

June - Instow Parish Council Meeting Minutes

Held at Instow Village Hall on Thursday 15th June 2023 7.30pm

Attendees – Cllr Scott (Chair), Cllrs Edwards, Arthur and Allen.

Also present, County Cllr Biederman, District Cllr Renshaw, Parish Clerk and two members of the public.

- Min 33 23/24 – The Chairman welcomed all to the meeting
- Min 34 23/24 – Apologies – Cllrs McCrum, Foster, Hopkins and Hackett.
- Min 35 23/24 – Public Session – No speakers.
- Min 36 23/24 – Councillors Declarations of Interest. – None.
- Min 37 23/24 – County & District Ward reports. – County Councillor Biederman congratulated Lucinda Renshaw on her appointment to the role of District Councillor for Instow and then gave an update on issues in the village. He asked the Council whether they were still interested in discussing parking solutions with DCC. The Chairman confirmed that it is still a priority for IPC. Cllr Biederman mentioned that he had heard of a, not yet official, planning application for 200 houses behind the Sandbanks Café next to the Yelland Quay site. In addition, Cllr Biederman informed the Council that he had been discussing Potholes with DCC and that they had confirmed that they were doing something about them. Cllr Edwards asked Cllr Biederman whether the footpaths used through the Yelland Quay site would have protection of rights of way when the proposed project is completed. Cllr Biederman's response was that the site is essentially private land and public access is not officially allowed.

District Councillor Renshaw informed the Council that Tim Isley, the Christie Estates' PR manager had been visiting schools to talk with school leavers about the problem of leaving rubbish and BBQs on the local beaches. Cllr Renshaw also mentioned the problem of cars and motorbikes on Instow beach and asked whether a barrier could be erected on the slipway. The Chairman informed her that this had previously been the case but due to it being a trip hazard it was removed. It was suggested that IPC write to the Environment Agency (who own the slipway) to see if the barrier could be reinstated. The Chairman mentioned that IPC are arranging a meeting with Christie Estates to discuss the matter. Cllr Edwards asked Cllr Renshaw about the scrap heap on the beach. Cllr Renshaw said MP Saxby had been in contact about it and that she could forward the email on to the Council.

The County Councillor and District Councillor left the meeting

- Min 38 23/24 – To confirm as a true record the minutes of the meeting held on **16th March 2023**. – It was resolved, with no votes to the contrary to approve the minutes of the meeting.
- Min 39 23/24 – Any matters arising from item 6 – Minute 29, the appointment of a new Clerk. The position has been offered to Celia Merrill who has accepted.
- Min 40 23/24 – Tracker update – see appendix 1
- Min 41 23/24 – Correspondence & Communications – see appendix 2

The two members of the public left the meeting

- Min 42 23/24 – Finance – a summary of the Council finances, and to approve any payments. See appendix 3. All payments approved by all.
- Min 43 23/24 – Metric car Park machine – The Chairman provided the Council with figures to show the extreme differences in the takings from the two car park machines (Metric and Flowbird- see tracker for info). The Chairman proposed that IPC do not renew the Metric maintenance contract and cancel the PSP monthly contract allowing the Metric machine to be used for cash only. It was agreed by all.
- Min 44 23/24 – AGAR – It was approved by all.
- Min 45 23/24 – IPC Risk Assessments – It was resolved to amend the Council’s risk assessment (addition to section 2. (x) *When possible, outgoing Clerks are asked to work with the new Clerk during an induction period.* Removal of Village (formerly Parish) Hall as part of the Council’s assets). Amendment of Beach Risk Assessment 1.1/2/3, added in: *When consent is obtained from the Environment Agency, Landowner or Organisation.*
- Min 46 23/24 – IPC Bank Mandates – The Chairman confirmed the current bank mandates with the Council.
- Min 47 23/24 – IPC Standing Orders – The Council checked whether any of the Standing Orders needed to be amended. It was resolved to make no changes.
- Min 48 23/24 – Insurance Renewal – It was agreed by all to add the two new benches to the insurance policy and renew the policy with BHIB.
- Min 49 23/24 – Planning – Reference: **76293** - Outline application for up to 450 dwellings including access (appearance, landscaping, layout & scale reserved) - EIA

development (Further information as requested by Regulation 25 of The Town and Country Planning (Environmental Impact Assessment) Regulations 2017) at Land South of A39 Brynsworthy, Barnstaple Devon EX31 3QQ Grid Ref:252845; 130884. - The Chairman clarified that this planning application is not on the development plan and no provision for services or infrastructure has been mentioned. Furthermore, the increased traffic onto the A361 at the Roundswell roundabout will make the already busy intersection much more congested.

- Min 50 23/24 – Any other business as raised by Chair – The Chairman informed the Council of the Instow Community on Show, which will take place on August 13th 2023.
- Min 51 23/24 Next meeting – **20th July 2023.**

Meeting closed at: **8.43pm**

Appendix 1 - Instow Parish Council 'Tracker' – updated for June 2023

Tracker - Decisions taken where implementation has yet to be completed

Car Park

The barrier to entrance has been slightly damaged. R. Floyd to assess damage in due course. IPC planned to take care of the final lines, but the Chairman informed the Council that Mr Crabb has been in touch and is chasing the contractor to get on with the painting.

The Sands

Cllr Arthur has been in touch with Ken Miles at NDC who is monitoring the situation and will meet again with Cllr Arthur in September to give update.

Parking and congestion in Instow

On going analysis of parking surveys.

Hillsleigh

The Chairman 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.

Boats on Beach

Clerk has contacted Christie Estates Agent and is awaiting a response. – Clerk has tried to contact P. Short to check on mooring fees, but has had no response.

Website

The Chairman has sent out the draft new website and has asked the Council for help with suggestions for links etc. – The Chairman informed the Council that the new website is being finalised.

Public Conveniences

Cllr Arthur and Chairman to chase NDC. – It was agreed by all to remove this item from the tracker.

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. PSP charges for the Metric machine are £150 a month in the summer and £75 in the winter.

	Metric	Flowbird
Takings:	16509.45	34944.01
Outgoings:	-1897.4	-1534.1
Totals:	14612.05	33409.91

Appointment of new Parish Clerk

Permission required to allow an overlap on timings, so that the new appointee can shadow the existing Clerk for an agreed period of time, following their start date. Interviews starting the week of the 12th June.
– The Chairman informed the Council that Celia Merrill had been appointed to the role.

Noticeboards

NDC have contacted the Clerk regarding an error on the Car Park Tariffs' noticeboard. The discrepancy is with the price for a day's parking on the sign, which says £8 but on the Machines it is actually £6. The Clerk has contacted DX signs to get a quote for a new sign and has made a temporary alteration to the current sign.

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 – June 2023

1. An email from Nikki Swettenham asking after the memorial Bench waiting list. The Clerk responded giving the update list information.
2. An email from Les Kirkland complaining about the Car Park machine, the lack of blue badge holder parking spaces in Instow and the cost of parking in North Devon in general. The Clerk responded apologising for the Instow Car park Machine issue.
3. An email from Becky Coombs regarding the planned project Whitecross. Ms Coombs shared information about the proposed routing of cables at Yelland and potential compulsory purchase orders. Furthermore, Ms Coombes informed the Council that drone mapping of the area had been completed by Christie Estates to assess whether their land had been developed on.
4. An email from Paula Thelwell informing the Council about the parking of a campervan on the seafront that appears to be leaving urine stains on the road that are offensive to people coming to enjoy the beach. Clerk to write to DCC.
5. An email from Devon Flood and Coastal Risk Management sharing their latest Local Flood Risk Management Strategy newsletter, available on their website giving an update on the ongoing work and activities as part of Devon's Local Flood Risk Management Strategy and Lead Local Flood Authority role over the last 6 months. www.devon.gov.uk/floodriskmanagement

Appendix 3 - Financial Information – June 2023

Number	Payee	Details	Amount
1	Julie Braddick	Toilet Block	£520
2	Julie Braddick	Cleaning Road Signs	£TBC
3	NDC	Clerk's Salary	£801.11
4	Emily Edwards	Monthly amount + phone	£45
5	Emily Edwards	Reimburse Clerk (Printer Ink)	£24.29
6	Emily Edwards	Reimburse Clerk (Reflective Tape)	£3.99
7	Emily Edwards	Reimburse Clerk (Prints for Asset R.)	£3.54
8	Joanne Bell	Beach Cleaning	£300
9	Paul Fletcher	Pavement Cleaning	£273.80
10	Bookers	Cleaning Supplies	£242.26
11	Andy Piper	Bus Shelters 19/04/23	£60
12	Dave Budd	Grass Cuts	£680
13	BHIB	Insurance renewal	£1362.47
14	Flowbird	Smartfolio (June)	£12
15	Metric	PSP Charges May 2023	£150
16	Charles Waldron	Website Maintenance June	£55
17	MJ Scott	Reimburse for M. Williams	£90
18	MJ Scott	Reimburse for M. Williams	£30

Total: £4653.46

Treasurer's Account: £49,406.64

Business Account: £42,196.97