

# December - Instow Parish Council Meeting Minutes

Held at Instow Parish Hall on Thursday 8<sup>th</sup> December 2022 7.30pm

**Attendees** – Cllr Allen (Chair), Cllr Scott (Vice-Chair) and Cllrs Hackett, Hellyer and Arthur.  
Also present –DCC Cllr Frank Biederman and Parish Clerk.

1. Min 129 22/23 – The Chairman welcomed all to the meeting
2. Min 130 22/23 – Apologies – Cllr Maccall.
3. Min 131 22/23 – Councillors Declarations of Interest. – None raised.
4. Min 132 22/23 – 15 minutes for parishioner questions. – No parishioners present.
5. Min 133 22/23 – County & District Ward reports. – DCC Cllr Biederman (in person) apologised for his recent lack of attendance at IPC meetings, citing an extremely busy schedule. He had attended the meeting concerning Flooding in Instow and regarded it to be a positive collaboration between local agencies. He also mentioned that like all Councils, DCC are struggling with costs and have some hard decisions to make.
6. Min 134 22/23 – To confirm as a true record the minutes of the meeting held on 17th November 2022. – Agreed by all.
7. Min 135 22/23 – Any matters arising from item 6 – None.
8. Min 136 22/23 – Tracker update – see appendix 1
9. Min 137 22/23 – Correspondence & Communications – see appendix 2
10. Min 138 22/23 – Finance – a summary of the Council finances, and to approve any payments. See appendix 3. All payments, including grants agreed by all.
11. Min 139 22/23 – Village Hall Parking – Cllr Scott informed the Council that P. Lancaster, the new Parish Hall Trustee had written to the IPC to request the provision of free parking for users of the Instow Parish Hall. After a lengthy discussion, it was

agreed by all that Cllr Scott would draft a response to Ms Lancaster's proposal, giving further details of the Instow parking situation.

12. Min 140 22/23 – Precept (22/23) – It was agreed by all to raise the precept by 20%.
13. Min 141 22/23 – Christmas Party – IPC to hold a small party in January to thank the people of the village who participate around the village and give their time for free. Cllr Scott to contact the Commodore to discuss further.
14. Min 142 22/23 – Public Conveniences (NDC) – The Chairman informed the Council about the outcomes of the meeting with NDC, and of the subsequent letter received regarding NDC's proposals for transfer of responsibility to local parishes. Cllrs Scott and Arthur to continue to discuss with NDC to negotiate favourable terms.
15. Min 143 22/23 – Flooding of Marine Parade – The Chairman gave a brief overview of the IPC meeting with Christie Estates, DCC Cllr Biederman and A. Bell of the North Devon Biosphere. It was agreed by all to send DCC the devised proposal outlining the temporary solution designed by A. Bell to mitigate flooding, whilst a more long-term solution is constructed. The wording of the memorandum was agreed at the meeting and the total cost for the proposal over the three-year period shall be capped at ten thousand pounds (£10,000), to be shared as before equally between the three participating parties of IPC, The Christie Estates and Devon Highways.
16. Min 144 22/23 – Planning – No applications submitted.
17. Min 145 22/23 – Any other business as raised by Chair – The Chairman mentioned an email from S. McCrum regarding putting up posters in the Marine Parade toilets. It was agreed by all that it is not possible to put any posters in the toilets, as it might encourage unwanted postering.
18. Min 146 22/23 – Next meeting – **19<sup>th</sup> January 2023**

Meeting closed at 8.48pm

## **Appendix 1 - Instow Parish Council 'Tracker' – updated for December 2022**

1. **Car Park** – Crabb Contractors have completed most of the outstanding issues in the car park and have been paid the total amount minus 5%. The remaining amount will be paid on completion of the final tasks, such as the painting of lines.
2. **The Sands** – Email received from Mr F Shelton at NDC stating that they have now received contact from solicitors acting on behalf of the owner of The Sands. The Solicitors advise that the owner is in the process of obtaining tenders for works to implement the extant planning permission. Mr Shelton states that he will meet with the NDC conservation officer and legal services to discuss their response to the letter and update IPC when they have responded.
3. **Parking and congestion in Instow** – Survey to be delivered to the area affected by the parking issues, to get local opinion on what could be done. Cllr Arthur to make 600 copies of the Survey for distribution within the Parish News
4. **Hillsleigh** – No response from DCC/Mr Jones
5. **IPC Party** – IPC to hold a small party in January to thank the people of the village who participate around the village and give their time for free. It was agreed that Cllr Scot would approach the Commodore to see if they were willing to hold and support the party. Cllr Maccall suggested the council could use a discretionary payment and agreed to find the details. Cllr Scott to compile a list of attendees.
6. **S106 Monies** – nothing heard
7. **Grant** – Instow Parish Hall, Instow PCC (for churchyard and monument), Parish News and All Saints. – Agreed under Finance.

## **Appendix 2 - Correspondence and Outcomes – December 2022**

1. An email from Caroline Anderson at DCC Highways, regarding drainage works that will be carried out in Instow on the B3233 Anstey Way between Monday 12th December to Friday 23rd December 2022. One side of the footpath will need to be closed, though pedestrian access will be available on the opposite side. Due to the nature of the works there will be traffic management and 2 way traffic lights to maintain safety for our workforce and road users.
2. An email from Patricia Lancaster on behalf of the Instow Parish Hall, requesting that the IPC help the Instow Parish Hall with the provision of free parking to users of the Parish Hall. (see minute 139 above)
3. An email from David Hoare on behalf of Selaine Saxby regarding a response from Baroness Scott of Bybrook and the Department of Levelling up, Housing and Communities concerning the Yelland Development Site.
4. An email from Aurienna Dunbrook, clerk to the Licensing and Community Safety Committee regarding an article published on the NDC website about an unlicensed dog breeder that has been fined more than £10,000 at court following a successful prosecution from North Devon Council.
5. A letter and leaflets received from Shona Reid at Power Allotments, Devon Team (regen), writing to inform the Council about their community initiative to help communities identify potential sites for community owned renewable energy projects.

## Financial Information – December 2022

Number	Payee	Details	Amount
1	Julie Braddick	Toilet Block	£498.33
2	Julie Braddick	Bus shelters/Painting/Maintenance	£192
3	Bookers	Extra toilet supplies	£299.21
4	Bookers	Mulled Wine	£31.18
5	NDC	Clerk's Salary	£800.11
6	Emily Edwards	Monthly amount + phone	£45
7	Emily Edwards	Reimbursement for heating	£2
8	Emily Edwards	Reimbursement for Printer Ink	£44.99
9	Emily Edwards	Reimbursement for Car parking	£1.20
10	Paul Fletcher	Pavement Cleaning	£60
11	Dave Budd	Grass Cutting	£340
12	Andy Piper	Bus Shelter Windows	£60
13	Roger Levick	DALC pay rise back pay	£82.50
14	HMRC	VAT overdue payment	£496.31
15	MJ Scott	Reimbursement for Dog Bins	£218
16	Charles Waldron	Website Maintenance	£45
17	Instow Parish Hall	IPC grant	£350
18	Instow PCC	IPC grant (Churchyard etc.)	£700
19	Parish News	IPC grant	£450
20	All Saints	IPC grant	£180

**Treasurer's Account**                      34,537.18