

Instow Parish Council Meeting

On Thursday 21st September 2023 at 7.30pm at Instow Village Hall

MINUTES

Present: Councillor MJ Scott (Chairman)
Councillors N Arthur, J Edwards, M Foster, P Hackett, S McCrum.
Devon County Councillor F Biederman.
North Devon Councillor L Renshaw.
C Merrill (Clerk)

In attendance: 3 members of the public.

69 The meeting was opened by the Chairman

70 Apologies were received from Councillors Allen and Hopkins.

71 Councillors' Declarations of Interest.

Councillor Arthur declared an interest in Planning application ref 77453 'Yelland.'

72 Public Session

The following issues were raised by Lenice Forman:

- a. BT's public telephone box on the quay requires fabric maintenance. **Action- Clerk** to contact BT.
- b. The path over the sea wall opposite Johns shop is littered **Action- Clerk** to ask Paul Fletcher to clear it up.
- c. The issue of dogs on the beach- NDC Councillor Renshaw said she will address this matter in her report.

73 Report by County Councillor F Biederman.

Councillor Biederman said that in view of the extensive agenda he would take questions rather than present a report.

- a. The Chairman asked about Devon Highways clearing the roads- the advice is to report incidents via DCC website. Flooding of the roads would be addressed if not receded after 24hours.
- b. Money promised to help with drainage at the Boathouse end of the village had not yet been received. **Action- F Biederman** to chase up and establish who will coordinate any plan.

74. Report by District Councillor L Renshaw.

Cllr Renshaw took questions from the Council.

- a. The damaged garages owned by North Devon Council in Marine Parade car park have yet to be repaired or replaced. Cllr Arthur had been advised by Mr Ken Miles (Chef Exec N D

council) that a Structural Engineer's report is required before a decision can be taken. The Council's preference would be for the garages to be replaced; if not, then the area to be used for reserved or permit holder parking. The Council would also like the wall that houses the noticeboards to be retained, and seek permission to attach a defibrillator to the wall. **Action:** Instow Parish Council asked **Cllr Renshaw** to chase up decision on the garages. **Action:** Instow Parish Council asked **Cllr Renshaw** to seek permission for the Parish Council to attach a defibrillator to the existing garage wall.

- b. The Sands-There is still no response from ND Council on action to be taken on the building in disrepair. Cllr McCrum reported that 2 tenders had been received. Cllr Edwards has drafted a letter to ND Council with concerns about priorities and powers regarding The Sands. **Action:** **Cllr Edwards** to draft a letter for Parish Council approval, prior to the **Clerk** sending it to Cllr Renshaw, Cllr Ian Roome (Leader of NDC) and Mr Ken Miles, the Chief Executive on ND Council.
- c. Dogs on the beach and dog fouling on pavements. Cllr Renshaw reported on communication with both the Dog Warden, Ray Jones, and various parishioners. There was discussion about the optimum approach to addressing this issue with parishioners and responsible agencies, such as the Environment Agency and Christies Estates. **Action:** **The Beach Committee** to discuss a forward policy for the Council, before approaching other Agencies.
- d. Cllr Edwards asked Cllr Biederman what DCC's opinion is of planning application 77453 'Yelland.' Cllr Biederman, replying as a North Devon Councillor, said he has read the reports from Cllrs Edwards and McCrum, and that at present North Devon Council are opposed to the application.
- e. 20.05 hrs Cllrs Biederman and Renshaw departed.

75. Minutes of the meeting of the 20th July 2023

The minutes of the meeting were approved as an accurate record of the meeting.

76. Matters arising from the minutes.

- a. Toilet doors. **Action:** **Clerk** to ask Juie Braddick why the doors are always open.
- b. Broken light in Marine Parade car park- **Action:** **Clerk** to chase DCC and if no response report to Cllr Arthur.

77. Tracker update.

The Council reviewed the Tracker. **See separate Tracker spreadsheet.**

78. Correspondence.

- a. Road closure notice from utility company for **5th December 2023**, 1 day Proposed Road Closure for Lane End - WDPJ8K6J INSTOW
- b. DCC Stakeholder Liaison team -introduction to their service by email on 31.8.23
Action: **Clerk** to ask DCC to notify the Parish Council of Road Closures
- c. Street Lighting- environmental impact. By email 29.8.23- No Councillors wish to pursue this.

- d. Dog-Related Public Space Protection Order review 2024 email. Responded in detail 25.8.23
- e. Dog-nuisance related emails received on 8.9.23 and 12.9.23 from various Marine Court residents regarding PSPO above. Item dealt with under minute 74 above.
- f. Benches- various emails regarding waiting list and condition of benches, including that from Lenice Forman on 1.9.23- see later item 85.
- g. Beach Access- email received 9.8.23 regarding limited access near Boathouse due to vegetation obstruction. Correspondent had been referred to Cllr Biederman.
- h. Beach access- verbal complaint to Clerk of car parking daily on beach-reported 8.9.23. Ongoing problem, see Tracker item 'beach safety.'
- i. Housing proposal at Rectory Road- email from Oliver Gibbins on behalf of Christie Estates 6.9.23- **Action: Clerk** to invite Oliver Gibbins for 7pm in the half hour prior to the start of the formal meeting on 19th October 2023, to address the Parish Council and any attending parishioners, and take questions.
- j. Speeding traffic on Anstey Way- verbal complaints via Chairman- email 12.9.23 **Action: Clerk** to ask Devon County Council to address the issue with occasional speed traps and a speed monitoring system.
- k. Brambles on verges- email 5.9.23 from Jenny Shepherd- action already taken.
- l. Emergency Dental Support in N Devon- Parliamentary Petition started by Selaine Saxby – email from D Hoare 14.9.23. The petition is available to sign online at <https://www.change.org/DentistsinNorthDevon>
Action: Clerk forward the petition to Johns shop.

79. Car park.

- a. Meters- Metric: proposed reduction to regular charges. The Council agreed to the reduced charge of £25/month +VAT
Flowbird: new receipts account now activated..
- b. Off Road Parking notice- review of Off-Street Parking Order, including tariffs, for Spring 2024. **Action: all Councillors** to consider as short-term response to the revision of the Order for discussion at the October Council meeting. **Action:** at Cllr Edwards suggestion, **The Car Park Committee** to consider a long-term plan for the car park. Councillor Scott reported that Parking Apps consider Marine Parade car park too small for a contract.
- c. Marine Parade parking permits- to include make of car on 2024 permits.
- d. Bicycle parking in Instow- **Action: Clerk** to obtain quotes for cycle racks in the car park.

80. Policies for review- see <https://www.instowparish.com/documents.php>

In addition to amending the review date on all of policies below, the following changes are:

Members Code of Conduct- paragraph 15- to remove the words '*and should not say anything in public that is opposed to that decision.*'

Disciplinary Rules and Procedures- none

Training- none

Equal Opportunities- none

Child Protection- none

Code of Practice for Handling Complaints- check address of ND Council Monitoring Officer.

Action: Clerk to update policies and upload to IPC website.

81. Toilet cleaning-

Action: All Councillors to review the conditions and contract terms for discussion at October meeting, and advertising the tender process in the December Parish News.

82. Beach cleaning.

- a. Conditions and contract terms for discussion at Beach Committee meeting,
- b. Councillor Scott explained that Beach Cleaner Joanne Bell had resigned, and following advertising and multiple applications, Miranda Lloyd and Jennifer Kiely had been appointed as temporary contractors until the end of September. Their appointment was ratified by the Parish Council.

83. Pavement Cleaner –

- a. Paul Fletcher’s current summer working hours are 6hrs per week, and have previously reduced to 6 per month for the winter. It was agreed that **Action: Clerk** to confirm a reduction in hours for the winter of 6 per month, and the request that he might be available for limited extra hours as required.
- b. Roadside gutters from Quay Lane towards Johns are blocked by sand and weeds. **Action: Clerk** to ask Paul Fletcher to do up to 10 hours work clearing the sand and weeds.
- c. Volunteer Road Warden Scheme- no applications received.

20.50hrs Councillor Hackett asked to be removed from both the Beach and Car Park Committees, and left the meeting.

84. Bus shelter and noticeboards.

- a. Notices posted in the bus shelters for events outside of Instow are discouraged and to be removed by Julie Braddick when cleaning the shelters.
- b. Damaged noticeboard in bus shelter in Anstey Way has been removed.
Action: Clerk to order a replacement notice board.

85. Benches

The condition of some benches, and revision of the draft bench policy was discussed.

Action: Clerk to edit the Bench policy with items discussed and post it on the Parish Council website, as agreed.

Action: Clerk to liaise with parishioner Lenice Forman about the source of the ‘Coronation’ bench, and Cllr Edwards about benches made in prisons.

86 Training for Councillors

Councillors have been informed of training available via Devon Association of Local Councils (DALC) The Clerk will keep a record of training undertaken.

87. Christmas carols.

This event will take place on 17th December in the Village Hall. The Band and the hall have been booked. **Action: Cllr Scott** to provide further details.

88. Village Party.

A party hosted by Instow Parish Councillors to thank the villagers will take place in the Commodore Hotel in January or February 2024. **Action: Cllr Scott** to provide further details.

89. State of sea wall close to Commodore slipway.

It has been reported that bricks are falling out of the sea wall. **Action: Cllr McCrum** to forward photographs to **Clerk**, who will inform the Environment Agency.

90. Finance

- a. Invoices for ratification (August) and approval (September.) **See separate invoice lists.**
Councillor Scott explained that Bookers do not deliver the small quantities of products required for maintain the Toilets, so the expense of collection is reimbursed to Julie Bradick. August expenses were ratified and September expenses approved for payment.
- b. AGAR 2023- The External Auditor report and certificate for the Annual Governance and Accountability Return had been circulated to Councillors. Cllr Scott advised that the charge for the audit this year had increased by 40%. **Action: Clerk** to display formal notices and conclusion of audit on boards and website as required.
- c. Cllr Scott proposed transferring £33,000 of the funds in the Lloyds Business Bank account to an account with an interest rate of 3.6%. Proposal agreed.
Action: Cllr Scott to transfer funds and advise Clerk of the details.

91. Planning

Reference: 77413 1st August 2023. Proposed replacement chalet at Log Cabin 7 Sandhills Instow Bideford Devon EX39 4L. **Responded 25.8.23** No objection.

Reference: 77455 4th August 2023 Proposed replacement side extension at Inglenook Instow Bideford Devon EX39 4LU. **Responded 25.8.23** No objection

Reference: 77546 18th August 2023 Notification of works to trees in a conservation area in respect of lopping of various Elm, Leylandii, Buckthorn and Laurel adjacent to the boundary with Westaway, Anstey Way at Tarka Trail Land to the rear of Westaway Anstey Way Instow Bideford Devon EX39 4JQ Grid Ref: 247433; 130713 **Responded 07.09.23** 'No objection, as long as Martin Caddy's stipulations, (Public Rights of Way Warden) are adhered to.'

Reference: 77486 21st August 2023 Variation of condition number 2 (approved plans) attached to planning permission 74551- Variation of condition 2 (approved plans) planning permission 73720 ((1) Unit

A - conversion of roof void and insertion of rear dormer window to provide additional living accommodation; (2) Unit B - erection of side and rear extensions) to allow for amended design at 2 Bath Terrace Marine Parade Instow Bideford Devon EX39 4JL Grid Ref: 247254; 130611 **Responded. 08.09.23** No objection.

Reference: 77592 31st August 2023 Variation of condition 2 (approved plans) attached to planning permission 76054 (extension and alterations to dwelling) to allow ground floor layout amendment to allow LV cable diversion at 8 Stoneywell Instow Bideford Devon EX39 4RF

Grid Ref: 247315; 130709 **Response date 20.9.23** No objection.

Reference: 77453 1st September 2023 Outline application for up to 200 dwellings and 0.5ha of Commercial, Community and Business uses (Classes E and F), including a medical centre, associated open space, infrastructure and access with some matters reserved (appearance, landscaping, layout and scale). at Former Power Station Site Yelland Devon Grid Ref: 248438; 132154 **Response date 30.9.23**

Action: Cllrs Edwards and McCrum to prepare for the Clerk:

a) reasons for objection, (copy of response to ND Cllr Renshaw and DC Councillor F Biederman) and

b) Expectations for Instow if the application is passed, for the **Clerk** to send to N D Cllr Renshaw, asking her to look into the matter and ensure that these actions are carried out, (copy to DC Councillor F Biederman.)

WHITE CROSS OFFSHORE WIND FARM– MLA/2023/00113

CONSULTATION ON APPLICATION FOR A MARINE LICENCE

Marine Management Organisation (MMO) has received an application for a licence under Part 4 of the Marine and Coastal Access Act 2009 ("the 2009 Act"). A copy of the application and supporting documentation is available for you to view by visiting the MMO public register at

https://marinelicensing.marinemanagement.org.uk/mmofox5/fox/live/MMO_PUBLIC_REGISTER/search?area=3 and accessing the 'view case' section of case reference MLA/2023/00113. **Response date 27.10.2023.**

Action: Cllr Edwards to compare land effected in this application with application 77453 above, bring comments back to meeting on 19.10.23 and feed in observations to response to application 77453.

92. Any other business as raised by Chair.

Action: Cllr Edwards to forward information on Jetty development to Clerk, for forwarding to N D Cllr Renshaw.

Action: Cllr McCrum to provide Clerk with information on Application 76967, Land at Barton Cross Instow EX39 4JQ, for forwarding to the Enforcement Officer for NDC planning.

93. Any other Agenda Items for the next meeting. None

94. Next meeting

19th October 2023 at 7.30pm, Instow Village Hall. Oliver Gibbins presentation on behalf of Christie Estates at 7pm to be confirmed.

MEETING CLOSED by the Chairman at 21.20hrs.