

**DRAFT MINUTES OF THE INSTOW PARISH COUNCIL HELD
REMOTELY ON**

THURSDAY 16th JULY, 2020 AT 7.00pm

Present: - Councillor R Allen (Chairman)
Councillors Mrs M,J Scott, Mrs R. Maccall, Mrs P. Hackett, J. Hellyer
and C.Harper.

Mr M Harris (Clerk)

1. Min 048 : 20/21 OPENING OF THE MEETING

The meeting was declared open by the Clerk. The meeting is convened in line with The Local Authorities and Police and Crime Panels(Coronavirus) regulations 2020.

2. Min: 049: 20/21 APOLOGIES

There were apologies received from Councillor Mrs M Parkhouse.

3. Min: 050: 20/21 COUNCILLORS DECLARATION OF INTERESTS

Councillor R. Allen reported that he was a member of the ND Yacht Club. This declaration for item 14 on the agenda – ND Yacht Club – request for use of the beach.

4.Min: 051:19/20 PARISHIONERS QUESTIONS

Glyn Stanning forwarded a request to the Parish Council to consider issuing a car park permit for a Campervan.

After a discussion it was **RESOLVED** that the Parish Council would adopt a formal policy to exclude Campervans of Motorhomes from eligibility for a car park permit in the Marine Parade car park.

5. Min: 0:52/21 REPORT COUNTY COUNCILLOR F. BIEDERMAN

No report provided for the meeting.

6.Min: 053:20/21 REPORT OF DISTRICT COUNCILLOR S .SAXBY

No report provided for the meeting.

**7.Min: 054 20/21 MINUTES OF THE MEETING HELD ON THE 18th JUNE ,
2020.**

It was **resolved** that the minutes of the meeting held on 18th June, 2020 be approved as a correct record and be duly signed by the Chairman

8.Min 055: 20/21 MATTERS ARISING FROM THE MINUTES

There were no matters arising.

9.Min: 056: 20/21 TRACKER – TO REVIEW THE TRACKER

The Parish Clerk reported the following

Car Park Improvement Plan – The Parish Council are still awaiting the draft specification for the works to the car park

Public Spaces Protection Order – Instow Beach – Letter to be sent from the Parish Council commenting on issues relating to the consultation process, and setting out the Parish Councils preferred position relating to dogs using the Instow Beach.

Former Sand Hills Care Home – No update received from the District Council.

10.Min: 057: 20/20 SEAFRONT – BENCH APPLICATION

A request for a new bench to be located on the seafront has been received from Sue Manners.

After a discussion it was **RESOLVED** that the Parish Council will adopt a formal policy to not accept any new application for benches on the seafront until an existing bench is removed, and a space becomes vacant.

The Parish Clerk was requested to contact Sue Manners to explain the position and offer the possibility of an alternative site on the Tarka Trail.

11.Min: 058: 20/21 REPORT – BEACH MANAGEMENT GROUP

A meeting of the Beach Management Group took place on Tuesday 7th July, 2020, the following actions were put forward for the consideration of the full Parish Council;

Public Spaces Protection Order(PSCO)

Agreed that Councillor M.J Scot would draft a letter to North Devon Council setting out issues relating to the consultation process, and setting out the current position of the Parish Council on dogs on Instow Beach.

Beach Cleaning Contract – Use of the Tractor

It was agreed that the Tractor would not be used for the remainder of the 2020 season.

It was agreed that Councillor P. Hackett would approach local farmers and land owners to discuss the possibility of setting up an arrangement whereby the Parish Council could request the occasional use of a Tractor to remove major items of debris from the beach.

It was agreed that work to retender the contract should commence in January 2021.

12. Min: 059: 20/21 LETTER TO NORTH DEVON COUNCIL - PUBLIC SPACES PROTECTION ORDER(PSPO)

A draft letter had been circulated to all Councillors and a number of responses had been received.

It was agreed that Councillor M.J Scott would coordinate any further response and then agree the final draft, prior to sending to North Devon Council.

13. Min: 060: 20/21 COMMUNITY PRIORITIES INSTOW

A request has been received from North Devon Council for the Parish Council to consider the current community priorities in Instow. The community priorities help to determine the future allocation of 106 monies from local development.

It was agreed that the priorities should be considered by Councillors outside the meeting and any contributions forwarded to the Parish Clerk.

14. Min 060: 20/21 ND YACHT CLUB – REQUEST FOR USE OF THE BEACH

A request had been received from the ND Yacht Club for the use of the beach on two occasions during the summer for the storage of boats taking part in open competitions.

It was **RESOLVED** to agree to the request.

15. Min 061: 20/21 CORRESPONDENCE

- a) Steve Price – request for clarification on current voluntary Code of conduct for the beach – response provided in line with the notices displayed in and around the beach.
- b) Glyn Stanning – request for parking permit for camper van. To be considered at the Parish Council Meeting.
- c) Brian Cooke – suggestion for improvement to the Marine Parade Car Park – circulated to Councillors for comments.
- d) Sue McNeil – penalty notice – Sand Hills Car Park – response provided explaining this is a privately owned car park.
- e) Anthony Johns – Update from Johns of Instow – circulated to all Councillors.
- f) Colin Savage – update affordable housing – circulated to all Councillors
- g) Sue Manners – bench policy current situation during COVID – 19. Agenda item

16. Min 062 20/21 FINANCE

a) Approval of expenditure for payment:

EXPENDITURE: -

Supplier	Detail	Amount
Design Shop	Beach notices & installation	£325(VAT £65.00)
Malcolm Harris	Parish Clerks salary – June 2020	£821.39(VAT £1.29)
Malcolm Harris	Parish Clerk expenses – April – June Internal Audit costs.	£68.34 £115.87
Dave Budd	DCC Grass cut – June & July	£680.00

Pete Hosegood	Beach cleaning 15/06 – 11/07	£720.00
Julie Braddick	Bus shelters, cutting back and removal of rubbish,	£174.00
Booker	Cleaning materials – toilets d/d	£173.05(£28.84) £196.67(32.78)
Vodafone	Monthly mobile contract	£11.00 (£1,83)
Absolute Cleaning Solutions	Toilet cleaning 10 days to 17/07/20	£254.40
South West Water	Water charges 1 st May – 6 th July	£388.62
Total Expenditure		£3,928.34

There were two additional items of expenditure for approval:

Bookers – Toilet cleaning materials - £196.67
 Design Shop – Notices for car park - £36.00

Approve is requested for payment of the above expenditure.

It was **RESOLVED** to approve all outstanding items of expenditure for payment

INCOME

Car Park Income – 18th June, 2020 - £567.25
 Car Park Income - 26th June. 2020 - £726.05
 Car Park Income - 3rd July. 2020 - £365.85
 Car Park Income - 10th July, 2020 - £696.30
 Precept – 2nd Instalment- 24th June, 2020 -£4,787.63
 Bank Interest- 9th July, 2020 - £3.05

TOTAL - £7,146.13

Car Park Income from 1 April, 2020 to 31st March, 2021 Comparison with previous year:

Period 18th June 2019 – 16th July 2019 – £6,781

Period 18th June 2020 – 16th July. 2020 - £3,251

Year to date to -16th July, 2019 Gross: £17,776 Net of VAT = £14,813

Year to date to 16th July, 2020 Gross: £4,028 Net of VAT = £3,557

The year on year comparison show a gross shortfall of £13,748. Due to COVID – 19 and reduced visitor numbers during June and July.

BANK – STATEMENT OF ACCOUNTS: -

Lloyds Bank Treasurers a/c no. 02348842 as @ 16th July 2020 = £27,100.78
 Lloyds Bank Business a/c no. 02350065 as @ 16th July, 2020 = £72,003.05

b) Financial Summary

Following the internal audit, the treasurers account is now the operational account that receives all income and makes payments for all expenditure. The business account has a sum of £60,000 ringfenced for car park improvements, and a sum of £12,000 as a reserve for car park repairs and maintenance.

c) Annual Return
Internal Audit Report

A copy of the Internal Audit report for 2019/20 was circulated to all Councillors. There were no comments.

Annual Governance Statement

The Annual Governance statement was circulated to all Councillors. The Parish Clerk explained that there had been some minor issues with invoices, but that all outstanding information had now been passed to the Auditor.

Accountancy Statement 2019/20

The Accountancy Statement for 2019/20 was circulated to all Councillors. There were no comments.

It was RESOLVED to accept and confirm receipt of the Internal Audit Report, the Annual Governance Statement, and the Accountancy Statement. Appropriate documents to be duly signed by the Chairman and the Parish Clerk, and submitted for External Audit

Copies of the above documents will be made available via the Parish Council website.

17. Min: 063/20/21 PLANNING

Planning consultation requests:

Ref: 71711 – Replacement of 16 roof windows at Instow Parish Hall Quay Lane, Devon EX39 4JR.

Planning sub – group – no comments on the application.

Ref: 71734 Outline application for one dwelling & access (all matters reserved) at 52, West Yelland, Yelland, Barnstaple EX31 3HF.

Planning sub – group – no comments yet received on the application.

18. Min: 064: 20/21 DATE AND TIME OF NEXT MEETING

It is noted that the next meeting of the Parish Council will take place on Thursday 17th September , 2020. Venue will be advised, subject to Government policy on the holding of public meetings.

There being no further business the meeting concluded at 7.40pm

Chairman

Dated: -