble to email IPC
8. Email from DCC environment agency – notification of revetment repairs to concrete walls by Yacht Club 26<sup>th</sup> October to 13<sup>th</sup> November. Any vehicular traffic should be contained within NDYC grounds. ND Biosphere and Natural England notified.
9. Community-Led Affordable Housing. An email from Jaimie Jeyes was forwarded to all Cllrs on the 5<sup>th</sup> October – **PC** to ask for more time in order to provide a measured response

## Appendix – Finance – Expenditure – Income. **All expenditure agreed.**

Vodafone	Monthly Contract	£11
Peter Hosegood	Beach cleaning 17/8 to 30/9 - final clean for 2020	£1,170
Dave Budd	DCC grass cut	£340.00
Roberts Cleaning	August & September Toilet Contract	£1,972.92
Reimburse Clerk	New Coin Counter replacement	£150.90
Clerk's expenses	27th August to 30th September	£133.68
Andy Piper	August & September Bus shelter cleaning 2 x £60	£120
Julie Braddick	Bus stop cleaning x 6 plus 1 additional clean of BS No1	£223
Community Heartbeat	Remainder of 2020 contribution for defibrillator	£53
All Saints Chapel	2 hours for Beach Cleaning WG meeting	£12
NDC	Dog waste bin emptying	£374.40
Treasurer's Account	£34009.24	
IPC Business Account	£77563.78	
Car Park Income to date	£21473.90 gross = £17894 net – shortfall due to Covid restrictions	
Comparative to last year	£29905.47 gross = £24920 net	
Car Park Income August-October 2020	£12737.80 gross £10614 net – increase on same period	
Car Park Income August-October 2019	£9722 gross £8101 net	

## IPC Tracker Update

1. **Car Park Cash Collection** – all previous agreements cancelled due to Covid-19. 10<sup>th</sup> 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.
2. **Former Sand Hills Care Home** – No reply from NDC to date. Parish Clerk to ask **DCllr** to chase.
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 required additional site visits. Updated design being finalised and once that happens, community will be informed of forward movement.

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. Parish Clerk has asked for email confirmation
5. **PSPO Consultation** – as circulated via email. In other words, not much happening as far as decision making goes! Watch and wait!
6. **Beach Cleaning** – following BMWG meeting (5<sup>th</sup> October), a fresh look at what was needed was discussed and actions decided. Now awaiting draft from Cllr Maccall for discussion. This will be discussed at November's meeting, and once agreed, legal approval will be required prior to December's meeting and a Tender being advertised in the parish Magazine, and local papers.

**AOB** - A question was asked at the end of the meeting by Cllr Maccall of the Council in general as to whether anyone knew if the Post Office hours in John's would be reverting to the pre-Covid hours at anytime soon. DCllr Saxby took the question away to find out the answer, which was 'the hours will remain as they are for the present'.