

Instow Parish Council Meeting

On Thursday 18th April 2024 at 7.30pm in Instow Village Hall

MINUTES

Present IPC Cllrs Edwards, Foster, Hopkins, Johnson, McCrum, Scott (Chairman).
DCC Cllr Biederman

Clerk C Merrill

In attendance: 4 members of the public.

1. The Chairman opened the meeting at 7.30pm.
2. Apologies received- Cllr Arthur.
3. Councillors' Declarations of Interest. Cllr Scott declared an interest in planning reference 78442 as she lives adjacent to the area concerned.
4. Public Session. There were no questions at this time.
5. County Member's report. DCC Biederman apologised that he had been unable to attend IPC meetings recently, but he had kept in regular contact with IPC Councillors. a) County matters: Cllr Biederman reported that the Leader of Devon County Council, John Hart, will be standing down in May after 15 years in Local Government. Cllr Scott asked Cllr Biederman to thank him on behalf of IPC.
DCC has announced a £10 million pound fund for road repairs.
b) Local matters: Cllr Biederman has had many email exchanges with the IPC Chairman, and, in particular, regarding the Natural England permits for sand removal. There followed a discussion about the requirement for a Beach Management Plan, requiring input from all possible stakeholders, including IPC, Environment Agency, Christie Estates, Andy Bell, Natural England. Ministerial help will probably be required.
Action: Cllrs Scott and Biederman to liaise and arrange a meeting. IPC representatives to be Cllrs Arthur, McCrum and Scott,
c) Litchardon Solar Farm meeting on Tuesday 23.4.24 to be Cllrs Foster and Arthur.
There were no further questions for Cllr Biederman.
6. Ward Members report. ND Councillor Renshaw was not present and no written report had been received.
7. Confirmation of Minutes from the **21st March 2024**. The minutes were agreed as an accurate record of the meeting.
8. Any matters arising:
Minute 205, the Metric parking meter contract -**action** Clerk to forward Metric contract to Cllr Johnson for review, then the two of them to meet to discuss the way forward.
Minute 203 a- Jacqui Poole had not been satisfied with the information she was directed to by the Parish Clerk, and had written to the Parish News. Cllrs Scott, Arthur and McCrum sent a response to the Parish News.
9. Tracker update- please see updates on separate document (and available on the website).

10. Correspondence:

- a) Email from Selaine Saxby regarding various matters: including reference to Instow Seafront Parking. Cllr Biederman had responded that 'DCC would be happy to look into this if it's something the Parish Council requested.' (see also Tracker item). Following discussion about problems obtaining residents parking permits, **Cllr Hopkins** to send a letter to the Clerk for forwarding to DCC.
- b) Email Lena Iliffe regarding Annual permits in car park- Lena Iliffe had apologised that the annual permit cost increase had not been included in the public notice issued, despite notification by IPC in good time. NDC is taking appropriate action to rectify this.
- c) Email from Selaine Saxby regarding Electric Car charging points. There are grants available for installation, but there is no electricity supply in Marine Parade car park. **Action Cllr Foster** to investigate the cost and process of installing electricity and charging machines in the car park.
- d) Email concerning Litchardon Cross Community Benefit Fund. Cllrs Arthur and Foster to attend meeting on 23.4.24.

11. Boats on beach update- not discussed further- see Tracker.

12. Finance.

- a) Invoices for approval or ratification. All invoices approved or ratified. Nos 7 and 13- quotes for car park tariff upgrades agreed and invoices to be requested.

13. Planning (Cllrs McCrum and Foster)

Reference: 75902 – Redevelopment and change of use of the site from a residential care home (Use Class C2) to one dwelling and three apartments (Use Class C3) (Amended plans) at 1 Lyndale Terrace Anstey Way Instow Devon EX39 4HS Grid Ref:247469; 130039 IPC objected to the application in October 2023. No further comment was submitted.

This has since been passed.

Reference 78442 – Application for removal of trees by Commodore Hotel, Marine Parade. NDC had not sent a formal notice to IPC, but it had come to the attention of Cllr Scott. **Cllrs McCrum and Foster to review.**

Reference 78449 – Application for Lawful Development certificate for Sunset House, New Road, Instow, EX39 4LN.

IPC has no knowledge of such a certificate. A planning officer will visit and investigate.

Reference 78371 and 78370 – Application for alterations to 2 The Balconies, Marine Parade. Cllr Foster recommended no reason for objection. **Cllr McCrum** to action response.

14. Any other business as raised by Chair.

- a) Letter from Sheila Moores requesting use of the beach for Community on Show event on 28th July. IPC gives permission. **Action Cllr Scott**
- b) IPC Financial Regulations 2023 had been issued to Councillors for review prior to the meeting. Section 5 b line 1 to be amended to include VAT, and items payable by Direct Debit, including Booker Wholesale, NEST pension, South West Water, Worldpay and AIBMS. **Action Clerk** to amend and update document.

- c) An official portrait of King Charles III had been obtained by the Clerk for public display. IPC agreed to offer this to the Village Hall committee. **Action Cllr Scott** to inform Village Hall Chairman.
- d) Council Insurance quote (from 1st June 2024) **Action Clerk** to issue schedule to all Councillors for review, with reference to the level of Excess payable, amount of money handled by Clerk prior to banking, and fixing the contract price for up to 3 years. **Cllrs to respond within 2 weeks** to enable Clerk to obtain revised quote.
- e) Bench damaged in the recent storm is in Cllr Scott's Garden.
- f) Flowbird parking meter maintenance contract renewal quote of £396 +VAT agreed. **Action Clerk** to send quote to Cllr Johnson prior to confirming with Flowbird.
- g) CLOSED SESSION- Clerk and members of the public departed at 9pm.

The Chairman reported that the Clerk had given three months' notice from 14th April 2024. This means her last day is 13th July 2024. It was decided to give her gardening leave from a time the Chairman and Vice Chairman to decide until the 13th July. This would give her time to finish the tasks she has in hand and the minutes and hand over to the new clerk.

It was decided to employ Roger Levick as Clerk as soon as possible, in order to facilitate a smooth hand over of all tasks and services. As Roger is an experienced Parish Clerk and is already carrying out the car park duties while the Clerk is unable to for medical reasons, it was decided to pay him £14.21 an hour which is the amount for his grade. This employment would be on an interim basis.

- 15. Any other Agenda Items for the next meeting- none
- 16. Next meeting –**16th May 2024** This will be the Annual Village meeting at 7pm followed by the IPC Annual meeting and then the usual IPC meeting.
- 17. Meeting closed at 9.15pm.