

Instow Parish Council Minutes – 18 September 2025

Attendees: - Cllrs. Arthur, Bunclark, Foster, Hopkins, Johnson, McCrum, Scott.
DCC Cllr Biederman NDC Cllr Coombs. Parish Clerk & 15 members of the public.

Apologies: - Resolution to approve apologies (with reasons) made to the Clerk prior to the meeting. Cllrs Yeodon

205 The meeting was opened at 19:00 by the Chair

206 Councillors Disclosure of Interest – None declared.

207 Public Session

a) ISFAG Funding Request

Mrs. J. Poole read a formal request from the Instow Sand and Flood Action Group (ISFAG) seeking financial support for sand clearance over the next six months. The Chair responded that the request would be considered during the upcoming budget planning process. It was also clarified that the licence in question is valid for twelve months, contrary to the six-month period stated in ISFAG's documentation.

Councillor Johnson noted that, due to current financial constraints, it is unlikely that the Crown Estate (CDE) would be able to provide the level of match funding requested. He advised that ISFAG may wish to explore alternative sources of funding. Additionally, he reported that CDE has made limited progress in developing a formal action plan.

Long-Term Coastal Management Plan

Cllr Johnson confirmed that Andy Bell was expected to produce a report by September regarding long-term coastal solutions. Andy has not yet begun work on the report; the timeline remains uncertain. The group acknowledged the need to work towards a long-term plan, even though the solution is not yet defined.

b) Concerns Regarding Proposed Changes at John's Shop

Mrs. Robinson and Mr. Johnson raised concerns regarding proposed changes to John's Shop and requested that the Council give due consideration to their views. Mr John provided a brief overview of the planned changes and explained their potential impact on the local community; he offered to meet with both parishioners onsite to talk through the application.

c) Mrs Forman asked when the light in the carpark will be mended. Clerk to action.

208 Reports County & Ward Members**a) North Devon Council – Councillor Coombs**

- Picnic Area: Reported damage to benches in the picnic area to the Parish Council.
- Public Toilets: Appreciation was expressed to the Parish Council for their prompt response to public concerns regarding the cleanliness of the facilities.
- Section 106 Funding: Councillor Coombs requested confirmation that the Parish Council had submitted a response to the Section 106 Officer and had provided a list of desired projects. It was noted that funding is expected to become available in due course.
- Housing and Economic Land Availability Assessment: North Devon Council has initiated a consultation process to identify potential development sites for inclusion in the next Local Plan. Inclusion in the plan does not guarantee planning permission; all proposals will still be subject to the standard planning approval process.
- Coastal Risk Assessment: A long-term coastal risk assessment is currently being developed by North Devon Council in collaboration with Plymouth University.

b) Devon County Council Councillor Beiderman

- Confirmed that concerns raised by the Instow Parish Council regarding parking on verges have been passed on to Devon County Council and the police. He concurred with Councillor Arthur on the need for a meeting with DCC to discuss residents' parking. Cllr Beiderman provided a brief overview of the ongoing reorganisation of the county authorities.

209 Confirmation of Minutes It was agreed that the Minutes of the meeting 17th July 2025 were a true and accurate record. – All Approved. Chair to sign.

210 Any matters arising**a) Mooring Bye-law Enforcement**

It was agreed that North Devon Council (NDC) will be contacted regarding the enforcement of the mooring byelaw. Vessels anchored for more than 14 days will be considered as moored, and therefore subject to applicable mooring fees.

b) Glass on Beach – Public House Compliance

All local hostelrys have been written to, requesting that they ensure glasses are not taken outside their premises, in order to prevent glass waste on the beach and improve public safety.

211 Tracker update – Also see separate spreadsheet also available on IPC website.

- Car park – Wall completed, parking lines to be painted to show spaces - NDC
- Parking in Instow – awaiting meeting with DCC
- Boats on Beach – clerk to write to NDC asking about Marine Byelaw
- Section 106 – Instow have provided NDC with two S106 schemes – one for benches on the seaward side of the flood defence wall outside Johns shop part of Marine Parade and the other for information boards for walkers in the Puttermouth beach dunes.
- Beach Safety – the clerk reported that EA were adamant that there would be no bollards on the ramp up to the beach. The clerk was asked to write to EA about liability of any accidents on the beach due to vehicles using it.
- Defibrillator – the clerk reported that she had asked BT regarding the telephone kiosk at the Boat House end of the village.
- Bus shelters condition – After discussion it was decided to keep our own bus shelters on the route 21 but ask for help towards repairs on the ones on the Quay and by the car park.
- Litchard Cross Solar farm – the grant scheme is now up and running.
- Solar lights in car park – the clerk was given permission to go ahead and get these lights installed quote £395.00 Incl. VAT
- Sewage leaks – nothing further heard from SW Water

212 Correspondence

a) Marine Car Park Toilets (End Lane Road – NDC)

Reported as unclean. Clerk resolved the issue. Noted (Email dated 19/08/2025)

b) Nick Honey – Stoned Pizza Limited, Instow

Correspondence received. Noted. (Email dated 11/09/2025)

c) Government Email Addresses for Councillors

To be discussed under item 9e. Noted (Email via WesternWeb Limited)

d) Devon Bus Service Changes (effective 31/08/2025)

Information added to website and submitted to Parish News. Noted (Email dated 01/09/2025)

e) North Devon Council – Parish Forum

Scheduled for Wednesday 05/11/2025 at 6:30pm, Barum Room, Brynsworthy Environment Centre, Barnstaple. Noted. (Email dated 10/09/2025)

f) Richard Balsdon – Memorial Bench for Mrs Crossley

Bench reported missing. Clerk to investigate. Noted (Email dated 01/09/2025)

g) C. Hone – Request for Memorial Bench for Late Son (aged 44)

Clerk to follow up. Noted (Email dated 08/09/2025)

h) Watts Family – Damaged Bench Replacement Request

Contact details lost; Clerk to follow up. Noted (Email dated 31/08/2025).

Decision: Due to multiple bench requests, IPC will purchase a communal bench with space for multiple plaques. A fee will be charged to cover costs. Clerk to proceed with order, quote £340.00 including VAT – Delivery tbc (approximately £36.00 incl. VAT – Approved by all Cllrs.

i) Overgrown Brambles and Bushes – Car Park to Army Camp

Reported by Gail. Forwarded to Dave Budd. Noted. (Email dated 30/08/2025)

j) Mark Lethaby – Scattering of Ashes

Completed by Clerk. Noted. (Email dated 02/09/2025)

k) Lindsey Maloney – Caseworker to Ian Roome MP

Toilet cleanliness issue resolved. Clerk communicated with respondent. Noted. (Email dated 08/08/2025)

l) Paula Lopez – Interest in Parish Councillor Vacancy

CV submitted. Chair to arrange meeting. Noted (Email dated 01/09/2025)

m) A. Davies – Complaint Regarding Dogs on Beach

Clerk issued holding response. To be discussed at September IPC meeting. Noted (Email dated 09/08/2025)

n) P. Cattle – Complaint About Horse Parking in Marine Car Park

Owner is purchasing daily tickets. Clerk updated complainant. Noted. (Email dated 06/08/2025)

o) B. Green & S. Parkin – Complaint About Pizza Van

Holding response sent. To be discussed at September IPC meeting. Noted (Email dated 11/09/2025)

p) J. Legg – Complaint About Pavement Parking

Noted. Noted (Email dated 23/08/2025)

q) RNLI – Fundraising on Beach

Dates approved by IPC and Christies. Noted. (Email dated 08/08/2025)

r) Devon Bus Network – Service Changes

Website updated by Clerk. Noted. (Email dated 31/08/2025)

s) Section 106 Funds

Refer to tracker.

t) IPC Meeting – January 2026
Venue changed to Chapel. Noted.

u) Charles Harper – Instow Memorabilia Offer
Cllrs McCrum, Bunclark, and Scott to follow up. (Email dated 08/09/2025)

v) Jacqui Poole – ISACG Sand Removal
Correspondence received on 23/07/25, 16/08/25, and 04/09/25. Noted.

213 Finance

a) September Invoices

Invoices presented for approval and/or ratification (Appendix 1). All were approved.

b) August Invoice Ratification

Invoices paid during August were reviewed. All were ratified.

c) Paul Fletcher – Winter Hours

It was agreed that Paul Fletcher would be offered 6 hours per month during the winter period. The Clerk will confirm whether he intends to continue working next year.

d) Clerk's Printer

Approval was given for the purchase of a new printer for the Clerk.

e) Councillor Email Addresses

It was agreed that IPC will transition Councillor email addresses to the Gov.uk format. Quote £105.00 2 years +VAT thereafter £55.00 2 years +VAT All Cllrs approved.

f) Village Hall Grant

The £10,000 grant for the Village Hall "Going Green" project was approved, subject to the usual grant conditions.

214 Planning

Documents have been circulated to Councillors for studying ahead of the meeting

Documents are available at <https://planning.northdevon.gov.uk/> enter the application number

- a) 79320 at Instow Marine Parade Lock-up Garages Marine Parade Car Park
Instow Devon EX39 4JA at Marine Parade car park – Noted.
- b) 80804 Two Rivers Anstey Way Instow Bideford Devon EX39 4JQ Notification of
works to trees in a conservation area in respect of the felling to ground level
of mature ash tree, approx. 20m tall, suffering from ash dieback – IPC
requested a tree replaced with something suitable.
- c) 80503 3 Lane End Close Instow EX39 4LG Demolition of existing dwelling and
the erection of a new, sustainable dwelling Approved 03/09/2025. Noted.
- d) 80058 - Outline application for erection of up to 450 dwellings, a local centre of
community, retail convenience space, and associated development (with
appearance, landscaping, layout, and scale reserved)- EIA development at Land
at Brynsworthy Barnstaple EX31 3QQ Info. only. Noted.
- e) 80518 Demolition of ground floor structures and erection of flat roof extension
together with internal alterations, fenestration alteration & alterations to external
stairs and entrance and erection of greenhouse at Johns of Instow 4-5 Marine
Parade Instow Bideford Devon EX39 4HY – Clerk to write to NDDC to say IPC give
approval subject to the concerns of the local residents living close by.
- f) 80214 1 Kiln Close Kiln Close Lane Instow Bideford Devon EX39 4JY –
Approved. Noted
- g) 80730 Construction of a single storey ground floor extension following approval
61843 at Beach Cottage Lane End Road Instow Bideford Devon EX39 4LE – end
consultation date 29/09/2025. July 2025 Clerk to raise concerns about size and
nature of proposed development, in particular if it was in keeping with the rest of
the area and had adequate flood prevention.

215 Urgent items raised between the publication of the agenda and the meeting

None

216 Any other business as raised by the Chair.

The Chair invited Councillors to share any observations or raise concerns regarding matters requiring attention within the village and surrounding areas. A number of thoughtful and constructive suggestions were put forward. It was subsequently agreed that the Clerk would compose an article for the Parish News, encouraging parishioners to contribute their perspectives and ideas.

217 Next meeting –16th October 2025 at The Village Hall

Meeting closed – 20:50