

INSTOW PARISH COUNCIL - TRACKER - COUNCIL PROJECTS/DECISIONS				
SUBJECT	COUNCIL MEETING DATE	ACTIVITY	Action	Completed
CAR PARK	21-Jul-23	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. Clerk EE to chase up. Additional height sign to be secured on inside of barrier.		
	August 2023	Clerk CM contacted R Floyd 2.8.23 & 12.9.23- no response		
	21 September 2023	Still no response.Clerk to chase R Floyd again		
	19.10.23	Cllr Scott will find someone else to fix the Max Headroom sign to the inside of the barrier.		done
	19.10.23	Cllr Arthur to contact Mr Crabb about painting the line markings in the car park.		
	16.11.23	Line markings not yet done		
THE SANDS	21.July.23	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.		
	21.9.23	Cllr Edwards to issue letter for ND Council, copy to NDC Cllr Renshaw.		
	19.10.23	The letter to NDC drafted last month was not sent as scaffolding had been erected and there had been activity refurbishing windows and doors. This appears to be of a poor standard and IPC wishes to inform NDC. ACTION: SM to liaise with JE and revisit the letter to North Devon Council. Clerk to issue the letter to NDC.		
	16.11.23	Letter drafted by Cllrs Edwards and McCrum has been sent to Ken Miles and Ian Roome at NDC 14.11.23		
Parking & Congestion in Instow	21.July.23	On-going analysis of parking surveys. Cllrs Arthur, Hopkins and Edwards to collaborate on creating a scheme that would suit the needs of all affected in the village.		
	21.9.23	Cllrs Arthur, Edwards and Hopkins to prepare proposal for presentation at Oct Parish Council meeting		
	19.10.23	Proposal delayed due to Councillors absence. To be on November agenda. Cllr Hopkins to liaise with Clls Arthur & Edwards.		
	16.11.23	Cllr Hopkins is awaiting responses from local businesses. For further discussion on Cllr Arthur's return.		

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HILLSLEIGH	21.July.23	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.		
	21.9.23	CLlr Scott to chase application.		
	19.10.23	CLlr Scott to follow up.		
	16.11.23	CLlr Scott to chase application.		
BOATS on BEACH	21.July.23	Clerk EE has tried to contact P. Short to check on mooring fees, but has had no response. IPC has discussed the matter with Christie Estates and would like a policy in place to prevent boat owners putting boats on the beach and not paying fees.		
	21.9.23	CLlr Scott to contact Andrew Woolacott (Christies Estates)		
	19.10.23	IPC considers the boat could be retrieved as salvage. CLlr Scott to liaise with Christies Estates		done
	16.11.23	.Clerk to ask Christe Estates to clear broken boat from Puttermouth Beach		
Section 106 monies	21-Jul-23	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.		
	21.9.23	CLlr Scott to chase the Environment Agency.		
GRANTS	21-Jul-23	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.		
	21.9.23	No applications received.		
	06.10.23	Citizens Advice for Torridge, Mid and West Devon, email 22.9.23 from Tessa James 'appealing for support towards the running of our vital community services'.		
	19.10.23	IPC agreed to give a grant of £50 to Citizens Advice for Torridge, Mid and West Devon. Clerk to action.		Done

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GRANTS	16.11.23	<p>Instow Village Hall Committee member Rachel Stanton, on behalf of the Committee, submitted a grant application for £3520. This is to upgrade the sound & lighting equipment in the village hall. There would be no labour costs incurred.</p> <p>Cllr Hackett, as IPC representative on the IVH committee, had not been made of aware of the grant application. The PC would like to know whether the matter has been discussed with the representatives of the village hall users on the IVH committee? Some groups own some of the existing lighting. Is there an event plan, showing the need for the new equipment, and will all users of IVH have full use of the new equipment?</p> <p>The PC would like further details of the equipment uses, along with improvements to the loop system. Action: Cllr Hackett to raise these issues with the IVH committee.</p>		
BEACH SAFETY	21 July 2023	IPC is concerned that cars are accessing te beach via the slipway and would lke Environment Agency (EA) to consider a barrier on the slipway.IPC would also like permission for signage about litter and the absence of lifeguards.		
	31 July .2023	Clerk CM sent letter to 2 departments of the Environment Agency . No response by 21.9.23		
	21.9.23	Instow Parish Council considers that the Environment Agency has been given notice of its concerns.		
	21.9.23	A rota to be drawn up for weekly beach walk by 2 Councillors at a time. Cllrs McCrum. Foster, Scott, Arthur and Allen will participate.		
	19.10.23	Environment Agency responded with apology for delay and General Enquiry reference 26219 dcisenquiries@environment-agency.gov.uk		
	19.10.23	IPC Councilors to take individual responsibilty for walking the beach to look for Health & Safety issues. Particular attention to be paid to the high tide line and the sand dunes. To report to the Clerk who will log any activity.		

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Bike racks in Car Park	19.10.23	Bike racks for the car park had been discussed on 21.9.23. MJ had researched design and costs. Position of racks was discussed, including the proposed motorcycle parking area, which has yet to be marked out. It was decided that Councillors will monitor bicycles parked elsewhere in the village, and defer decision on installation of racks should the need arise.		
NDC garages, wall and position of defibrillator	19.10.23	on 21.9.23 ND Cllr Renshaw had been asked to chase up the decision on the repair or demolition of the garages and ask permission for IPC to place a defibrillator on the remaining wall. IPC awaits a response on both matters.		
	16.11.23	Awaiting response from Cllr Renshaw		
Toilet Cleaning Tender	Nov 2023	Tender reviewed Oct 2023. Schedule for advertising to be discussed at Nov IPC meeting		
	16.11.23	Advertisement to be placed in January issue of Parish Magazine. Contract to commence 1st April.		
Lighting in car park	Ongoing/16.11.23	Car park light (not working) is not the responsibility of either DCC or NDC. Cllr Arthur is arranginmg for an electrician to inspect it.		