# DRAFT MINUTES OF INSTOW PARISH COUNCIL HELD AT THE PARISH HALL, INSTOW ON THURSDAY 21st November 2019 AT 7.30 pm

**Present: -** Councillor R Allen (Chairman)

Councillors Mrs P Hackett, Mrs MJ Scott, J. Hellyer

NDC Councillor S Saxby, DCC Councillor F. Biederman

Mr M Harris (Clerk)

**In Attendance:** 10 Parishioner/members of the public.

# Min: 100 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: 101 19/20 APOLOGIES

Apologies were received from Councillors Mrs R Mackall, Mrs M. Parkhouse, C. Harper

#### Min:102 19/20 COUNCILLORS DECLARATION OF INTERESTS

There were no declarations of interest announced.

#### Min: 103 19/20 PARISHIONERS QUESTIONS

The following questions were raised at the meeting.

#### Flooding on the Tarka Trail at Instow

Mike Glover raised concerns over the flooding occurring on a regular basis between the Aqueduct and the north end of the tunnel. It was agreed that the Clerk would forward a note giving details of the flooding to Cllr F. Biederman and request a response.

# Residents Parking in Instow

A number of parishioner's raised the issue of the lack of residents parking in Anstey Way. This issue will be discussed under agenda item 15.

#### Code of Conduct - Dogs on the beach.

Roger Levick requested clarification on the Parish Councils decision to remove the Beach Code of Conduct signs. He asked if this action was temporary or permanent.

Cllr Mrs MJ Scott explained that the Code of Conduct had not been lifted, just the signs taken down. She explained that North Devon Council were planning a consultation exercise on dogs on all North Devon Councils beaches, if the consultation exercise is not concluded by the start of the new season, the Parish Council will consider what action to take at a Parish Council meeting in the new year.

# Min: 104 19/20 REPORT COUNTY COUNCILLOR F. BIEDERMA

#### Flooding on the road outside The Commodore.

I am aware of the flooding, and that it has been reported to DCC. Normally if the flooding persists for more than 24 hours this becomes a priority for DCC. It is hoped that some action will be taken within the next two weeks.

# Residents parking in Instow

The Parish Council need to take the initiative on this issue and instruct the County Council on how they wish to proceed with a consultation exercise.

#### Children's Services

A request for anyone wishing to become Foster Parents to contact DCC.

# Min: 105 19/20 REPORT OF DISTRICT COUNCILLOR S. SAXBY

#### Water and sand on the road

Thank you to Frank for the update on the water on the front here in Instow tonight, I have emailed through my concerns.

And to Bob for confirming the completion of the gate to help with the sand on the road by the Boathouse.

## Beach and waste management

Thank you to Plastic Free Devon for their beach clean earlier this month, I hope it will be the first of many ventures like this in the village.

#### Consultation on PSPOs

I would like to reiterate that at this time, the only thing I am supporting is the consultation on the PSPOs across the whole of North Devon. I am a big believer in democracy and believe it important that residents' voices are properly heard in the debate about the management of dogs on all beaches in North Devon.

## **New Residents Group**

A date has been agreed for January for a social event at yacht club for all Instow residents, including their children, to attend

#### My grant

I have a £1000 grant that needs to be applied for by the end of January. I have been keen all along that this go to the parishes I represent on North Devon District Council and have therefore divided it in four. If Instow Parish Council have a project they would like to apply for this grant for I hope they will before the deadline, as my other three parishes are all very keen to get their hands on it if not! I have requested the application form be sent to Malcolm, whom I am sure is familiar with the process.

# Min:106 19/20 MINUTES

It was **RESOLVED** that the minutes of the meeting held on 17th October 2019 be approved as a correct record and be duly signed by the Chairman.

# Min107 19/20 MATTERS ARISING FROM THE MINUTES

There were no matters arising.

# Min:108 19/20 REVIEW OF TRACKER

The Clerk reported that no further progress had been made on agreeing a timescale for the Car Park Renovations. However, a meeting is planned for Friday 22<sup>nd</sup> November with the new Car Parks Manager at NDC to discuss the Car Park renovations.

Work has been completed on the gates opposite the Boathouse.

New Bench policy on the agenda item 10.

Purchase and fitting of toilet seats and rolls completed and fitted in the toilets.

#### Min:109/19/20 NEW BENCH POLICY

The Parish Clerk had previously circulated copies of the draft Bench policy to all Councillors.

It was **RESOLVED** to adopt the new bench policy. (all in favour)

#### Min:110 19/20 WEBSITE UPDATE

Cllr Mrs MJ Scott that some local history pages would be added to the website together with listed buildings, some photographs of the signal box, and Tarka Trail, and the Parish grant form.

The maintenance of the site will be undertaken by Charles Waldron with 2 hours work every six months at a cost of f.36. The Clerk will post Parish Council information.

It was **RESOLVED** to approve the allocation of £36 every six months. (all in favour)

#### Min: 111 19/20 PROPOSED MEETING DATES 2020

The Clerk had previously circulated a list of meeting dates for 2020. The dates for meetings will be displayed on the Parish noticeboards and on the Parish Council website

It was **RESOLVED** to approve meeting dates for 2020. (all in favour)

# Min:112 19/20 PARISH COUNCIL BUS STOPS

Councillor Mrs P Hackett details a number of issues relating to the Parish Council owned Bus Shelters.

It was agreed to forward a list of the issues to the Clerk for action.

#### Min: 113 19/20 CHRISTMAS EVENTS

Councillor MJ Scott lead the discussion on the holding of a charity event to recognise the good work that takes place across the Parish during the year. Councillor R. Allen agreed to investigate possible venues and report back.

It was **RESOLVED** to go ahead with the event in December. (all in favour)

#### Min: 114 19/20 RESIDENTS PARKING

Discussions took place on the best way forward on this issue.

It was agreed to request that the County Council assist the Parish Council on a consultation exercise initially with the residents of Lane End, with an option to consult the whole Village.

# Min: 115 19/20 INSTOW RESIDENTS ASSOCIATION

Councillor R. Allen reported back from the initial meeting to discuss the option to set up an Instow Residents Association. It was explained that the Association would be independent and provide additionality to the activities of other local community groups. The next meeting will take place at the yacht club on the 25<sup>th</sup> January, 2020.

#### Min: 116 19/20 FLOODING OF THE TARKA TRAIL

This issue was raised in the public session and refers to frequent flooding at the Aqueduct and the north end of the tunnel. It was agreed that the Clerk would contact Councillor F. Biederman and Andy Bell North Devon Biosphere Reserve to raise the issue and request action to alleviate the flooding.

#### Min: 117 19/20 DEALING WITH THE PRESS

Councillor MJ Scott proposed that in the future any contact with the press should be via the Clerk in the first instance. This statement will be added to the Parish Councils Standing Orders.

It was **RESOLVED** to adopt the above policy when dealing with the press. (all in favour)

# Min: 118 19/20 AMENDMENT TO STANDING ORDER.

The Clerk had previously circulated to all Councillors a proposal to adopt new Standing Order relating to Public Participation at Parish Council Meetings.

It was **RESOLVED** to adopt the new Standing Order. (all in favour)

# Min: 119 19/20 CORRESPONDENCE

- a. Elizabeth Thompson Enquiry relating to provision of residents parking item on agenda to discuss.
- b. Andrew Rosenthal– Complaint relating to overflowing Dog Bins reported to NDC, bins emptied. Item on the agenda for discussion.
- c. NDC Special Parish Forum Planning Tuesday 3<sup>rd</sup> December, 2019. Councillor C, Harper has confirmed attendance.
- d. Joanne Bell Complaint relating to the behaviour during the Public Session at the Parish Council Meeting held on the 17<sup>th</sup> October, 2019. Item on agenda to propose new Standing Order to cover unacceptable behaviour at Parish Council Meetings.
- e. Jenny Shepherd word of thanks to all Parish Councillors and the voluntary work they undertake.
- f. Karolina Lewis Enquiry relating to provision of residents parking item on agenda to discuss.

#### Min 120 19/20 FINANCE

#### **INCOME**

Car Park takings	Period – 8 <sup>th</sup> October, 2019 to 15 <sup>th</sup> October, 2019	£ 599.20
Car Park takings	Period – 15 <sup>th</sup> October, 2019 to 21 <sup>st</sup> October, 2019	£ 560.30
Car Park takings	Period – 21st October 2019 to 25th October, 2019	£ 494.30
Car Park takings	Period - 25 <sup>th</sup> October 2019 to 31 <sup>st</sup> October, 2019	£ 654.05
Interest – Bank	11 <sup>th</sup> November, 2019	£ 4.07

<u>TOTAL</u> :- <u>£ 2,311.92</u>

Car Park Income from 1 April Comparison with previous year:

To 6th October 2018 - £29,475 To 7th November 2019 - £33,841

Net of VAT £,24,562 Net of VAT £,28,200

# <u>PAYMENTS TO BE APPROVED</u> <u>EXPENDITURE:</u> -

Water Bill 2 <sup>nd</sup> July – 15 <sup>th</sup> October		1,186.45
Salary recharge – Instow Parish Clerk (VAT £1.29)		823.19
NDC – Emptying of Dog Waste bins Oct – Dec		499.20
Bookers – toilet supplies d/d		113.12
D.Budd Grass cut – October	£	170.00
J. Braddick – IPC – Toilet Cleaner – October payment	£	300.00
M. Harris – Parish Clerks Expenses - Quarterly	£	121.25
General expenses	£	39.90

<u>TOTAL: -</u> £ 3.253.11

#### Instow Parish Council Minutes 21st November, 2019

The following additional items of expenditure are put forward for approval:

NDC two ticket rolls – Car Park (VAT £9.38)	£ 56.28
Royal British Legion – wreath	£ 25.00
Rob Floyd – Beach gates	£ 200.00
Julie Braddick – Bus Shelters	£ 90.00
Instow Parish Hall – peppercorn rent	£ 1.00
DVLC – Registration document	£ 25.00

<u>TOTAL: -</u> <u>£397.28</u>

#### FINANCIAL SUMMARY

Lloyds Bank Treasurers a/c no. 02348842 as @ 14<sup>th</sup> November (on-line) = £ 47,643 Lloyds Bank Business a/c no. 02350065 as @ 14<sup>th</sup> November (on-line) = £ 75,080

The balance held in Treasurers account minus outstanding commitments of £2,130 = £45,513. Combined available balance held in both accounts = £120,593

# VAT - Update

Councillor MJ Scott confirmed that the Parish Council now has a VAT registration number. The estimated amount of back VAT to be repaid to HMRC with penalties is unlikely to exceed £25,000. The return will be completed by the end of December 2019.

In respect of the Moorings invoice for 2019/20 VAT will need to be added. This has been discussed with Peter Short who agreed to pay the invoice for this year, but does not wish to continue with the moorings in 2020. Agreed to include this as an agenda item for the next Parish Council Meeting.

#### Payments for utilities

It was **RESOLVED** to authorise the Clerk to pay utility bills within 14 days of receiving the invoice, subject to approval by two authorised signatories.

# **Planning**

18th October, 2019 - Application **66860** - Approval of Planning Permission

Demolition of four agricultural buildings & erection of one building to provide Estate Office with Car Parking.

Discharge of conditions approval – Application 70407 – Worlington Cottage, Instow

# Planning Applications Received – Consultation Request for consideration of the Planning Sub - Group

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

Awaiting recommendations from the Planning Sub – Group

**Ref: 70759** – Extensions and alterations to dwelling at Mayfield Cottage, Anstey Way, Instow Awaiting recommendations from the Planning Sub – Group

**Ref:70777** – Demolition of garage together with extension to dwelling at Willows, Instow Awaiting recommendations from the Planning Sub – Group.

# Min:121 19/20 ITEMS FOR CONDIDERATION AT A FUTURE MEETING

- Dog bins report
- Moorings
- Residents Parking
- Finance Sub Group Report
- Parish Grants
- Allocation of Councilor grant of £250

# Min: 122 19/20 DATE OF NEXT MEETING

It is noted that the next meeting of the Parish Cou	ıncil will take place on
Thursday 12th December, 2019, commencing at 7	.30pm in the Parish Hall.
Chairman	Dated: