

## May - Instow Parish Council Meeting Minutes

Held at Instow Village Hall on Thursday 18<sup>th</sup> May 2023 8.04pm (due to AGM)

**Attendees** – Cllr Scott (Chair), Cllr McCrum (Vice-Chair) Cllrs Edwards, Foster, Hackett and Allen

Also present, Parish Clerk and eleven members of the public

1. Min 16 23/24 – The Chairman welcomed all to the meeting
2. Min 17 23/24 – Apologies – Cllr Arthur
3. Min 18 23/24 – Public Session– Barrie Collins, an Instow resident, asked the Council for five minutes of their time, to talk about his proposed paddle boarding hire and tuition business: Tarka SUP. Mr Collins and Mr Newton (a fully qualified outdoor educator) are hoping to start up the business at the end of May 2023, operating from the Commodore car park. Mr Collins informed the Council that the business was a positive way for locals and tourists to enjoy the water safely. Also, it could potentially help generate income for the Council through use of the car park. Tarka SUP would like to provide additional support for the village in terms of beach cleaning, facilities sponsorship/cleaning help etc. Mr Collins and Mr Newton were keen to reassure the Council that they are respectful of the village and wish to provide a fully insured, risk assessed and safe service that will support positive mental health for the benefit of both residents and visitors alike. Furthermore, Mr Collins and Mr Newton were aware of the safety ratios for paddle boards to rescue boats. Chairman Scott informed them that the beach cannot be used for any commercial operations under the crown lease, but wished them luck with their venture. C. Harper informed the Council that he had copies of the IPC minutes dating back to 1894, and would happily pass them on to those who wanted an electronic copy. The Chair asked the Clerk to obtain a copy of the minutes from Mr Harper. M. Green enquired after the progress on the destroyed garages in the Car Park. Chairman Scott reminded the Council that the Clerk had received an email from NDC stating that NDDC have hired a structural engineer to look at the site and that NDDC's short term plan is to offer parking permits in the spaces where the garages stood to those who had previously rented a garage space.
4. Min 19 23/24 – Councillors Declarations of Interest. – None
5. Min 20 23/24 – County & District Ward reports. – None

6. Min 21 23/24 – To confirm as a true record the minutes of the meeting held on 16th March 2023. – Agreed by all.
7. Min 22 23/24 – Any matters arising from item 6 – Nothing arising.
8. Min 23 23/24 – Tracker update – see appendix 1
9. Min 24 23/24 – Correspondence & Communications – see appendix 2
10. Min 25 23/24 – Finance – a summary of the Council finances, and to approve any payments. See appendix 3. Agreed by all.
11. Min 26 23/24 – 5 Year Land Supply -The Development Plan – The Chairman had sent the plan to all Councillors for reading. The Chairman noted that Instow is mentioned 30 times throughout the plan. The lapsed planning permission for Mollands was mentioned in the plan.
12. Min 27 23/24 – Noticeboard – The Chairman informed the Council that Rachel Stenton is now the holder of the keys for the noticeboard in the Parish.
13. Min 28 23/24 – Flooding in Instow – The Chairman explained to the Council that IPC had procured the services of Mr Tucker to use his small digger to remove the sand blocking the edge of the beach and causing flooding opposite the boathouse. The Council are to receive a grant for £200 from Frank Biederman to pay Mr Tucker.
14. Min 29 23/24 – Arrangements to appoint a new Parish Clerk – Cllr Allen and Cllr Scott have been arranging the advertisement for the position and have been receiving CVs. The cut-off date for the application is the 8<sup>th</sup> June.
15. Min 30 23/24 – Planning – No planning applications
16. Min 31 23/24 – Any other business as raised by Chair – None.
17. Min 32 23/24 – Next meeting – **15th June 2023.**

Meeting closed at: 8.52pm

## **Appendix 1 - Instow Parish Council 'Tracker' – updated for May 2023**

### **Tracker - Decisions taken where implementation has yet to be completed**

#### **Car Park**

The car park on Marine Parade was resurfaced in September 2022 by Crabb Contractors and has had a metal heigh barrier installed on one entrance by Rob Floyd to prevent lorries from turning around in the car park (and thereby undermining the drains). Crabb Contractors were responsible for painting in the parking spaces, but due to difficulties with the plan, this work was not completed. After repeatedly trying to contact Crabb Contractors about completing the work, the Chairman has now emailed Mr Crabb to ask for confirmation that the account is now paid in full and IPC will take care of the final lines. The barrier to entrance has been slightly damaged. R. Floyd to assess damage in due course.

#### **The Sands**

Cllr Arthur reported that the Owner had applied to carry out some minor demolition works, which will protect the planning permission, i.e., make it extant. It was suggested that as NDC were compiling a list of unoccupied properties, that the Sands could be considered as such, and referred to NDC. At the moment, it would appear that there is no motivation, or inclination to do anything about the effect this eyesore is having on the Village from Mr Patel. Cllr Arthur has emailed Ken Miles at NDC with photos of the derelict property. Email received from Empty Homes (NDC) reporting that the owner's legal representative has advised that the owner expects to send the tender pack out this month, appoint contractors in March/April and then commence redevelopment of the site. NDC will further update by the beginning of May 2023. – Cllr Arthur to chase up with NDC.

#### **Parking and congestion in Instow**

Cllr Arthur produced a survey (questionnaire) which was delivered to the area affected by the parking issues, to get opinions on what could be done. At the April meeting, Cllr Arthur gave a summary of the responses from the survey, indicating that there are many varying opinions and suggestions and that the Council will need to put together a proposed plan balancing the needs of those who live in the village, the businesses in the village and those that work in the village and accommodating visitors, to present to the village to gain a majority agreement. – Cllr Arthur to update the Council at next meeting

#### **Hillsleigh**

Overhanging greenery removed at expense of IPC as no response received from Andrew Phillips (Deceased owner's next of kin). – Cllr Scott has managed to contact Mr Jones at NDC regarding TPOs in garden, and Mr Jones has informed her that a blanket TPO will be put on the whole garden. This item will remain on the tracker until the planning application goes through.

#### **The Coronation**

Cllr Scott worked with the WI to plan and carry out the event, including organising road closure, related signs and advertisements. Cllr Arthur helped with bunting and a van for the tables. This item can now be removed from the tracker.

### **Boats on Beach**

Cllr Hellyer informed the Council that there are now two boats moored on the beach opposite the Boathouse. One is on Christie Estates' land and the other is on IPC's land. Cllr Scott suggested the Council contact Christie Estates to try and agree a joint plan for dealing with such boats. Clerk to make contact with Christie Estates Agent. Clerk has contacted Christie Estates Agent and is awaiting a response. – Clerk to contact P. Short to check on mooring fees.

### **Website**

Cllr Scott informed the Council that C. Waldron was stepping down from his role as IPC website management and that he had recommended that IPC consider replacing the current website with a purpose-built system such as that used by Fremington Parish Council. Cllr Scott asked the Council permission to talk to Fremington Parish Council and look into other options. Fremington use a specialist firm called Westernweb that set up Parish Councils' websites, an example of their work is the website of North Cadbury. Costs would be around £650-£750 for setting up, guidance, support and training. It was agreed that Cllr Scott would get a detailed quote and if around the figure quoted, was authorised to accept it due to shortness of time. Westernweb have been paid an initial deposit to build IPC website. Cllr Scott to check on progress. – Cllr Scott has sent out the draft new website and has asked the Council for help with suggestions for link etc.

### **Public Conveniences**

In November 2022, The Chairman informed the council of a planned meeting with Ken Miles and Jon Triggs on Tuesday 22nd November on Teams, to discuss NDC's proposal that Parish Councils take over the running of village toilets. Cllr Arthur approached NDC to discuss and negotiate terms regarding the Car Park Lease. A meeting with Jon Triggs and Ken Miles was suggested for the week beginning the 3rd April. However, due to the elections, it has not been possible to schedule a meeting.

### **Metric Vs Flowbird**

The Car Park has two car park machines, one from a company called Metric and one from a company called Flowbird. The Metric machine was installed because the Flowbird machine did not (at that time) have a contactless facility. Since last summer, the Flowbird now also has contactless payments. The Clerk was asked to make a summary of the Metric and Flowbird machines' (car park) takings, as a comparison and the data showed that the Flowbird machine took £18,797.86 more than the Metric Machine over a 12-month period.

	<b>Metric</b>	<b>Flowbird</b>
Takings:	16509.45	34944.01
Outgoings:	-1897.4	-1534.1

Totals: 14612.05 33409.91

### **Village Hall –**

Cllr Hackett informed the Council that there is now a new Village Hall Committee:

Chairman – Brian Moores, Secretary – Jo Holman, Treasurer – Rachel Stenton. This item can now come off the tracker.

### **S106 Monies**

Planning obligations under Section 106 of the Town and Country Planning Act 1990 (as amended), commonly known as s106 agreements, are a mechanism which make a development proposal acceptable in planning terms, that would not otherwise be acceptable. – Nothing heard.

### **Grants**

Instow Parish Council seeks to support projects or services run by local community groups and voluntary organisations within the Instow Parish. Currently no applications. – No applications

## **Appendix 2 - Correspondence and Outcomes – May 2023**

1. Claire Moodie – Thanking everyone who took part in the Instow Beach clean-up on the 2nd April and informing of the next event on Sunday the 28<sup>th</sup> May. Look at the Facebook page for more detail: <https://www.facebook.com/groups/154656410592661/> – Noted
2. Maxine Levett – Informing the Council of a fence being erected in a Skylark nesting area at the Yelland Development site. – Clerk to contact NDC to lodge complaint.
3. Chiara Scaramella – Asking for further information regarding the tunnel on the Tarka Trail with regards to her PhD project on Bat nesting in tunnels. – Clerk to respond to Miss Scaramella suggesting she contacts Martin Caddy for more information.

## Financial Information – May 2023

Number	Payee	Details	Amount
1	Julie Braddick	Toilet Block	£520
2	Julie Braddick	Cleaning Road Signs	£150
3	NDC	Clerk's Salary	£801.11
4	Emily Edwards	Monthly amount + phone	£45
5	Emily Edwards	Reimburse Clerk (Printer Ink)	£24.29
6	HMRC	VAT payment	£1801.31
7	Joanne Bell	Beach Cleaning	£60
8	Paul Fletcher	Pavement Cleaning	£62.52
9	Flowbird	Smartfolio – May	£12
10	Flowbird	Maintenance Contract	£378.91
11	MJ Scott	Reimburse for Bench chains	£5.68
12	MJ Scott	Reimburse for Waste Bags	£27
13	Andy Piper	Bus Shelters March/April	£120
14	Charles Waldron	Reimburse (website renewal)	£107.89
15	Chris Tucker	Excavation on beach – flooding	£200
16	Source for Business	Water Bill Jan 23- April 23	£328.67
17	NDDC	Council Tax	£600
<b>Total:</b>			<b>£5244.38</b>

**Treasurer's Account:** £59,742.90

**Business Account:** £29,173.31

**Car Park Takings May 2023 (up to 16<sup>th</sup>):** £2714.30 (Cash: £1356.20 /Card: £1358.10)