

**DRAFT MINUTES OF THE INSTOW PARISH COUNCIL MEETING HELD AT
THE PARISH HALL, INSTOW ON
THURSDAY 13th FEBRUARY, 2020 AT 7.30 pm**

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

DCC Councillor F. Biederman
NDC Councillor S. Saxby

Mr M Harris (Clerk)

In Attendance: 7 Parishioners/members of the public.

Min 167 20/21 OPENING OF THE MEETING

The meeting was declared open by the Clerk. The Clerk requested that questions to the Parish Council be restricted to the Public Session. It was agreed to take the Yelland Power Station planning application after the report by Councillor S. Saxby.

Min: 168 20/21 APOLOGIES

There were no apologies were received for the meeting.

Min: 169 20/21 COUNCILLORS DECLARATION OF INTERESTS

There were no declarations of interest announced.

Min: 170 20/21 PARISHIONERS QUESTIONS

There were no questions to the Parish Council during the public session.

Min:171 20/21 REPORT OF THE DISTRICT COUNCILLOR S. SAXBY

The following items were reported by Cllr S. Saxby

Dog bins – has been aware of the issues relating to the overflowing of the bins. Discussion with NDC will prevent a repeat of the situation over the Christmas period, where bins were not emptied.

Planning – confirmed that a request had been passed to NDC Planning Officers to “call in” the Barton Cross application ref: 66623. Noted that Councillor S. Saxby was not in agreement with the request.

Storm damage – reported to DCC. Site inspection and works to be undertaken after the forecast storms over the week end of the 15th/16th February.

Instow Parish Council Minutes 13th February, 2020.

Councillor R. Maccall asked a question relating to the provision of social housing within new developments, and requested that this policy be reviewed at a strategic level. The request was noted.

Min 172 20/21 PLANNING APPLICATION REF: 60823 – FORMER YELLAND POWER STATION

The Planning Sub Group had considered the above application and confirmed that it would be recommending the application for refusal.

A copy of the full list of objections and comments will be placed on the Instow Parish Council website www.instowparish.org

It was **RESOLVED** (all in favour) to recommend refusal of application ref: 60832. It was agreed that the Clerk would write to Selaine Saxby MP and Geoffrey Cox MP to ask that the government consider a change in national policy to ensure that potential developments do not ruin the local area.

Min: 173 20/21 REPORT OF THE COUNTY COUNCILLOR F. BIEDERMAN

Councillor F. Biederman reported on the following:

Confirmed a walk a bout had taken place with DCC Officers to assess the seafront issues after the recent storms. A gang of workers will be deployed to clear up the debris on roads and footpath.

Footpath repairs will take place in the new financial year at Anstey Way, Kiln Lane and the footpath alongside the Marine Camp.

The quarterly meeting of Ward representatives will be arranged in February. Dates, time and venue to be agreed.

Min 174 20/21 MINUTES

It was **RESOLVED** (all in favour) that the minutes of the meeting held on 16th January 2020 be approved as a correct record and be duly signed by the Chairman.

Min 175 20/21 MATTERS ARISING FROM THE MINUTES

Councillor R. Maccall confirmed that following discussions with the School it was agreed that the School would coordinate an advertisement for the governor vacancy via the Parish News.

Min: 176 20/21 TRACKER – TO REVIEW THE TRACKER

The Clerk reported on a number of issues as follows:

Car Park/toilet improvements – no dates provided for the work from NDC.

Car Park – cash collection – A date of the 1st April has now been agreed for NDC to commence cash collection at the Marine Parade Car Park

Instow Parish Council Minutes 13th February, 2020.

Dog Bins – a new Dog bin will be fitted at Sand Hills during the week of the 17th February,

Residents Parking – No further progress.

Former Sands Care Home – Marine Parade – update requested from NDC.

Min: 177 20/21 BEACH MANAGEMENT

Councillor R Allen reported on two issues:

The first, to confirm that Christie Estates had confirmed a grant of £1,500 for 2019/20 as a contribution to Beach management costs. The grant for 2020/21 is under discussion. The Parish Clerk will meet with the Beach Cleaning Contractor to ensure the specifications of works is delivered during the season.

The second issue relates to the revision of the Beach Code of Conduct for the 2020 season. This is a voluntary Code of Conduct is not enforceable by the Parish Council, and relies on the goodwill of all Beach users.

Following a meeting of the Beach Management Sub Group it was proposed that the Beach Code of Conduct be revised to prohibit Dogs on the beach from the Quay slipway to the gates opposite the Boathouse from 10.00am – 5.00pm from June – August. Following a discussion there was a proposal to limit the ban to July and August. This was proposed, and a vote taken on the proposal.

By a vote of 4 to 3 it was **RESOLVED** to amend the Beach Code of Conduct to prohibit Dogs on the designated area on the Beach during July and August. It was also agreed that on the upper beach (sandy) that Dogs be required to be kept on a lead during July and August.

It was agreed that the Beach Management Group would determine the wording for the signs on the Beach, and agree suitable locations for the signage, and obtain necessary permissions to display the signage.

Finally, it was agreed to invite Ray Jones from NDC to a future meeting to give a short talk on the process of developing a Public Spaces Protection Order(PSPO) for the Beach.

Min: 178 19/20 DOG BINS/LITTER BINS

The Parish Clerk confirmed that four new Dog bins will be located opposite the Boathouse, at no additional cost to the Parish Council.

Following a discussion, it was agreed to retain the two Dog bins at the Attrum slipway, and to locate a sign near the gates to the coastal path, requesting any litter is taken home. The Beach Management Group to draft a suitable sign.

The replacement bin at Sand Hills will be installed in February.

Min: 179 20/21 STREET LIGHTING

Councillor R. Allen confirmed a resident had approached the Parish Council with a request to consider Instow as a dark skies area. This would involve not using Street Lighting. It was agreed to consult with residents via the Parish News to obtain views on the suggestion.

Min:180 20/21 APPOINTMENT OF INTERNAL AUDITOR

It was **RESOLVED** to confirm the appointment of Michael Green as the Parish Councils Internal Auditor for 2020/21. (6 in favour, 1 against)

Min: 181 20/21 MOU – WEBSITE COORDINATOR

It was **RESOLVED** to confirm the Memorandum of Understanding for the appointment of a website co-ordinator.(all in favour)

Min: 182 20/21 PARISH GRANTS – REPORT OF THE FINANCE SUB GROUP

Following a discussion, it was agreed to give a one-off grant of £200 to the CAB, and a grant of £200 to the Bideford Heritage Group to assist with the maintenance of the signal box on the Tarka Trail.

It was **RESOLVED** (all in favour) to approve a grant of £200 to the CAB, and a grant of £200 to the Bideford Heritage Group.

Min: 183 20/21 CAR PARK VOUCHERS – PARISH HALL

Councilor C Harper confirmed he had been requested by a resident to include an agenda item for a free voucher scheme for users of the Parish Hall to use the Marine Parade Car Park. Following a discussion, it was agreed that the request would be difficult to manage and would further restrict spaces in the Car Park,

Min: 184 20/21 BACS PAYMENTS

It was **RESOLVED** (all in favour) to introduce a system of online BACS payments for all appropriate items of expenditure.

Min: 185 20/21 CORRESPONDENCE

- a. Letters of thanks from RLNI, Northam Lodge and ND Hospice on receipt of funds from the Christmas Carol Singing.
- b. Councillor Netti Pearson – Climate Action Week 22nd March – 28th March – various activities across North Devon
- c. Nick Arthur – requesting update on Residents Parking – informed request for consultation /survey for residents in Lane End, had been forwarded to DCC.
- d. Mr Tim – to inform that Christie Estates are sponsoring another Instow Beach Clean in partnership with Plastic Free Devon on February 15th

- e. Colin Savage – Devon Communities Together – providing more background information on the Housing Survey Report. Response sent to put on hold any meetings to discuss the report, until the Yelland Power Station proposals have been clarified.
- f. Graham Bell – Councillor Braunton Parish Council. Declaration of “climate emergency” request for Parish Councils to consider the declaration and joining informal network in North Devon. For consideration. It was decided to defer any decision on joining the network, until more investigation on the initiative.

Min: 186 20/21 FINANCE

INCOME

Car Park takings	Period – 7 th January 2020 to 15 th January, 2020	£ 405.30
Car Park takings	Period – 15 th January, 2020 to 24 th January,2020	£ 619.35
Car Park takings	Period – 24 th January,2020 to 2 nd February, 2020	£ 344.90
Car Park takings	Period - 2 nd February,2020 to 6 th February, 2020	£ 519.50

TOTAL :- £1,889.05

Car Park Income from 1 April, 2019 Comparison with previous year:

To 5th February 2019 - £34,740

To 6nd February 2020 - £40,452

Net of VAT £28,950

Net of VAT 33,710

EXPENDITURE: -

Supplier	Detail	Amount
Glasdon	Dog waste bin and fittings.	£484.84(VAT£80.81)
Parish Clerk	Parish Clerks monthly salary	£823.19(VAT £1.29)
Information Commissioner’s	GDRP – Renewal Fee	£40.00
Andy Piper	Cleaning of Bus Shelters	£60.00(paid)
Charles Waldron	Website maintenance Nov/Dec	£45.00(paid)
Bookers d/d	Toilet cleaning materials	£175.08
Julie Braddick s/o	Toilet cleaning	£300.00
Parish Clerk	Expenses	£61.55
HMRC	VAT payment	£21,416 (paid)
Total expenditure		£23,405.66
Two additional items	Parish Clerk – Refund toilet roll holders.	£92.31
	Julie Braddick – Rubbish Clearance	£155.00

Approval is required for the payment of all outstanding items of expenditure.

It was **RESOLVED**(all in favour) to approve all items of outstanding expenditure for payment.

BANK – STATEMENT OF ACCOUNTS: -

Lloyds Bank Treasurers a/c no. 02348842 as @ 5th February 2020 = £37,573

Lloyds Bank Business a/c no. 02350065 as @ 5th February, 2020 = £61,325

Financial Summary

The combined balance of funds in both accounts is £98,898. Commitments to deduct from the balance are £1,710. The new balance is £97,188. A sum of £66,000 has been ringfenced for Car Park improvements, and £25,000 set aside for VAT payments, of which £21,416 has already been paid to HMRC.

Min: 187 20/21 PLANNING

Planning Application – consultation request

Ref: 70876 – Refurbishment & alterations to the White House, Lane End, Instow.

Recommendation of the Planning Sub - Group to not support the application.

Planning Application – consultation request

Ref: Erection of up to 5 dwellings at Land at Barton Cross, Instow

Recommendation of the Planning Sub – Group was to “call in” the application. The District Councillor confirmed that the request for the “call in” of the application has been passed to the relevant Planning Officer. Councillor S. Saxby has confirmed that a request to ‘call in’ the application has been passed onto NDC Planning Officers.

Planning Application – consultation request

Ref: 60823 – Former Yelland Power Station – amended plans for the development of the site.

Considered earlier in the agenda.

Planning Application – consultation request

Ref: 71059 – Outline application for erection of dwelling and changes to parking arrangements for Kiln House, Kiln Close Lane, Instow.

A letter from the applicant had been circulated to all councillors prior to the meeting.

Comments from the Planning Sub – Group on the application have been passed to the relevant Case Officer at NDC.

Planning Application – consultation Request

Ref: 71111 – Extension to dwelling at Inglenook Road, From Barton Cross to Instow PC School, EX39 4LU.

Comments from the Planning Sub-Group have been passed to the relevant Case Officer at NDC.

Min: 188 20/21 ITEMS FOR CONSIDERATION AT FUTURE MEETINGS

The following item will be included on the next Parish Council agenda:

Village Hall – Deeds

Min: 189 20/21 DATE AND TIME OF NEXT MEETING

It is noted that the next meeting of the Parish Council will take place on Thursday 19th March, 2020 commencing at 7.30pm in the Parish Hall.

There being no further business the meeting concluded at 9.30pm

Chairman

Dated: -