

## **Instow Parish Council**

To: Cllrs. Arthur, Bunclark, Foster, Hopkins, Johnson, Lopez. McCrum, Scott, Yeadon

You are hereby summoned to attend a meeting of the Instow Parish Council, which will be held on **Thursday 20<sup>th</sup> November 2025 at 7:00pm** at the **Instow Village Hall** for the purpose of transacting the following business:

### **Agenda**

#### **1. Apologies**

To receive apologies for absence

#### **2. Councillors' Declarations of Interest**

*A Councillor with voting rights who has a disclosable pecuniary interest or other interest as set out in our councillors standing order or code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions and of code of conduct and their right to participate and vote on the matter.*

#### **3. Public Participation**

A total of 15 minutes has been set aside for this. Members of the public are invited to speak on issues on this agenda, raise issues for future consideration, other matters which the council has some control over or are of interest to the Parish. Members of the public may not speak during other items of Parish Council business.

#### **4. To Approve requests to vary the order of business**

#### **5. County and Ward Members reports' in person or by email**

a) NDC Cllr Coombs

b) DCC Cllr Biederman

#### **6. Minutes**

To adopt and sign as a correct record the minutes of the meeting held on 16<sup>h</sup> October 2025 - [https://www.instowparish.com/data/uploads/349\\_1992086837.pdf](https://www.instowparish.com/data/uploads/349_1992086837.pdf)

#### **7. Any matters arising from the minutes.**

#### **8. Committee Minutes**

None

## 9. **Tracker update**

To review progress on open actions on publicly discussed matters as agreed at previous meetings - [https://www.instowparish.com/data/uploads/355\\_774076107.pdf](https://www.instowparish.com/data/uploads/355_774076107.pdf)

## 10. **Correspondence**

- a) Height Barrier Damage – Personnel contacted NDC and IPC to verify the individual's details after a member of the public damaged the barrier. Communication was conducted via email. Cllr Hopkins is currently obtaining quotes for the repair.
- b) How would Instow village get a children play area/park built in Instow? Has this ever been discussed before? Member of the public Via email 09/11/2025

## 11. **To consider Planning Applications received**

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

- a) 81016 - <https://planning.northdevon.gov.uk/Planning/Display/81016>  
Sea Thrift 2 Elm Terrace Instow Bideford Devon EX39 4HR Extension to the rear of the dwelling End Consultation 27/11/2025
- b) 80518 - <https://planning.northdevon.gov.uk/Planning/Display/80518>  
Johns of Instow 4-5 Marine Parade Instow Bideford Devon EX39 4HY 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 Decision Date: 21/11/25
- c) 80824 - <https://planning.northdevon.gov.uk/Planning/Display/80824>  
Hillrise Millards Hill Instow Devon EX39 4JS Removal of existing pitched roof, southern and eastern extension, internal remodelling, and replacement flat roof Decision Date: 21/11/25.
- d) 78993 – <https://planning.northdevon.gov.uk/Planning/Display/78993>  
Land at Yelland South Quay Lower Yelland, Yelland Barnstaple EX31 3EZ Outline application for up to 200 dwellings and 0.5ha of Commercial, Community and Business uses (Classes E and F), associated open space, infrastructure and access with some matters reserved (appearance, landscaping, layout and scale) (resubmission of 77453)(Amended Description) End Consultation 19/12/2025
- e) 81059 - <https://planning.northdevon.gov.uk/Planning/Display/81059>  
Caynham Anstey Way Instow EX39 4JF Single storey extension to rear of dwelling & associated landscaping works. End Consultation 12/12/2025

**12. Stone Pizza**

To decide which local organisation the £200 Stone Pizza charitable donation should go to.

**13. Community Orchard**

A member of public has brought to our attention that the trees in the orchard need serious attention, Councillors to approve an amount to be distributed.

**14. Councillor Training**

- a) To approve website training for Cllr Lopez
- b) Being a Good Councillors # 2-4 Training dates for Cllrs from DALC Group training for all Cllrs. Thursday the 23<sup>rd</sup> of April 10:30 or Saturday the 25<sup>th</sup> of April 10:30 2026.  
Location Instow. Cost for all Cllrs £250.00 +vat @20%= £300.00+mileage approx. 175 miles \*0.45ppm £78.72 Total charge £ 378.75

**15. Finance - [https://www.instowparish.com/data/uploads/358\\_713964460.pdf](https://www.instowparish.com/data/uploads/358_713964460.pdf)**

- a) Invoices for approval and payment
- b) To review car park charges
- c) Review bus stop cleaner payment.
- d) Clerks remuneration following NALC recommendations.
- e) Defibrillator to agree costs.
- f) Purchase a Sand/leaf blower for handyman to clear sand when dry.

**16. Chairs Communication**

Christmas Carols  
Boat on beach

**17. Any other Agenda Items for the next meeting**

**18. Next meeting –11<sup>th</sup> December 2025 7.00pm in Instow Village Hall (*note a week earlier*)**