

**DRAFT MINUTES OF INSTOW PARISH COUNCIL HELD AT THE PARISH
HALL, INSTOW ON
THURSDAY 12th DECEMBER, 2019 AT 7.30 pm**

Present: - Councillor R Allen (Chairman)
Councillors Mrs R.Maccall, Mrs P Hackett, Mrs MJ Scott, Mr C. Harper

Mr M Harris (Clerk)

In Attendance: 12 Parishioner/members of the public.

Min: 123 19/20 OPENING OF THE MEETING

The meeting was declared open by the Clerk. The Clerk requested that questions to the Parish Council be restricted to the Public Session.

Min: 124 19/20 APOLOGIES

Apologies were received from Councillors Mrs M, Parkhouse, Mr J, Hellyer, Councillor S. Saxby, (NDC), Councillor F, Biederman (DCC)

Min:125 19/20 COUNCILLORS DECLARATION OF INTERESTS

There were no declarations of interest announced.

Min: 126 19/20 PARISHIONERS QUESTIONS

The following questions were raised at the meeting:

Residents parking

A Parishioner raised the issue of residents parking at New Road and Lane End. Councillor R. Allen explained that the issue had been discussed at the last Parish Council Meeting and it had been decided to approach Devon County Council to undertake a survey of residents in Lane End with an option to extend the survey to the whole Village

Flooding Marine Parade

A Parishioner raised the issue of the flooding on the Marine Parade Road. It was explained that the matter had been reported to Devon County Council on a number of occasions and that the given the number of other serious flooding issues in the rest of the County, it would take time to respond to all reported incidents. The responsibility for the clearing of the drains and maintaining the Road sits with the Highways Section of the County Council.

Planning application Ref: 66623 – Erection of up to 5 dwellings(Amended Description) at land at Barton Cross, Instow.

Pam Cante made reference to a number of issues relating to the receipt of an amended application for the above planning application. It was explained that the Parish Council had requested that the District Councillor call in the application. No confirmation had been received from the District Councillor, and it was agreed to request in the first instance, that Councillor F Biederman investigate the status of the application and renew the request to call in the application.

Min: 127 19/20 **REPORT COUNTY COUNCILLOR F. BIEDERMAN**

No report provided for this meeting.

Min: 128 19/20 **REPORT OF DISTRICT COUNCILLOR S. SAXBY**

No report provided for this meeting.

Min:129 19/20 **MINUTES**

It was **RESOLVED** that the minutes of the meeting held on 12th December, 2019 be approved as a correct record and be duly signed by the Chairman. (all in favour)

Min130 19/20 **MATTERS ARISING FROM THE MINUTES**

There were no matters arising.

Min:131 19/20 **REVIEW OF TRACKER**

The Clerk reported that no further progress had been made on agreeing a timescale for the Car Park Renovations. A request has been made to the new Car Parks Manager to investigate an update on the proposed date for the works. It was agreed to summarise the information provided in the tracker.

Request to Devon County Council for formal consultation with Lane End residents with option for full Village survey. Awaiting a response form DCC.

Flooding of the Tarka Trail – responses received from DCC. Issue not resolved.

Replacement of Dog Bins – it was agreed to provide a replacement Dog Bin for Sand Hills, and investigate the cost of providing a litter bin at the Attrum slipway.

Min:132/19/20 **PROVISION OF DOG BINS**

The Parish Clerk confirmed that an inspection of all bins had been undertaken with NDC Officers. NDC agreed to replace the bins opposite the Boathouse. The provision of a litter bin at the Attrum will be investigated.

It was **RESOLVED** to provide a new Dog Bin for Sand Hills.(all in favour)

Min:133 19/20 **CAR PARK – CASH COLLECTION**

The Parish Clerk had previously circulated a report recommending that then Parish Council agree to set up an agreement with NDC for the cash collection from the Car Park at Marine Parade. The cost of the service will be cost neutral, on the basis that there is a reduction in weekly hours for the Parish Clerk

It was **RESOLVED** to authorise the Parish Clerk to enter into an agreement with North Devon Council for the collection of cash at the Marine Parade Car Park. (all in favour)

Min: 134 19/20 **MOORINGS**

Councillor MJ Scott informed the meeting that following discussion with Peter Short, it had been agreed to submit the invoice for 2019/20. The invoice included an amount of VAT. Peter Short agreed to pay the invoice for 2019/20, but would not continue to manage the Moorings in the new financial year.

It was agreed to arrange another meeting with Peter Short to discuss the possibility of a negotiated Moorings fee for 2020/21.

Min:135 19/20 **FINANCE SUB -GROUP REPORT**

Councillor Mrs MJ Scott presented the year end forecast for 2019-20 and the proposed budget for 2020/21. The year-end forecast and the proposed budget for 2020-21 had been agreed and put forward for recommendation at the Finance Sub – Group Meeting held on Friday 6th December, 2019.

It was **RESOLVED** that proposed budget for 2019/20 be approved. (all in favour)

Min: 136 19/20 **PRECEPT 2020/21**

As part of the 2020/21 budget it was agreed that the Precept for 2020-21 be confirmed at £10,814. A rise of 5% on the Precept from 2019-20.

Min: 137 19/20 **ALLOCATION OF DISTRICT COUNCILLOR GRANT**

It was agreed to recommend that the District Councillors grant of £250 be allocated to Instow Community Primary School PTFA to support the development of the Pre -School.

Min: 138 19/20 **PARISH GRANTS**

Councillor MJ Scott explained that the Parish Grants had not been increased for a number of years and that a rise of 2.5% was recommended for 2020-2.

As part of the 2020-21 budget it was agreed to increase the grants as follows:

Churchyard - £666 to £700
Village Hall - £317 to £350
Parish News - £400 to £450
All Saints Hall - £150 to £180

Min: 139 19/20 **CORRESPONDENCE**

- a. Mike Taylor – Information relating to an incident involving a dog walker on the beach. Noted and circulated to Councillors.
- b. Andrew Rosenthal – requesting an update on the replacement of dog bins opposite the Boathouse – e-mail sent to NDC to advise on timescale for replacement of bins – no response to date.
- c. Jenny Shepherd – Johns Shack – report of overflowing bin and beach signage – to be reported by the Clerk.
- d. NDC – notes from Parish Forum held on the 3rd December – circulated to Councillors.

- e) PCC Secretary Pam Cante – St John The Baptist Church Instow – Request for inventory of IPC equipment stored in the Under Croft in the Church Room

Min 140 19/20 **FINANCE**

INCOME

Car Park takings	Period – 31st October, 2019	to 07 November, 201	£ 518.70
Car Park takings	Period – 07 th November, 2019	to 15th November, 2019	£ 524.05
Car Park takings	Period – 15 th November 2019	to 22 nd November, 2019	£ 456.20
Car Park takings	Period - 22 nd November 2019	to 29th November, 2019	£ 325.10
Car park takings	Period - 29 th November 2019	to 6 th December, 2019	£ 428.75

TOTAL **: -** **£ 2,252.80**

Car Park Income from 1 April Comparison with previous year:

To 11th December 2018 - £30,905

To 9th December 2019 - £35,576

Net of VAT £25,754

Net of VAT 29,646

PAYMENTS TO BE APPROVED

EXPENDITURE

Bookers 22/11 – Toilet cleaning materials d/d	£	178.38
Bookers 02/12 - Toilet cleaning materials d/d	£	59.95
NDC Salary recharge – Instow Parish Clerk (VAT £1.29)	£	823.19
Peter Hosegood – Tractor service	£	200.00
Oil filters	£	26.50
To clear and tip rubbish in Shed	£	100.00
J. Braddick – Toilet Cleaner – November payment	£	300.00
J.Braddick - Bus Shelters/Beach litter/bags	£	130.00
M. Harris – Parish Clerks Expenses	£	57.41
Crown Estates – Rent Moorings 2019	£	875.00
Paragon ID - 5 boxes new VAT registration Car Park tickets	£	437.70

TOTAL: - **£3,188.13**

There were two additional payments put forward for approval:

Charles Waldron – Website redesign - £50.00

Councillor R. Allen – Reimbursement for toilet rolls holders -£81.09

It was **RESOLVED** to approve all the above items for payment (all in favour)

FINANCIAL SUMMARY

Current balance – Parish Council accounts.

Lloyds Bank Treasurers a/c no. 02348842 as @ 9th December (on-line) = £ 45,141
Lloyds Bank Business a/c no. 02350065 as @ 9th December (on-line) = £ 76,386

The balance held in Treasurers account minus outstanding commitments of £3,188 = £41,953
Combined available balance held in both accounts = £118,339

Min: 141. 19/20 PLANNING

Planning Applications Received – Consultation Request – considered by the Planning Sub – Group.

Ref: 66623 – Erection of 5 Dwellings (Amended Description) at land at Barton Cross, Instow.

Decision to recommend that the District Councillor call in the application

Ref: 70862 Extension & Alterations to Dwelling 1 Lane Close, Instow.

Received 5th December 2019 – Awaiting comments from the Planning Sub – Group.

Min:142 19/20 ITEMS FOR CONSIDERATION AT A FUTURE MEETING

- Residents Parking
- Replacing Trees
- Bridge Lane and Quay Lane Enhancement
- Sleas Corner – Marine Parade – Overhanging trees

Min: 143 19/20 DATE OF NEXT MEETING

It is noted that the next meeting of the Parish Council will take place on Thursday 16th January, 2020, commencing at 7.30pm in the Parish Hall.

There being no further business the meeting closed at 8.40pm.

Chairman

Dated: -