

Instow Parish Council Minutes – 16 October 2025

Attendees: - Cllrs. Bunclark, Foster, Hopkins, Johnson, Scott.
New Cllrs Lopez, Parish Clerk & 1 members of the public

Apologies: - Resolution to approve apologies (with reasons) made to the Clerk prior to the meeting. DCC Cllr Biederman, NDC Cllr Coombs, Cllrs Arthur, Yeadon, McCrum.

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

219 Councillors Disclosure of Interest – None declared.

220 Public Session

a) Lighting Issue - Mrs Forman questioned the light in Marine Car Park still not working - delay is due to scheduling the need for tower equipment. Clerk contacted Seth Manager at DS Electrical. Work is currently programmed for w/c 27/10/2025

221 Reports County & Ward Members

a) North Devon Council – NDC Cllr Coombs report sent after the meeting. Appendix 1
b) Devon County Council Councillor Biederman, to report updates at IPC meeting on 20th November 2025

222 Confirmation of Minutes It was agreed that the Minutes of the meeting 18th September 2025 were a true and accurate record. – All Approved. Chair to sign.

222a Cllrs approved and welcomed new Cllr. Lopez – All paper work was completed by Cllr. Lopez.

223 Any matters arising

a) Illegal Parking on Pavements:

Email from DCC Cllr Biederman provided a link for reporting incidents to the police.

If vehicles are seen driving or parking on pavements, report via 101 or the provided email address. Photographs can be submitted. Proposal: Add reporting link to the Parish Council website. Agreed. Discussion included discretion for residents needing access for shopping, but reiterated that driving on pavements is illegal.

b) Ferry Terminal:

No new updates received. Concerns raised about the floating terminal and its impact. Awaiting further information.

Discussion noted uncertainty about whether the terminal will be permanent or temporary. Clerk to ask NDC Cllr Coombs to investigate more ready for next IPC meeting.

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

- Car park – Wall completed, parking lines painted, confirmation of signed completion
- TBC by – NDC
- Notice board to be reinstated on front wall opposite Marine Drive Apartment's once delivered to Chair – Delivery due early November 2025
- Parking in Instow – awaiting meeting with DCC
- Car Park Lease – Cllrs Arthur, Johnson to arrange a meeting with Ken Miles of NDC
- Boats on Beach – clerk has written to NDC asking about Marine Byelaw. Awaiting response from NDC. Clerk to chase.
- Beach Safety – the clerk reported that EA were adamant that there would be no bollards on the ramp up to the beach. In Sept the clerk was asked to write to EA about liability of any accidents on the beach due to vehicles using it. Clerk reported letter was with Cllr Arthur.
- Defibrillator –Telephone kiosk at the Boat House end of the village. Cllr Hopkins to enquire costs to move phone box. Clerk to source Defibrillator costs for max two new ones.
- 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. Awaiting contribution amount. Cllrs Hopkins to action costs for repairs for the bus stops in question.
- Litchard Cross Solar farm – the grant scheme is now up and running. *Now closed on tracker.*
- Solar lights in car park – awaiting installation end of October early November.
- Sewage leaks – nothing further heard from SW Water – Chair to contact Steve May

225 Correspondence

a) Bus Stops are reported as unclean – Defecating taking place. Noted (phone call dated 16/10/2025) Added to next meeting.

b) Instow Sand & Flood Action Group (ISFAG) Request of funds from IPC – noted and no action.

c) North Devon Council Grants & Community news - Road Wardens - Cllrs. Johnson, Hopkins and Lopaz expressed their wishes for training under the E- learning modules. Clerk to book E- learning. Forward details to Cllrs once confirmation received.

d) Emails concerning new driveway on Bridge Lane on Tarka Trail bank. DCC are aware. Noted

e) Request for Defibrillator training for parishioners. Agreed. Clerk to arrange.

226 Finance – Appendix 2

a) September Invoices

Invoices presented for approval and/or ratification (Appendix 2) All were approved

b) Awaiting invoice from PKF Littlejohn LLP

c) Cllrs approved to carry forward deposit monies

d) Lloyds bank have paid £50 for a complaint about the mandate

e) AGAR, this has temporary approval. Three minor errors now explained.

227 Planning

- a) 79003 – Rectory Lane Instow EX39 4LZ Outline application for the erection of 9 dwellings with all matters except access reserved – consultation ends 24 October 2025 Clerk to send objections to Planning Inspectorate.
- b) 80847 - Sunset House New Road Instow Bideford Devon EX39 4LN Variation of condition 2 (approved plans) attached to planning permission 73414 Demolition of existing dwelling, erection of new dwelling, carport and associated works – consultation ends 16/10/2025 extension requested. IPC no objections
- c) 80858 - Venn House Instow Bideford Devon EX39 4LZ Erection of side extension and associated works at Venn House Instow Bideford Devon EX39 4LZ- Consultation date ends - 22/10/2025 IPC no objections

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

None

229 Any other business as raised by the Chair.

Thanks expressed to all who assisted with recent community tasks.

Becky to follow up on outstanding matters when present.

Reminder: Include link for pavement parking reporting on the Parish Council website.

o230 Next meeting –20th November 2025 19:00 at Instow Village Hall

Meeting closed – 20:07