

Minutes – Remote INSTOW PARISH COUNCIL MEETING held on 17/09/2020

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

Actions agreed and by whom are coloured blue

1. Min 64 20/21 - **Opening of Meeting** @ 7.30pm – Chairman welcomed all
2. Min 65 20/21 - **Approval of Clerk's appointment, hours of work, and salary** - Unanimous
3. Min 66 20/21 - **Apologies** – MP & NDC Cllr Saxby, and Cllr Parkhouse.
4. Min 67 20/21 - **Councillors Declaration of Interests** – none declared
5. Min 68 20/21 - **Questions raised by Parishioners via email prior to the meeting** – none received
6. Min 69 20/21 - **County & NDC reports**

Cllr Frank Biederman - I am conscious of your time limits on Thursday, now that it has to be a Zoom meeting. I have been working hard trying to find extra funding for the School to complete the Nursery, having already given them £5000 from my Investing in Devon Budget towards the Budget. I hope that some footpaths/pavements in the village will be surfaced dressed in the coming weeks finally. I have great concerns and raised with Selaine & the Director of Public Health the issues many key workers are having to get a test locally and in a timely manner, both are lobbying hard on the subject. I have also been campaigning on the issue of schools not getting any extra financial help to be Covid Secure, it is having to be found out of existing school budgets, which will further impact on children's education, DCC have agreed to write to appropriate ministers. If you have any questions or concerns please do ask via email. Hopefully this will help you get your business done and save the time on the Zoom call.

MP and NDC Cllr Selaine Saxby - I have given 25% of my grant to Tawstock for the telephone box project. Anyone needing an update on the situation with the coronavirus can find all the information on this link: <https://www.devon.gov.uk/coronavirus-advice-in-devon/> which is constantly updated. I know there are some problems getting tests this week, however, this is driven by a huge increase in demand. There were 38% more tests conducted last week in Devon than the week before. It is important that people only go for a test if they have symptoms: high fever, new persistent cough, loss of taste or smell. If you have been in contact with someone who has a positive test you do not need to get a test, but you do need to self-isolate for 14 days like quarantine as it may take this long for the virus to incubate. Testing capacity is being constantly increased, but demand is currently outstripping supply. However, cases do still remain low in Devon with just 4 in North Devon in the last 7 days.

7. Min 70 20/21 - **To confirm as a true record the minutes of the meeting held on 16th July** – proposed by Cllr Helyer and seconded by Cllr Scott. Unanimous
8. Min 71 20/21 - **Matters arising from the minutes not listed elsewhere on the agenda** – several minor administrative alterations were identified which **Cllr Scott** agreed to remedy
9. Min 72 20/21 - **Correspondence and Communications** – see appendix
10. Min 73 20/21 - **Update from Planning sub-committee**, to include IPC response to new system of Planning Consultations – 3 x applications, 71953 – Cllrs asked that if 2 trees were being felled, that 2 more should be planted to replace (**PC** to write to applicant). 71819 – **Cllrs Allen and Maccall** to review and report back. 71388 – this has been ongoing since April. The Council expressed their dissatisfaction with the lack of progress from NDC as the 'selective branch trimming' was now a danger. **PC** to email Cllr Biederman. Re Planning Consultations – the Council expressed their misgivings and agreed to draft a document of 'concern', North Devon in particular, and send to MP Selaine Saxby. **Cllr Scott** to send out a questionnaire to all Cllrs.

11. Min 74 20/21 - **PSPO Consultation** – *apparent lack of access to the consultation and concerns regarding accuracy of the number of questionnaires by Instow residents. A heated discussion was held, with the result that the PC would email Cllr Biederman with the Council's concerns*
12. Min 75 20/21 - **Cars on beach** – *one driver insisted that he had been given permission by Christies to park there. PC tasked to contact Christies asking for clarification on whether they give such permissions*
13. Min 76 20/21 - **Asset Register** – *need to update. Council agreed and PC tasked to research and update and report back in November. Cllr Harper agreed to help. Noted that the chain saw and leaf blower were not in evidence.*
14. Min 77 20/21 - **Possible sale of tractor** – *Council agreed to defer until Beach Management Group met and discussed in October*
15. Min 78 20/21 - **£106 monies** (if available) – *suggestions received:- a) Bicycle racks in or near Commodore, Signal Box, and entrance near bridge by Marine Camp b) Information boards at strategic points along the Tarka Trail, in or near the dunes, Marine Parade, and the Quay, containing local information, wildlife details, and consideration for other users c) Purchase of land alongside dunes at Puttermouth Sands to fence off for bird roosting d) Purchase of land for more allotments e) Repair of wall by Church on road f) Creation of a ramped entrance to beach by Boathouse g) Instow School, help with creation and building of nursery section.*
16. Min 79 20/21 - **Community grants from Solar Power Development** – *a remote meeting has been scheduled for the 30th September for all interested Parishes. Cllr Scott was 'volunteered' to act as IPC representative, and will report back at the next meeting.*
17. Min 80 20/21 - **Footpaths – update on work completed to date** – *Marine Camp and Marsh Lane strimmed and trimmed. Overhanging hedges along Anstey Way – PC to contact individuals identified. Who owns the verges along Anstey Way was asked – CCllr Biederman to investigate as the tree branches are very low and affect pedestrians.*
18. Min 81 20/21 - **Christmas Celebrations** – *Carols and Party discussion and plans – If Covid allows, then the Christmas Carol concert outside the Commodore will go ahead on Sunday 13th December.*
19. Min 82 20/21 - **Update on seafront benches** – *One bench has had to be scrapped due to disintegration. This was cannibalised to repair two others, and one new bench (Roseanne Hardy) has just been sited.*
20. Min 83 20/21 - **Car Park progress and Ticket machine** – *Cash only is now becoming more of a problem due to less than three out of ten transactions now using cash. PC to liaise with NDC to see if the system they use could be piggybacked for Instow.*
21. Min 84 20/21 - **Finance (1)** – *to include 1. Correction of July's finance section so that money from NDC is changed and a transfer from one account to another is shown instead 2. Transfer of yearly monies as per budget (£3000) for Car Park Maintenance 3. Retrospectively confirm VAT payment of £300 – Cllr Scott given authority to make the agreed alterations. Unanimous*
22. Min 85 20/21 - **Finance (2)** – *Financial summary – see appendix*
23. Min 86 20/21 - **Tracker** – *Concerns expressed regarding the length of time for various issues to be sorted. PC to forward issues to CCllr Biederman*
24. Min 87 20/21 - **AOB** – *A lock has appeared on the gate leading to the beach opposite the BoatHouse. Cllr Allen to investigate and report back*
25. Min 88 20/21 - **Date of next meeting** – *Thursday 15th October*

Appendix - Correspondence

1. Barbara Long – *needed maps of Instow for family visit. Google Maps suggested as best option*
2. Amy Prior – *considering buying a property opposite Wayfarer, inquiring about residents parking. Relayed current position and informed her that season tickets are available for Marine Parade Car Park*

3. John Stenton – asking if IPC were aware that a gas main was going to be replaced again at the junction of Anstey Way and Marine Parade, and that parking was going to be very difficult during that time. Can the Council look at Residents Parking again please. Informed him that it would be – *Cllr Biederman will look into the delays experienced from NDC*
4. Peter Cattle – overhanging 'hedge' to the right of the Commodore's gates. *Spoke to Commodore who have rectified it.*
5. Alexandra O'Brien – wanted permission to lead a Beach Clean on Friday 18th post high tide to coincide with the Great British Clean. *Permission given to clean 'second' beach*
6. David Stanning – examples of monies not being recorded in the ticket machine in July, cars parking outside of marked bays, and the positive result of his battle with NDC for a ticket received for unloading outside his garage. He would appreciate IPC giving some guidance to garage owners so that if CEO's reappear, owners have some form of appeal. *Informed that the matter was being raised at the next IPC meeting on the 17th. The Car Park working group will look at ways of emphasizing (painted lines?) the 'space' needed outside the garages. Budget agreed of £150*
7. David Stanning – are the IPC looking to upgrade/renew the ticket machine, as less people now use cash, especially since Covid. *Informed that it is under consideration. PC to liaise with NDC to see if there is a possibility of using their 'phone' system.*
8. John Edwards (architect for proposed Kiln House in Kiln Close Lane) – *an invite to all Cllrs to visit proposed site to be given a run through of the proposals. Call 07824 849636 to arrange.*
9. Sam Heaton – possibility of applying for a grant for Instow pre-school – *PC to obtain grant application forms and send to SH*

Appendix – Finance – Expenditure – Income. All expenditure agreed unanimously.

D Budd	DCC grass cut – August	£340 – paid
Roberts Cleaning	Cleaning of toilets + 5 spare keys	£700.96 – paid
NDC	Clerks Salary recharge and admin fee - July 2020	£821.39 – paid
Julie Braddick	10/7-12/8 weekly clean of Bus Shelters - tidying of surrounds	£253 – paid
Archant	Advert - Parish Clerk	£302.40 - paid
Michael Williams	22/7 and 29/7 - strimming, clearing Quay Lane, removal of bench	£48 – paid
All Saints Chapel	Provision of green waste bin	£36 – paid
Michael Williams	Clearing of Parish footpath - Venn Close area - 3 hrs at £12ph	£36 – paid
Michael Williams	Mending of benches - strimming etc. 2 people each 3.5hrs	£84 - to pay
Michael Williams	Clearing of Marine Camp footpath. 2 people each 3.5hrs	£84 - to pay
All Saints Chapel	Hire for interviews - 5 hrs at £6ph	£30 - to pay
Michael Williams	Clearing sand - 2 x 3 hrs @ £12ph	£72 - to pay
NDC	Outgoing Clerks final salary	£733.71 - paid
Peter Hosegood	Beach Cleaning	£840 – paid
BHIB Insurance Brokers	Tractor Insurance	£277.54 - paid
Charles Waldren	Website maintainance	£47.50 - to pay
Vodafone	Mobile	£11 – paid

Finance

Treasurer's Account	£30283.80
IPC Business Account	£72005.58
Car Park Income to date	£16861 gross = £14050 net – shortfall due to Covid restrictions
Comparative to last year	£28399 gross = £23665 net
Car Park Income July–September 2020	£11534 gross £9611 net – shortfall due to Covid restrictions
Car Park Income July-September 2019	£16548 gross £13790 net