

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

THURSDAY 21st MAY, 2020 AT 7.00pm

Present: - Councillor R Allen (Chairman)
Councillors Mrs M,J Scott, Mrs R. Maccall, J.Hellyer C.Harper,
Mr M Harris (Clerk)

Min 016 : 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.

Min: 017: 20/21 APOLOGIES

Apologies for the meeting were received from Councillors Mrs P. Hackett, and Mrs M. Parkhouse

Min: 018: 20/21 COUNCILLORS DECLARATION OF INTERESTS

There were no declarations of interest announced.

Min: 019:19/20 PARISHIONERS QUESTIONS

Parishioners had been invited to submit any questions to the Parish Council in advance of the meeting. No questions were submitted to the Parish Council.

Min: 020:20/21 REPORT COUNTY COUNCILLOR F. BIEDERMAN

No report has been received for the meeting. Regular updates Devon County Council have been circulated to all Councillors.

Min: 021:20/21 REPORT OF DISTRICT COUNCILLOR S .SAXBY

A summary of the report sent by Councillor S. Saxby is as follows:

As we have started to take small steps towards unlocking, we have seen an increase of visitors to Instow. The announcement ten days ago by the Prime Minister did catch us off guard, which has resulted in a gradual increase in visitors to the village. The majority of people have followed social distancing guidelines and enjoyed being back outside to exercise. I have been in contact with County Council about the Tarka Trail, where social distancing is difficult, and believe more signage will be going up to ensure everyone knows which side to travel on. The lack of public toilets has also caused concern and this has been raised with my by Johns as they are the only retailer open in the village and with so many more out exercising the lack of them has been an issue, which I have raised with both hats on to the District Council as Instow are not alone with this problem. I am assured work is ongoing to get the public toilets opened as quickly as possible, but extensive cleaning is required and new processes to be put in place.

The District Council unfortunately have delayed the consultation on the PSPOs still further, but I remain optimistic that this will progress. Further information has been sought from Council officers about the former care home on Marine Parade and I will forward this on receipt. I understand that the issues with the car park are now progressing, and I have also had reports of residents parking outside of Johns making shopping difficult for elderly people driving to the shop which has been a lifeline for many during lockdown. This again has been lodged with County Council and enforcement officers are now returning to the streets.

If anyone wishes to contact at me about any matters, at any time, please email: Selaine.saxby.mp@parliament.uk

Min: 022 20/21 MINUTES

Note to be made in the minutes that Cllr R. Maccall attempted to join the remote meeting, and owing to technical problems was unable to participate.

It was **RESOLVED** that the minutes of the meeting held on 23th April, 2020 be approved as a correct record and be duly signed by the Chairman.

Min 023: 20/21 MATTERS ARISING FROM THE MINUTES

There were no matters arising.

Min: 024: 20/21 TRACKER – TO REVIEW THE TRACKER

The Parish Clerk refereed to two ongoing issues on the tracker:

The first is the need for a meeting with North Devon Council to discuss the Car Park Improvement Plan. It is hoped the meeting the meeting can take place in the next two weeks.

The other relates to obtaining an update on the current situations relating to the former Sands Care Home on Marine Parade. The Clerk informed the meeting that Cllr S. Saxby had agreed to contact Land Agents to obtain an update.

Min: 025: 20/21 NORTH DEVON COMMUNITY GROUPS GRANTS

Cllr M.J Scott made the meting aware of the NDC Community Groups Grants scheme, and requested that Councillors make appropriate local community groups aware of the scheme.

Min: 026 20/20 PLANNING SUB GROUP ROTA 2020/21

It was **resolved** that the following rota for the Planning Sub – Group be approved:

May to July 2020	– Cllr J. Hellyer and Cllr C Harper.
August to October 2020	– Cllr R. Allen and Cllr Mrs R. Maccall
November to January 2021	– Cllr M. Parkhouse and Cllr Mrs P. Hackett
February to April 2021	- Cllr M. J Scott and Cllr R. Allen

Min: 027 20/21 CORRESPONDENCE

- a. Ethne Orton – support for the street light initiative. Response and noted.
- b. Andrew Rosenthal – Sand Pens Experiment on the beach. Response, and forwarded to Councillors
- c. Brian Moores – Information on dog walking on the beach. Acknowledged and forwarded to Councillors.
- d. David Stanning – dog walking on the beach – update provided.
- e. Jenny Sheperd – Seafront benches and social distancing – acknowledged and forwarded to Councillors – no action taken.
- f. Lenice Forman – broken dinghy on beach – work completed to remove the dinghy.
- g. Michael Green – sketches relating to the redesign of the seawall opposite the Boathouse – forwarded to Christie Estates
- h. Ken Miles – North Devon Council – NDC financial position – noted and circulated to Councillors

Min: 028 20/21 FINANCE

INCOME

Car Park takings – Period 21 st April – 19 th May 2020 - Nil	
Car Park permits -2 issued. May 2020	-£261.20
1 st instalment of the precept	-£5,407.00
Bank Interest	-£3.13

TOTAL :- £5,671.33

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

Period 23rd April 2020 – 19th May, 2019 - £4,856.65 Net of VAT = £4,047.21
 Period 23rd April – 19th May 2020 - £261.20 Net of VAT = £217.67

Year to date to 21st May 2019 - £7,793.00 Net of VAT = £6,494.17
 Year to date to 21st May, 2020 £261.20 Net of VAT = £217,67

EXPENDITURE: -

Supplier	Detail	Amount
Dave Budd	Grass cut April (DCC)	£340.00
Michael Williams	Removal of broken boat	£48.00
Flowbird Smart City UK Ltd	Tariff label and software – Car Park	£296.40(VAT £49.40)
	Fitting of new software - engineer	£297.90(VAT £49.65)
Parish Clerk	April salary (reduction of hours in May)	£821.39(VAT £1.79)
Parish Clerk	Expenses	£61.34
Mobile Phone	d/d phone contract	£11.00(VAT £1.83)
Total expenditure		£1,846.04

Noted that £993.99 was paid to HMRC as a VAT payment for January – March 2020

It was **resolved** to approve payment for the above expenditure items.

BANK STATEMENTS

Lloyds Bank Treasurers a/c no. 02348842 as @ 11th May 2020 = £27,637

Lloyds Bank Business a/c no. 02350065 as @ 11th May, 2020 = £74,873

FINANCIAL SUMMARY

The combined balance of funds in both accounts at the 11th May is £102,510. Commitments to deduct from the balance up to the 11th May are £1835 The new balance is £100,675 A sum of £66,000 has been ringfenced for Car Park improvements.

Note Car Park income should return in May/June. Beach cleaning and bus shelters cleaning recommence in May/June. Parish Clerks reduced hours will impact on May payment.

Min: 029: 20/21 PLANNING

There were no planning matters for consideration at this meeting.

Cllr M.J Scott requested that the Parish Clerk contact NDC Planning Officers to request an update on planning applications received for the Parish of Instow. There appears to be a number of applications that are not being forwarded to the Parish Council;

Min: 030: 20/21 ADDITIONAL AGENDA ITEM SEAFRONT BENCHES

Discussion took place on the need to ensure there is social distancing on the seafront. In some locations the positioning of the benches makes social distancing difficult. It has been suggested that some of the benches be removed to allow the two-metre distancing to be achieved.

Owing to time constraints it was agreed the Cllr R .Allan would email all Councillors for their views on the removal of some benches

Min: 031: 20/21 DATE AND TIME OF NEXT MEETING

It is noted that the next meeting of the Parish Council will take place on Thursday 18th June, 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: -