

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 15th January 2026 at 7:00pm** at **All Saints Chapel** for the purpose of transacting the following business:

Agenda

1. Apologies

- a) To receive apologies for absence
- b) To approve absence for Cllr Yeadon for 6 months for personal reasons.

2. Councillors' Declarations of Interest

A Councillor with voting rights who has a disclosable pecuniary interest or other interest as set out in our councillor's 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 report in person or by email

- a) NDC Cllr Coombs
- b) DCC Cllr Biederman

6. Minutes - https://www.instowparishcouncil.gov.uk/data/uploads/383_216720462.pdf

To adopt and sign as a correct record the minutes of the meeting held on 11 December 2025

7. Any matters arising from the minutes

- a) Memorial bench - Clerk
- b) Step by the beach – Cllr Hopkins
- d) Beach safety – bollard - Clerk
- e) Defibrillator– Clerk

8. Bus Shelter

To consider the quotation for the bus shelters – Cllr Hopkins

9. Committee Minutes

None

10. Tracker update – https://www.instowparishcouncil.gov.uk/data/uploads/387_1900125340.pdf

To review progress on open actions on publicly discussed matters as agreed at previous meetings. List for clarification updates.

- Gate opposite Boathouse – Cllr Hopkins
- Notice Board – Clerk

11. Correspondence

a) A Member of the public has concerns over speeding vehicles on Marine Parade. Clerk has emailed Speed watch Devon and Cornwall police.

Cllrs may want to read the attached links ahead of the council meeting next week.

https://www.communityspeedwatch.org/FRONT-v2-The_Scheme.php

https://www.communityspeedwatch.org/FRONT-v2-About_us.php

b) Instow Beach Cleans 2026 Via email 07/01/2026

12. To consider Planning Applications received

(Document/s had been circulated to Councillors for studying ahead of the meeting)

81109 at 1 Lyndale Terrace Anstey Way Instow

<https://planning.northdevon.gov.uk/Planning/Display/81109>

Following email consultation with councillors due to consultation end date before Council meeting, Clerk responded to NDC accordingly. (For ratification).

13. Agar Assertion 10

Introduced in the 2025 edition of the Practitioners' Guide,

Requires local councils to demonstrate compliance with data protection laws as part of their Annual Governance and Accountability Return (AGAR).

Information required to comply with new AGAR Assertion 10 is as follows

The Council uses .gov domain emails and website

The website is accessible

The Council has an IT Policy

The Council has a Data Protection Policy

All staff and employees are required to undertake Data Protection training as required by the Training and Development Policy

The risk is covered under the Corporate Risk Register (in the Risk Management Suite of the Document)

14. Emergency Plan

Authorise payment for printing and leaflet distribution. Quotation cost required
(In the absence of Cllr Yeadon this may need to be deferred to a future meeting).

15. Finance – https://www.instowparishcouncil.gov.uk/data/uploads/386_345338668.pdf

- a) Invoices for approval and payment Finance sheet 1
- b) Ratification of Grant payments made after the last meeting (11/12/2025) Finance sheet 1
- c) Clerks Holiday Pay

16. Chairs Communication & Annual Volunteer Party

To approve the annual volunteer thank you party usually held at the Commodore Hotel each February, date to be set.

17. Beach Safety

To remind councillors walking the beach to report back to the Clerk so this can be recorded.

18. Any other Agenda Items for the next meeting

None

19. Next meeting **19 February 2026 7.00pm Note change of normal venue to - All Saints Chapel**