

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 19th February 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) Cllr Yeadon approved absence authorised.

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

To adopt and sign as a correct record the minutes of the meeting held on 15 January 2026
An amendment to the minutes in reference to: Grant applications, Hut in Instow Recreation ground and speed watch volunteer project, as discussed.

7. Any matters arising from the minutes

- a) Memorial bench – Deliver date after 17 February 2026
- b) Step by the beach – See 10 b
- d) Beach safety See 10 c
- e) Defibrillators– Delivery date confirmed 18 February 2026

8. Bus Shelter

To consider the quotation for the bus shelters – Clerk to Circulate quotes.

9. Committee Minutes

None

10. Tracker update

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

- a) Gate opposite Boathouse Signage complete – Cllr Hopkins update on repair.
- b) Notice Board – Clerk Order Number 000043084 Delivery to Chair
- c) Bollard Quotes to discuss.
- d) Hut in Instow Recreation ground – Chair to confirm Action.

11. Correspondence

- a. Speed watch – Advert was inserted in Parsh News, clerk has received one contact. Forwarded.
- b. Parking along Lyndale terrace. Via email 12/02/2026
- c. Hut in Instow Recreation ground Via email 09/02/2026

12. To consider Planning Applications received

- a) Document/s had been circulated to Councillors for studying ahead of the meeting 80058 at Land at Brynsworthy Barnstaple EX31 3QQ
- b) Documents circulated 27/01/2026 81109 at 1 Lyndale Terrace Anstey Way Instow Bideford Devon EX39 4HS Consultation ended 10/02/2026. IPC objected.

13. Agar Assertion 10 – Update

All councillors are now using .gov domain emails and website

Introduced in the 2025 edition of the Practitioners' Guide issued to all Cllrs & staff
Staff & 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. The Councils Policy

The Clerk and Cllr Lopez will work together to review the following

- a) IT Policy - Email Internet and Computer System Use Policy to comply with Assertion 10.
- b) Current policies
- c) Both reviews to be presented as a future agenda item for comments and approval by Council.

15. Working Parties / Committees

The Clerk, in collaboration with Cllr Lopez, to undertake a review of the Working Parties and/or Committees and Terms of Reference for these. Councillors are to confirm whether any revisions are necessary.

- a) Finance
- b) Personnel Committee.
- c) Environment and Community Committee
- d) Assets and Facilities Committee
- e) After review to be presented as a future agenda item for comments and any changes to be approved by Council.

16. Barrier to Car Park

Clerk to update

17. Defibrillation Training

The Wi have confirmed they would be happy to help with refreshments, once IPC have confirmed a date for training First Aid and Defibrillator.

18. Emergency Plan

Update from Chair and Cllr. Hopkins - Quotes for printing and leaflet distribution

19. Finance

- a) Invoices for approval and payment Finance sheet 1
- b) To approve the Clerks Holiday Pay to be sent to payroll.

20. Chairs Communication & Annual Volunteer Party

- a) Volunteers event date is set – Clerk to update on numbers and support required on the evening.

21. Village Hall 'Go Green Project'

Update on progress

22. Church Yard

Extension to purchase land for the Church Yard - Chair to update

23. Beach Safety

To remind councillors walking the beach to report back to the Clerk so this can be recorded. One report received. From Cllr McCrum. Action taken, passed to handyman.

24. Any other Agenda Items for the next meeting

None

Next meeting **19 March 2026** 7.00pm Note: Venue to be confirmed at the meeting due to 'Go Green Project' at the Village Hall