

Instow Parish Council Meeting

On Thursday 21st March 2024 in Instow Village Hall

MINUTES

Present: Cllrs, Arthur, Edwards, Foster, Hopkins, Johnson, McCrum, Scott (Chairman).
Clerk C Merrill

In attendance: 1 member of the public.

195. The Chairman opened the meeting at 7.30pm.
196. Apologies received: Cllr Allen had contacted the Chairman today and resigned for personal reasons. Cllr Scott thanked him for the last 4 years' service to the Council.
197. Councillors' Declarations of Interest- none
198. Public Session. The member of the public attending explained that he was attending to gain a greater understanding of how a Parish Council operated.
199. County and Ward Members reports in person or by email- The Members were not present and no written reports had been received.
200. Confirmation of Minutes from the **15th February 2024-** minutes agreed, subject to clarification in matters arising minute 201 a)
201. Any matters arising.
- a) Kiosk on the Quay- The email response dated 01.03.24 from ND Cllr Renshaw about the kiosk on the Quay had been circulated to Councillors. Cllr Scott advised that the licensing of the kiosk is now under review by the Planning department at North Devon Council due to a parishioner's approach to them.
 - b) Toilet cleaning tender- the amendment to payment terms in contract was agreed and passed.
202. Tracker update- please see separate document (available on website under Reports) Instow The Parish Council continues to express grave concerns about the condition of The Sands.
203. Correspondence
- a) Jacqui Poole email 15.2.24 re sand, weeds, and flooding in village. Clerk responded 20.2.24
 - b) Jonathan Thrush 11.3.24- temporary scaffolding in Marine Parade car park, 15th April for 3 days was agreed and passed.
 - c) Jamie Adams email 11.3.24 Parking in New Road. Clerk passed his comments to Councillors had invited Mr Adams to attend this meeting, but he was not present.
204. Revised Beach Cleaning tender. J Kiely and M Lloyd had resubmitted the tender to include the additional hours at Sandhills end of the beach- Revised tender was agreed and passed
205. Finance.
- a) Invoices for approval or ratification. - all invoices except items 12 (Metric batteries quote) and 16 (Metric card reader upgrade estimate) approved by the Parish

Council. **Action: Clerk** to advise Metric that these two items will not be ordered. **Clerk** to review Metric parking meter agreement, with a view to ceasing contract for card payments in July 2024 and giving notice to do so

- b) Cllr Arthur raised the issue of car park permits being used for one specified vehicle. Council agreed to issue one permit with a reference number rather than a car registration number. Permits this year also have a hologram reference number.

206. Planning – no applications received.

207. Any other business as raised by Chair.

- a) While the Clerk is unable to do the part of her duties concerning the parking meters in April and June, Roger Levick will undertake Clerk's car park duties. Cllr Hopkins has offered his support. Cllr Scott will access emails and 'hold' the Clerk's phone while she is actually off sick.

- b) Cllr Scott has submitted the P3 Parish Paths grant application to DCC.

208. Any other Agenda Items for the next meeting- none

209. Next meeting –18th April 2024 at 7.30pm

210. Meeting closed at 8.45pm.