

**MINUTES OF A MEETING OF INSTOW PARISH COUNCIL HELD AT THE
PARISH HALL, INSTOW ON
THURSDAY 18th APRIL 2019 AT 7.30 pm**

Present: - Councillor Moores (Chairman)

Councillors Mrs Clements, Green, Mrs Hackett, Johns, McCrum
and Mrs Stanbury

Mr M Isaac (Clerk)

In Attendance: 18 Parishioner/members of the public.

180 OPENING OF THE MEETING

The meeting was declared open by the Clerk.

181 APOLOGIES

Apologies were received from Councillors Crombie and Stenton

182 COUNCILLORS DECLARATION OF INTERESTS

There were no declarations of interest announced.

183 PARISHIONERS QUESTIONS

The Clerk explained that there was 15 minutes set aside for this item with parishioners being given precedence over members of the public.

The following issues were raised by Parishioners:

A Parishioner questioned the current status of the 3 Christie Estate Planning Applications as he was not aware all 3 had been approved. He stated that he thought 2 applications had been approved with caveats and one had not yet been approved. The Chairman stated that he would obtain the present position of each application.

A Parishioner questioned why the Parish Council dog bins had been removed. The Clerk explained the dog bin emptying contractor had terminated his contract and that NDC were in the process of looking at a way forward for NDC to empty Parish Council dog bins at a cost.

A Parishioner stated that there was a lot of sand on the road and pavement blocking drains and asked had the beach owners been informed?

The Chairman stated that the problem had been reported but DCC had advised that the drainage pipe outlets had to be cleared first but there was a difference of opinion as to who should clear the outlets between DCC and the Estate.

184 REPORT COUNTY COUNCILLOR F. BIEDERMAN

In the absence of Councillor Biederman there were no DCC issues reported.

185 REPORT OF DISTRICT COUNCILLOR B MOORES

Councillor Moores stated that he had nothing to report.

186 MINUTES

It was **RESOLVED** that the minutes of the meeting held on 21st March 2019 be approved as a correct record and signed by the Chairman.

187 MATTERS ARISING FROM THE MINUTES

a) Responses to Parishioners Questions. There were no responses required.

188 TRACKER

The Council considered the Tracker.

- Car Park – In answer to a question it was reported that it was intended at present the the resurfacing work would be put out to tender in late July 2019
- Toilets – It was noted that all the major refurbishment works to the toileys had been completed.
- Dead Tree on verge at top of Quay Lane.- It was noted that no action had yet been taken by DCC to remove the tree.
- Road Flooded sign – It was reported that the sign had been covered up with orange tarpaulin.

189 WEB SITE MANAGEMENT

The Clerk reported that there had been no local interest received to manage the web site.

Councillor Green reported that Mr Waldron had completed the initial phase of updating the web site.

It was agreed that Councillor Green be authorised to meet Mr Waldron to discuss and work up a written proposal with costs for consideration by the new Council.

190 CORRESPONDENCE

a) The Council noted an e mail from Mrs Shepherd regarding litter bin notices and a damaged flood gate light. It ws agreed to report the broken light to the Environment Agency

b) The Council noted various e mails from DCC and A Woollacott regarding flooding by the Boathouse.

It was stated that DCC had a duty to keep the highway clear of sand and flood water and that it should clear the drains and then invoice the Estate.

c) The Council noted an e mail from K. Nicholls NDC regarding the dog bin emptying service.

It was stated that the black bin on the Marine slipway had been full to overflowing. It was noted that NDC had now taken the black bin away.

The beach cleaner had been asked to put a large heavy duty black bin at the Marine slipway and empty several times a week.

- d) The Council noted several e mails from Mr McKernan regarding the Code of Conduct signs and agreed to take no further action.
An e mail from Martin Caddy regarding a code of conduct sign fixed on the footpath sign was noted. The code of conduct sign had now been lowered as advised by Mr Caddy.
- e) The Council considered an e mail from Claire Gulliver regarding a D Day commemorative project.

The Council supported the erection of a D Day commemorative plaque on the end of the garages wall but advised that NDC approval was required as owner of the wall.

191 FINANCE

- a) Payments/Receipts

The Council agreed/noted the following payments/receipts:

1. INCOME: -

Car Park takings	Period – 19 March 2019 to 2 April 2019	£1,911.30
Car Park takings	Period – 2 April 2019 to 9 April 2019	£ 934.50
<u>TOTAL :-</u>		<u>£2,845.80</u>

Car Park Income Comparison with previous year:

27 March 2018 - £31,768.40

19 March 2019 - £38,189.90

2. EXPENDITURE: -

North Devon Council Clerk Salary Recharge +Admin £1.29)		£ 748.34 (including VAT
North Devon Council Parking Order 2019 Advertising/Legal costs (including VAT £9.76)		£ 58.55
J. Braddick Toilet Cleaning - (S. Order £300)		£ 300.00
M. Isaac Parish Clerk Expenses		£ 74.44
Mrs Mills Handyperson – (S. Order £672)		£ 672.00
J Mayhew Dog Bin Emptying		£ 103.20
J. Stenton Materials to paint Toilets (including VAT £39.39)		£ 236.22
D. Budd Grass Cutting		£ 340.00
Certas Energy Tractor Derv (including VAT £21.13)		£ 443.70
DALC Annual Membership		£ 190.49

(including VAT £25.74)		
D. McCrum Signs for Litter Bins	£	130.14
(including VAT £21.69)		
Flowbird Smart City Engineer to install software update	£	198.60
(including VAT £33.10)		
P. Hosegood Beach cleaning + rubbish removal	£	410.00
C. Waidron Web Site Update	£	150.00
G. Clements Mileage to Bookers Toilet Supplies	£	113.40

TOTAL: - **£ 4,169.08**

3. BANK – STATEMENT OF ACCOUNTS: -

Lloyds Bank Treasurers a/c no. 02348842 as @ 3.4.19 (Statement) = £4,436.66
Lloyds Bank Business a/c no. 02350065 as @ 1.4.19 (Statement = £104,528.89 (includes £59,592.00 for Car Park/Toilets) and £12,000 Earmarked for future Car Park Repairs Fund (including 2019/20)
Outstanding cheque payments 1529- £748.34, 1535- £12.98, 1537- £13.50, 1538- £437.71, 1539- £300.00, 1540- £500.00, 1541- £278.53

4. RESOLUTION REQUIRED: -

IPC **RESOLVED** that £3,900 be transferred from Lloyds Bank Business account number 02350065 to Lloyds Bank Treasurers account number 02348842 to cover cheques for the above invoices.

192 PLANNING

- a) Application 66404 Installation of Communal package sewage treatment plant (to be used by 7 dwellings – Sand Bar, Inshore, Cloud Hill, Tamarisk, Braetop, Fourwinds & Day-O-Peep Farm) at Sand Bar (Formerly Worlington Cottage), Instow

Council noted and agreed the following recommendation of the Planning Working Group – No Objections

- b) Application 66463: Variation of condition 2 (approved plans) attached to planning permission 63757 (demolition of existing & erection of new dwelling with pool / gym annex & garage / utility annex together with associated landscaping including a tennis court) to allow for amended design and layout, Gorse Hill, Instow

Council noted and agreed the following recommendation of the Planning Working Group – No Objections

- c) Application 66534: Extension to dwelling, Greenlands, New Road, Instow

Council noted and agreed the following recommendation of the Planning Working Group – Unable to make a comment as no plans on NDC web site

- d) Application 66334: Replacement of 5 windows to the rear, North Devon Cricket Club, Instow

Council noted and agreed the following recommendation of the Planning Working Group – No Objections

193 MATTERS RAISED AT THE DISCRETION OF THE CHAIRMAN

There were no issues raised.

Councillor Mrs Stanbury stated that she would not be taking up her seat on the new Council.

The Clerk stated that in that case the Council would not be quorate with only 2 Councillors and therefore would not be able to meet. He would notify the NDC Returning Officer once a formal letter had been received. The process going forward was for the NDC Council to agree an order to appoint a District Councillor or Councillors to Instow Parish Council in order to commence the co-option process.

The Council agreed to delegate authority to the Parish Clerk to deal with all financial matters until a new Council had been formed.

The Chairman suggested that following the sad news of the passing of Mel Harris, a former Parish Council Handyman the Council either send flowers or make a donation in memory of Mel.

It was agreed to make a donation of £30 to the named charity.

194 DATE OF NEXT MEETING

The Clerk stated that no date could be set for the next meeting until arrangements had been made to appoint or co-opt additional Councillors.

The Chairman closed the meeting at 8.23 p.m.

Chairman

Dated: -