

# Minutes Instow Parish Council Meeting

**Thursday 17<sup>th</sup> February 2022 at Instow Parish Hall 7.30pm**

**Attendees** – Cllr Scott (Vice-Chair), Cllrs Maccall, Hackett, Arthur, Hellyer, and the Parish Clerk

1. Min 147 21/22 – The meeting was opened at 19.30hrs by the Vice-Chair
2. Min 148 21/22 – Apologies received from DCCLr Biederman, NDCCLr (& MP) Saxby, Cllrs Allan (Chair) and Cllr Stewart
3. Min 149 21/22 - Councillors Declaration of Interests – none raised
4. Min 150 21/22 - 15 minutes for Parishioners to raise appropriate questions – Mrs J Bell asked via email what the Council's viewpoint was on persons who cycled on the beach. The answer is that cycling is not allowed on the beach, but as in so many things, it is the policing of policies that is the problem.
5. Min 151 21/22 - County & District Councillors report – DCCLr Biederman apologised for not attending due to being heavily involved in the Storm Eunice preparation. NDCCLr (&MP) Saxby apologised via text, and also gave a reminder that recycling collections were on hold due to 'Eunice'.
6. Min 152 21/22 - To confirm as a true record the minutes of the meeting held on the 20<sup>th</sup> January 2022 - agreed
7. Min 153 21/22 – Matters arising – Cllr Maccall wanted the point noted that although parking on the seafront can be an issue, visitors and dog walkers do bring financial benefits to the Village.
8. Min 154 21/22 - Tracker update – see appendix
9. Min 155 21/22 - Correspondence/Communications – see appendix
10. Min 156 21/22 - Finance – see appendix of the summary of Council Finances, and listed payments for February – all approved and agreed. Clerk updated Council on some late invoices received from Flowbird, and that he will investigate. Cllr Scott updated the Council regarding VAT digitalisation, and had identified a package called VT Transaction, which would cost £150+VAT pa. Council agreed that this should be bought. The 3 year grass cutting contract was awarded to D Budd, following a successful tender on the same terms and conditions as existing.
11. Min 157 21/22 - To agree and sign the 2022 risk assessment papers. A discussion took place and decisions were made to change certain wordings, which Cllr Arthur agreed to do and circulate to all Councillors
12. Min 158 21/22 - Recruitment of a pavement cleaner – Council agreed to advertise in the Parish Magazine for the above, 6 hours per week @ £10ph, June-September
13. Min 159 21/22 - S106 monies – no response from the Environment Agency to date, and following the response from Christie Estates, Cllr Maccall volunteered to complete a 'signs audit', collate what is necessary and 'nice to have', and report back to the Council
14. Min 160 21/22 - Instow Recreation Ground – Cllr Arthur confirmed that the lease he held, was the same as the one DCC hold. He advised that his earlier advice was correct and that DCC had not interpreted the lease correctly
15. Min 161 21/22 - Car Park refurbishment – as the implementation of refurbishing has been passed back to the Council, it was agreed that a meeting of the Car Park

Working Group was necessary to document how to logically progress. Clerk to arrange meeting date.

16. Min 162 21/22 - Planning – 74149 Suncatcher, no issues. 74678 Armada House caused much discussion, in that the Parish Council could not deal with hearsay as to use and potential neighbour issues. However, the Council were concerned, and should advise NDC that there could be an issue with insufficient parking space once the additional accommodation had been created, and that there would be increased traffic movement onto Marine Parade, where there is limited visibility
17. Min 163 21/22 - Hole in pavement opposite Boat House – no update available
18. Min 164 21/22 - Dog Bins – the Clerk expressed his disappointment at the lack of contact, with emails unanswered, and the consequence of dog waste building up. The Clerk was tasked to escalate the issue, and ask for NDCllr Saxby's help. The Council voted to purchase 2 new dog bins, should NDC not provide them - agreed
19. Min 165 21/22 - Dog Walkers (voluntary)notice – it was agreed that the Council would revert back to the previous robustly constructed signs
20. Min 166 21/22 - Date of next meeting – Thursday 17<sup>th</sup> March 2022
21. The meeting closed at 21.20hrs

### **Instow Parish Council 'Tracker' – updated for February 2022**

1. **Car Park** – Regarding the refurbishment works to the Car park, this has now been taken over by Helen Bond. On liaising with Helen, NDC have extreme resource problems, and the suggestion is that NDC 'hand' the project back to IPC, with a copy of the survey, and details of possible contractors, in order that they (IPC) manage the situation. Survey details received, and written agreement to extend grant. Now down to IPC to look at ways of moving forward – separate agenda item (15)
2. **Former Sand Hills Care Home** – no 'visit' by Mr Patel, and no contact from either him or NDC. Cllr Arthur has not been able to contact NDC CEO as yet, but will continue to try.
3. **Parking and congestion in Instow** – it would appear that previous plans are not available at this time, so following the decision taken at January's Council meeting, an 'on foot' survey will begin in April, co-ordinated by Cllr Arthur, with a view to starting a viable plan
4. **Instow Recreation Ground** – Monies (already in Lloyds Account) awaiting a new Trustees Account to be set up (Chair, Vice-Chair, & Cllr Hackett as nominated Trustees). Still awaiting the setting up of the account.
5. **Queen's Birthday 2022** – Council agreed (in January) to fund reasonable expenses, £500 was suggested. A positive meeting had been held by the WI to which 24 people attended, and committee's set up for the various tasks. Cllr Maccall expressed her disappointment at the use of plastic tablecloths, and was tasked to liaise with Mrs McCrum regarding alternatives.
6. **Lane End Close** – double yellow lines question. Will IPC act in support of the presentation made to Council? Agreed to form part of overall consideration/plan – see point 3.
7. **Rewilding of area at top of Quay Lane** – DCC had responded with a 'no' to the informal request, citing visibility splay. However, the Council felt that the decision should be challenged, and the Clerk was tasked to determine the process, and report back.
8. **Citizens Advice** – following examination of their financial status by Cllr Hellyer, there will be no donation made this year.

## **Correspondence and Outcomes – February 2022**

1. Email from Selaine Saxby (MP) regarding Dune Management – cc'd to all Councillors. Nothing further heard
2. Email from Carole Gardiner requesting some tidying up of debris by the bus stop at the end of Rectory Lane (now completed), and asking about the possibility of placing a wooden bench to take advantage of the view across Crow point and Appledore – Council agreed that this was a good idea, and will explore the possibility.
3. Email from John Parker who is walking the SW Coast Path asking for various bits of information. His last email stated 'thank you for your prompt and clear reply, and having emailed many Council's asking for similar information, you are the only one to respond in a very timely manner'! (Gold star for Clerk)
4. Email from Sarah Watts, thanking the Council for all their help in arranging a replacement bench in memorial of her Grandparents
5. Email from Bryn Williams (Environment Agency) regarding Interpretation Boards and their content. Referred to IPC Chair and Vice-Chair to liaise – ongoing.

## **Financial Information – February 2022**

Number	Payee	Details	Amount
1	NDC	Clerk's salary	£816.32
2	Andy Piper	Bus Shelters (outsides)	£180.00
3	Michael Williams	Maintenance	£84.00
4	Instow PCC	Storage	£30
5	Metric	PSP charges	£75
6	Clerk	Monthly expenses	£42.70
7	Julie Braddick	Cleaning & Maintenance	£716.66
8	Clerk	Refund of donation to RBL	£25
9	Devon Glass & Glazing	Repair of bus shelter	£136
10	HMRC	VAT – Q3	£1517
11	Bookers	Toilet Block items	£59.70
	Treasurer's Account	£31518.08	
	Business Account	£95256.89	
	Car Park Income YTD net of VAT	£44298	
	Car Park Income 20/21 YTD net of VAT	£25134	